

There were no Wisconsin graduates from a Los Angeles Film School Online degree program during the reporting period, January 1, 2017 through December 31, 2017.

Consequently, there are no Wisconsin graduates in the reporting period to verify are working in the field of their study.

Los Angeles Film School does verify graduates who are working in the field of their study, as required by the institution's accrediting agency, Accrediting Commission of Career Schools and Colleges.

Attached is a copy of the LAFS Career Development Department policies and procedures, including policies and procedures for verification of in field employment of its graduates.



6363 Sunset Blvd. Hollywood, CA 90028

877 9LA FILM lafilm.edu

Career Development Department

Career Development Guide

TABLE OF CONTENTS

1	INTRODUCTION	3
1.1	Welcome	3
1.2	What is Career Development?	3
1.3	Purpose of Guide	5
2	ADVISING TEAMS	5
2.1	Graduate Services Advisor Responsibilities	5
2.2	Escalated Cases	6
2.3	FERPA	6
3	INDUSTRY OUTREACH	7
3.1	Program Specific Industry Outreach Reps	7
3.2	VIP Employer Visits	7
3.3	Career Networking Events	7
4	ALUMNI RELATIONS	8
4.1	Representatives	8
4.2	Community and Advocacy	8
4.3	VIP Alumni Visits	8
5	GENERAL INFORMATION FOR NEW EMPLOYEES.....	8
5.1	The Student/Graduate Experience	8
5.2	Office Hours and Work Schedule.....	9
5.3	Meal and Rest Periods.....	9
5.4	Working from Home	10
5.5	Unscheduled Absence or Late Arrival.....	10
5.6	NetTime - Clocking In and Out.....	10
5.7	Dress Code	10
5.8	Transfer Policy	12
6	TOOLS AND TECHNOLOGY.....	12
6.1	CampusVue	12
6.2	Career Connect.....	12
6.3	Email – Microsoft Office Outlook.....	13

INTRODUCTION

This document has been developed to introduce new employees to the Career Development Department at The Los Angeles Film School, as well as provide a resource for existing employees within or outside of the department. It will provide basic information on working conditions, key policies, procedures, and resources used by Career Development personnel. For information on school-wide policies or employee benefits, please refer to your official Human Resources packet.

1.1 Welcome

Welcome to the Career Development Department at The Los Angeles Film School. We are happy to have you as a new member of our family!

As a division of The Los Angeles Film School's Student Services Group, our mission is:

... to provide the assistance and the resources to our students as they navigate the challenging path towards creating and sustaining a successful career.

1.2 What is Career Development?

Pursuing and gaining entrance into the Entertainment, Media Arts and Technology industries can be challenging and the Career Development Department is positioned to provide support, assistance and guidance to our graduates in a variety of ways. Our job placement advising is a combination of instruction, connection, and access.

1. **Instruction** on “how to” and why it’s important.
2. **Connection** to industry-specific advisors.
3. **Access** to industry professionals.

Our services and resources are provided over the course of time, from start to well beyond graduation, and in order to be effective and meaningful, require engagement by the student/graduate. There is no timeframe on our services, nor is there additional cost to the graduate or the employer. We are a team of 17 professionals devoted to two clients: the graduate in pursuit of his/her career and an industry that is searching for qualified and interested talent.

Career Development consists of 3 primary divisions, specialized by degree program or region. These divisions are: Graduate Services (Advisor Teams),

Industry Outreach (Program Specific and Development Team), and Alumni Relations Team.

Graduate Services is an advisory team comprised of current and former industry professionals, who parlay their real-world experience into real-world advice to the student and focus much of their attention on the up-and-coming graduate and graduates in need of career assistance. In addition to participating in workshops, lectures, and presentations, the Graduate Services team is available to meet with the student in one-on-one career advisory sessions. Based on the unique and individualized place in which the student/graduate exists, and with respect to his/her career pursuit, topics in these sessions can include:

- Developing an Overall Career Strategy
- Building a Professional Network
- Creating Effective Resumes/Cover Letters
- Identifying Job Opportunities

Industry Outreach is a team also comprised of current and former industry professionals, who are charged with connecting to and maintaining relationships with our industries and companies in need of qualified talent. This team's primary focus is to continually and consistently ensure that our students have access to job opportunities relative to their degree as well as access to the employers through Career Networking Events and Industry On-site visits.

