

Master of Entertainment Industry Management Program



Carnegie Mellon University

2018.2019 Student Handbook

Revised October 15, 2018

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Handbook Website: <http://www.heinz.cmu.edu/academic-resources/student-handbook-forms/index.aspx>

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1. INTRODUCTION

This handbook provides specific information on the curriculum and program requirements for the Master of Entertainment Industry Management (MEIM) Program. Heinz College also publishes a separate handbook that details College-wide policies and procedures pertaining to educational planning, program committee, teaching, scheduling and course credit, performance standards, academic standing, ethics and discipline, student privacy rights and major forms and deadlines. Students should familiarize themselves with both, as each contains information that is critical for your success. These handbooks can be obtained through your program director and via the Heinz College website at:

<http://www.heinz.cmu.edu/academic-resources/student-handbook-forms/index.aspx>

1.1 ABOUT HEINZ COLLEGE

The Heinz College was founded in 1968 by a small group of faculty members from the Graduate School of Industrial Administration (now the Tepper School of Business) to better prepare students for the challenges of public and non-profit sector management careers. Originally named the School of Urban and Public Affairs (SUPA), the College offered training in public policy and management through the Master of Science in Public Policy and Management (MSPPM) program. In 1982, the Master of Public Management (MPM) program was added to the College, and in 1987, the Master of Arts Management (MAM) program was created in collaboration with the College of Fine Arts. In the mid-1990's, the College added programs in information systems management to prepare students for private sector careers that bridge the gap between technology and business (MISM and MSISPM). The focus of these programs is on the intelligent application of IT in corporate environments. During the 2000's the program in Entertainment Industry Management was added, as was the MSPPM-DC track.

Over 10,000 students have graduated from the Heinz College and are employed by government, private industry, consulting firms and non-profit, arts, entertainment, and health organizations around the world. Most students in our full-time master's programs come to the Heinz College with three years or less work experience. Students in the part-time programs typically hold full-time professional positions and have 2 or more years of work experience.

In October 2008, the Heinz School became the H. John Heinz III College with two schools: the School of Information Systems and Management and the School of Public Policy and Management. These two schools serve as the platform for our educational programs listed below.

1.2 MEIM MISSION STATEMENT

The mission of the Master of Entertainment Industry Management (MEIM) Program is to prepare the next generation of successful executives and entrepreneurs for leadership in Film, TV, Music, & Video Game Production, Marketing and Content Distribution across all entertainment media platforms and screens.

The MEIM program instills critical thinking skills, encourages professionalism, integrity, and business ethics; and promotes career development skills to benefit graduates throughout their career. Based on Heinz College's world-class policy and management curriculum, the MEIM program balances a well-designed,

rigorous graduate academic experience with practical professional skills acquired through internships with leading industry companies. The MEIM program seeks to create a diverse, global community that includes students, alumni, faculty and the media/entertainment professional community to collectively address the direction of the industry, and to promote positive and effective change through applied research and business strategies.

Students in the MEIM Program learn to:

- Understand and employ the theoretical foundations of entertainment industry management;
- Apply effective leadership tools, skills and techniques;
- Investigate and expand the field through theoretical and applied research;
- Function effectively in collaborative, team and project-based environments; and
- Operate efficiently in a connected, networked professional setting.

The MEIM Program supports its students through:

- Individual attention to the needs and aspirations of all students;
- A culture that values cooperation, collaboration, professionalism and personal responsibility, and
- An academic community that values diversity, promotes creative thinking, and encourages ethical behavior.

2. CARNEGIE MELLON POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student catalog the following resources are available to assist you in understanding community expectations:

- [The Word/Student Catalog](#)
- [Academic Integrity Website](#)
- [University Policies Website](#)
- [Graduate Education Website](#)

2.1 CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student

in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The [Carnegie Mellon Code](#) can also be found online.

3. SUMMARY OF KEY REQUIREMENTS

- 1) Read both the Heinz College handbook as well as the MEIM handbook (catalogue).
- 2) Familiarize yourself with the MEIM Handbook to ensure that you comply with all program requirements. **If you do not meet all of the requirements for graduation, you will not be permitted to graduate.** You must submit requests for waivers of requirements or approval of special academic programs in advance.
- 3) To graduate, you *must* complete 198 units of coursework with at least a 3.0 cumulative Grade Point Average. You must successfully complete all first-year course work in Pittsburgh prior to commencing the second year of the program in Los Angeles.
- 4) Your faculty advisor (Program Director) must approve your initial schedule and all schedule changes.
- 5) For each semester except your last, you must take between 45 and 60 units. In your final semester, all students (international as well as domestic students) must take at least 36 units. This means that you will have to take at least five elective credits during the final semester in order to reach 36 units and be considered full-time.
- 6) Students can change their schedules -- once they have met with their advisor -- using Carnegie Mellon's Online Registration, up until the official Add/Drop deadline for the semester or mini.
- 7) You are permitted to take up to 12 units of Independent Study, but you must submit a petition to the Director of the MEIM Program for permission to take additional units.
- 8) If extenuating circumstances beyond your control prevent you from completing all requirements for a course by the end of a semester, you may ask the instructor for permission to take an incomplete and to make-up the work. If the instructor agrees (and s/he may refuse), you must sign a formal contract. You must sign the contract before the end of the semester, and you must complete the work by the end of the following semester. Instructors will impose grade penalties for incompletes, except when they are due to serious illness or other unavoidable circumstances.

- 9) It is your obligation to understand and comply with the rules of academic conduct at Heinz College. Penalties for breach of these standards can range from failure of the course to removal from the program. Be sure that you know each instructor's rules regarding permissible collaboration on assignments.
- 10) You must complete an internship of at least 300 hours in the summer between your first and second years in the program. You will automatically be registered into a 0-unit course #93.900 once you have obtained the internship. You also have a 300-hour internship requirement during the fall and spring semesters of the second year of the program. The MEIM Program Director must approve this internship in advance.
- 11) As summer, fall, and spring internships are a requirement of the MEIM curriculum, F-1 students are allowed to participate via Curricular Practical Training (CPT). CPT employment (paid or unpaid internships) must be directly related to the entertainment industry and must be approved by the MEIM Program Director.
- 12) A leave of absence must be requested in advance if you intend to be away from College for an extended period of time. Any student who interrupts his or her program of study without such approval will be deemed to have withdrawn and will be required to seek readmission before returning.

4. MEIM RESOURCES

There are several people who will be a part of your journey as a MEIM student. What follows are the key personnel who you will support you throughout your two years in the program.

A * denotes Los Angeles based.

Name	Title	Email
Eber, David	Director, Admissions & Financial Aid	deber@andrew.cmu.edu
Green, Daniel*	Director, MEIM Program/ Academic Advisor Year One and Two	dtgreen@cmu.edu
Heidemann, Kathryn	Assistant Dean, Heinz College/ College of Fine Arts	heidemann@cmu.edu
Krishnan, Ramayya	Dean, H. John Heinz III College	rk2x@andrew.cmu.edu
Martin, Dan J.	Dean, College of Fine Arts/ MEIM Program Chair	djmartin@cmu.edu
May, Maureen	Associate Director, Career Services	mm@andrew.cmu.edu
Reilly, Ross	MEIM Coordinator (Pitts): Year One	rossreilly@cmu.edu
Rosenberg, Stacy	First Year Academic Advisor	stacyr@andrew.cmu.edu
Ryan, Mary*	MEIM Senior Academic Coordinator	maryryan@andrew.cmu.edu
Tarnoff, John*	Head of Industry Relations, MEIM	tarnoff@cmu.edu

5. EDUCATIONAL PLANNING

5.1 ADVISORS

During your first year in Pittsburgh, you will have access to two advisors. One advisor will be the MEIM program director. You will also be assigned a first-year advisor (located in Pittsburgh) to help with day-to-day advisement. Your advisors can help you in selecting courses and working through academic problems. A mandatory advising session (with the program director) will be planned during orientation week. In addition you should plan to meet with your advisor(s) each semester, but feel free to call upon your advisor or program director at any time. It is your responsibility to obtain approval and communicate schedule and class changes to the program director as well the assigned advisor. In the second year of the program, the program director will act as your sole academic advisor.

