



2011 Catalog

**Florida Institute of Recording, Sound and Technology  
(F.I.R.S.T.)  
2309 Silver Star Rd.  
Orlando, FL 32804  
(407) 316-8310  
startatfirst.com  
License # 3250**

**Licensed by:  
Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
(888) 224-6684**

**Accredited by the  
Accrediting Council for Continuing  
Education & Training**



**Volume 4  
March 2011**

<b>GENERAL INFORMATION</b>	<b>7</b>
History	7
Vision Statement	7
Mission Statement	7
Occupational Goals and Philosophy	7
Statement of Legal Control	7
Florida Licensure	7
Description of the School Facilities	7
Hours of Operation	7
Housing	7
Special Requirements	7
Description of the Course Numbering System	8
Definition of a Clock Hour	8
<b>PROGRAMS</b>	<b>8</b>
Comprehensive Audio Engineering and Music Production	8
Comprehensive Film and Video Production	10
<b>TUITION PLANNING INFORMATION</b>	<b>11</b>
Total Program Cost	11
Recommended Materials	11
Payment Schedule	12
Delinquent Tuition	12
<b>SCHOOL POLICY</b>	<b>12</b>
Admission Requirements	12
Transfer of Credits	12
Cancellation and Refund	13
Grading	14
Satisfactory Academic Progress (SAP)	14
Retaking Classes	14
Appeal Process	15
Student Records	15
<b>STUDENT SERVICES</b>	<b>15</b>
Student Badges	15
Career Development Department Services	15

<b>Canceled Courses or Programs</b>	<b>15</b>
<b>Grievance Procedure</b>	<b>16</b>
<b>Attendance</b>	<b>16</b>
<b>Excused Absence</b>	<b>16</b>
<b>Unexcused Absence</b>	<b>16</b>
<b>Illness</b>	<b>16</b>
<b>Tardiness</b>	<b>16</b>
<b>Leave of Absence</b>	<b>16</b>
<b>Make-Up Work</b>	<b>17</b>
<b>Re-Entry</b>	<b>17</b>
<b>Conduct</b>	<b>17</b>
<b>Dress Code</b>	<b>17</b>
<b>Discrimination Statement</b>	<b>17</b>
<b>Definitions of Non-Academic Misconduct</b>	<b>17</b>
<b>Underage Alcohol Violation</b>	<b>17</b>
<b>Alcohol Violations</b>	<b>17</b>
<b>Disorderly Conduct</b>	<b>17</b>
<b>Failure to Submit Identification</b>	<b>18</b>
<b>False Alarm</b>	<b>18</b>
<b>Fireworks</b>	<b>18</b>
<b>Harassment is Behavior that:</b>	<b>18</b>
<b>Possession, Distribution, or Sale of Controlled Substances</b>	<b>18</b>
<b>Providing False Information</b>	<b>18</b>
<b>Sexual Misconduct</b>	<b>18</b>
<b>Receipt and/or Possession of Stolen Property</b>	<b>18</b>
<b>Visitors in the Workplace</b>	<b>18</b>
<b>Blogging</b>	<b>19</b>
<b>Trespassing</b>	<b>19</b>
<b>Vandalism or Defacement of Property</b>	<b>19</b>
<b>Weapons</b>	<b>19</b>
<b>Standards of Classroom Behavior</b>	<b>19</b>
<b>Sexual Harassment Policy</b>	<b>19</b>
<b>Health Services</b>	<b>19</b>
<b>Inclement Weather Policy</b>	<b>20</b>
<b>Technology at the F.I.R.S.T. School</b>	<b>20</b>
<b>Campus Security</b>	<b>20</b>

<b>ACADEMIC CALENDAR</b>	<b>20</b>
Program Start and Graduation Dates	20
Holidays	21
<b>ADVISORY BOARD MEMBERS</b>	<b>22</b>

**Dear Prospective Student, Parents and Friends,**

Welcome! This is an exciting time in your life! We would like to personally congratulate you for taking the first step in your journey towards a successful and fulfilling career in Digital Media. The fact that you are dedicating your time to pursue education and better yourself shows that you have the motivation, desire and interest to succeed in this field. In this catalog you will find detailed information on how to become a student at the Florida Institute of Recording, Sound and Technology (F.I.R.S.T.) and embark on your new career path. We would like to take this opportunity to explain the philosophy and mission of our school, as well as outline the programs we offer.

The F.I.R.S.T. School has developed unique and highly successful programs in Audio Engineering and Music Production and Film and Video Production. These educational programs are based on a philosophy that we could develop a program that would provide students with all of the technical skills, experience and knowledge for the student to gain entry-level employment and embark on a successful career in the many fields in the Digital Media industry today. It is common for F.I.R.S.T. School program graduates to become self-employed and/or freelance. Keeping this in mind, we have integrated these concepts into each program to provide each student with the opportunity to apply technical skills learned in the classroom to real-world work experience in established and professional environments.

Each program begins with basic orientation lessons – or the building blocks of your education – and moves into skilled technical exercises using hands-on techniques in real working environments. The student completes the program with extensive experience and a well-rounded technique-oriented education in the program or programs of their choice.

We at the F.I.R.S.T. School are excited to offer these exciting programs, and would like to invite you to become an integral part of our growing institution. To schedule your admissions interview and school tour, please call your Admissions Advisor at (407) 316-8310. We look forward to speaking with you!

## GENERAL INFORMATION

### History

The Florida Institute of Recording, Sound and Technology (F.I.R.S.T.) was established in 2004. During this time much thought and effort went into how the F.I.R.S.T. School would teach and inspire students in the Digital Media field. The following year the F.I.R.S.T. School launched its first program in Audio Engineering and Music Production. Due to the success of the first program and the growing need for employment in the Digital Media field, the Film and Video Production program was launched. F.I.R.S.T. School programs were built on the philosophy of providing exceptional training and employable skills in the field of Digital Media. The F.I.R.S.T. School is located at 2309 Silver Star Road, Orlando FL 32804.