Our **Alumni Division** represents The Los Angeles Film School's alumni in all matters pertaining to their careers, connections and professional community. While including our alumni in all of the resources and services referenced above as needed and when appropriate, this team is directly devoted to creating, fortifying and nurturing meaningful relationships with the alumni and each other, on behalf of the School and their industries at large.

The Graduate Outreach team provides consistent outreach to our students and graduates to promote engagement with the Career Development Department. They are also integral to the annual ACCSC initial employment statistic reporting campaign. **Refer to the Department Personnel Flowchart**

1.3 Purpose of Guide

This manual does not supersede previously issued employee manuals and memos provided by the Human Resources Department. This guide provides a general introduction to the various roles of the representatives within the Career Development Department.

While every effort is made to keep the contents of this document current, we reserve the right to modify, suspend, or terminate any of the policies, procedures, and/or resources described in this guide with or without prior notice to employees.

2 ADVISING TEAMS

2.1 Graduate Services Advisor Responsibilities

Career Development's Graduate Services Advisor Teams are program specific and consist of the following areas: Film, Audio, Music Production, Entertainment Business, Animation, Game Production and Graphic Design.

I. Advisors are individually responsible to their assigned base of students/graduates.

Advisors consult with students in person, by phone, and through email in all matters regarding their career pursuit. This interaction will include: resume review, career strategies, interviewing tips, personal branding direction and industry research. Additionally, advisors review a daily listing of employment/internship opportunities (leads) and search for qualified candidates.

II. Advisors participate in group sessions.

In addition to maintaining their assigned bases, advisors participate in Career Development events for both industry specific and cross program teaching sessions including: Networking Workshops, Job Fairs, and classroom lectures.

III. Advisors contribute to Career Networking Events.

Career Development Advisors will contribute to the various Career Networking Events throughout the year by promoting these events to their base of students/graduates, submitting candidates for interviews

taking place at the events, and filling the various roles needed to make the events successful.

IV. Advisors participate in Annual Statistics Reporting Campaign for ACCSC

In partnership with the Graduate Outreach Team, advisors, under the direction of the Sr. Director of Career Development, will actively seek out connection with all graduates in the current reporting cohorts in order to secure current employment status. This involves multiple channels of outreach (phone, email, social media) and continued attempts until either successful or possibility of reaching has been exhausted. Outreaches to presumed employers are expected when unable to reach the graduate. For details on this important annual initiative, please see the attached addendum: [ACCSC Employment Classifications](#).

2.2 Escalated Students/Graduates

There may be times when a student or graduate becomes emotional, hostile, or requests a change of advisor. All such instances should be immediately referred to/discussed with the Sr. Director.

2.3 Legal Issues in Advising - FERPA

The Los Angeles Film School has adopted the following policies and procedures in accordance with the Family Educational Rights and Privacy Act of 1975, 20 U.S.C. Section 1232(g) (as amended). The Los Angeles Film School also will not release information to parents or other individuals regarding any student's academic record unless this privacy is waived in writing by the student. The student can change his/her mind at any time by informing The Los Angeles Film School's Education Department in writing. For more information on [FERPA](#), please see [The Los Angeles Film School Academic Catalog](#).

3 INDUSTRY OUTREACH

3.1 Program Specific Industry Outreach Representatives

Under the direction of the Sr. Director, these representatives each serve specific programs, nurture employer relationships and secure relevant job opportunities on behalf of the students/graduates. These representatives also serve as producers of our Career Networking Events, vet and distribute incoming job leads (to the appropriate advisor), and research new employer relationships and job opportunities for newly launched degree programs.

3.2 VIP Employer Visits

Each year, Career Development will host industry professionals, recruiters and management to campus. Visits can include one or more of the following components: a tour of our campus and production studios, roundtable discussions with staff/faculty re: curriculum and partnerships, campus-wide presentations, student interviews and demo critiques. Industry Outreach Representatives invite and host employers on campus for the purpose of nurturing existing relationships; forging new relationships; providing industry relevant information to our students and graduates through presentations; and, when requested, arranging interviews with pre-selected candidates.

3.3 Career Networking Events

The Career Development Department funds, produces and hosts these events several times a year, bringing together The Job Seeker and The Employer. **The Job Seeker** is our student/graduate seeking his/her first step and/or next step on the career path. **The Employer** arrives with current job openings which require skill sets and talent related to the Job Seeker's degree and interest.