5.2 PRE-REGISTRATION PROCESS

In the first semester of the program, students are pre-registered for core classes. Students will have the option to add elective classes during orientation week. In subsequent semesters, students will register for classes on their own. There will

To ensure that students in all programs are completing courses in the best sequence for their degree program, students will be pre-registered by the Office of Academic Services at Heinz College for their first semester of courses. The Office of Academic Services will begin to register students in the month prior to their start date. This schedule is not absolute. You may see a 36-unit course on your schedule for a brief period of time to indicate that you will be a full time student at Heinz College. This 36-unit course is only a placeholder that the Office of Academic Services will use until your core/required courses have been assigned. However, you may or may not see actual courses added to your online schedule prior to Heinz College Orientation week.

Please do not make any changes to your schedule prior to Heinz Orientation week. Following the results of the Placement Exams that are held during Heinz Orientation, students may have the flexibility to add additional courses to their first semester schedule. Students will be scheduled to meet with their academic advisor during Heinz Orientation week to discuss finalizing their first semester schedule.

5.3 STUDENT RESPONSIBILITIES

The College's faculty and staff will try to help you in every way possible to successfully complete your program. However, it is ultimately your responsibility to ensure that you meet all of your program's requirements.

5.4 CHANGES TO REQUIREMENTS

This handbook is intended to summarize the policies of the MEIM curricular requirements. These policies and requirements may change. The College will make a serious effort to see that all students are informed of any relevant changes in policy or operations. In general, when such revisions and additions increase requirements, only the next entering class will be bound by such revisions unless specifically communicated to the student.

6. CURRICULUM

The MEIM Program is to be completed in two academic years of full-time study – one year in Pittsburgh and one year in Los Angeles. You must successfully complete all first-year course work in Pittsburgh prior to commencing the second year of the program in Los Angeles. The MEIM curriculum is structured with a set of Common Core courses and electives. In order to successfully complete the MEIM Program, you must complete the following:

- 198 units of course credit;
- passing grades (C-) in all Core courses (unless you exempt them);
- obtain a total QPA of 3.0
- approved electives;
- successful completion of the Capstone project; and
- all other standards for graduation, including meeting minimum grade point averages and completing the required practicum assignments (internships) in good standing.

6.1 COURSE LOADS

A full semester course carries 12 units of credit and is generally expected to require an average of 12 hours per week of time, including time spent in and out of the classroom. “Mini” courses are those that are half a semester in length; they generally carry 6 units of credit, and also require approximately 12 hours per week of time. At times, there may be a 3-unit or 4-unit elective “mini” course offered. These classes are set up to expose the student to a specific area or distinct subject matter in the entertainment industry.

You will need a minimum number of 54 units during each of the first two semesters in Pittsburgh. You will need approval from the program director for a course load that exceeds 60 units, but students are heavily discouraged from taking more than 60 units per semester. Individual circumstances may dictate a heavier or lighter course load in a given semester.

First Year - Pittsburgh

Fall Semester <ul style="list-style-type: none"> • 48 Units Core • 06 Units - Electives • 54 Units minimum needed • Can take up to 60 units without approval 	Spring Semester <ul style="list-style-type: none"> • 30 units Core • 24 Units – Electives • 54 Units minimum needed • Can take up to 60 units without approval
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Second Year - Los Angeles

Fall Semester <ul style="list-style-type: none"> • 43 Units Core • Electives (Can take up to 13 units) 	Spring Semester <ul style="list-style-type: none"> • 31 Units Core • Electives (Can take up to 18 units) • You will need at least 5 elective units to get to 36 units to be full-time status • Entire Year 2 = Need 90 units minimum
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158 Core + 40 Electives = 198 Minimum Units to graduate

6.2 CORE (REQUIRED) COURSES*MEIM-Specific Core Courses:*

93.751 Entertainment Economics	6 units
93.851 Film Economics, Marketing & Distribution	12 units
93.852 Production Management	6 units
93.853 Digital Innovation & Entrepreneurship	6 units
93.855 Intellectual Property Rights Issues	6 units
93.856 Business Development	6 units
93.858 Market Research in Entertainment	3 units
93.861 Script/Story Analysis	6 units
93.869 Television Economics	6 units
93.871 Television Business & Legal Affairs	9 units
93.876 Television Marketing & Advertising	6 units
93.887 Practicum I	1 unit
93.888 Practicum II	1 unit
93.889 Capstone Management Project I	3 units
93.890 Capstone Management Project II	9 units
94.900 Practicum (Summer)	0 units

86 units sub total

Heinz College Courses:

94.700	Organizational Design and Implementation	6 units
94.701	Business English or (94.702) Strategic Writing Skills	6 units
90.707	Statistical Reasoning/90.711 Statistical Reasoning w/R	12 units
90.710	Applied Economic Analysis	12 units
90.718	Strategic Presentation Skills	6 units
90.723	Financial Statement and Analysis of Companies	6 units
94.707	Principles of Marketing	6 units
94.800	Negotiation	6 units
95.716	Principles of Finance OR 90.725 Management Accounting	6 units
90.XXX	An IT requirement from a list to be provided	6 units

*72 units sub total**158 units of Core Classes***6.3 ELECTIVES**

Below are courses MEIM students have taken as electives (and IT requirements). Not every course will be available each semester and the semester listed may change from year to year. For a complete list of electives, please consult either the Heinz College Fall and Spring schedules of courses or the individual department catalogue:

<http://www.heinz.cmu.edu/academic-resources/course-schedules/index.aspx>

Pittsburgh Elective (Sample List)

Course Number	Title	Units	Semester offered	Pre-req class
IT Requirements (you need 6 units total)				
90-728	Introduction to Database Management	6	F, S	
90-782	Multimedia	12	F, S	
90-801	Media & Communications Design (previous title: Desktop Publishing)	6	F, S	
90-812	Introduction to Python	6	F, S	
91-729	Business Analytics for Managers	6	S	90-711 & 90-728
94-806	Privacy in the Digital Age	6	S	
94-823	Measuring Social	6	F, S	
94-832	Business Intelligence & Data Mining SAS	6	F, S	90-728
95-723	Managing Disruptive Technologies	6	F, S	90-710
Marketing Electives				
95-732	Marketing Digital Media	6	S	

Management Electives				
91-809	Organizational Change	6	S	
91-869	Conflict Resolution	6	S	
94-801	Acting for Management	6	F, S	
94-811	Strategy Development	6	F, S	
94-813	Project Management	6	F, S	
94-814	Evidence Based Management	6	F	
94-828	Survey Design	6	F	
94-830	Analysis of Survey Data	6	S	
94-854	Developing as a Leader	6	F, S	
Decision Analysis and Modeling				
90-722	Management Science I	6	S	
90-760	Management Science II	6	S	
94-834	Econometrics I & II	6 & 6	F & S	90-711
Entertainment Electives				
53-471	Game Design Prototyping	12	S	ETC class
53-871	Roleplaying Workshop	9	F	ETC class
53-872	Storytelling in Entertainment Technology	9	S	ETC class
54-701	Grad Screenwriting class (non-majors)	9	F	Drama
54-707	Advanced Grad Screenwriting class (non-majors)	9	S	Drama
54-727	How to Write a Shakespeare Play	9	F	Drama
54-793	Intro to Writing for TV	9	F	Drama
54-796	Graduate Writing the Musical Book	9	F	Drama

Los Angeles Electives

Entertainment Electives				
93.854	Film Acquisition	3	S	Heinz/CFA
93.857	The Business of Gaming	4	F	Heinz/CFA
93.859	Music in Media	3	S	Heinz/CFA
93.860	Economy of a Record Label	3	F	Heinz/CFA
93.864	Music Monetization: Song Royalties	3	F	Heinz/CFA
93.865	The Future of the Industry	3	S	Heinz/CFA
93.866	Creative Producing	6	S	Heinz/CFA
93.868	Entertainment Ethics	3	F	Heinz/CFA
93.873	Film Exhibition	3	S	Heinz/CFA
93.878	Branded Entertainment	3	S	Heinz/CFA
93.879	Navigating...Realities of the Film Industry	3	F	Heinz/CFA
93-837	Artist Development in the Music Industry	3	F	Heinz/CFA

7. RECOMMENDED SCHEDULE OF COURSES

The following schedule of courses, recommended by the MEIM Program, meets the *minimum* unit requirements for graduation (198 units).

MEIM Course Schedule for the Class of 2020

Year 1 Fall: 48 Core (06 electives) = 54 minimum

Year 1 Spring: 30 Core (24 electives) = 54 minimum

Year 1 = 108 units minimum (at least 6 IT)

Summer between year one & two:

Need to complete Summer Practicum (0 units)

Year 2 Fall: 43 Core (up to 13 electives)

Year 2 Spring: 31 Core (up to 18 electives)

Year 2 = 90 units minimum, unless more in year one

158 Core + 40 Electives =

198 Units Total to graduate

NOTE: Core courses must be taken according to the schedule below, unless you obtain permission from the MEIM Program Director to defer required courses or you exempt the class. If you exempt a first-year required course, contact your advisor

about appropriate electives or other core courses you might take.. Please note that you must successfully complete all first-year classes (in Pittsburgh) before commencing the second year of the program (in Los Angeles).

