



Student Handbook 2012

16/01/2012

This handbook contains information that is current at the date of publication. Changes in circumstances after this date may impact on the accuracy or currency of the information.

Music Industry College (MIC) takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice.

Questions regarding the information contained in this handbook can be sent to info@mic.org.au or by contacting MIC Student Services +61 7 3852 3074.

WELCOME TO MIC

Welcome to MIC. In choosing to study for your music industry career you have made the right choice in coming to us. Our course of study is designed to provide you with the skills and the knowledge needed for your further study and future music careers.

As students of MIC you have a unique opportunity to study in an environment that is geared towards assisting each one of you in the pursuit of the career of your choice. At MIC you will be presented with many opportunities, both in and outside of the classroom, that will prepare you for a career in the industry. We are excited about your potential and the possibilities that lie before you.

MIC has recruited a fine group of qualified teachers who have current and relevant experience in the industry. The MIC staff are here to help you pursue the career that you desire. We will provide you with opportunities to learn and gain skills but ultimately your success at MIC and beyond is in your hands.

We wish you every success with your studies. Work hard, enjoy your program and prepare yourself for an exciting music career!

Brett Wood
Principal

GENERAL INFORMATION

Campus Location

MIC is located on the corner of Church and Wickham Streets in Fortitude Valley. Classrooms are located on the first floor of the Fortitude Valley Police Citizens Youth Club.

Contact

Phone: +61 7 3852 3074

Fax: +61 7 3041 6570

Email: info@mic.org.au

Mail: PO Box 943, Fortitude Valley QLD 4006

Web: www.mic.org.au

Transport

Limited parking is available on site (6 car spaces). Students are requested not to park in the PCYC car park. Metered parking is available in Church, James and Brookes Streets (**Please read parking signs carefully**)

Fortitude Valley Train Station is less than a five-minute walk from campus.

The East Street 6 Bus Stop is located less than 100 meters from our door on Wickham Street. It services the 300, 302, 305, 306 and 322 routes of the BCC bus service.

For up-to-date public transport schedules visit www.translink.com.au

WHO'S WHO AT MIC

MIC Staff

Brett Wood, Principal, Business Studies

Kristin Fergusson, Mathematics

Megan Horne, Teacher Aide, Administration

Blair Hughes, Film TV & New Media

Sarah Hutton, Administration assistant

Andrew Kennedy, Music

Tim Price, Business Studies, Certificate III Music Business

Charlie Thomson, English, Art

Ros Wood – Business Manager

MIC GOVERNANCE

Board

The controlling body of MIC is the Board of Music Industry Community Services Limited.

The Board oversee the quality of all MIC programs including the:

- business profit and loss projection
- annual reports
- decisions regarding equipment updates/purchases or building renovations/extensions
- review and confirmation of results in award programs
- monitoring of the examination process
- review and confirmation of the recipients of scholarships
- appointment and receipt of all appointed Boards reports

2012 DATES

Term 1

Monday January 23 - Friday March 30 **10 weeks**

Term 2

Tuesday April 16 - Friday June 15 **10 weeks**

Term 3

Monday July 9 - Friday September 14 **10 weeks**

Term 4

Monday October 8 - November 30 (Yr 11) **8 weeks**

Monday October 8 - November 16 (Yr 12) **7 weeks**

Student Free dates for 2012 of MIC

Thursday 19 and Friday 20 January

Monday 22 October

MIC website

www.mic.org.au

The MIC website is where you can locate information about the College and recent news items. It is important to check the MIC website regularly.

The MIC website should be used as a point of reference by all students/parents/guardians who have questions in regards to their courses, current MIC policies, contacts, the student handbook or academic calendar.

Your Contact Details

MIC primarily uses electronic media to contact our students and their parents. It is important that you keep your contact details current and inform MIC Student Services of any changes immediately. Email communication from MIC is via the nominated student and/or parent/guardian email account.

SMS text messages will be sent to the parent's /guardian's nominated mobile phone number.

Student Notice Board

A notice board is located in Leanne Eggins Room (LER) for student use. Students are free to post any notice. No offensive materials should be posted on notice boards. Students can also request posting notices on the MIC website by sending information to: info@mic.org.au

Student ID cards

During Term One you will be issued with a student identification card. You must keep this card on you at all times when attending MIC. You may be required to produce this card by your teachers or administration staff. If you have lost your student card, please see Student Services. A replacement card costs \$10.