All Industry Outreach members participate in recruiting employers for Career Networking Events (both on campus and remote events.) All representatives also participate in the events themselves as directed by the Sr. Director.

4 ALUMNI RELATIONS

4.1 Representatives

Alumni Relations is committed to making a concerted effort to outreach to and engage with the graduates.

4.2 Community and Advocacy

Alumni Relations is dedicated to building community within the alumni body and finding mentors on behalf of students and upcoming/new graduates. They are integrally involved in supporting our Alumni Networking Events.

4.3 VIP Alumni Visits

Alumni Relations graciously host visiting alumni for Career Networking Events and for various other occasions that bring them back to campus.

5 GENERAL INFORMATION FOR NEW EMPLOYEES

5.1 The Student/Graduate Experience

In partnering with our clients (students/employers) and each other, often times, our interactions are through every day common exchanges via email, telephone or in person. It is critical that while we are in our common exchanges, we drive toward completing a large volume of tasks everyday with diligence, while professionally and graciously moving from the heart. To that point, there are expectations of consistent, clear, timely and professional responses and actions, such as:

- All phone calls and emails—student, alumni, or employer are to be responded to within 48 hours.
- Advisory sessions with the student/graduate should be scheduled in 30 minute intervals.
- All student, graduate and employer interactions are documented in Career Connect daily.
- Uploaded resumes must be approved or critiqued within 3 business days, or sooner in the case of an outgoing lead.
- All Advisors, and on occasion when needed, Industry Outreach Representatives will participate in the department's weekly Open Door

event – every Tuesday from 3pm to 5pm and every Wednesday from 11am to 1pm.

5.2 Office Hours and Work Schedule

Career Development office hours are **Monday through Friday**, from **9:30am to 6:00pm**. Advisor appointment hours are 10:00am to 4:00pm, with allowance offered for students who are unable to schedule within that timeframe.

Career Development offers a unique Core Hours scheduling system. All employees are expected to:

- be in the office between the hours of 10:00am and 4:00pm;
- work 8 hours per day; and
- fulfill 40 hours per week Monday through Friday.

The individual can determine how to fulfill the hours outside 10-4 each day, with a choice to come in earlier in the morning or stay later in the evening, allowing the flexibility to schedule personal appointments and errands without impacting the work day.

Examples of schedule flexibility: 8:30am-5:30pm, with a 1-hour lunch break; 10:00am-6:30pm with a 30-minute lunch break.

Approval is required for work schedules starting prior to 7:00am or ending later than 8:00pm or any work schedule outside the Monday – Friday, 8-hours per day norm.

5.3 Meal and Rest Periods

Employees must observe assigned working hours and must take time allowed for the meal and rest periods. Non-exempt employees who work more than five (5) hours a day are required to take at least a 30 minute unpaid meal period should be taken prior to the 6th hour of work. Non-exempt employees who work more than ten (10) hours in a day are required to take a second 30 minute unpaid meal period. The meal periods cannot be combined. Non-exempt employees must record the exact start and end time of their meals on their timesheet submitted for payroll. Employees may leave the premises during meal periods or may remain on campus but no work can be performed on behalf of the Employer during the meal period.

Non-exempt employees are allowed one ten (10) minute rest period for every four hours of work or major portions thereof. Breaks are split between the first and second half of each shift and may not be substituted for other time

periods. Breaks cannot be “piggybacked” onto the meal period (either immediately before or after the meal period) or at the beginning or end of the day. Non-exempt employees who miss a meal or rest break, or have a shortened or interrupted meal break must notify their supervisor and/or Human Resources immediately.

5.4 Working from Home

At this time, there is no allowance for working from home in the Career Development Department. In cases of extreme temporary situations, working from home will be considered as a possible option, under the guidance of HR and the department’s management.

5.5 Unscheduled Absence or Late Arrival

From time to time, it may be necessary for an employee to be late or absent from work due to emergencies, illnesses, or pressing personal matters that cannot be avoided. Employees should call or text their direct supervisor if they will be more than 15 minutes late to work or if they must call in sick.

If unable to reach your immediate supervisor, please contact the back-up point person as designated by the Sr. Director.

5.6 NetTime – Clocking In and Out

Please refer to the Human Resources packet for instructions on clocking in and out. For missed punches or NetTime adjustments, employees should email their immediate manager. Each manager is responsible for entering in edits on behalf of his/her team. Each employee is responsible for monitoring his/her hours for accuracy, and should notify their manager of any errors as soon as possible. Employees must submit their hours at the end of the work week.