7.1 FIRST YEAR (PITTSBURGH)**Fall Semester 2018****Spring Semester 2019**

Course Number	Course Name	Units	Course Number	Course Name	Units
90.710	Applied Economic Analysis	12	90.718	Strategic Presentation	6
90.711*	Stats 90.707 Intro/90.777 Intermediate	12	90.723	Finance Statements Analy. of Comp.	6
93.861	Script & Story Analysis	6	95.716	Princ of Finance/Mgt. Acct./90.725	6
94.700	Org Design & Implement.	6	93.751	Entertainment Economics	6
93.717	Writing: or (93.701) Bus English	6	94.800	Negotiation	6
94.707	Principles of Marketing	6	94.000	IT Required if not in fall	6
94.000	IT Required Course (from list) TBD**	6		Electives	18
	Sample IT Course List (other IT classes available)	48 Core 6 Electives 54 total (Need 6 IT units in either Fall or Spring)		Sample IT Course List (continued)	30 Core 24 Electives 54 total
90.782	Multimedia (12)		95.732	Marketing Digital Media (6)	
90.728	Database Management (6)		95.775	IT Business Leadership (6)	
90.801	Media & Comm. Design (6)		95.791	Data Mining (6)	
90.866	Large Scale Data Analysis (6)		95.794	Tech Startup: Market Disc (6)	
94.802	Geographic Inform. Systems (12)		95.797	Data Warehousing (6)	
94.806	Privacy in the Digital Age (6)		95.808	IT Project Management (6)	
94.823	Measuring Social (12)		95.821	Product Mgmt in IT (6)	
94.827	SAS For Policy Analysis (6)		95.822	IT Consulting (12)	
94.830	Analysis of Survey Data (6)		95.833	Global IT Mgmt, Sourcing (12)	
95.703	Database Management (12)				
95.722	Digital Transformation (6)				

*90.707 Statistical Reasoning/ 90.711 Statistical Reasoning with R/ 90.777 Intermediate Statistical Methods

7.2 SUMMER INTERNSHIP: BETWEEN YEAR ONE AND TWO**Summer 2019**

Course Number	Course Name	Units
94.900	Summer Practicum	0

7.3 SECOND YEAR (LOS ANGELES)

Fall Semester 2019

Spring Semester 2020

Course Number	Course Name	Units	Course Number	Course Name	Units
93.851	Film Econ Mktg. & Distribution	12	93.855	Intellectual Property	6
93.852	Production Management	6	93.856	Business Development	6
93.853^	Digital Innovation/Entrepreneurship	6	93.858	Market Research in Entertainment	3
93.871	TV Bus & Legal Affairs	9	93.869	Television Economics	6
93.876	TV Marketing & Advertising	6	93.888	Practicum II	1
93.887	Practicum I	1	93.890	Capstone II	9
93.889	Capstone I	3	-----	-----LA Electives-----	---
-----	-----LA Electives-----	---	93.854	Film Acquisitions	3
93.857	The Business of Gaming	4	93.859	Music in the Media	3
93.860	The Economy of a Record Label	3	93.865	The Future of the Industry	3
93.864	Music Monetization/ Song Royalties	3	93.866	Creative Producing	6
93.868	Entertainment Ethics	3	93.873	Film Exhibition	3
93.879*	Navigating the Ent. Industry	3	93.878	Branded Entertainment	3
93.837	Artist Dev. in the Music Industry	3			
93872	Music Supervision	3			
		43 Core 16 Elective			31 Core 21 Elective
					Need 36 minimum
	* 93.879 is pass/fail course ^ 93.853 counts as Heinz IT requirement * Some LA electives may change due to faculty availability				

8. THE CAPSTONE PROJECT: ENTERTAINMENT INDUSTRY PARTNERS

A key feature of the MEIM second-year curriculum is the Capstone Project. This yearlong mandatory course goes further than a traditional thesis by giving students the opportunity to work on a topical applied research project under the direction and guidance of a marquee entertainment business client company. The Capstone project offers students the opportunity to apply and demonstrate their analytical and practical management skills in relation to a specific concept or issue while addressing and deepening their understanding of the challenges and issues the entertainment industry faces on a daily basis.

8.1 COLLABORATION

The Capstone thesis gives students the opportunity to work together in teams, much as they will do in their actual careers within this very project-centric, team-oriented industry. Researching, compiling, drafting and presenting the Capstone Project provides students with a compelling “deliverable” on their resume, further supporting their career prospects. Work experiences gained from student projects provide strong comparative advantages to graduating students in job interviewing and acquiring job offers. There is both a writing component and a presentation component related to the Capstone thesis. Working together on the Capstone, students will:

- Develop project management, teamwork, and communication skills
- Integrate and synthesize the lessons from prior coursework
- Engage in a "real world" organizational experience
- Earn “bragging rights” around a professional project for an industry company performed as part of the degree.

8.2 PAST CAPSTONE SPONSORS HAVE INCLUDED:

<ul style="list-style-type: none"> • 3Blackdot • Amblin Television • Black List, The • BBC America • CreatorIQ (SocialEdge) • C4 R & D • Concord Music (Stax Records) • D Squared Entertainment • Enso Collaborative • Flipagram • Fox Television Studios • IM Global • IMAX • IPSOS OTX Research • Jerry Bruckheimer Games • LD Entertainment • Lionsgate Entertainment • MPRM Public Relations 	<ul style="list-style-type: none"> • Neon Studios • Networked Insights • Nielsen Company (Nielsen, NRG) • PricewaterhouseCooper • ReFrame (Women in Film) • RelishMIX • ScreenEngine • Sony Music Entertainment • Sony Pictures Television • Sundance Institute • The Producers Guild of America • Twitter • Troika Pictures • Variety Media • Warner Bros. Studios • Walt Disney/ABC Television Group • Sony Music Entertainment
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9. INTERNSHIPS

The required practicum (internship) assignments allow the students to gain first-hand knowledge of how the theories and principles learned in the classroom are implemented in the profession. Not only will this practicum allow students to test and refine classroom experiences in a professional setting, but it also allows students to enhance their personal network of contacts and build their resume. The internships also serve as the foundation for many discussions in the rest of the program's curriculum.

The practicum program provides the necessary foundation for an individual to develop a functional business referral network by giving the student almost 1000 hours of internship time - time spent working closely with an array of different colleagues at different levels of their respective hierarchies. Only by successfully networking their way through these internships, and the attendant networking opportunities they have access to after working hours, can the students build the kind of referrals they will need to land their first job.

There is an internship requirement during the summer (94.900) and both the fall (93.887) and spring (93.888) semesters of the second year of the program. There is no internship requirement in the first year of the program, though some students do partake in opportunities while in Pittsburgh. Students may do an internship after conferring with the Program Director and the Career Services MEIM representative.

At the end of your internships (summer, fall, and spring) your Career Services Advisor will request that your supervisor complete an evaluation form about your internship performance. You are also required to complete an evaluation survey as well as a self-reflection statement describing how your internship fulfilled the educational goals of the program. If you do not successfully complete an eligible internship along with your survey and self-evaluation, you will not fulfill your internship requirement necessary for graduation.

9.1 THE SUMMER INTERNSHIP

The mandatory summer internship is intended to acquaint MEIM students with industry practices and vernacular, to strengthen the students' professional networks and to expand students' skills, knowledge and resumes. Students enroll in a 0-unit Summer Practicum class (94.900).