Your MIC student card gives you borrowing rights at the MIC Library.

Parents and Friends Association

Designed to provide a voice to the parent body, as a way of providing information to all parents/guardians. This occurs on a variety of school-related topics including marking methods, school rules, and concert activities etc. It is also a convenient networking opportunity for parents.

Meetings at present are held the 2nd Wednesday of each month.

Staff meetings

Regular staff meetings are held to discuss current and continuing issues.

Administration hours

Administrative staff are available Monday to Friday from 10am–5pm. Some staff members are part-time and are not available on certain days. Assignments and messages can be left with admin staff.

Student feedback

Students will be asked to complete surveys on their opinion of the course each semester. These are important documents as the feedback received is acted upon where appropriate and provided it is practical to do so.

Disability access

Provision is available for wheelchair access to the facility. Should you require a disability car parking space please advise admin staff upon enrolment.

Public Holidays

Students will not attend on the stated public holidays as designated for the state of Queensland.

Public liability insurance

MIC students are covered by our public liability insurance.

Safety procedures

Each room has a floor plan and fire orders. The Fire Authority regularly inspect the premises and maintain and check the equipment provided for emergency operation. An evacuation drill will be conducted each semester.

Support Services

Teachers and office staff have many years' experience in the education field and can assist students with matters relating to their course. They also have available information on appropriate other personnel who may be approached for support and assistance.

Toilets

Toilets are located on the ground floor of the Fortitude Valley Police Citizens Youth Club.

Ethics

In fulfilling MIC's mission, and as an acknowledgment of our shared values, we are committed to a number of principles.

1. We are committed to student-centred, quality learning opportunities.
2. We work towards building a harmonious working environment in which we maximise our professional performance.
3. We recognise and value the contributions made by people to the college.
4. We demonstrate openness and fairness in all our dealings with people.
5. We respect the essential dignity of all people.
6. We recognise our responsibility to build civilised communities.
7. We care for the social and natural environment.
8. We value and support the right to confidentiality.

Accidents

Accidents or injuries, no matter how small, need to be reported immediately. An accident report book is housed in the main office for this purpose.

Chairs

To ensure the safety of all, chairs need their four legs on the floor at all times. Students are requested to lift the furniture when shifting and not drag the equipment over the floor.

Emergency contact

If assistance is required from staff during office hours, phone 07 3852 3074. For emergency contact outside office hours, phone 0412 218 040.

First Aid

First Aid kit is housed in the staffroom and contains items to enable basic first aid to be carried out. Medication including headache pills will not be given to students without prior written/verbal consent from parents.

STUDENT BEHAVIOUR AT MIC

All students need to be aware of the MIC Guidelines for Student Behaviour and abide by them at all times.

Attendance

You should attend all classes. Personal reasons such as holidays or hobbies are not valid reasons for missing classes. If unsure, clarify the situation with teachers or admin staff. You are not required to attend when you have spare periods however there are spaces provided where you can engage in personal study and/or assignment work.

Leaving school early

If you are planning to leave college early for any reason, you must notify the Principal or a member of staff, and have them complete a signing out permission slip. You are then required to take the slip to the Student Services office to fill in the Sign In/Out form. Your nominated parent or guardian will be notified via SMS.

Arriving late to school/class

Students who arrive late to class, without a valid reason, that is verified by parents/guardians, will make up missed time on the following Friday afternoon. Students who arrive 15 minutes or later after their scheduled class has started **must** sign in at the office before they attend their class.

"Slept in", or "Missed my train" and similar excuses are not valid reasons to be late for class.

Obeying directives

It is expected that students will obey all reasonable teacher requests at all times. Refusal to follow instructions is a serious offence and may result in probation or further disciplinary actions.

Dress code

MIC is a non-uniform college. All students are required to wear clean, neat and tidy clothing. Students **must** wear fully closed footwear at all times.

Clothing that is offensive in nature (words, images) are not permitted.

On occasion when students are representing MIC at a public event (Stuff the Stocking, The Hive, Fete de la Musique) MIC/SK/Hive T-shirts must be worn.

Personal Hygiene

For the comfort of students around you please be aware of body odours. Use of deodorant is welcomed.

Mobile phones

Although we embrace and encourage the use of technology at MIC some devices can become more of a distraction than others. For this reason mobile phones **must** be switched off during all class times. Teachers may allow mobile phone use at times for specific learning activities at their discretion.