### Vision Statement

Our vision is to ensure the highest quality education and learning experience to our students.

### Mission Statement

Our mission is to prepare students for a successful career in the field of Digital Media. The F.I.R.S.T. School is dedicated to its hands-on experience, learning philosophy and continual advancement in technology.

### Occupational Goals and Philosophy

Digital Media is a very exciting, growing and competitive field for those who have the right blend of drive, talent and skill. The F.I.R.S.T. School believes that it can make a huge difference in student development. Every lesson plan is based on the objectives faced by professionals in this field on a daily basis.

### Statement of Legal Control

The Florida Institute of Recording, Sound and Technology is a corporation formed under the laws of the State of Florida. Owners/Directors are Alan K. Forbes and Donney Smith.

### Florida Licensure

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or toll-free at (888) 224-6684; License # 3250.

### Description of the School Facilities

The F.I.R.S.T. School is located in beautiful Orlando, Florida and is home to a growing market in Digital Media with production opportunities including Disney, Universal Studios, and several major studios and production facilities. During any of our programs, students may have the opportunity to visit and tour these facilities or other private production studios and companies.

Our 6,300 square foot facility provides several fully-equipped, functional, and up-to-date audio recording studios, film and video editing suites, a large sound stage, live rooms, computer labs with individual workstations, and a conference room. Rooms were designed to facilitate positive and creative team working and learning environments, as well as facilitate open class discussions. Rooms and computers are updated on a regular basis to ensure students are trained on the newest software, systems and gear in the industry.

Life at the F.I.R.S.T. School includes a student lounge and study areas throughout. Students feel the energy as soon as they walk through the door. This isn't just a school; it is a culture reflecting your new career. At the F.I.R.S.T. School, "Your Education Comes F.I.R.S.T.!"

### Hours of Operation

In addition to class times, the school's business office is open 9am to 6pm EST. Students who seek additional class time to use the facilities or make up for missed hours will be allowed access on Saturday and Sunday by appointment only. A teaching assistant will be available.

### Housing

The F.I.R.S.T. School does not maintain housing for students. Housing assistance may be found on the F.I.R.S.T. School website, [startatfirst.com](http://startatfirst.com). The F.I.R.S.T. School makes no recommendations or endorsements of any products or services offered. This information is provided for student informational purposes only.

### Special Requirements

Programs are not developed for the deaf, blind or those needing special services extending outside the normal boundaries of working in the Digital Media field.

## **Description of the Course Numbering System**

Our course numbering system reflects what program is taken and in what order. Our courses are designed to be taken in order as numbered, such as course number 101 would be taken before course number 102.

### **Course Prefix**

AEMP

FVP

### **Program of Study**

Audio Engineering and Music Production

Film and Video Production

## **Definition of a Clock Hour**

A clock hour represents 50 minutes of class instruction and a 10 minute break.

# **PROGRAMS**

## **Comprehensive Audio Engineering and Music Production**

### **Overview**

The Comprehensive Audio Engineering and Music Production Program is an eight month program designed to teach students all aspects of Recording Arts. From the Basic courses all the way through Advanced, students will receive hands-on education using up-to-date technology found in studios and used by Audio Engineers and Producers worldwide.

In each course, students will be given sessions and projects to develop their skills as they would apply to the real world. F.I.R.S.T. students are graded and held accountable for each and every session they encounter. Consistent drills and quizzes keep students active and interested in the information given by the instructors. Our main objective is simple: to provide the finest in education by exposing students each day to the very things that inspire them to be successful in the career field known as Recording Arts. Upon completion students can obtain a job in radio, audio visual, live sound, recording studios, sporting arenas, theater productions and much more.

### Eight Months in Length – 350 Total Clock Hours

256 Clock Hours of Instruction

64 Clock Hours of Independent Lab

30 Clock Hours of Internship

### **AEMP101 - Basic Audio - 32 Clock Hours of Instruction**

Starting with the history of analog recording and learning how the human ear understands and perceives sound, students will gain the knowledge that is important to mixing and recording engineers today. Students learn the core fundamentals of Mac and PC-based operating systems while working hands-on from individual workstations. Each student will learn how to properly organize files within the Mac operating system. After that, students dive into the Basics of Logic Studio, learning all aspects of the program so that they have a basic knowledge of recording and editing inside a Digital Audio Workstation (DAW). The last part of this course is spent learning all about plugins that come bundled with the software.

### **AEMP102 - MIDI - 32 Clock Hours of Instruction**

Students learn how MIDI is an integral part of live and studio production and is found in nearly every top studio and project studio around the globe. Starting with the history of the MIDI language and why it was created, students will be exposed to the world of synthesis, virtual instruments, software, and hardware sequencers. Students are given the opportunity to explore their creativity as an individual by using their own workstations. This allows students to work at their own pace, apply techniques in real-time, and ask questions about the techniques used in the sessions.

**AEMP103 - Fundamentals of Recording - 32 Clock Hours of Instruction**

Students learn core fundamentals about Cables, Microphones, Preamps, Signal Flow and Sound Dynamics. They also learn how analog consoles and external gear – including patch bays and effects – are designed, how signal flow is applied and how to troubleshoot potential problems in live and studio environments. Students also learn microphone placement techniques for use in various situations.

**AEMP104 - Mixing and Editing Concepts - 32 Clock Hours of Instruction**

This course focuses on recording, editing and mixing, using both analog gear and digital software. Students will learn how to route signal out of the software Logic Pro and into a recording console for mixing purposes. During this time, students will constantly be drilled on EQ and compression techniques, and students will build a radio commercial to be placed on their demo reel.