5.7 Dress Code

It is our goal for each employee to be comfortable and confident, while projecting a professional image for our students, graduates, their parents, potential employers, and community visitors. Business casual dress is the standard for this dress code. Business Casual is a broad term, and because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work in the Career Development Department at The Los Angeles Film School.



If you have questions about acceptable attire, please discuss this with your supervisor. As a rule of thumb, if you worry that something may not be acceptable – it probably isn't.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton, wool, flannel or synthetic material pants, dressy capris, and nice-looking dress pants are acceptable. Shorts will be allowed if they are of a fabric described above and are at least knee length. Denim / jean shorts are not acceptable.

Inappropriate slacks or pants include sweatpants, exercise / Yoga pants, short shorts, bib overalls, and spandex or any very tight pants. Leggings may be worn under a skirt, dress or tunic. However, the minimum length of all of these must reach your fingertips when your arms are held at your side.

Jeans may be worn, but must be hemmed and not have frayed edges, cuts, or holes.

Skirts, Dresses and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts are inappropriate for work.

Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work.

Inappropriate attire for work includes midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; and sweatshirts. Sleeveless tops with at least 1.5 inch widths are permitted. Halter-tops, and tops with bare shoulders should only be worn under another blouse, shirt, jacket or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, thongs, flip flops and slippers are not acceptable for the office.

Jewelry, Makeup, Perfume and Cologne

Jewelry, makeup, perfume and cologne should be in good taste. Remember, that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

5.8 Transfer Policy

The Career Development Department recognizes that a desire for career growth and other needs may lead an employee to request a transfer to another position. An employee will be eligible for consideration for transfer to another department after successfully completing a 90-day orientation period, provided that the employee is in good standing within the department, is not in a progressive disciplinary process, does not create undue hardship for the department and applies, in writing, to the hiring manager.

6 TOOLS AND TECHNOLOGY

Career Development utilizes a variety of software tools and technology depending on the services provided and projects involved. While this section will not provide a comprehensive training on how to use each program, it will introduce new employees to the products they will use on a daily basis as a Career Development employee.

6.1 CampusVue

Academic records for each student are stored in CampusVue; this includes course schedules, degree audits, grades and enrollment records. Career Development primarily uses CampusVue to input updated contact information or to look for relevant documentation from another department.

6.2 Career Connect

The Career Development Department also currently uses a platform by Symplicity that we have named Career Connect for the documentation of all student, graduate and employer interaction. This platform is being implemented in phases and will have the ability to include student appointments, phone calls, emails, and employer visits, calls, emails and job leads. Career Connect also houses graduate resumes.