Students using mobile phones for non-class related activity will have their phones removed until the end of the school day.

The capture of still or moving images of MIC staff or students without prior consent will not be tolerated.

Parents or guardians who need to contact students can do so either through the office (3852 3074) or during student lunch breaks.

Breaks

There are two half-hour breaks scheduled for each day at MIC. During these breaks you are not required to remain on campus. Kitchen facilities are available to all students during break times. Please ensure that the kitchen is left clean and tidy after your break. Any breakages, spillages or malfunctions should be reported to the admin staff.

Smoking

There is no smoking on the MIC campus. This includes the immediate surrounds of the PCYC building.

Any substance or equipment associated with smoking in public view on campus will be confiscated. Confiscated items of this nature will not be returned to the student.

Drugs and alcohol

There is no tolerance of any illegal drugs and alcohol on campus for MIC students. Students who are suspected of being under the influence of such substances will be removed from class and their parents notified. Students who are found to have drugs or alcohol in their possession will be immediately suspended pending an investigation. Disciplinary action may be pursued including suspension and expulsion and the police may be called.

Chewing Gum

Chewing/bubble gum in all of its forms is banned from the facility.

Equipment

All students must bring the appropriate equipment for each subject. This includes musical instruments when required. Equipment may be stored, with prior permission, in the College storeroom. Student's personal equipment left on campus overnight is not the responsibility of MIC and its staff.

Storage of electronic files

Students must store all electronic files on their own personal external hard drive or USB stick and not on any computer storage device owned by the College.

Academic integrity

You must do your own work. This means using your own words to express your own ideas. Your teachers expect you to read set texts and also to do relevant research. If you want to use ideas or quotations from your reading or from your searches on the Internet, you must acknowledge them through proper referencing. MIC uses the Harvard system of referencing. If you are unsure of correct referencing procedures, please speak to your teacher. MIC does not tolerate plagiarism.

Assistance with academic work

To study successfully, you need support. You need to live in the right environment, have access to the right advice on programs, and find extra tuition or academic help if you need it. Please see your teacher before or after your class if you have difficulty understanding anything. Additional class meetings are provided in some units for students having difficulties with their studies. If you need further assistance please make an appointment to see the Principal.

Homework

All homework must be completed by the due date to the student's best ability. Failure to complete on time or with due diligence may result in the student's parents being contacted and probation resulting (see Probation).

Assignments and assessment tasks

It is crucial that students all participate in activities under the same ground rules. When a teacher sets an assessment or assignment it is important that all students complete and hand in the work by the due time and date. Students will be provided with an assessment task. All assessments are to be handed in by the due date and time (when no set time is allocated, the student should assume that the beginning of the next scheduled class is the agreed time). All assessment and assignments must be the student's own work.

In order to complete a course of study in each subject students **must** complete all assessment items before progressing to the next year level.

For more information please refer to Assessment Policy available on College website www.mic.org.au

Extensions

MIC has provision for students to seek an extension of set dates in extenuating circumstances. Extenuating circumstance can include, but are not limited to, illness, bereavement, external commitments or family matters. Extensions must be sought prior to the due date and must be approved by both the class teacher and the principal.

An application for extension can be found at <http://mic.org.au/mic-info/documents/>

Examinations

All examinations will be held under normal **QSA** (Queensland Studies Authority) conditions. Once you enter the examination room you must follow the instructions given to you by the supervisor. You may **not** talk under any circumstances. If you have a question raise your hand until a supervisor comes over to you. The supervisor cannot give you advice about answering questions or explain the meaning of a question. If you need to use the bathroom, raise your hand and a supervisor will escort you. When in the examination room, **students must remove watches** and place them in clear view on the examination table.

Mobile phones or other electronic communication devices must not be taken into the examination room.

Any equipment brought into the examination room will be subject to inspection before the examination commences. It is the responsibility of the student to supply permitted equipment that is in good working order. This includes calculators. Equipment failure is not a ground for an appeal under misadventure provisions. Supervisors will not be responsible for the safekeeping of any unauthorised material. When answering questions on Answer Sheets, students should use black or blue pen.

Personal counselling

MIC can arrange an appointment with our Principal if you have personal problems. The Principal can help if you have stressful circumstances or psychological or emotional issues that interfere with your studies.