**AEMP105 - Audio for Post - 32 Clock Hours of Instruction / 16 Clock Hours of Independent Lab**

Students will learn about Advanced Digital Recording Consoles and the continuing use of Signal Flow. Students will work as a team to create and collect recordings of sound FX to be used as foley work in film trailers. Students are taught to apply their collective skills and complete the Audio Post for a film trailer that will be part of the student's demo reel. By spotting FX in sound libraries, as well as using sounds they have recorded earlier, students will create realistic soundscapes and atmospheres necessary in Post Production for Film, TV and Gaming.

**AEMP106 - Advanced Recording - 32 Clock Hours of Instruction / 16 Clock Hours of Independent Lab**

Advanced recording involves all the techniques of Signal Flow, FX, Mic Placement and Audio Recording. Students will trade roles and act as the Main Engineer, Assistant, Producer and Artist in efforts to understand the importance of studio employment and how teamwork is essential to the success of any project. Students will also gain experience mixing various genres of music while utilizing DSP-based processors. After the completion of various mixes, we will show students how to burn to Red Book CD standards for their demo reel.

**AEMP107 - Fundamentals of Pro Tools - 32 Clock Hours of Instruction / 16 Clock Hours of Independent Lab**

Students are exposed to Pro Tools software. Starting with core fundamentals, including the layout of the interface and windows, students will gain knowledge of using cross platforms for audio recording and learn about control surfaces as they mix music. Many of the same concepts and techniques will be covered from previous months in an effort to show students the many similarities and differences between Logic Pro and Pro Tools. This is an extremely important part of recording and production due to the continuous growth of recording platforms and hardware in today's market.

**AEMP108 - Advanced Mixing - 32 Clock Hours of Instruction / 16 Clock Hours of Independent Lab**

In this course students are utilizing all prior knowledge to successfully mix and compile a finished demo reel. Students are also taught CD mastering using the Waves Masters Bundle. To make students well versed in audio engineering and mixing, we expose them to music they may have never heard, thus making the student more receptive to new ideas.

**AEMP109 - Student Internship - 30 Clock Hours of Instruction**

Student internships are conducted in the audio engineering and music production field, under the supervision of a professional, where the student's skills are assessed. The internship will provide students with the opportunity to further develop business skills and gain exposure to the work environment.

Internships will allow students to take initiative and become accountable for their experience. The F.I.R.S.T. School encourages students to make lasting relationships and also to practice the skills learned during Career Development, class lectures and lab hours. Practical training for each student will vary considerable, but all opportunities should teach students about their industry and set expectations for entry-level employment upon graduation.

## **Comprehensive Film and Video Production**

### **Overview**

The Comprehensive Film and Video Program is an eight month program designed to teach students all aspects of high-definition development and production. From Basic classes all the way through Advanced, students will receive hands-on education using up-to-date technology found in the field and used by professionals worldwide for any type of production.

We cover each stage of production: Development, Pre Production, Production, Post Production, Visual Effects, and DVD Authoring. In each course, students will be given projects to develop their skills as they would apply them in the real world.

F.I.R.S.T. students are graded and held accountable for each and every course they encounter. Consistent drills and quizzes keep students active and interested in the information given by the instructor. The F.I.R.S.T School's main objective is simple: to provide the finest in education by exposing students each day to the very things that inspire them to be successful in the career field known as Video Production. Upon completion, students can obtain a job as a news or video editor, production manager, videographer, camera operator and many more.

### Eight Months in Length – 350 Total Clock Hours

256 Clock Hours of Instruction

64 Clock Hours of Independent Lab

30 Clock Hours of Internship

### **FVP 101 - Video Development and Pre Production - 32 Clock Hours of Instruction**

Students will learn that no matter the role a filmmaker plays in the development of a movie, every crew member is responsible for enhancing the script through the use of specific storytelling techniques that manipulate an audience's mood and understanding of the conceptual world of film. By focusing on the art and science of visual storytelling, and using specific examples from movies past and present, we will uncover a multitude of filmmaking techniques that can be applied to any film or television project in every aspect of the entertainment business. Students will discover the various jobs and requirements in the film industry, learn to write scripts using standard Hollywood guidelines in Final Draft, create budgets and schedules, and prepare a business plan for presenting project ideas to clients.

### **FVP 102 - Production - 48 Clock Hours of Instruction**

Students will become familiar with the technical aspects of digital video production, grammar and syntax of cinema. Students will learn about camera techniques, production, sound, gripping, directing, HD camera systems and lighting. By the end of this class, students will be ready to start their first production. Students will begin to work on their first real project, a :30 commercial, in which they will apply their knowledge from previous classes.

### **FVP 103 - Post Production - 24 Clock Hours of Instruction / 16 Clock Hours of Lab**

They will be introduced to the concepts of aesthetic editing and the role of the editor as a storyteller. Students are also introduced to many post production concepts, including dialogue editing, scene transitions, time and space perception, tempo, sound effects, editing with music and mood changes. Students will also learn to use Final Cut Pro to edit their commercial.

### **FVP 104 - Advanced Production - 40 Clock Hours of Instruction / 16 Hours of Lab**

At this stage, students will enter into a second phase where they will develop, produce and edit two projects – a music video and a documentary. They will understand the principle of shooting uncontrolled action, working with real clients, and editing in two new formats. They will also learn the principles of interviewing talent and shooting supporting footage as a news team. By the end of month four, students will be prepared to begin their final video project, the Short Film.

**FVP 105 - Motion Graphics and Visual Effects - 32 Clock Hours of Instruction / 16 Clock Hours of Lab**

Students will learn compositing and animation techniques, basics of Motion Graphic design using After Effects, and how to develop their own company logo. They will also produce, edit and composite visual effects to a :30 project. By the end of month seven, students will have completed two After Effects projects.

**FVP 106 - Short Film - 24 Clock Hours of Instruction / 16 Clock Hours of Lab**

Using everything they have learned to date, students will take on a major project and apply those skills to their Short Film. Students will also apply their knowledge of Pre Production by breaking down a script, creating a budget, developing a schedule, casting talent, scouting locations and much more. Students will apply advanced techniques of camera and lighting. By the end of this course, students will finalize their 5 to 15 minute film project.