During the summer between the first and second year of study, MEIM students complete a 300-hour full-time internship at a film, television, digital production studio, music, gaming production company or a related agency. The internship is a core requirement and a graduation requirement of the MEIM Program. Students cannot progress to the second year of the program without successfully completing the summer internship. Please note the following in regard to the summer internship:

- Minimally, the internship requires the equivalent of eight-to-ten weeks of employment at 30 hours per week (or approximately 300 hours minimally). The internship should have formal supervision, be professional in nature, include work that is of importance to the organization, and should have significant educational value.
- Before beginning the internship, students must complete the online [Career Services Internship Reporting Form](#) for approval:
<http://www.heinz.cmu.edu/jobs-and-internships/students/internship-reporting-form/index.aspx>
The internship will be verified with the students' supervisors and then approved. Students must notify their Career Advisor of any significant changes in their internships, such as length, location, hours of work, etc.
- Once the internship has been approved, students will be registered for the zero-unit internship course. Students will not receive academic credit for the internship, but it will be reflected on their transcript as a course with P/F grade. If a student plans to exempt the internship, they will need to complete the [Petition for Course Exemption](#).
- **F1 Visa Students:** You must apply for Curricular Practical Training (CPT) employment authorization for your summer internship. CPT authorization is required regardless of the internship being paid or unpaid. CPT is only available to F-1 students who have not graduated and who have been enrolled on a full-time basis for one full academic year (i.e. fall and spring.) The MEIM program requires students to complete a summer internship, therefore international students can qualify for CPT. Processing CPT may take up to 2 weeks and you cannot begin employment until you receive authorization. Guidelines, forms and instructions can be found at the [Office of International Education's website](#).

9.2 SECOND-YEAR PRACTICUM

The second-year practicum is an immersion in the heart of the entertainment industry, exponentially enlarging the benefits of the previous skills and providing the students with a critical platform for showcasing their knowledge and experience.

Unique to the program is the schedule that allows students to work nearly full time (30+ hours/week – Mondays through Thursdays) in the management divisions of film, interactive, music, gaming, television studios, production companies, agencies or related firms supporting the entertainment industry.

9.3 PRACTICUM CREDIT

The MEIM Program recognizes that federal labor law requires the film/television/music/gaming industry to limit internship opportunities to students who receive formal credit for the practicum. The fact that internships are degree requirements (section 10) is sufficient for most firms' human resources and legal department, but MEIM students may encounter practicum opportunities where more formal credit is required. Because of this, MEIM students enroll for practicum credit (94.900 – summer, 93.887- fall, 93.888 - spring). These are either 0 or 1-unit core class requirements in the program.

According to the U.S. Department of Labor, an internship should be similar to the training a student would receive in an educational environment. The internship experience should be beneficial to the intern and the intern should work under the supervision of existing staff at the company. For that reason, work related to the MEIM internships is to be on-site and not performed remotely. Though a student may be paid for the internship, an intern is not automatically entitled to wages for the time spent at the internship. Many of our students have subsequently been hired at the company where he or she has interned, but it should be noted that the intern is not entitled to a job at the conclusion of the internship.

10. UNIVERSITY LIBRARIES

The University Libraries provide a range of services including access to the Libraries' collections, expertise, and facilities; use of collections held by other libraries; and services enabling Carnegie Mellon students, faculty, and staff to deposit their work in the University Libraries.

The University Libraries host a web page (www.library.cmu.edu) that provides access to numerous resources useful to faculty and students in public affairs and administration. These include library catalogs, databases, subject web pages, a virtual reference desk and more. Some frequently used journals include: Human Rights Quarterly, Contributions to Economic Analysis & Policy, Economic Policy Review, Business & Politics, and Global Economy Journal.

The web page also has links to sites focusing on associations and societies, gateways, government documents, journals, reference resources, statistical sources, think tanks and academic departments.

Access to most library databases is university-wide and searchable from on- or off-campus. Some of the available databases concerned with public affairs and administration include: PAIS International, INFORMS PubsOnline, Homeland Security Digital Library, LexisNexis Academic, LexisNexisCongressional, CQ Library and ProQuest.

There are three libraries on campus at Carnegie Mellon to which all students, staff and faculty have access. MEIM-LA also has a library with many entertainment industry text books and trade publications. In addition, the library holds hundreds of DVD's for viewing and research including the AFI Top 100 films of all time.

- Hunt Library, 4909 Frew Street
- Mellon Institute Library, Mellon Institute, 4th floor, 4400 Fifth Avenue
- The Engineering and Science Library, Wean Hall, 4th floor
- MEIM Library, 4640 Lankershim Blvd. Ste 125, North Hollywood CA 91602

Members of the Carnegie Mellon community can use and borrow directly from The Carnegie Library of Pittsburgh and the University of Pittsburgh libraries except for those that do not participate in the Oakland Library Consortium (OLC): Fine Arts, Law, Nursing, Western Psychiatric Institute, and the Pitt branch libraries in Bradford, Greensburg, Johnstown, and Titusville.

11. WEB RESOURCES

MEIM Web Page	http://www.heinz.cmu.edu/school-of-public-policy-management/entertainment-industry-management-meim/index.aspx
MEIM LinkedIn	https://www.linkedin.com/profile/view?id=323454207&trk=nav_responsive_tab_profile
MEIM Twitter	https://twitter.com/meimprogram
University Web Resources	www.cmu.edu
University Libraries	www.library.cmu.edu
Heinz College Web Resources	www.heinz.cmu.edu
Course Schedules	www.heinz.cmu.edu/academic-resources/course-schedules/index.aspx
Course Descriptions	http://heinz.cmu.edu/academic-resources/course-results/index.aspx
Academic Calendar	www.heinz.cmu.edu/current-students/academic-calendar/index.aspx
Events Calendar	www.heinz.cmu.edu/events/index.aspx

12. RELATED MEIM PARTICIPATION CONTACTS

Listed below are some of the organizations that MEIM students have been involved with in the past.

Academy of Television Arts and Sciences	www.emmys.com
Hollywood Radio & TV Society	hrts.org
Film Independent	filmindependent.org
The American Pavilion at Cannes	ampav.com
The Creative Minds Group at Cannes	thecreativemindgroup.com
Sundance Film Festival	sundance.org
South By Southwest Film and Interactive Festival	sxsw.com
Festival de Cannes	festival-cannes.com

13. ACADEMIC STANDARDS

To graduate, you *must* complete 198 units of coursework with at least a 3.0 cumulative Grade Point Average. You must successfully complete all first-year course work in Pittsburgh prior to commencing the second year of the program in Los Angeles. For each semester except your last, you must take between 45 and 60 units. In your final semester, all students (international as well as domestic students) must take at least 36 units. This means that you will have to take at least five elective credits during the final semester in order to reach 36 units and be considered full-time.

13.1 GRADES

Below are the policies surrounding grades for students in the MEIM Program. Instructors are responsible for determining their own grading scale to establish how many points a student may need in order to earn a particular grade. However, the Heinz College operates on the grade weighting system shown below:

Grade	Interpretation	Points
A+	Exceptional	4.33
A	Excellent	4
A-	Very Good	3.67
B+	Good	3.33
B	Acceptable	3
B-	Fair	2.67
C+	Poor	2.33
C	Very Poor	2
C-	Minimal Passing	1.67
R	Failing	0

13.2 UNIVERSITY POLICY ON GRADES

The [university policy on grading](#) offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

14. ACADEMIC INTEGRITY POLICY

The following is Carnegie Mellon University's policy on academic integrity, excerpted from the University policy at [http://www.cmu.edu/policies/documents/Academic Integrity.htm](http://www.cmu.edu/policies/documents/Academic%20Integrity.htm).

The complete Policy on Academic Integrity is available on line

at <http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>.

Additional information and resources regarding Academic Integrity are also available at <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html>.

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

14.1 POLICY STATEMENT

In any manner of presentation, it is the responsibility of each student to produce her/his own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Academic Development, and the Global Communication Center, unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s) or when a student utilizes the services provided by Academic Development, and the Global Communication Center, and the acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification."

Policy Violations

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.
- Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:
 - Text, either written or spoken, quoted directly or paraphrased.
 - Graphic elements.
 - Passages of music, existing either as sound or as notation.
 - Mathematical proofs.
 - Scientific data.
 - Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.
- Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of Faculty Senate. Additional guidelines and procedures for graduate students may exist at the college/department/program level, in which case they are communicated in the college/department/program graduate student handbook.

If a student fails a course because of an academic integrity violation and then retakes the course, both the failing grade and the new grade will be used in evaluations of academic standing and the calculation of the student's QPA.

Any student who violates the academic integrity policy may not be a Student Representative, Teaching Assistant, Research Assistant, Officer of a student club/organization and cannot graduate from the college with highest distinction or distinction or serve as commencement speaker. All academic integrity violations will be reported to the Heinz College Associate Dean and Carnegie Mellon's Dean of Student Affairs or designee, as well as the Heinz College Office of Academic Services.

Cases of academic integrity violations will be reviewed by the Dean or designee, who may impose additional penalties. Students should understand clearly that such offenses are not tolerated at Carnegie Mellon. A first offense could result in being dropped from your program. In the event of a second offense, you will be dropped from your program.

