



# SYLLABUS

## PUBLICATION DESIGN

21994 MCOM 3253 201 PUBLICATION DESIGN MW 1100AM 1220PM FA D202

**A COMPLETE COPY OF THIS SYLLABUS IS AVAILABLE ONLINE UNDER MY PROFILE IN THE UNIVERSITY DIRECTORY, 24 HOURS A DAY, SEVEN DAYS A WEEK. ADA COMPLIANT.**

### COURSE DESCRIPTION

*Prerequisite:* MCOM 1243.

The use of layout and design principles to create eye-appealing and readable newspapers, magazines, newsletters, brochures, and flyers. Theoretical and practical applications of graphics and electronic picture editing are incorporated into the course.

*Good communication is as stimulating as black coffee, and just as hard to sleep after.*

► **ANNE MORROW LINDBERGH**

*It's amazing that the amount of news that happens in the world every day  
always just exactly fits the newspaper.*

► **JERRY SEINFELD**

*Good design is like a refrigerator—when it works, no one notices,  
but when it doesn't, it sure stinks.*

► **IRENE AU**

### INTRODUCTION

As a continuation of the material you learned in Media Writing and Reporting and other MCOM courses, this course will give you the opportunity to expand your knowledge and skills. This is not a textbook course. It's a real-world course and, as such, we'll work under real-world conditions creating your own graphic identity, designing newspaper and magazine pages as well as designing other material. We'll be working with the latest in Macintosh hardware and Adobe software so also expect to expand your knowledge of desktop publishing. Along the way, I hope you gain a greater understanding of the mass media and learn to evaluate the content of contemporary media regardless of what form they take.

### COURSE OBJECTIVES

By the end of this course, students should be able to:

1. Use Adobe InDesign at an expert level. Integrate files from Adobe Illustrator and Adobe Photoshop.
2. Know the many theories that are the foundation of visual and/or graphic design.
3. Comprehend and apply the basics of typography including terminology and selecting appropriate fonts.
4. Comprehend and apply the basics of column-based design and grid design as well as free-form design.
5. Create an individual graphic identity system based on systems used by other organizations.
6. Learn various methods of creating visual or graphic design products such as logos, posters, ad design and campaigns, greeting cards, and more which will be useful for personal and/or commercial publication.
7. Redesign a non-functional or weak print visual communication tool into a well-designed functional tool.

### REQUIRED

- *The Associated Press Stylebook and Libel Manual* (recent edition), \$20.<sup>95</sup>.  
Or online version <http://apstylebook.com/>, \$26/year
- Kahoot! app.
- Something to write notes on and with; transcribe onto computer later.

### GRADING

- 10% Adobe InDesign mastery exam
- 10% Recreate a newspaper page
- 10% Typography exam
- 10% Your graphic identity (business card, letterhead, envelope)
- 10% Create a newspaper feature page
- 10% Create a magazine spread
- 10% Portfolio
- 30% In-class assignments (including participation, critiques, attendance, quizzes, other stories)

## TENTATIVE SCHEDULE

### Jan. 10 ..... Classes begin

Jan. 10 ..... Syllabus. Common drive and saving files. Getting in to Adobe InDesign. InDesign interface.

Jan. 12..... Moving forward in Adobe InDesign.

### Jan. 17 ..... NO CLASS Martin Luther King's Birthday observed

Jan. 19..... Adobe InDesign.

### Jan. 21 ..... Presidents' Day

Jan. 24..... Adobe InDesign hands-on test. Review.

Jan. 26..... Typography terms.

Jan. 31..... Typography: Choosing body copy fonts. Review defining styles (character and paragraph).

### Feb. 2 ..... Groundhog Day

Feb. 2..... Typography: Picking your fonts.

Feb. 7..... Typography test. Review.

Feb. 9..... Recreating a page.

### Feb. 13 ..... Super Bowl LVI

### Feb. 14 ..... Valentine's Day

Feb. 14..... Recreating a page.

Feb. 16..... Submit recreated page. Review.