**FVP 107 - Advanced Post Production - 24 Clock Hours of Instruction**

At this level students will learn advanced editing techniques including color correction, dialogue editing, storytelling techniques, sound effects and application of musical compositions.

**FVP 108 - Marketing and Demo Reels - 32 Clock Hours of Instruction**

Students are taught how to develop and produce a DVD. They will learn the principals of DVD authoring, how to author (develop) DVDs professionally, apply for film festivals, package DVDs for clients, and to market themselves properly. Students will learn the rules of how major production companies get distribution, and how to develop their own website to host their work. Students will also learn how to create and edit trailers. By the end of month eight, students will have four video projects, two After Effects projects and one trailer to upload to their website.

**FVP 109 - Student Internship - 30 Clock Hours of Instruction**

Under the supervision of a professional, student internships are conducted in the fields of film and video production. Student skills will be assessed and the internship will provide students with the opportunity to further develop business skills and gain exposure to the work environment.

Internships will allow students to take initiative and become accountable for their experience. The F.I.R.S.T. School encourages students to make lasting relationships and also to practice the skills learned during Career Development, class lectures and lab hours. Practical training for each student will vary considerable, but all opportunities should teach students about their industry and set expectations for entry-level employment upon graduation.

**TUITION PLANNING INFORMATION**

**Total Program Cost**

Comprehensive Audio Engineering and Music Production:

\$13,500.00	Tuition
\$ 45.00	Application Fee (non refundable)
\$13,545.00	Total Program Cost

Comprehensive Film and Video Production:

\$13,500.00	Tuition
\$ 45.00	Application Fee (non refundable)
\$13,545.00	Total Program Cost

The tuition price includes all textbooks needed.

**Recommended Materials**

Students are strongly encouraged to purchase the software used during the program for practice at home; however, it is not required for completion of course work. While using the F.I.R.S.T. School's

computer lab, a personal hard drive to store projects or documents and set of studio headphones are required.

### **Payment Schedule**

Students are required to pay the tuition (\$13,500) before the first day of class. Students participating in tuition financing programs must have all loan documentation completed prior to the first day of class.

Tuition is subject to change. Call (407) 316-8310 or visit us at [startatfirst.com](http://startatfirst.com) for current tuition. The F.I.R.S.T. School accepts cash, check, money order and credit card payments.

**Plan A** - Tuition is paid in full no later than 30 days before scheduled classes begin. Having your tuition paid in full guarantees a seat in upcoming classes being offered.

**Plan B** - The F.I.R.S.T. School works with many educational lenders and can assist you in receiving student loans for your tuition. This is a student loan program. *(This plan is only available to those who qualify; consideration is based upon credit history, reference history and is reviewed by the school on an individual case basis.)*

**Plan C** - Tuition is paid in three equal installments. The first installment is due 15 days prior to the start of class. The second installment is due 60 days after the start of class, and the third installment is due 120 days after the start of class.

### **Delinquent Tuition**

In the event a student's tuition payment becomes 30 days late, written and/or verbal notice will be given advising the student of their payment status. If a student becomes 90 days late, the account will be placed with a collection agency. All student loan obligations must be current at the time of graduation for the student to receive their diploma.

## **SCHOOL POLICY**

### **Admission Requirements**

All prospective students must have proof of a high school diploma or G.E.D. If an applicant is under 18, he/she must provide written consent of a parent or guardian. Applicants must be 16 years of age or older. Applicants need not have any previous experience; however, a strong desire to work in the Digital Media industry is needed. Applicants should also have basic knowledge of computers. All prospective students will be interviewed in person or by telephone by a F.I.R.S.T. School Admissions Advisor. The interview will be used to assess the applicant's personal goals and to determine if he/she will benefit from attending the F.I.R.S.T. School. A student is then required to submit an application package containing a written essay explaining why they would like to attend the school, one letter of recommendation and a \$45 nonrefundable application fee. Upon receipt and review of all required materials, a student is then accepted into the program of his/her choice.

### **Transfer of Credits**

To ensure the equitable treatment of students, a School Director will evaluate requests for the best interest of the student, grant appropriate credit, and communicate training time and tuition reduced proportionally. Transfers are approved at the school's discretion. No fees are assessed for evaluating or granting credit transfers. The F.I.R.S.T. School does not have any institutions of higher education with whom it has articulated agreements for credit transfer. Veteran students and the Veterans Administration will be notified of credit transfers.

Requirements:

- 1) Students must request transfers before the first day of their program. A written request, transcripts and course syllabi should be provided to the School Director.
- 2) All transfers must be equivalent to 80% of F.I.R.S.T. School course content and equal to the existing credits earned.

- 3) The student must have received a 2.0 minimum GPA for any credits they wish to transfer, and must have taken the transferring coursework within the last 12 months. Credits can not exceed 64 clock hours.
- 4) Appeals must be presented in writing to the School Director within 72 hours of denial.

When transferring credits to another school and by student request, the F.I.R.S.T. School will provide guidance, counseling, an official transcript, syllabi and course outlines as appropriate.

### **Cancellation and Refund**

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

### **Refund Due Dates**

- 1) If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or date of cancellation, whichever is first.
- 2) For an enrolled student, the refund due will be calculated using the last day of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the F.I.R.S.T. School or the date the F.I.R.S.T. School terminates the student, by applying the F.I.R.S.T. School's attendance, conduct or Satisfactory Academic Progress policy.