6.3 Email – Microsoft Office Outlook

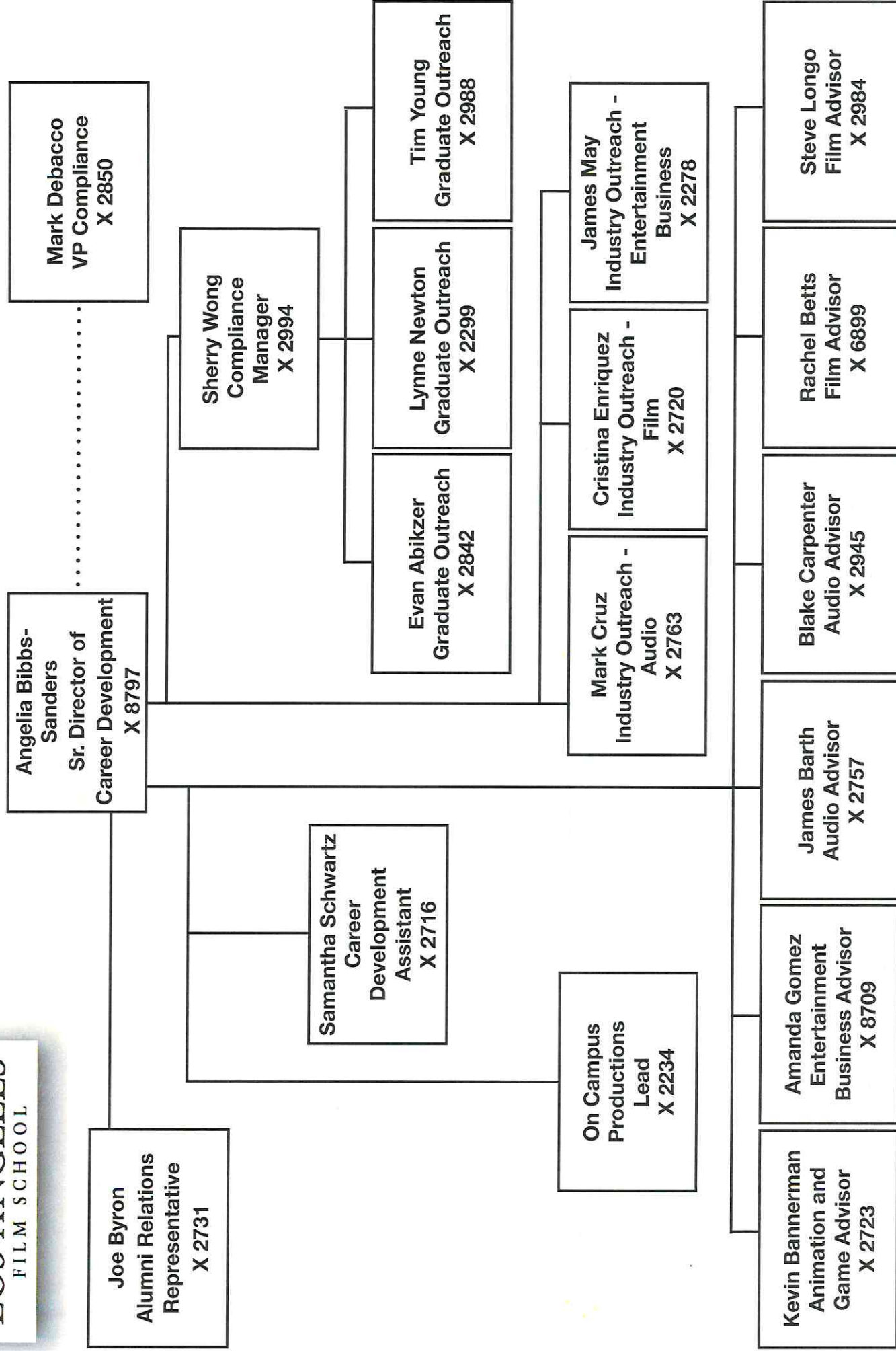
Los Angeles Film School employees utilize **Microsoft Outlook** as their primary email program. Career Development utilizes email as a primary source of communication with both staff and students.

In some cases, employees are provided with pre-written email templates for certain frequent outreaches, and particular email campaigns may be generated from Career Connect.



Remember, your communications to other employees, a manager or students should always display professionalism, even when instant messaging.

CAREER DEVELOPMENT DEPARTMENT



ACCSC EMPLOYMENT CLASSIFICATIONS: REQUIREMENTS AND SUPPORTING DOCUMENTATION

In order to classify a graduate as employed for ACCSC reporting purposes, LA Film School must confirm that each working individual meets certain criteria and maintain documentation to support the decision. Specifically, LA Film School must be able to demonstrate that each classification is appropriate and reasonable based on the educational objectives of the program as well as confirm that the position is all of the following:

- for a reasonable period of time and considered sustainable;
- directly related to the program from which the individual graduated and aligned with a majority of the educational and training objectives of the program; and
- be in a paid position.

In addition, the employment classification must fall into one of three categories and be verified in accordance with the requirements specified for (1) regular employment, (2) self-employment, or (3) career advancement.

1. REGULAR EMPLOYMENT

- A. The Career Development office will verify at least 7 days of employment with one or more traditional (not self-employed) positions that meet all of the requirements described in the introduction to this policy.
- B. Until secured, this verification will take place over a period of time post-graduation, by way of consistent and deliberate outreach campaigns (both call and email), triggered at the 30-, 60-, 90-day mark as well as a 6-month mark or more, should the graduate require additional time and assistance.
- C. Staff will log and record all efforts to inquire about employment status and confirm status (including the collection of confirmation) in CampusVue in the graduate's file.
- D. Acceptable written verification **from the employer** that the graduate is employed and that the employment is related to the graduate's program of study at LA Film School can be in the form of:
 1. *Employment Verification Forms, signed by the employer;*
 2. *3rd Party Verifications, such as "Work Number"(if the confirmed job title clearly aligns with the program of study);*
 3. *If the job title is not clearly aligned with the program of study as verified by a third party, documentation to confirm the position is related and qualifies for inclusion in the "employed" category; or*