### Feb. 21 ..... Presidents' Day

Feb. 21..... Color. Graphic identity palettes. RGB vs. CMYK vs. Pantone. Four-color vs. spot color.

Feb. 23..... Picking your palette

### Feb. 25-26 ..... Association of Texas Photography Instructors

Feb. 28 ..... Defining colors in Adobe InDesign (and other Adobe products).

### March 1 ..... Primary Election Day

### March 2 ..... Texas Independence Day

March 2..... Importing graphics. Linked files. Exporting as PDF.

### March 3-5 ..... Associated Collegiate Press (Long Beach)

### March 4-5 ..... AEJMC Midwinter Conference (University of Oklahoma)

March 7..... Work on your business card, letterhead, envelope.

### March 8-13 ..... College Media Association (New York City)

March 9..... WORKDAY: Work on your business card, letterhead, envelope.

### March 13..... Daylight saving time begins at 2 a.m.

### March 14-19..... NO CLASS Spring Break

### March 21..... Last Day for "W," 4 p.m.; drops after this date will receive grades of "F."

March 21..... Work on your business card, letterhead, envelope. Submit PDF. Class critique.

March 23 ..... Work on your business card, letterhead, envelope.

March 28 ..... Critique of your graphic identity. (Groups.)

March 30 ..... Basic column design. Newspapers. Dominance. Internal margins. Headline heirarchy.

### March 31..... Cesar Chavez Day

April 4..... Recreate a page from the Southwest Journalist.

April 6..... Recreate a page from the Southwest Journalist. Submit at end of class.

### April 7-9 ..... Journalism Education Association / National Scholastic Press Association (Los Angeles)

April 11..... Review recreated page.

April 13 ..... Magazine design.

### April 14-15..... NO CLASS Spring holiday break (April 15: Good Friday)

### April 15 ..... Tax day

April 18 ..... Create a magazine page.

April 20 ..... Create a magazine page.

### April 20-21..... Celebration of Scholarship/UGRCA Forum

### April 21 ..... San Jacinto Day

April 25..... Critique of your magazine page. (Groups.)

April 27..... Create a magazine page. Submit at end of class as part of portfolio.

### April 29 ..... Last day of classes

### May 2..... ONLINE: MCOM 3253 Publication Design final (10:30 a.m. - 12:30 p.m.)

### May 5-8 ..... UIL Academic State Meet; Interscholastic League Press Conference

### May 5..... Cinco de Mayo

### May 6..... MCOM senior documentary presentations

### May 7..... Commencement

### May 8..... Mother's Day

## NOTES

- Unless otherwise indicated, material is due at the beginning of class.
- Late work receives a grade of zero.
- Any item submitted with a name misspelled in a final draft receives a grade of zero.
- I will not discuss grades in any fashion via electronic means. You must discuss grades in person.
- You may not submit material that has been (or will be) submitted for a grade in any other class unless you obtain my explicit written permission.
- ANY material (and ALL material) you create for this class should be considered publishable material and may be submitted to local news media, including MNG Media and *The Wichitan*, for publication. Hence, in ALL cases you should identify yourself as a reporter for MNG Media or *The Wichitan*. Make it clear that your images have an audience broader than just the instructor.
- Avoid all perceived conflicts of interest. You may not cover a story for which you could be a source. For example, if you are a football player, you may not take pictures of the football team or use other football players/coaches as sources.
- Review and follow the Society for Professional Journalists Code of Ethics available online at <http://www.spj.org/ethicscode.asp> and the NPPA Code of Ethics available online at <https://nppa.org/code-ethics/>



Part of working in the mass media is getting new experiences. These are some photos with students at MSU—Texas and with my dog, Koda.

## INSTRUCTOR: BRADLEY WILSON, PHD

An associate professor at Midwestern State University, Bradley received his doctoral degree in public administration with research work in media agenda-setting and local governments. He teaches various reporting and other mass communication classes although his particular area of interest is visual communication.

He got his start working as a photojournalist for a weekly newspaper in Austin. Along the way, he has worked as an executive director, public information officer and director of marketing for various companies.