### **Cancellations**

- 3) If an applicant is rejected for enrollment by the institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
- 4) If the F.I.R.S.T. School cancels a program subsequent to a student's enrollment, the F.I.R.S.T. School will refund all monies paid by the student.
- 5) If an applicant accepted by the F.I.R.S.T. School cancels prior to the start of scheduled classes or never attends class (no-show), the F.I.R.S.T. School will refund all monies paid, less the application fee of \$45.
- 6) The F.I.R.S.T. School considers a withdrawal as a cancellation or no-show within the first week of starting a new program. A student who is considered a cancellation or now-show will receive a full refund and all payments returned to the applicable funding source, less the \$45 non-refundable application fee. In no event will a student be treated differently based on the source of funding or the timing of disbursements or payments.
- 7) All monies will be refunded if the student cancels within three (3) business days after signing the Enrollment Agreement.
- 8) All monies will be refunded if a student who has not toured the facilities cancels within three (3) business days after visiting the facility.
- 9) Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the \$45 application fee.

### **Withdrawal or Termination After the Start of Class and After the Cancellation Period**

- 10) The F.I.R.S.T. School will retain a \$100 administrative fee associated with a withdrawal or termination.

- 11) During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- 12) After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example.)
- 13) After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

### **Veterans Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

### **Grading**

Instructors will test students in a variety of ways. When appropriate, students will be given a written test. Periodically, each student will be asked to demonstrate his or her abilities through projects and exercises in the presence of an instructor. Each student will be evaluated in each course.

Students will be graded on the following scale for written tests, practical exams and completion of course work and hours.

A 100-90%	B 89-80%	C 79-70%	F 69% or below
-----------	----------	----------	----------------

Quizzes, performance exams, and final exams will be equally weighted to make up a final course grade. All courses will be averaged to obtain a final program grade that determines eligibility for graduation.

### **Satisfactory Academic Progress (SAP)**

Due to the creative nature of the programs offered, the school maintains a certain amount of flexibility in its evaluation of students. Satisfactory academic progress is cumulative, includes all periods of attendance at the F.I.R.S.T. School, and is applied consistently to all students. Students who receive an average score of less than 70% on all objectives in a given course will fail. Student progress is measured by their Grade Point Average (GPA). When a student fails an objective, we will contact the student in person, by phone or by mail to provide additional assistance and help the student gain the knowledge or skill needed to complete the objective. Students may be given the opportunity to retake tests or reattempt objectives. Retakes and time grants are approved by the instructor and the F.I.R.S.T. School. Student standings are evaluated every two months by written evaluation.

In order for students to have satisfactory academic progress and obtain a diploma, attendance of no less than 80% of the entire program and completion of each course with a grade of 70% or higher is required. All program requirements must be met within a maximum time frame of 1.5 times the normal program length. Time spent on an approved leave of absence is not counted against the maximum time frame.

### **Retaking Classes**

Students unable to pass a specific course will be able to retake the course at the *student's expense*. Students who fail a course will be notified in writing. No student may take the same course a third time. Failure to pass a course on the second attempt will result in their dismissal from the F.I.R.S.T. School. Retaking any course must be completed within twelve months of the official start date.

### **Appeal Process**

A student may submit a written appeal to the School Director within three calendar days of their dismissal. Documentation should outline the circumstances preventing satisfactory academic progress. Only extraordinary circumstances will be considered for appeal, such as death or severe illness in the immediate family. The School Director will determine whether the student may be permitted to continue in the program and the student will be notified in writing within ten days of the initial appeal. The decision of the School Director is final.

### **Graduation Requirements**

To successfully receive your diploma in one of the areas of study offered at the F.I.R.S.T. School you must:

1. Successfully complete all courses (maintaining a 2.0 (70%) or higher grade-point average for each course)
2. Attend 80% of class clock hours
3. Fulfill all monetary obligations to the school prior to graduation

### **Student Records**

Student records are permanently retained by the school and are available to students upon individual request. Student records are made available to potential employers only after the student has submitted a written request to the school office.

Under FERPA, any student who is 18 years or older or who attends a post secondary institution will be able to have access to their educational records, and also have the opportunity to have records amended. Under no circumstance will the school release educational records without the student's consent.

## **STUDENT SERVICES**

Tutoring ----- Sign up for tutoring through your instructor

Transportation ----- [www.golynx.com](http://www.golynx.com)

Mental Health ----- Lakeside Hospital 1800 Mercy Dr. Orlando, FL 32808

Social Services ----- Social Bridges 1155 Louisiana Ave. Winter Park, FL 32789

Housing ----- [www.apartmentfinder.com](http://www.apartmentfinder.com) or [www.forrent.com](http://www.forrent.com)

Local Area Information (Orange County) ----- [www.orangecountyfl.net](http://www.orangecountyfl.net)

### **Student Badges**

The first day of school, students will receive a student I.D. at no charge. Student badges are to be worn at all times while on campus. Any student not wearing a badge will be asked to put on a temporary badge while on campus. In the event a student needs a badge replaced, the student will pay a replacement fee of \$15.

### **Career Development Department Services**

The F.I.R.S.T. School is active in providing resources for students to use in their job search. We always seek networking connections within the industry and update programs to ensure that our graduates have the best opportunities to develop lasting connections within the industry and high placement rates.

Following graduation, we maintain dedication to the success of our students and encourage students to stay in touch with us so that we may help in job search strategies. Although no school can guarantee placement, we will do everything we can to help students reach their goals by providing the best resources available.

### **Canceled Courses or Programs**

In the event that the F.I.R.S.T. School cancels a program or course, the student will be placed in another class or program, or the student will have the option to withdraw from the institution if no means of course fulfillment can be found. Students will be entitled to a full refund.

### **Grievance Procedure**

Here at the F.I.R.S.T. School we have an open door policy. Any concern or complaint that a student has should be brought to the immediate attention of the instructor. If the concern or situation is not satisfactorily resolved then an appointment can be made to speak with the School Director. Any student wishing to appeal academic or disciplinary actions may do so in writing and must be submitted directly to the School Director.