4. *An email verification with the time and date stamp, and employer's unique email address and signature.*
- E. Acceptable written verification **from the graduate** that the graduate is employed and that the employment is related to the graduate's program of study at LA Film School can be in the form of:
1. *An email verification with the time and date stamp, and graduate's unique email address and signature and the entirety of the conversation, including confirmation that employment is related to the program of study;*
 2. *A screenshot of a written exchange over social media (Linked IN, Facebook, etc) between the graduate and the staff member. Screenshot should include date, time, unique identifier for the graduate and the entirety of the conversation, including confirmation that employment is related to the program of study; or*
 3. *An SMS text message between the graduate and the staff member – in which documentation must include evidence of the graduate's unique telephone number, date/time, and the entirety of the conversation., which shall include confirmation that employment is related to the program of study.*
- F. ACCSC regulations require that diligent efforts must be made to secure data in writing, from either the employer or the graduate in evidence of a traditional employment and that the diligent efforts can be substantiated. When a graduate advises verbally that he/she is employed or when a third party advises that a specific graduate is employed, the department will make at least 3 attempts to secure data to evidence the employment from either the graduate or the employer in writing. Securing data to evidence the employment, even partial data, in writing is preferable to verbal. Always retain a written document from either a graduate or employer containing employment data for placement records when obtaining data in writing.
- G. If written verification cannot be secured and the school shows diligent effort in the attempts, documentation confirming **a verbal verification from BOTH the graduate and employer** that the graduate is employed and that the graduate verbally confirms his/her employment is related to the graduate's program of study at LAFS, provided that the documentation includes:
1. *graduate's and employer's name and contact information;*
 2. *signature of the school's staff attesting to the verbal verifications secured; and*
 3. *date(s) that the verifications were secured.*

2. SELF-EMPLOYMENT

To verify a graduate's self-employment, LA Film School will secure written verification from the graduate that the employment is valid including, at a minimum, a statement signed by the graduate that includes:

1. *The graduate's name and contact information;*
2. *an attestation that the self-employment is aligned with the individual's employment goals, is vocational, and is based on and related to the education and training received; and*
3. *An attestation that the graduate is earning training-related income.*

In addition, the following conditions apply to the verification of self-employed status:

- A. LA Film School will strive to secure a Self-Employed Attestation form from each graduate engaging in self-employed / contract / freelance employment
- B. Until secured, this verification will take place over a period of time post-graduation, by way of consistent and deliberate outreach campaigns (both call and email), triggered at the 30-, 60-, 90-day mark as well as a 6-month mark or more, should the graduate require additional time and assistance.
- C. Employment classification cannot be based solely on time spent working at LA Film School facilities.
- D. All efforts to gather and verify the self-employment must be logged and stored in CampusVue in the graduate's file.
- E. Acceptable written verification from the graduate must be in the form of one of the following:
 1. *Signed Attestation form as referenced in Section 2(A) ;*
 2. *An email verification which responds positively to the three (3) requirements as reflected in the Self-Employed Attestation form, along with the time and date stamp, and graduate's unique email address and signature;*
 3. *A screenshot of a written exchange over social media (Linked IN, Facebook, etc) between the graduate and the staff member. Screenshot should include date, time, unique identifier for the graduate and the entirety of the conversation which responds positively to the three (3) requirements as reflected in the Self-Employed Attestation form; or*
 4. *An SMS text message between the graduate and the staff member – in which documentation must include evidence of the graduate's unique telephone number, date/time, and the entirety of the conversation which responds positively to the three (3) requirements as reflected in the Self-Employed Attestation form.*

- E. Note that the “diligent effort” alternative for regular employment is in Section 1(F) of this policy is not available for verification of career advancement.

RECORDKEEPING

Regardless of the classification or verification method used, LA Film School must maintain a “verifiable employment record” that includes important information to support each decision. Specifically, the record must include graduate contact information, date of initial employment, place of employment, employer address, employer contact/supervisor information, and descriptive job titles and duties. If not covered in forms (or alternatives), LA Film School must establish a way to collect this information and should maintain a master file organized by ACCSC annual reporting year for ease of review.