

## **College of Communication Policy and Code of Conduct on Use of Students in Instruction, Creative Activity and Professional Work**

The College of Communication at Ohio University requires that faculty and staff exhibit professional standards in the classroom and in their professional and creative work at all times.

Because of the nature of the curriculum and production training opportunities, additional care must be exercised in situations where students are working or performing as models, actors or creative talent. The role that students play must be clearly and carefully defined. Signed releases with clear and concise expectations regarding the outcome of the project and use of the materials are required.

- In their creative activity or professional work school administrators and faculty may not use or employ students as models/actors/creative talent who are majoring in or taking courses in their school or who are under their direct grade supervision. College of Communication approval is required in writing to grant any exemption to this policy. This form must be signed and filed in the College dean's office prior to initiation of the project.
- In non-university projects and professional work, administrators and faculty may not use students majoring in or taking courses in their school or who have been under their direct grade supervision without written approval by the Dean of the College.
- Defined professional and industry practices dictate that isolated one-on-one (student to faculty) situations, in which students are performing as models/actors/creative talent are prohibited.

In regard to the use of models, actors or creative talent in works created by students or faculty of the Ohio University College of Communication, the following guidelines set forth professional standards and responsibilities.

- Prior to the session, it is the responsibility of the photographer or producer of the project to identify the purpose of the session. Agreement on compensation, including photographic prints, video or audio recordings, and similar reproductions, offered in exchange for participation in the project must be recorded in writing. Such compensation should be completed in a timely manner.
- The photographer or producer is responsible for explaining any possible or expected publication, use or reproduction of the materials produced from the session. A release from the model/actor/creative talent shall be signed and retained for the record of the session. The signed release form must identify the agreed-upon use of the material. The photographer or producer is responsible for ensuring that the model/actor/talent understands that his or her rights to stop or limit publication or re-use of the material are waived if the model signs a release that agrees to such use.
- It is the responsibility of the photographer or producer to explain any potential risk involved in participating in the session and to take appropriate measures to assure the safety of the model/actor/talent.
- The model/actor/talent shall not be coerced into posing or performing in a manner that s/he finds unflattering, distasteful or uncomfortable and may choose to stop the session at any time.
- Professional conduct is required at all times.
- Sessions involving nudity are prohibited. College of Communication approval is required in writing to grant any exemption. Faculty or staff shall not film, photograph, or record nude students.
- Models/actors/talent should report any misconduct by student or faculty photographers or producers to the College of Communication, (740) 593-4883. It is the responsibility of faculty, staff and students to report any violation of this policy and code of conduct to the Dean's Office in the College of Communication, (740) 593-4883.

Failure to meet these standards will be immediate grounds for beginning the de-tenuring or employment termination process and could result in suspension, pending adjudication by the appropriate university offices. This policy and code of conduct are intended to further articulate and apply the general standards in the Ohio University Faculty Handbook and the Ohio University Sexual Harassment Policy.