Students with unresolved complaints can contact the Commission for Independent Education Office via mail at 325 W. Gaines Street, Suite 1414 Tallahassee, Florida 32399, on the Commission website located at [fldoe/cie/org](http://fldoe/cie/org), or toll free at (888) 224-6684.

## **RULES AND REGULATIONS**

### **Attendance**

A student is required to attend eighty percent (80%) of the program to graduate. A student with more than twelve unexcused absences for the entire program will fail due to attendance. A student with more than two unexcused absences in a course will be required to retake the course at the student's expense. Three tardies in one course will equal one unexcused absence. A student with four consecutive absences will be automatically withdrawn from the program. Attendance will be tracked daily by the course instructor.

Any student who has two unexcused absences will be notified in writing and placed on Attendance/Academic Probation for 30 days. Failure to comply with Attendance/Academic Probation will result in failing of the course and the course will need to be retaken at the student's expense. While on Attendance/Academic Probation, a student can not be tardy or have an unexcused absence.

### **Excused Absence**

When absolutely necessary, students may request an excused absence from their instructor or a School Director. The request must be submitted verbally or in writing the day prior to the planned absence. Absences will only be excused for extenuating circumstances, such as illness or family bereavement. Documentation is required for all excused absences and is to be turned into an instructor for placement in the student's file. Tests and quizzes given on days of excused absences must be made up. It is the student's responsibility to catch up on all missed class assignments during excused absences.

### **Unexcused Absence**

If a student is absent and fails to receive prior approval, or if the student is ill but fails to notify the school prior to the start of the school day, it is considered an unexcused absence. Any student with more than two unexcused absences within a course, who wishes to graduate, will be required to repeat the course the next time it is offered and at the student's expense. Early departures, class cuts, tardiness, etc. which leads to less than seventy five percent (75%) of class attendance will count as a full days absence. Three tardies in one course will equal one unexcused absence. Quizzes given on days of unexcused absences can not be made up. Tests given on days of unexcused absences must be made up. It is the student's responsibility to catch up on all missed class assignments during unexcused absences.

### **Illness**

Students who are ill and unable to attend class must notify the school by phone or email as least one hour before the class is to begin. If a student is ill and misses more than three days within a course, he or she will be required to retake the course at the student's expense.

### **Tardiness**

Any student who is not in the classroom ready to work five minutes after the class is scheduled to begin is considered tardy. Students who are more than one hour late will be counted as absent for that day. Three tardies in one course will equal one unexcused absence. A student who is tardy more than six times within a course will be required to retake the course the next time it is offered and at the student's expense.

### **Leave of Absence**

If a student requires an extended period of absence, he or she may postpone the continuation of his or her education until the same classes are offered again with the commencement of the same course.

There is no additional charge; however, the leave of absence is limited to 90 calendar days. A student must sign a leave of absence form and specify the reason for leaving and provide a date for return. If a student does not complete the section within the amount of time agreed upon, the student's contract will be terminated and he or she may be granted a refund in accordance with the school's refund policy.

### **Make-Up Work**

In the event a student misses class, it is the student's responsibility to obtain all work from the instructor the next day class is attended. The student will have one more class day to turn in make-up work. Failure to make up work will result in a failing grade for that day. Quizzes given on days of unexcused absences can not be made up. Tests given on days of unexcused absences must be made up. Tests and quizzes given on days of excused absences must be made up.

### **Re-Entry**

A student who has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was dismissed must have an interview with the School Director to determine if the student qualifies for re-instatement. This decision is subject to the School Director and all re-instatement decisions are final.

### **Conduct**

Students are expected to conduct themselves in a professional manner at all times. All students are required to obey the laws of the State of Florida. Failure to obey the rules is grounds for immediate dismissal.

### **Dress Code**

Students attending the F.I.R.S.T. School may not wear derogatory or explicit graphics on clothing. Due to safety concerns, students are not allowed to wear hoodies or hats of any nature. Students will not be allowed to carry book bags; laptop bags are allowed on campus.

### **Discrimination Statement**

The F.I.R.S.T. School does not discriminate regarding sex, race, color, disability, national origin, creed and/or religion. The training offered by the F.I.R.S.T. School may also have stamina or mobility requirements different than some other occupations.

### **Definitions of Non-Academic Misconduct**

Behavior that is subject to disciplinary action under this code includes violations of Federal, State, and local law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the school or its educational mission. Examples of behavior that will be subject to disciplinary action include:

### **Underage Alcohol Violation**

Possession and/or consumption of alcoholic beverages by all persons under the age of 21.

### **Alcohol Violations**

Aiding and abetting the possession and/or consumption of alcoholic beverages by a person who is under the age of 21. Violations of Florida laws regarding the purchase, possession, driving while under the influence, manufacture, and consumption of alcoholic beverages.

### **Disorderly Conduct**

Acting in a manner on school premises or at school sponsored activities that unreasonably disturbs the peace and tranquility of the school, including, but not limited to, throwing objects from balconies and windows and disruptive noise-making; intentionally and substantially interfering with the freedom of expression or others on school premises or at school sponsored activities; or intentionally or recklessly interfering with normal school-sponsored activities, including, but not limited to, studying, teaching, research, school administration, fire, police, or emergency services.

**Failure to Submit Identification**

Failure to submit identification upon request to duly authorized and properly identified school officials. Students who do not have identification in their possession will be given adequate opportunity to find and present it.

**False Alarm**

Intentionally initiating or causing any false report to be initiated, warning or threat of fire, explosion or other emergency on school premises or at school-sponsored activities.

**Fireworks**

Possession or unauthorized use of fireworks or any explosive device including, but not limited to, firecrackers, cherry bombs, dynamite, and homemade explosives on school premises or at school-sponsored activities.