The Principal can help you with any adjustments to your study arrangements or assignment extensions if there is need of this.

What to do when you cannot attend classes

Sometimes you may be unable to attend classes. In these circumstances, you should contact Student Services as soon as is possible by telephone on 07 3852 3074. If you are unable to speak to someone when you call, you should leave a message giving your name, a brief description of what has happened to prevent you from attending classes and a phone number for MIC to contact you. It is important that you let us know what is happening in your life as it happens and not after it has happened. If you need to make an appointment to discuss your situation with your teacher you should do so as soon as you are able to.

Changing address, email address and contact telephone number

You should email info@mic.org.au and state any change in your address or telephone number within seven days. This is to ensure that MIC has your most up-to-date contact details.

Approved leave

If you need to take leave from your studies for performance and competition opportunities you need to apply for this leave at Student Services at least two weeks before you need to go on leave. Your application will be assessed by the Principal and you will be contacted about the decision as soon as possible.

Copyright

Computer software– all software used at MIC is subject to copyright, and may not be copied without permission from the copyright owner.

MIC is a law-abiding organisation that will neither engage in illegal activities nor condone piracy by others, regardless of whether they are students or staff members.

Copyright licences

MIC has a licence from the statutory copyright body Screen Rights (Australia) and pays a copyright fee for each registered student to view (but not copy) material. This applies to all TV material that has been copied and maintained for educational purposes as a “not for profit)” educational organisation. The onus is on the individual to comply with all sections of the Copyright Act.

Printed matter

Students may have legal copies of material for study and educational purposes provided they conform to the Copyright Act and requirements. A copyright owner is entitled to take legal action against a person who infringes his/her copyright. Unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright subsists may infringe the copyright of that work. Where making a copy of a work is 'fair dealing' under section 40 of the Copyright Act 1968, making a copy is not an infringement of the copyright in the work. It is fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than ten pages and is not an artistic work, 10 percent of the total number of pages, or one chapter, is a reasonable portion. More extensive copying may constitute fair dealing for the purpose of research or study. To determine whether it does, it is necessary to refer to the criteria set out in sub-section 40 (2) of the Copyright Act 1968.

Feedback

If you have any feedback in regards to your program, courses, a teacher or a department, you should speak with the Principal, by making an appointment. MIC is committed to preventing sexual and racial harassment or discrimination on the basis of sex, age, race, disability, sexuality, religion or political beliefs. Our policies and procedures for dealing with discrimination and harassment apply to both staff and students, both on campus and off, including online. All enquiries and feedback are dealt with confidentially.

Feedback policy

Consistent with its focus on quality and client service, MIC has established a process designed to address feedback from all students including prospective and enrolled students as well as graduates.

MIC has a strong commitment to ensuring that student feedback is addressed in a timely manner, in accordance with principles of natural justice and consistent with the Australian Standard on Complaints Handling.

You are encouraged to make initial contact or inquiry with the staff member directly responsible or to someone who can provide initial advice.

Cultural diversity and anti-racism policy

MIC recognises the diversity of Australia's indigenous, settler and immigration heritages and affirms that the cultural diversity within the College, as a part of the Australian community, is a rich resource into teaching, research and community activities. We are committed to:

- an environment where all staff and students are treated with dignity and respect and where diversity is valued.
- an environment that is non-discriminatory and free of offensive behaviour based on racial vilification.
- a social environment where intercultural contact is facilitated.
- an intellectual environment which is free from bigotry, ethnocentrism, prejudice and racism.

The cultural diversity and anti-racism policy—and the related formal procedures for dealing with racism, vilification or discrimination—applies to all MIC students and staff.

Discipline

MIC and the Board of Music Industry Community Services Limited have approved a regulation concerning student discipline. The regulation defines 'misconduct' and provides a procedure for its investigation and determination. The regulation also covers misdemeanours such as cheating, plagiarism and threatening or intimidating behaviour.

All students are expected to apply self-discipline. This means meeting assignment deadlines, attending examinations and completing the set amount of required study. All students and staff should be treated with the utmost respect. However all students and staff must act responsibly and maintain the schedules imposed. All organisations have rules and regulations. These are kept to a minimum at MIC. Students are expected to act responsibly and thoughtfully.

Rubbish is to be deposited in the bins provided.

In the kitchen and teaching spaces tidiness and cleanliness is to be maintained and any spillage of drinks or food should be cleaned up immediately.