Dr. Wilson is the editor of the national magazine, *Communication: Journalism Education Today*, for the national Journalism Education Association and co-managing editor of *College Media Review* for the College Media Association.

In 2020, the Scholastic Journalism Division of the Association for Education in Journalism and Mass Communication gave him the David Adams Educator of the Year Award.

He has received the Gold Key from the Columbia Scholastic Press Association, the Pioneer Award from the National Scholastic Press Association, the Star of Texas from the Association of Texas Photography Instructors, the Trailblazer Award from the Texas Association of Journalism Educators and the Carl

Towley Award from the Journalism Education Association. In 2014, the National Press Photographers Association named him the Robin F. Garland Educator of the Year and the College Media Association named him a Distinguished Adviser for newspaper advising at a four-year college or university. In 2017, he received the Edith Fox King Award for contributions to scholastic journalism in Texas.

Publications he advised at North Carolina State University for a decade, including a yearbook, a daily newspaper, a literary magazine, a 25,000-watt radio station and video outlet won numerous awards including six Gold Crown awards from the Columbia Scholastic Press Association (four for yearbook and two for literary magazine) and nine Pacemaker from the Associated Collegiate Press (four for yearbook and five for literary magazine).

He worked for more than 20 years as an emergency medical technician – intermediate, the last 11 of them at Cary Area EMS where he was awarded that organization’s highest honor, Squadsperson of the Year, and life membership. He plays euphonium and other low-brass instruments and has been active in numerous community bands.

## THOUGHTS TO LIVE BY

Lack of planning on your part does not constitute an emergency on my part | **Good publications are never finished; you only run out of time.** | Don’t think in terms of filling space or time. Think in terms of providing information. | **Web first. Get it online.** | Fair. Accurate. Then first. | **Don’t forget your primary audience. With every story you tell, remember who you’re working for.** | Respect is earned. | **Want to be a better writer? Read.**

## CONTACT

**OFFICE**  
FAIN D207

**OFFICE HOURS**  
MTWH 10 -11 a.m.  
TTh 2-3 p.m.  
Or by appointment.

**PHONE**  
W: 940/397-4797  
M: 919/264-6768

**E-MAIL**  
bradley.wilson@  
msutexas.edu

**MORE INFORMATION**  
bradleywilsononline.net



FACEBOOK  
Bradley Wilson



TWITTER  
@bradleywilson09



INSTAGRAM:  
wilsonbrad83



SNAPCHAT  
wilsonbrad15

## **STATEMENTS**

As the instructor of record for this course, I reserve the right to change any part of this syllabus for any reason. The most current version of the syllabus will be maintained online. I reserve the right to drop — with an F — any students who have excessive absences, who miss assignments, who engage in disruptive behavior, have a poor attitude or who are not taking the class seriously.

## **ACADEMIC DISHONESTY**

Academic honesty is expected of all students in all examinations, papers, classwork, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure, loss of privileges, disqualification and/or dismissal.

Neither plagiarism, the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation, nor copyright violation in any form will be tolerated whether intentional or not. Both plagiarism and copyright violation involve the theft of intellectual property and will be considered not only a violation of the Student Honor Creed as well as University policy and applicable laws. To avoid any instances of plagiarism or copyright violation, credit the sources of all information appropriately and obtain written permission for the use of copyrighted works when necessary.

Fabrication and falsification are unacceptable. Falsification is the changing or omission of research results including misquoting a source. Fabrication is the construction and/or addition of data, observations, or characterizations that never occurred including making up quotations from real or fictional sources.

Cheating and collusion are also unacceptable. Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. The term "collusion" means collaboration with another person in preparing work offered for credit of that collaboration is not authorized by the faculty.

## **STUDENT HONOR CREED**

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible

citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, We, the Students of Northwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

WRITTEN AND ADOPTED BY THE 2002-2003 MSU STUDENT SENATE.