**Harassment is Behavior that:**

- a. is directed toward a particular person (or persons)
- b. is unwelcome and severe or pervasive
- c. violates criminal law, civil rights law, the F.I.R.S.T. School administrative regulation on harassment, or that unreasonably interferes with the target person's employment, academic pursuits, or participation in school-sponsored activities

**Possession, Distribution, or Sale of Controlled Substances**

Any activity and possession, use, sale or manufacture of any substance declared illegal by Florida State Statutes.

**Providing False Information**

- a. Intentionally furnishing oral or written false information to the school
- b. Forgery, deliberate misrepresentation or unauthorized alteration, or unauthorized use of any school document or instrument of identification including, but not limited to, Photo I.D.'s, medical excuse, traffic decal, drop/add forms, and other applications, etc.
- c. Submitting form(s) that one knows, or has reason to know, have been forged, altered, or modified

**Sexual Misconduct**

Rape, other sexual offenses, and sexual assault will result in severe sanctions from the school as well as possible criminal prosecution. These categories include:

- a. Forcing someone to have vaginal intercourse, engage in other sexual acts such as oral or anal intercourse, digital penetration, or penetration by an object
- b. Sexual contact without full and free consent given by the person (including situations where drugs or alcohol impair a person's ability to give full and free consent)
- c. Sexual contact when the perpetrator knows or should know the behavior is offensive to the person
- d. Sexual contact when the perpetrator knows the person is unaware of the sexual contact
- e. Sexual contact when the person is less than the statutory age of consent

**Receipt and/or Possession of Stolen Property**

Receiving and/or possessing, by any means, property one knows or has reason to believe is stolen. The sale or exchange of stolen property or transfer by any means of property one knows or has reason to believe is stolen. Theft includes the unlawful taking or use of school or personal property and of services. "Services" include but are not limited to telephones, unauthorized use of school computers, illegal copying of software, acts in violation of the copyright laws, theft of school keys or duplication of school keys, and taking someone else's parking sticker.

**Visitors in the Workplace**

To provide for the safety and security of employees and facilities at the F.I.R.S.T. School, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances. Please have visitors sign in at the front desk and obtain a visitor's badge.

### **Blogging**

The F.I.R.S.T. School respects the right of any student or employee to maintain a blog; however, to protect the school's interests, students and employees must adhere to the following rules:

Employees may not post on a blog during work time or while using school computers; all rules regarding confidential information apply in-full to blogs. Any information that cannot be disclosed through a conversation, a note or an e-mail can not be disclosed in a blog. If posting on a networking website such as MySpace, Facebook or Twitter, posting negative or harmful comments about the school, its programs, other students or faculty will not be tolerated.

### **Trespassing**

Forcible, unauthorized entry or unauthorized presence in a school building, office, room or areas to include, but not limited to basements, roofs, crawl spaces, out buildings, and posted lands or grounds.

### **Vandalism or Defacement of Property**

Any act that intentionally or recklessly destroys, damages or defaces school property, property of any person on school premises or at school sponsored activities.

### **Weapons**

Unauthorized use, possession or storage of any weapon on school premises or at school sponsored activities will result in immediate dismissal from the school. The term weapon includes but is not limited to: gun, rifle, pistol, bow, dynamite cartridge, bomb, grenade, mine, bowie knife, dirk, dagger, sword, num-chucks, sling shot, leaded cane, switch-blade knife, black jack, metallic knuckles, stun gun, and knife with a blade five or more inches in length. It also includes chemicals such as mace, pepper spray or tear-gas (if used in an illegal manner).

### **Standards of Classroom Behavior**

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts which result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or disenrollment on disciplinary grounds, must be preceded by a disciplinary conference or hearing via Extraordinary Disciplinary Intervention procedures.

### **Sexual Harassment Policy**

Sexual harassment is illegal under both state and federal laws and it is the policy of the F.I.R.S.T. School to prevent sexual harassment of students, employees and anyone who seeks to join the campus community in any capacity. Any student or employee who violates this policy will be subject to disciplinary actions, which can result in immediate termination of employment or academic studies. In some cases, sexual harassment may be susceptible to prosecution under criminal law. Sexual harassment includes such behavior as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature directed toward an employee, student, or job applicant, particularly when one or more of the following circumstances are present:

- Submission to such conduct is made explicitly or implicitly a term of condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment

A student who has a complaint of sexual harassment should notify either School Director; Alan K. Forbes or Donney Smith.

### **Health Services**

The F.I.R.S.T. School does not provide health services, emergency or otherwise. In case of emergency, call 911.

### **Inclement Weather Policy**

When weather conditions make it necessary to delay opening, cancel classes, or close the school, a notice will be provided by the F.I.R.S.T. School Directors, local radio and television stations.

### **Technology at the F.I.R.S.T. School**

Academic and administrative information processing, digital telecommunication and related technology are critical academic and business tools of the F.I.R.S.T. School. Inappropriate exposures of confidential and/or sensitive information, loss of data, inappropriate use of computer networks, and risks of physical damage can be minimized by compliance with reasonable standards, attention to the proper design and control of information systems, and sanctions for violation of the security policy. To safeguard the school's resources and to protect the confidentiality of data, adequate security measures must be taken. This security policy attempts to establish a balance between the risk of loss of information resources, including data misuse, and the inconvenience and cost of the security measures. These security measures are designed to supplement other school policies regarding the use of computer systems. Computers owned by the school shall be used only for official school business, including academic pursuits.

#### Purpose and Scope

- The primary purpose of this policy is to establish rules to ensure the protection of confidential and/or sensitive information stored electronically
- This policy applies to all network services operated by the school
- This policy assigns general responsibility and provides guidelines for security to protect the computer systems and data against misuse and/or loss
- This policy applies to any and all users of the school's computer systems including all locations on the school's Wide-Area Network
- This policy applies to all aspects of security including, but not limited to, accidental or unauthorized destruction, disclosure, or modification of hardware, programs, and data

### **Campus Security**

While attending school, all students will adhere to safety guidelines which include the following:

- Students will not be on campus in labs unless prior permission has been granted
- Students will not prop open doors or unlatch locked doors for any reason at any time

## **ACADEMIC CALENDAR**

The F.I.R.S.T. School offers day and evening classes to fit your schedule. Our schedules are offered in Monday/Wednesday/Friday classes or Tuesday/Thursday/Saturday classes. Because of our dedication to small class sizes, enrollments are on a first come first serve basis, and seats are limited. Class sizes are restricted to eight students per class for all programs. Class dates and time may change at anytime. Please contact us for further information.