Students who want to appeal an academic disciplinary action must state in writing to the College Dean their intention to do so within one week of the penalty date in question, and then must present their appeal to the College Dean no later than two weeks after said penalty date. Appeals must be in writing, with appropriate documentation. In cases where an appeal is filed, disciplinary actions will be held until the 2-week moratorium is complete.

If you dispute that your actions violated the University Policy on Academic Integrity or believe that your department did not follow the proper procedure for investigating or reporting a violation, the university has a formal appeal process in place that provides you with the ability to have your case heard before an Academic Review Board. The initial step of that process is writing a letter to the Provost requesting an appeal and you can find more information in the Student Appeals section of the Graduate Academic Disciplinary Actions Overview. Please note that requests for appeal are not granted automatically and the Provost will determine whether the appeal will move forward to a second-level review. The University policy on Cheating and Plagiarism is posted on Carnegie Mellon's website at: http://www.cmu.edu/student-affairs/theword/acad_standards/integrity.html

14.2 ACADEMIC DISCIPLINARY ACTION OVERVIEW -VIOLATIONS OF POLICIES ON CHEATING AND PLAGIARISM

"Academic Disciplinary Actions" are penalties or sanctions imposed for violation of academic regulations against cheating, plagiarism, or unauthorized assistance as defined by course and/or [University Policy](#).

This procedure should be reviewed in its entirety on-line: <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf>

Carnegie Mellon's policy on Academic Disciplinary Actions Overview for Graduate Students is the university procedure that describes procedures for disciplinary actions against graduate students in cases of alleged violations of academic regulations.

Questions regarding the graduate policies and/or procedures pertaining to cheating and plagiarism should be directed to Joanna Dickert in the Office of Community Standards & Integrity at 412-268-2140.

For comprehensive information and resources regarding Academic Integrity please visit: <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html>

15. EXPECTATIONS

It is important that you communicate effectively and efficiently when dealing with staff, faculty, and fellow students. It is not enough to just show up at classes. To make the most out of the program, you should stay engaged and committed. Keep in mind the following as you progress as a master's student.

15.1 ACTIVE PARTICIPATION IN CLASS

Your contribution in class is vital. Your focused and attentive participation, openness to others' ideas, and positive attitude toward the learning experience are expected throughout the courses offered in the MEIM program. Many faculty members (and almost all faculty in LA) will have a grading component hinged to class participation.

15.2 SELF-REGULATION

As a master's student, you are expected to regulate your own behavior and to not need to be reminded of deadlines. Ask for feedback, take the initiative to get what you need from classes, and be courageous in the questions you ask. Take risks and take responsibility for your own learning.

15.3 COHERENT, PROFESSIONAL WRITING

You are expected to write in a way that is clear, concise, coherent, and professional. Every written assignment should be at least a second draft. If you have difficulty with your writing, Carnegie Mellon offers assistance on campus. In addition, there are tutors designated to assist MEIM students in both Pittsburgh and Los Angeles. It is to your advantage to take the initiative to pursue assistance in these areas. You also need to keep electronic communication (emails/ LinkedIn) respectful and professional. Communicating effectively is paramount in the entertainment industry.

16. CAREER SERVICES

MEIM is a professional program focused on providing career development skills for our students. Heinz College has a dedicated Career Service Office (based in Pittsburgh) to assist students. <https://www.heinz.cmu.edu/current-students/career-services/> In the second year of the program students continue to have access to all of the services available in the first year of the program.

[The Career and Professional Development Center \(CPDC\)](#) offers a variety of services and programs to all student and alumni such as:

- College- and industry-specific career counseling and employment advising
- Career fairs and employer presentations
- Career workshops and professional development programs
- Interview assistance
- On-campus recruiting and campus employment through Handshake
- Resume/cover letter expertise
- Internships and part-time work
- Access to career-related databases and electronic resources
-

Handshake is Carnegie Mellon's online recruiting system. Through Handshake, employers can request accounts to post jobs, request interviews and information sessions, and review student resumes. Students and alumni can apply to positions, sign up for interviews and find contact information for thousands of recruiters. Handshake can be accessed through the Career and Professional Development Services Center (CPDC) website. <https://www.cmu.edu/career/>

16.1 CAREER CONSULTANTS

MEIM has assigned a career consultant who provides guidance through one-on-one appointments. [Maureen May](#) (based in Pittsburgh) is the Associate Director of Career Services for the MEIM program and works in tandem with the Head of Industry Relations, and the Program Director (both based in Los Angeles). A number of events to help students transition into their careers are planned throughout the two years of the program.

Appointments with Maureen can be made through Handshake. Maureen also holds open office hours and bi-monthly program specific career service meetings/group workshops career service meetings in the first year of the program. The exact dates and times will be communicated at the beginning of each semester.

16.2 JOB SEARCH GUIDELINES

MEIM strives to play a supportive role in the career pursuits of students, but maintains academics as a priority. It is not acceptable for students to skip classes or assignments in order to attend job interviews. Students should conduct job searched in a manner that does not impede the academic progress through their graduate program.

It is also important for students to have an understanding of how to conduct a job search. When applying for jobs, students are expected to exhibit certain ethical behavior, such as arriving on time for interviews, being truthful about their qualifications, and to honor their agreements with recruiters. Further, students should not continue looking and interviewing for a position after they have accepted an offer.

16.3 PLACEMENT SERVICES

Heinz College does not place students into an occupation or position. However, Heinz College does offer a dedicated Career Services office to assist students with internships, resumes, job interviewing techniques and the full-time job search. Students apply and interview for the jobs based on their interest and abilities. In addition, The Program Director and Head of Industry Relations (both based in Los Angeles) and the Associate Director of Career Services (based in Pittsburgh, PA) work collectively to coach and advise throughout the second year of the program.

17. OTHER INFORMATION

The entertainment industry is very exciting, but can be quite competitive. The move to Los Angeles can also be intimidating at times. Rest assured that Carnegie Mellon staff, faculty and friends of the program will support you as you progress through the two years of the program. You will also have the support of the growing MEIM alumni population. You should take advantage of opportunities that may be presented to you. The two years will go by fast.

17.1 COLLEGIALITY

At its heart, the MEIM program is an opportunity for you to become a colleague with your classmates and others you meet in the program, including professors. In past years, some teachers have even asked students to work on professional projects outside of class. Respect for one another's ideas, a willingness to engage the hard questions, and openness to new ways of thinking about issues are some of the hallmarks of collegiality. An appropriate balance of challenge and support for one another is expected in the program.

17.2 TRANSPORTATION IN LOS ANGELES

Los Angeles is a large city with many transportation challenges. Unlike most big cities, Los Angeles has a poor public transportation system. Accordingly, it is highly suggested that you have access to an automobile and a valid driver's license upon your arrival in Los Angeles. If you have any questions or concerns about this issue, please speak with the Program Director prior to the end of the first year.

17.3 FILM FESTIVALS/EXTRA-CURRICULAR OFFERINGS

All students in the program will attend South by Southwest Film and Interactive Festival in the first year of the program (March), and Sundance Film Festival in the second year of the program (January). The MEIM program will pay for accommodations and festival tickets/badges. Students are responsible for all ground and air transportation, meals, and other incidentals. Some students may have the opportunity to attend Cannes International Festival (Cannes) in France (May, year one). All charges related to Cannes is the responsibility of the student.

In addition, there are several guest speakers and seminars that will be offered throughout the two years you are in the program. It is expected that you will attend as many of these offerings as possible. Attendance at MEIM scheduled events in Pittsburgh should be considered mandatory.

17.4 ATTENDANCE FOR PLANNED EVENTS

Please note that MEIM leadership takes great effort and expense to secure accommodations and tickets for film festivals and other planned events. Students are given plenty of notice regarding which events are mandatory and which events are optional. In addition, students are given time to decline attendance or participation to these events when possible.

As a result, if for some reason a student fails to show up for a film festival or other planned MEIM event that they were originally scheduled to attend, there will be a charge incurred that will be billed to the student's CMU school account. Extenuating circumstances will be taken into consideration, but those circumstances may or may not remove the possibility of a charge. Please be advised as you proceed through the program.

17.5 LINKEDIN MEIM GROUP

The MEIM program maintains a private sub-group on LinkedIn's Heinz College group exclusively for current MEIM students, alumni and faculty/staff. This is a convenient place to share information about business developments, including internship and job opportunities, networking events, cultural events, and other relevant MEIM updates. Students are encouraged to join the group at the beginning of year one.