## **STUDENT CONDUCT**

Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instruction will result in the removal of that student from class. Such students may be referred to the appropriate university departments including, but not limited to, the University Police, Office of the Dean of Students, Vinson Health Center or the Counseling Center.

## **TITLE IX**

Social justice is one of Northwestern State University's stated core values. The professor considers this classroom to be a place where everyone will be treated with respect as a human being — regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

MSU officials strive to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty, staff, and student body. Northwestern State University officials are committed to providing an environment of nondiscrimination and equal opportunity. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, age, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, veteran's status, disability, or citizenship. Retaliation against individuals who in good faith file a claim of discrimination or otherwise oppose discriminatory actions will not be tolerated.

At Northwestern State University, the Title IX Department conducts investigations into possible



violations of MSU's Sexual Misconduct Policy, as well as oversees the university's primary prevention and education programming related to sexual assault, interpersonal violence, and sexual harassment.

Effective Jan. 1, 2020 SB212 creates a Class B misdemeanor offense for a person who is required to make a report of an incident of sexual harassment, sexual assault, dating violence or stalking, to report it but knowingly fails to do so.

The crime must allegedly have been committed by or against a student or employee of the institution and it must be reported, promptly, to the institution's Title IX coordinator or deputy Title IX coordinator.

[HTTPS://MSUTEXAS.EDU/TITLEIX/](https://msutexas.edu/titleix/)

### **STUDENTS WITH DISABILITIES / SPECIAL NEEDS**

The Americans with Disabilities Act is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services.

Students that need course adaptations or accommodations because of a disability, that need to share emergency medical information, or students that require special accommodations in the event of an emergency should contact the instructor.

### **STUDENT PRIVACY STATEMENT**

*The Family Educational Rights and Privacy Act* prohibits instructors from releasing information about students to certain parties outside of the university without the signed consent of the student. Thus, I will not discuss your academic progress or other matters with your parents or any other party. Do not have them call me.

[HTTP://WWW.ED.GOV/POLICY/GEN/GUID/FP/CO/FERPA/](http://www.ed.gov/policy/gen/guid/fpco/ferpa/)

### **PERSONAL TECHNOLOGY**

Cell phones and tablet devices must be silenced and put away. The first time the instructor sees a device, the student will be warned about the use of the device. The instructor will ask the student to leave the class and to visit with the instructor.

In an emergency requiring the use of a cell phone — on vibrate, notify the instructor and leave the class to handle the emergency.

Research has shown that students retain material better when they write it down. Hence, personal computers are permitted in class only for the purpose of taking notes only if the instructor approves in advance.

Students should never use only technology to record an interview but should instead supplement it with written notes.

### **ATTENDANCE**

Students are expected to be in class each and every time the class meets. Students will not be able to make

up unannounced quizzes given in classes they miss. E-mail Dr. Wilson prior to the absence as a courtesy. Students are responsible for making up any work missed on their own time, working with classmates.

Students who miss class due to University-sponsored events such as field trips or athletics, should visit with the course instructor in advance and will be required to complete the assigned work on or before the due date. Students should submit an official notification form before the absence.

Exams (all of which will be available in D2L/Brightspace for an extended period of time), projects and stories with advance deadlines will not be accepted late. Plan ahead.

After a warning, a student with more than four absences may be dropped from a course by the instructor or summarily given a failing grade.

### **GRADING**

Grading is on a scale of:

≥90	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Passing
<60	F	Failing

Semester grading follows the same scale. Grading will be determined from specific assignments, projects, written exams, quizzes, a final exam, and class attendance. Assignments are due when announced and will not be accepted late. Any assignment turned in after the deadline receives a grade of zero. Written exams will include material covered in the class and may include, but may not be limited to, multiple choice, short answer and essay questions.

The instructor reserves the right to add, adjust, or cancel assignments as the course progresses. The method of obtaining the final grade will remain essentially the same: the total points achieved will be divided by the total points possible to obtain a percentage, and a grade will be assigned according to a percentage scale.