Chairs must be sat on using the four legs. Sitting on tables is strictly forbidden.

All equipment must be stored correctly when not in use.

No equipment can be left or used whereby it creates a safety hazard.

Any hazards or possible danger should be brought to the attention of a staff member. Punctuality at lessons is expected. An apology should be lodged in advance, if you expect to be late or if you will be absent. A regular study schedule should be maintained by each student and be available for inspection by a teacher on request. Any serious misdemeanours will be brought to the attention of the Principal for appropriate action.

Detention

Students may be given detention for a variety of reasons at MIC. Detention is at the discretion of the teacher. The most common cause of detention at MIC is lateness to school/class. Detention for lateness will be served on Friday afternoons between 2 & 4pm. Parents will be notified by SMS of the amount of time that the relevant student has to make up. During these detention sessions students will not have access to computers, musical instruments, mobile phones or other entertainment options.

Students who have outstanding detention time will not be permitted to attend college functions (formal, performances) until all detention time has been served.

Probation

Probation is an enrolment status imposed on a student who has persistently contravened the rules of conduct or is guilty of a serious offence that does not require a more serious disciplinary action.

A student placed on probation must:

- report daily to the Principal with an attendance and homework task list signed off by individual teachers
- attend scheduled supervised study sessions
- have a parent/guardian sign off on all homework assignments and assessment tasks; and
- have a statement of probation on their academic record.

Suspension and expulsion

Suspension is a temporary enforced absence from the school due to disciplinary reasons. The student remains enrolled and is still required to fulfill any academic obligations whilst suspended. A student may be suspended if it is considered that he/she has not abided by the rules of probation, or the breach of the rules is sufficiently serious to warrant suspension or expulsion without probation. When considering suspension, the Principal will make the final decision. The student and parents will be invited before the Principal and may make submissions. Suspension may vary depending on the seriousness of the issue.

Expulsion is the permanent removal of a student's enrolment and candidature at MIC.

A student may be expelled if he/she:

- is suspended on three occasions
- is in possession of alcohol or drugs on campus
- strikes another student or verbally or physically intimidates or bullies
- commits an action that brings, or may bring, serious disrepute upon MIC, its staff or students; or
- is guilty of a criminal offence.

Suspension and expulsion procedure

MIC will notify a student of its intention to suspend, expel or cancel his/her candidature and inform the student in writing about MIC's grievance procedure and appeal processes. If a student accesses MIC's internal grievance processes and appeals a decision then the student will remain enrolled during this process until a decision has been reached.

Discrimination, equal opportunity

MIC has a legal responsibility to prevent unlawful discrimination; otherwise it can be held liable for the behaviour of its employees and in some instances, its students. In addition to this legal responsibility, MIC considers that all forms of unlawful discrimination are incompatible with its desire to become one of the world's great Colleges and incompatible with its view that all people should be treated equally with respect, dignity and courtesy.

All staff and students have a responsibility to:

- comply with this policy; and
- maintain complete confidentiality concerning any complaint or investigation.

All staff have an additional responsibility to model appropriate behaviour and promote a climate of mutual respect.

Staff have the following additional responsibilities:

- to monitor the working and studying environment to ensure that acceptable standards of conduct are observed at all times and to take action if they observe unacceptable conduct
- to promote this policy within their sphere of influence and to ensure that all persons have an understanding of the policy and its requirements
- to ensure that students and staff are aware of MIC's commitment to assist them should they experience unlawful discrimination; and
- to ensure that students and staff are provided with adequate information about the policies and practices in existence.

ACADEMIC AWARDS

MIC Industry Award

May be awarded to one student in each year level who has displayed outstanding achievement in industry related aspects of the curriculum. It is determined by a panel of 3 including teachers, the Principal and the Chair of the organisation. The determining considerations are: an outstanding and consistent achievement throughout the academic year in class, an outstanding level of achievement in extra curricular activity.

EQUIPMENT

Stationery

A stationery and book equipment list will be provided to each student before commencement of classes each year.

Text books and software

Required texts and software will be provided by MIC for all students.

Computers and technology

MIC has sets of Apple MacBooks for student use. Each student at MIC will be allocated a MacBook for their school use. These computers are to be used on campus. Students will not be permitted to use their own laptops during class times. Students are advised to store a back-up copy of all work to an external device (USB stick or hard drive) to safe guard against loss of assignment and class work.