17.6 EMERGENCY TELEPHONE NUMBERS

Carnegie Mellon University Police Department 300 South Craig Street, Suite, 199 (Filmore Street Entrance) Pittsburgh, PA 15213	Emergency: (412) 268-2323 Non-Emergency: (412) 268-6232 Email: campuspd@andrew.cmu.edu
University of Pittsburgh Medical Center 200 Lothrop St, Pittsburgh, PA 15213	(412) 647-8762
Pittsburgh Fire Bureau Station 18 5858 Northumberland St Pittsburgh, PA	(412) 255-2863
North Hollywood Police Department 11640 Burbank Blvd, North Hollywood, CA 91601	(818) 623-4016
Providence Saint Joseph Medical Center 501 S Buena Vista St, Burbank, CA 91505	(818) 843-5111
Los Angeles Fire Dept. Station 60 (Tujunga Ave.) North Hollywood CA	(818) 756-8660
University Center Information Desk	(412) 268-2107
MEIM - Pittsburgh Hamburg Hall 1119E, 4800 Forbes Ave. Pittsburgh, PA 15213	(412) 268-6706
MEIM - Los Angeles 4640 Lankershim Blvd. Suite 125, North Hollywood, CA 91602	(818) 980-6346

18. STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act

of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or in violation of federal, state, or local laws or executive orders.

19. HANDBOOK INFORMATION

This MEIM Handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook prior to the revised date on page one. The policies included in this handbook are guidelines only and are subject to change.

The last update of this document was completed October 15, 2018.

20. ADDENDUM FOR CALIFORNIA PRIVATE POSTSECONDARY EDUCATION ACT OF 2009

Carnegie Mellon University is a private, non-profit institution, approved to operate in California by the California Bureau for Private Postsecondary Education.

As part of the California Private Postsecondary Education Act of 2009, the Bureau for Private Postsecondary Education (BPPE) requires state-level oversight of private postsecondary schools. As students in the Master of Entertainment Industry Management (MEIM) program reside in the state of California for the second year of the program, the following information is made available to all interested students. <http://www.cmu.edu/hub/consumer/disclosure.pdf>

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website, at www.bppe.ca.gov

Accreditation & State Approvals

Carnegie Mellon University is accredited by the Middle States Commission on Higher Education (MSCHE). Details regarding accreditation & State Approvals can be found here: <http://www.cmu.edu/hub/consumer/disclosure.pdf>

20.1 DESCRIPTION OF PROGRAM AND REQUIREMENTS

Second year class sessions are offered at the MEIM: Los Angeles Center, located at 4640 Lankershim Blvd. Suite 125, North Hollywood, CA 91602. Second year students in the MEIM program attend courses at the Los Angeles location while working side-by-side with industry professionals throughout the year as full-time interns in a studio or production company. (MEIM students spend the first year of the program taking core courses at Carnegie Mellon University's main campus in Pittsburgh, Pa.) Approximately 20-30 students are enrolled at the Los Angeles campus per year.

A description of the Master of Entertainment Industry Management Program, the requirements for completion including required course load and internship requirements, can be found on the MEIM website:

<http://www.heinz.cmu.edu/school-of-public-policy-management/entertainment-industry-management-meim/index.aspx>

20.2 INFORMATION REGARDING THE FACULTY AND THEIR QUALIFICATIONS

Heinz Faculty members are experts in their field of study. You may find information about those who teach in the first year of the program at the following website:

http://www.heinz.cmu.edu/faculty-and-research/faculty-profiles/index.aspx?search_type=a&from_letter=A&to_letter=A

For information and bios about those who teach in Los Angeles or who teach MEIM specific classes, please refer to the following website page:

<http://www.heinz.cmu.edu/school-of-public-policy-management/entertainment-industry-management-meim/faculty/index.aspx>

20.3 UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: <http://www.cmu.edu/student-affairs/theword/index.html>
- Academic Integrity Website: <http://www.cmu.edu/academic-integrity>
- University Policies Website: <http://www.cmu.edu/policies/>
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- The WORD is Carnegie Mellon University's student on-line handbook and supplement to the department (and sometimes college) handbook. The Carnegie Mellon Code can also be found on-line at: <http://www.cmu.edu/student-affairs/theword/code.html>.

20.4 HEINZ COLLEGE APPLICATION PROCESS

Before applying, please carefully review the application process and admission requirements for the Master of Entertainment Industry Management Program.

20.5 MEIM ADMISSIONS REQUIREMENTS -OVERVIEW

The MEIM program is looking for dynamic, motivated critical thinkers who are drawn to the ever-changing entertainment field. The MEIM program seeks leaders who want to hone their strategic and entrepreneurial skills, and build a strong business foundation to help realize their career goals in the entertainment industry.

MEIM applicants should be interested in how screen-based entertainment is produced, developed, packaged, financed, marketed and distributed. However, MEIM students come from a wide variety of undergraduate backgrounds. While the program welcomes graduates of film, TV and communications programs, students have come to the MEIM program with liberal arts degrees in literature, sociology or history. Business, social science, marketing degrees, fine arts, theater, or even music programs are great preparations for a MEIM degree. In short, because the entertainment industry draws on so many different disciplines, the MEIM program believes in assembling a student body with diverse and synergistic backgrounds.

The MEIM program also welcomes individuals who have completed their Bachelor's degree and spent the past few years pursuing their careers – either in entertainment, or in other fields. Having some professional experience under one's belt can provide an added level of focus, and such students also do well in the program.

For more information on the MEIM student body, including demographics and test scores, view the [class profile](#).

Because of the quantitative nature of Heinz College graduate programs, the faculty requires that all incoming students have a solid quantitative foundation prior to enrollment at Heinz. Since successful applicants come from diverse academic backgrounds, the College offers the Quantitative Skills Summer Program (QSSP) to prepare incoming students who did not previously complete college-level courses like advanced algebra, pre-calculus and/or statistics.

The Admissions department invites all interested candidates to contact the college directly with any questions about qualifications, eligibility or any other topic or concern. Admissions' representatives will work closely to help MEIM candidates successfully complete an application to the Program. [Admission Process and Required Application Materials-MEIM Program](#).

20.6 VERIFICATION REQUIREMENT FOR ALL ENROLLING STUDENTS

We are committed to ensuring the integrity of our admissions process and the reputation of our educational programs. We also want to protect and enhance the value of the degrees that we confer. The purpose of the background check is to protect all stakeholders of our programs (students, faculty, staff and alumni) from those who would falsify their backgrounds to gain an unfair advantage in the admissions process. We have made the decision to implement an independent verification process of all application materials for any master's student enrolling in the Heinz College. We believe the verification will support our efforts to ensure integrity throughout the program. Upon admission, you will receive more details about this process.

20.7 TRANSFER AND ARTICULATION AGREEMENTS

The MEIM program has not entered into an articulation or transfer agreement with any other college or university.

20.8 CREDIT FOR PRIOR COURSES

In general, the Heinz College does not give credit toward graduation for courses taken prior to entering the Heinz College program. The MEIM program does not award credit for prior work at a job or internship, however, the admissions committee does look upon previous work in a favorable light. Even if you do receive prior credit, however, you must still pay tuition for the number of full-time semesters required by your program in order to receive a degree.

20.9 STUDENTS ON F-1 VISAS AND COURSE LOADS

Regulations governing F-1 students limit how many online/distance courses an F-1 student may take and still be considered to be enrolled full-time and maintaining status. F-1 students are required to be enrolled full-time each semester (36 units or the minimum required for making normal progress towards the completion of the degree). Students in F-1 status cannot not take more than a single online/ distance course (either a mini or a full-semester) in any given semester. Immigration does not consider courses that require physical presence on campus to be distance education/online even if the delivery mode is via distance.

20.10 ENGLISH LANGUAGE PROFICIENCY EXAM

All classes are taught in English. If you are a non-native English speaker, you must submit a score report directly from the testing agency from either the [TOEFL](#) or [IELTS](#) to CMU. Suggested minimum scores: TOEFL, 25 in each section, IELTS, 7 in each section. You may waive the exam requirement if you have worked/studied for five or more (5+) years in **Australia, Botswana, Canada, Ghana, Ireland, Kenya, Lesotho, Malawi, Namibia, New Zealand, Nigeria, South Africa, Swaziland, Tanzania, Uganda, United Kingdom, United States, and/or Zambia**. Earning a bachelor's degree in these countries does not automatically qualify you for this waiver due to the five-year minimum requirement.

The test scores must be reported directly to Heinz College by the testing service. We strongly recommend that you take the TOEFL or IELTS at least one month prior to the application deadline.