### **WRITING PROFICIENCY**

All students seeking baccalaureate degrees must fulfill the Writing Proficiency Requirement in ONE of the following ways:

- Take and pass the Writing Proficiency Examination,
- Take and pass ENGL 2113 Intermediate Composition and Grammar, or
- Take and pass two courses designated as Writing Intensive. One of these WI courses may be a Texas Core Curriculum Course, but one of the courses must be outside of the core.

Once a student has passed both communication core courses and completed at least 60 credit hours, he or she is eligible to take the Writing Proficiency Exam or ENGL 2113. Writing Intensive courses may be completed at any time during a student's degree plan. If a student has not met the Writing Proficiency Requirement before completing 90 credit hours, a hold will be placed on the student's account.

[HTTPS://MSUTEXAS.EDU/ACADEMICS/WPR/](https://msutexas.edu/academics/wpr/)

# COVID-19

in the spring of 2022

## SPRING 2022

The structure of the course this spring has been modified in accordance with guidelines from university officials and the Centers for Disease Control and Prevention. The health, safety and well-being of the students, faculty and staff is the university's top priority.

## MASKS

Masks or appropriate face coverings will be required of all faculty, staff and students while in class and in classroom buildings — at all times. If you do not have a mask or are not wearing it, you will be asked to leave.

## HAND SANITIZER

Students should use hand sanitizer or should wash their hands before entering class and after leaving class.

## STATION SANITIZATION

Students should clean their work area in the classroom before class begins AND before leaving the classroom. Disinfectant will be placed in classrooms along with paper towels for student use.

## EXPOSURE TO COVID-19

In the event that a student has been in close contact with someone that tests positive for COVID-19, the student should immediately notify the Vinson Health Center, who will direct him or her in quarantine procedures.

## CONFIRMED COVID-19

In the event that a student tests positive for COVID-19, the student should immediately notify his or her physician and Vinson Health Center. Self-isolation procedures will be directed by the appropriate county health department, who will assign a case manager. If a student is required to self-isolate due to a positive test, the student may be asked to temporarily vacate his or her current housing location and return to his or her permanent residence or to move to a different on-campus location to complete self-isolation until the student meets the CDC guidelines for return.

## ATTENDANCE

Do NOT come to class if you are exhibiting any of the signs of the COVID-19 or the seasonal flu.

Because this class will use a face-to-face model, students will be required to attend class and will be assigned a seat so that contact with students can be tracked if necessary.

If course enrollment exceeds the maximum capacity for the room as allowed by university guidelines during the pandemic, students will be designed to attend class online or in person. That routine will be worked out with students during the first week of class. However, attendance will still be required and recorded.

After a warning, a student with more than four absences may be dropped from a course by the instructor. Absences due to official university functions or documented illness will be dealt with on an individual basis and should be discussed with the instructor outside of class time.

## ONLINE REQUIREMENTS

This class will use some online instruction, students should become familiar with the online learning management system Brightspace by D2L. As it has for more than nine years, this course, as with all courses, will contain the minimum information in Brightspace:

- Syllabus
- Course communication
- Course schedule
- Gradebook
- Online faculty office hours

Students should have access to Brightspace, email and a webcam to complete the online components of the course.

## TRANSITION TO ONLINE

If and when mandated by university or state officials, this course may move to an online model. Because some components of this course are already online, this transition should be relatively smooth. However, the class will continue to meet at the scheduled day/time as indicated in the course schedule. Attendance will still be required. After a warning, a student with more than four absences may be dropped from a course by the instructor. Absences due to official university functions or documented illness will be dealt with on an individual basis and should be discussed with the instructor outside of class time. There are no "excused" absences from regular class periods online or in person.