### **Program Start and Graduation Dates**

#### Audio Engineering & Music Production

5/2/11 - 1/5/12  
7/12/11 - 3/12/12  
9/12/11 - 5/12/12  
11/1/11 - 7/1/12  
1/9/12 - 8/9/12

#### Film and Video Production

5/3/11 - 1/3/12  
7/12/11 - 3/12/12  
9/12/11 - 5/12/12  
11/7/11 - 7/7/12  
1/9/12 - 8/9/12

## Holidays

The school year has been designed to have program blocks end before Christmas and start again after New Years Day. The school will also be closed on the following holidays. Additional holidays may be added at the discretion of the School Director.

*Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day*

*Independence Day  
Labor Day  
Christmas Day*

*New Years Day  
Thanksgiving Day (2)*

## ADMINISTRATIVE AND FACULTY PROFILES

### **Alan K. Forbes**

### **School Director and Director of Admissions**

Alan K. Forbes has worked in the Digital Media industry for over 13 years. He is an established and successful producer and engineer within the recording industry, and has also had the opportunity to work with platinum producers and world-renowned studios nationwide. Prior to opening the F.I.R.S.T. School, Alan owned and operated ProPoint Studios, a full service multi-media company. Currently, Alan writes, produces, records and voices commercials for Cox Radio, as well as maintaining his career in Marketing and Advertising within the Digital Media industry.

### **Donney Smith**

### **School Director and Director of Finance**

Donney Smith has worked in the audio industry for over 14 years. His love and passion for the audio world has led him to become a successful engineer and producer in his field. His knowledge of working with many types of students has played an important role in making the F.I.R.S.T. School a reality. Donney's reputation and name have had a large impact in the industry, such that companies like the Orlando Magic have contracted him to provide services for their needs. He has also worked with platinum recording artists such as Lorenzo (Universal Records) and Drew Seely (High School Musical) for production, mixing and mastering a finished CD.

### **Ashley Swanson**

### **Director of Career Development and Administrator**

Ashley Swanson graduated from the University of Florida in 2003 and has six years experience as a seasoned Account Executive within the field of marketing, consulting and advertising. She brings structure, accountability and brand management to the institution as a whole, implementing policies and building relationships with prospective employers and associations for student internship and graduate career opportunities. Ashley has managed key relationships and all aspects of marketing with several large clients in her career. These have included a \$2 billion cable operator and a \$1.7 billion banking software company.

### **Earl Hoback Director of Education & Audio Engineering and Music Production Adjunct Instructor**

Earl Hoback has worked in the Digital Media industry as an audio engineer, musician, and technician for over 10 years. He has recorded and mixed indie rock groups as well as reinforced them in a live sound environment. In addition, Earl has helped fabricate the audio systems for several theme parks, to include the Rip Ride Rocket for Universal Studios Orlando Resort and currently produces front-house sound for the Blue Man Group. Earl graduated from Full Sail with an AS in Recording Arts at the age of 19. His fascination with new technology drives him to learn and master the industry standard before it ever becomes one.

### **David Lopez**

### **Film and Video Production Program Director**

David Lopez graduated from Fitchburg State College in 1995 and started working at Universal Studios, Florida. After completing various small budget independent features, David enlisted into the Air Force where he served as a member of the Combat Camera Unit. During his enlistment, he worked on more than 400 projects for the Department of Defense, Air Force News, Special Operations Command and Central Command, acting as producer in over 200 of them. David is also a Veteran of Operation Joint Forge where he served during the conflict in Bosnia and for which he received the Air Force Meritorious Achievement medal. After David left the Air Force, he continued to be an independent producer working on various projects for the corporate sector, government, and entertainment television. David worked for

Full Sail as a Course Director, and now is the Film and Video Production Program Director for the F.I.R.S.T. School. David's goal is to prepare young filmmakers to succeed in the industry.

**Richard Ott**

**Audio Engineering and Music Production Program Instructor**

Richard Ott has worked in the audio industry for over 15 years. He has recorded, mixed and produced countless recordings from artists ranging from independent bands to classic rock icons such as Deep Purple and Jerry Lee Lewis or jazz legends such as Sun Ra and Sam Rivers. Richard has owned several recording studios and worked for artist development companies serving clients such as Atlantic Records, EMI, Fox Television and Warner Brothers. His passion for the art of recording has led him to teach with a desire to pass on the knowledge he has gained over the years. Richard holds a Bachelors Degree in Specialized Studies from Ohio University and graduated Summa Cum Laude with honors.

**John LaRosa**

**Audio Engineering and Music Production Program Instructor**

John LaRosa has worked in the audio industry for over 10 years. He began his career as a voice over editor, which led him to eventually manage an audio department that produced books on tape for publishing companies like Harcourt Inc., Holt Rinehart and Winston. He later changed his career path to strictly work in the music industry; engineering for numerous independent and major label artists and producers such as Plies, B.O.B., OJ da Juice Man, The Runners, and NoID. John graduated from A.R.T.I. in 1999 and is enthusiastic to share knowledge he has gained over the years with students and fellow colleagues.

**ADVISORY BOARD MEMBERS**

**Audio Engineering and Music Production**

Joe Destefano  
John Blanche  
Eric Valez

**Film & Video Production**

Amid Williams  
Corday Williams  
Adam Richardson  
Angel Munoz II

# NOTES