You may submit scores from up to four valid TOEFL or IELTS exam dates. If you have taken the exam more than once, **Heinz College will use the highest score verified in each section in reviewing your application for admission.** For every score you wish to include with your application, you must report the exam date(s) and submit the official score report(s). We will not accept exam scores for test dates that are not listed on the application.

See below for detailed, step-by-step instructions on how to submit your English Language Proficiency Exam Results from the **TOEFL** or **IELTS** to Heinz College.
Submitting Your Results

[TOEFL \(iBT preferred\)](#)

The **recommended TOEFL score is 25 on each section** of the Internet-based test (or 620 on the paper-based test and 260 on computer-based test).

The **minimum TOEFL scores required to apply** for admission to any of Heinz College's graduate degree programs are:

- Reading: 22
- Listening: 22
- Speaking: 18
- Writing: 22

For more information on the TOEFL or to register, please [visit the ETS TOEFL website](#).

IELTS

If you choose to take the [International English Language Testing System \(IELTS\)](#) in place of the TOEFL, we require that you take the "Academic" format of IELTS.

The recommended IELTS score is 7 overall and 7 in each band.

The **minimum IELTS scores required to apply** for admission to any of Heinz College's graduate degree programs are:

- Listening: 6.5
- Reading: 6.5
- Writing: 6.5
- Speaking: 6.0
- Overall Band: 6.5

For more information on the IELTS or to register, please [visit the IELTS website](#).

20.11 LOCATION PROFILE

Carnegie Mellon University's H. John Heinz III College and The College of Fine Arts operates a satellite location in Los Angeles, California, as a part of the Master of Entertainment Industry Management program (MEIM). The Los Angeles portion of the MEIM program is located in the city of North Hollywood in Los Angeles County. The location consists of a 6,034 square foot suite of offices in a six-story professional office building shared by other tenants, located at 4640 Lankershim Blvd., Suite 125, North Hollywood, CA 91602. The cross street is Hortense. The suite of offices includes three classrooms, two conference rooms, screening area, computer office, kitchen, library and reading area. There is a courtyard directly outside of the MEIM entrance and a garage that is immediately next to the building on Hortense Street.

20.12 HOUSING

Carnegie Mellon University does not provide housing to students in the Los Angeles portion of the MEIM program. There are a great deal of housing options available near the MEIM-LA office and throughout greater Los Angeles. The approximate cost of housing varies depending on the area of the city (anywhere from \$1,000 – 2,000 for a one-bedroom apartment). There are several websites to help students find costs:

<https://www.rentjungle.com/average-rent-in-los-angeles-rent-trends/>

<https://la.curbed.com/2018/6/21/17477888/los-angeles-apartments-renters-guide>

In March of the first year of the program, MEIM leadership offers a workshop on housing which includes advice from past students and information on the popular neighborhoods that students often live.

20.13 ATTENDANCE POLICIES

Students in the Master of Entertainment Industry Management program are expected to attend all classes outlined in a course syllabus as part of their degree. All absences must be approved and arranged with the course professor on an individual basis. Please note that the leadership of the MEIM program do not support excessive course absences for job interviewing, networking events, screenings, or internship conflicts. Excessive course absences may influence a student's ability to pass a course and/or complete their degree.

20.14 STUDENT RECORDS

Heinz College's MEIM program maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in the program in its student information system and a secure folder for use by Academic Services.

20.15 TUITION AND FEES

The tuition rate for students entering the MEIM program is set in the spring for the class entering in the following fall semester. Tuition and required university fees (generally the student activities fee, technology fee and transportation fee) are subject to change. Students are required to pay the then-current rates for program tuition and required university fees each semester. Tuition typically increases 3% to 5% each academic year. Other fees may apply.

For example, requests by students for official university documents (e.g., requests for transcripts, enrollment verifications and academic records) may require payment of the relevant fee(s), and students electing to enroll and participate in tuition payment plans must pay the relevant fees to the payment plan processor. Information about the above required university fees and other fees can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/sfs/>. In addition to the above, Health Insurance is also required. Students are required to show proof of appropriate insurance coverage or purchase student health insurance coverage through Carnegie Mellon University's third party student health insurance program.

Program Tuition*	\$ <u>49,600</u>
Required University Fees* per Semester	\$ <u>318</u>
Books and Supplies (estimated)	\$ <u>2,212</u>
Estimated Total Fees/Charges for Entire Program	\$ <u>52,448</u>

20.16 SCHOLARSHIPS/AWARDS

The fees and charges do not take into account or consider any scholarships or similar awards that have been or may be awarded to the student. A student must refer to the student's official financial award or admission letter(s) from Carnegie Mellon University to determine whether the student has been awarded any scholarships or similar awards, and the terms and conditions of those scholarships and awards.

20.17 OTHER FUNDING AVAILABLE FROM THE MEIM PROGRAM

MEIM students are awarded a one-time **\$1,200 re-location stipend** to assist all students with their expenses related to moving from Pittsburgh to Los Angeles prior to their second year.

In order to offset a portion of the additional expenses incurred during the second year of the MEIM program, all MEIM students who receive a scholarship for the first two semesters in the program receive **an additional \$2,500/semester in scholarship** support in each of their final two semesters in the program.

20.18 FEDERAL AND STATE FINANCIAL AID PROGRAMS

Meeting the cost of a graduate education is a significant investment. Carnegie Mellon University is committed to making it financially possible for graduate students to enhance educational development and reach their career goals. There are many financial aid resources available to students pursuing graduate studies at Carnegie Mellon University. Carnegie Mellon University participates in a number of Federal and state financial aid programs. Information about these financial aid programs can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/finaid/index.html>

20.19 RESPONSIBILITY TO REPAY EDUCATIONAL LOANS

If you obtain a loan to pay for the Master of Entertainment Industry Management program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds

20.20 STATEMENT OF NO PETITION IN BANKRUPTCY

Carnegie Mellon University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition in bankruptcy within the preceding 5 years, nor has Carnegie Mellon had a petition in bankruptcy filed against it within the preceding 5 years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code.

20.21 TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

20.22 STUDENT'S RIGHT TO CANCEL (WITHDRAWAL/LEAVES OF ABSENCE)

A student has the right to cancel the student's Enrollment Agreement by either taking a leave of absence from the Program (leaving Carnegie Mellon University temporarily with the firm and stated intention of returning) or by withdrawing from the Program (leaving Carnegie Mellon University with no intention of returning). If the student withdraws or take a leave of absence from Carnegie Mellon University, the student may be eligible for a tuition adjustment or a refund of certain fees (excluding any Application Fee, Registration Fee and Enrollment Deposit, and any applicable Student Tuition Recovery Fund assessment).

To cancel the student's Enrollment Agreement and take a leave of absence or withdraw, the student must complete Carnegie Mellon University's Leave of Absence or Withdrawal form, as applicable, and return it to Carnegie Mellon University's Registrar's Office, at 5000 Forbes Ave., Warner Hall A12, Pittsburgh, PA 15213. The Leave of Absence and Withdrawal forms, and additional information of leaves of absence and withdrawal, can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/hub/registration/leave.html>

If the student notifies Carnegie Mellon University of the student's intent to withdraw or take a leave of absence, the student's official date of withdrawal or leave of absence is the earliest of:

- The date the student began the student's withdrawal or leave of absence process at Carnegie Mellon University;
- The date the student notified the student's home department at Carnegie Mellon University;
- The date the student notified the associate dean of the student's College at Carnegie Mellon University; or
- The date the student notified the Carnegie Mellon University Dean of Student Affairs.

If the student does not notify Carnegie Mellon University of the student's intent to withdraw or take a leave of absence, the student's official date of withdrawal or leave of absence is:

- The midpoint of the relevant semester in which the student withdraws or takes a leave of absence;
- The last date the student attended an academically-related activity such as an exam, tutorial or study group, or the last day the student turned in a class assignment.

20.23 REFUND POLICY

A. **Refunds in General.** Students who withdraw from the Program or take a leave of absence after having paid the current semester's tuition and fees or receiving financial aid are subject to the following refund and repayment policies. No other charges are refundable. Student Tuition Recovery Fund assessment, if any, is non-refundable.

B. **Exit Counseling.** All borrowers of Federal student loans must complete a Federally-mandated exit counseling session when graduating or dropping to less than half-time enrollment status, including by withdrawing or taking a leave of absence. Exit counseling prepares students for repayment. Students must complete an exit counseling session in its entirety, with complete and correct information; otherwise, the student's degree, diploma and official transcripts may be withheld. Information about exit counseling sessions can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/finaid/loans/entrance-exit/exit.html>

C. **Withdrawals/Leaves On or Before 10th Class Day.** Students who withdraw or take a leave of absence on or before the 10th class day of the relevant semester may receive a refund of 100% of tuition and fees (excluding any Application Fee or Registration Fee and Enrollment Deposit). STRF assessment, in any, is non-refundable.