## IMPACT

For updates on the impact of the coronavirus, visit <https://msutexas.edu/coronavirus/index.php>

# Dr. Wilson's schedule

S P R I N G 2 0 2 2



LAST MODIFIED  
JAN. 3, 2022

**OFFICE**  
FAIN D207

**OFFICE HOURS**  
MTWTh 10 -11 a.m.  
TTh 2-3 p.m.  
Or by appointment.

**PHONE**  
W: 940/397-4797  
M: 919/264-6768

**E-MAIL**  
bradley.wilson@  
msutexas.edu

**MORE INFORMATION**  
bradleywilsononline.net



FACEBOOK  
Bradley Wilson



TWITTER  
@bradleywilson09



INSTAGRAM  
wilsonbrad83



SNAPCHAT  
wilsonbrad15

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 a.m.					
9 a.m.	Media Management 21524   MW 9-9:50 p.m.   D202	Research & Service	Media Management 21524   MW 9-9:50 p.m.   D202	Research & Service	Media Management 21524   MW 9-9:50 p.m.   D202
10 a.m.	Office D207, text or call me	Office D207, text or call me	Office D207, text or call me	Office D207, text or call me	Research & Service
11 a.m.	Publication Design 21994   MW 11 a.m.-12:20 p.m.   D202	Editing 21498   TH 11 a.m. - 12:20 p.m.   FA D202	Publication Design 21994   MW 11 a.m.-12:20 p.m.   D202	Editing 21498   TH 11 a.m. - 12:20 p.m.   FA D202	
noon					
1 p.m.	Research & Service	Media Writing 22556   TH 12:30 - 2 p.m.   FA D202	Research & Service	Media Writing 22556   TH 12:30 - 2 p.m.   FA D202	
2 p.m.		Office D207, text or call me		Office D207, text or call me	
3 p.m.		Research & Service		Research & Service	
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					
8 p.m.					
9 p.m.					



**Department of Mass Communication**  
Lamar D. Fain College of Fine Arts  
3410 Taft Blvd. | Wichita Falls, TX 76308-2099  
o: 940-397-4670

<http://www.mwsu.edu/academics/finearts/masscomm/>

## EQUIPMENT AGREEMENT

As the prices of replacement equipment and repairs continue to increase, it becomes more and more imperative that students exercise proper care in using the equipment. Before being allowed use of this equipment, each student agrees to handle the equipment with proper care and agrees to cover the cost of repairs and/or replacement if he/she is found to be negligent. The chair of the department will make the final determination regarding determination of negligence and any amount owed to the department. *Failure to sign and to return this form in a timely manner will result in the student being denied access to equipment.*

### EQUIPMENT

By my signature below, I agree to be liable for all equipment in my care, including, but not limited to, computers, printers, keyboards, jump drives, scanners, cameras, tapes, video-editing equipment, carrying cases, digital recorders, microphones, and all peripherals that may be used. This agreement covers equipment used in the TV-2 Studio, Broadcast Lab, Journalism Lab, *The Wichitan* office and in connection to any class offered in the department. The total replacement cost of these items can run in the thousands of dollars and I may be held responsible for equipment replacement should any parts be damaged, stolen, lost or otherwise returned not working.

- Food and beverages must be kept away from the equipment.
- Smoking is prohibited in all campus buildings and can cause damage to equipment as well as jeopardize the health of others.
- In short, if I break it, I buy it.

*I understand that any abuse or misuse of equipment may result in suspension of privileges to use the department's equipment, blocks on registration or graduation, and/or assessment of replacement/repair costs.*

I understand that I am obtaining the above-mentioned equipment for the purpose of coursework or research associated with Midwestern State University.

### AFTER HOURS ACCESS

I also understand that my ID card may allow me access to labs, offices, the TV-2 studio and/or the D-wing of Fain Fine Arts Center during non-business hours. I understand that anyone not specifically approved by the chair of the department is prohibited from using the facilities, and I agree not to grant such individuals access to any facility. As such, I agree not to prop open any outside doors, and I agree to follow all fire and police codes as well as applicable local, state and federal laws. I understand that I am responsible for any and all damages that might occur while on the premises and that university officials can track electronically who is on the premises and when if electronic ID card access is used. *I understand that failure to follow these rules may result in a permanent suspension of my privileges of access during non-business hours.*

I accept the terms of use of mass communication equipment.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
M-NUMBER