D. **Withdrawals/Leaves after 10th Class Day.** Students who withdraw or take a leave of absence after the 10th class day of the relevant semester but before completing 60% of the semester will be assessed tuition based on the number of days completed within the semester. This includes calendar days, class and non-class days, from the first day of classes to the last day of final exams. Breaks which last five days or longer, including the preceding and subsequent weekends, are not counted. Thanksgiving and Spring Break are not counted. There is no tuition adjustment after 60% of the semester is completed. There is no refund of fees after the 10th class day of the relevant semester.

E. **Tuition Adjustment Appeals.** Students may appeal to have tuition adjustments for their leave of absence or withdrawal if they feel that they have extenuating circumstances. These appeals will be reviewed in the context of Carnegie Mellon University's tuition adjustment policy, as stated above. These appeals must be made in writing to Carnegie Mellon University's Registrar using Carnegie Mellon University's Tuition Appeal Adjustment form. Information about Carnegie Mellon University's tuition adjustment policy, and tuition adjustment appeals, can be found on Carnegie Mellon University's website, at <http://www.cmu.edu/hub/tuition/adjustment.html>

F. **Repayment to Lenders/Third Parties.** If any portion of refundable tuition and/or fees was paid from the proceeds of a loan or third party, the refund may be sent to the lender, third party or, if appropriate, to the Federal or state agency that guaranteed or reinsured the loan, as required by law and/or Carnegie Mellon University policy. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

G. **Responsibility for Loan.** If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received Federal student financial aid funds, the student is entitled to a refund of moneys not paid from Federal student financial aid program funds. If the student is eligible for a loan guaranteed by the Federal or state government and the student

defaults on the loan, both of the following may occur: 1) The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other Federal student financial aid at another institution or other government assistance until the loan is repaid.

20.24 WARNING & PROBATION POLICIES

If you receive a warning, it is because the faculty is concerned about your progress at the College and your ability to successfully complete the program. You can expect to receive a warning if your cumulative GPA falls below 3.1 or if your semester GPA falls below 3.0.

If you are placed on probation, it is an indication that the faculty feels you are performing below the level needed to successfully complete the program. If you are on probation, it has implications for future academic action, and your eligibility for financial aid may be affected. The Program Committee considers recommending probation to the faculty if your cumulative GPA falls below 3.0.

If you are placed on probation, you must achieve at least a 3.0 GPA in the semester you are on probation; otherwise, the Program Committee will generally recommend to the faculty that you be suspended or dropped from the program. In addition, you must demonstrate the ability to raise your cumulative GPA to 3.0 within the normal timeframe of graduation. Again, if this seems impossible, the Program Committee will generally recommend to the faculty that you be suspended or dropped from the program.

20.25 SUSPENSION OR DROP POLICIES

In general, you will be dropped from your program only if you have been on probation during the previous semester. However, under extraordinary circumstances as determined by the faculty, you may be suspended or dropped without previously having been placed on probation. The Program Committee will recommend that you be dropped if, at the end of the semester of probation, your semester GPA falls below 3.0, or if your cumulative GPA is such that it is unlikely that you will be able to complete the program in the normal period of time. The Program Committee may recommend that you be suspended from the program for up to one year if your performance in the program is unsatisfactory, even if you have not previously been placed on probation. Suspension is, in effect, a temporary drop. If you are suspended, you cannot register for or take classes at the College for a specified period of time, usually a year. The faculty views a suspension as a time to make up deficiencies, to develop a mature approach to the program, or to give more thought to future career goals. If you are suspended, you may enroll in your Program again after the specified period and the faculty will indicate the conditions of your re-enrollment in your original suspension letter.

The decision of the faculty to suspend or drop a student is final. If you wish to appeal expulsion from the College, you can speak to the Dean; however, the Dean will only determine whether the Program Committee and the faculty followed due process and considered all relevant information over a sufficient time period.

20.26 LEAVE OF ABSENCE POLICY

Occasionally, a student will have pressing personal circumstances that require him or her to take a leave of absence from the program. In such cases, the student should complete a Leave of Absence form to be approved by the Program Director and Associate Dean. Typically, a leave of absence is for an academic year.

20.27 FILING A GRIEVANCE

The university's policies and procedures for filing a grievance are outlined at <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

20.28 TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

The transferability of credits you earn at Carnegie Mellon University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master degree you earn in Entertainment Industry Management is also at the complete discretion of the institution to which you may seek to transfer. If the Master degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Carnegie Mellon University to determine if your Master of Entertainment Industry Management coursework will be accepted.

This includes but is not limited to conference and research funding; work study jobs in LA, lunch check-ins with administration and leadership including the college deans, and remote participation with student decision making when appropriate. In addition, two students are selected each year to be student representatives who assist in communication between MEIM leadership and the student body. Various networking and social events are planned at the MEIM-LA Center throughout the academic year. These events include Welcome Week LA, Industry Nights, networking events, and end of the semester events.

20.29 STUDENT SERVICES

Though students reside in CA for the second year of the program, they are still have access to student services that occur on the main campus. <https://www.cmu.edu/student-affairs/> Annie Julian is the Heinz College Associate Director of Student Affairs. Her office is HBH A101G and her email is ajulian@cmu.edu. Listed below are key offices of graduate student support.

20.30 OFFICE OF THE ASSISTANT VICE PROVOST FOR GRADUATE EDUCATION

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: www.cmu.edu/graduate

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Students of Color Series (SOC)

20.31 OFFICE OF THE DEAN OF STUDENT AFFAIRS

www.cmu.edu/student-affairs/index.html

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Dean of Student Affairs Gina Casalegno, include:

Career and Professional Development Center

- Counseling & Psychological Services (CAPS)
- Housing & Dining Services
- Orientation & First Year Programs (note: for undergraduate students)
- Office of International Education (OIE)
- Student Activities
- Student Life

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: <https://www.cmu.edu/student-affairs/ocsi/>

20.32 LOS ANGELES STUDENT SERVICES

The Los Angeles location does its best to stay connected with the main campus. Throughout the academic year there are video conferences with first-year students, the deans and senior administration on the main campus, and participate in decision-making about policies that affect the students.

Aside from the student services support and resources on the main campus, students also have support at the LA campus. Students enrolled in the MEIM program who reside in the Los Angeles office in year two can meet with program director, Daniel T. Green, Ph.D. for on-site connection to various student services resources. These resources include questions regarding housing, transportation, health, personal concerns, entertainment industry organizations, clubs and student organizations, activities and general information. Dan Green's office is located in the MEIM-LA Center, 4840 Lankershim Blvd. Ste. 125, North Hollywood, CA 91602 and can be reached at 818-980-6346.

The MEIM-LA location hosts various networking and social events throughout the second year of the program. These events include a week-long orientation to Los Angeles and the

entertainment industry called Welcome Week LA. MEIM leadership also plans Industry Nights where students travel to entertainment companies to meet and network with executives. Networking events, and end of the semester events are also planned throughout the year.

20.33 GRADUATE STUDENT ASSEMBLY

www.cmu.edu/stugov/gsa/index.html

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action in locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, www.cmu.edu/stugov/gsa/resources/index.html. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

20.34 INTERCULTURAL COMMUNICATION CENTER (CCC)

www.cmu.edu/icc/

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

20.35 OFFICE OF INTERNATIONAL EDUCATION (OIE)

www.studentaffairs.cmu.edu/oie/

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for

all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

20.36 JOB CLASSIFICATION

A MEIM degree can lead to a diverse set of occupations in the entertainment field. Itemized below is a representative list of the employment positions determined to be within the field of study for a person obtaining a MEIM degree using the United States Department of Labor’s Standard Occupational Classification codes (CEC 94910(f)(2)).

Employer Type	Function
Agency	Acquisitions
Digital	Advertising
Film	Business/Strategic Development
Gaming (Video)	Development
Music	Distribution and/or Licensing
Sports	Event Management
Technology	Exhibition
Television	Finance/Operations
	Legal/Business Affairs
	Live Events (Concert/Tour/Festival)
	Marketing/PR
	Producing
	Production Management
	Programming/Scheduling (B’cast/Cable/OTT)
	Research/Analysis
	Talent Representation/Management
	Technology Management (IT/CG/Cloud/Platform)
	Writing
	Virtual Reality/Augmented Reality