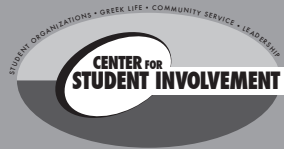


A.S. MEDIA GUIDE 2008-2009



Dear Awesome Media Organization,

Welcome to the 2008-2009 Media Guide! Media Organizations at UCSD have the opportunity to utilize publications, websites, radio, video, internet, and movies to give voice to student creativity, ideas, and issues that may not be addressed in mainstream media. The Associated Students applaud your efforts in making this exchange happen and have developed this guide to assist you in your planning throughout the year.

This guide contains practical information and useful resources. You will learn how to apply for funding, generate revenue, and navigate the University system. We have also included a number of additional resources that may provide helpful with legal and ethical issues associated with being a journalist. Be sure to familiarize yourself and your organization's membership with the rights, responsibilities, privileges, and policies that impact how you produce your media at UCSD.

We look forward to working with you this year! If you have any questions, you can reach us at 534-0475.

Sincerely,

Utsav Gupta
AS Associate Vice President of Student Organizations
avpstudentorgs@ucsd.edu

Naasir Lakhani
AS Vice President, Finance and Resources
asvpfinance@ucsd.edu

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AS MEDIA GUIDELINES

UNIVERSITY OF CALIFORNIA, SAN DIEGO

I. Purpose of Student Media

The purpose of ASUCSD (AS) funded media is to serve as an informational resource for the UCSD community and to serve as an educational resource for those students wishing to gain media experience as members or participants of in one or more UCSD registered student organizations in the media category.

II. Definitions

A. Student Print Media: The term “Student Print Media” is any publication produced and distributed by UCSD students in printed form and includes but is not limited to newspaper, journals, magazines, and other types of periodicals regardless of their frequency of publication. To qualify as Student Print Media, at least 70% of the content of the publication must come from registered UCSD students.

B. Student Media: The term “Student Media” means a registered Center for Student Involvement organization at UCSD that is a Media Organization.

C. Advertisements aka “ads”: section (s) in a publication or text of a specific ad which produces revenue or other benefit for the Media Organization.

D. Media Organization: The term “Media Organization” means any group or entity that disseminates information to the general public whether in print, radio, internet or television.

III. Student Media Responsibilities

A. Recognition:

1. All Student Media that want to obtain UCSD registered student organizations status and want to receive AS funding must register with the Center for Student Involvement.
2. The principal members of each Student Media are individually and jointly responsible for the content of the publications of their Student Media. UCSD is not responsible for the contents of the publications of Student Media.

3. Student Media are required to include the following disclaimer in every one of their publications, regardless of funding source(s) for the publications. The disclaimer must be published in the same size font used for the text content of the publication and must be located on the title page of the publication or on the reverse side of the title page and be separate from any other content in the publication. If the publication has no printed text the disclaimer must be printed in at least 12 point font size. The disclaimer must state as follows:

“The publication may have been funded in part or in whole by funds allocated by the ASUCSD. However, the views expressed in this publication are solely those of <publication’s name here>, its principal members and the authors of the content of this publication. While the publisher of this publication is a registered student organization at UC San Diego, the content, opinions, statements and views expressed in this or any other publication published and/or distributed by <publication’s name here> are not endorsed by and do not represent the views, opinions, policies, or positions of the ASUCSD, GSAUCSD, UC San Diego, the University of California and the Regents or their officers, employees, or agents. The publisher of this publication bears and assumes the full responsibility and liability for the content of this publication.”

4. If a Student Media publication fails to publish the disclaimer provided in Section A.3 of these Guidelines, the Student Media may be disciplined by the AS Finance Committee. In addition to any consequences imposed by the AS Finance Committee, the Student Media publication shall be required to publish the following corrected disclaimer in the next issue of that Student Media.

“In the <insert date and issue number of the publication in question> of the <insert the publication name> incorrectly omitted the following disclaimer <insert text of the disclaimer as described in item #3, above>. This disclaimer also applies to this publication.”

AS MEDIA GUIDELINES (CONT.)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

B. Funding

1. Each academic quarter the AS AVP Student Orgs shall prepare and submit recommendations for student media funding allocations to the AS Finance Committee for its review. The funding recommendations shall be submitted to the AS Council for final approval upon completion of the Finance Committee's review.
2. The AS annual media budget shall reflect both the individual budget allocations of currently funded Student Media and anticipated allocations to newly funded Student Media.
3. Any Student Media may appeal the Finance Committee's funding recommendations funding to the AS Council. [The AS Council decision on funding will be final]
4. AS funded Student Media are required to adhere to these Guidelines, the AS Constitution and By-laws, and all UCSD policies and regulations, including but not limited to PPM 510-1 Section XII: "The Distribution, Posting and Exhibition of Non-Commercial Literature on University Property."
5. Funding from the AS media budget is contingent upon signing of the quarterly Media Production Contract by all of the principal members of the Student Media receiving the AS funds.

IV. New Funding Allocations for Student Media Organizations

- A. Each new Student Media that receives funding from the AS will receive a temporary funding allocation to be determined by the AS AVP Student Orgs based on the quarterly AS media budget.
- B. Upon the completion of the first publication by the newly funded Student Media, the AS AVP Student Orgs shall review all aspects of the new Student Media and forward recommendations regarding funding for the next academic quarter to the Finance Committee for their review and thereafter to the AS Council for final approval.

V. Financial Restrictions

- A. Student Media may receive funding based on the criteria listed in Article V.B.9. of these Guidelines and in accordance with the procedures in the AS Media Charter for tabloid, newsprint or literary journals that meet the AS journal publication standards approved by AS AVP Student Orgs. The decision may be appealed to the AS Finance Committee for final disposition.
 1. Publications wishing to publish in different formats, utilize color and/or upgrade to a higher quality paper must contribute at least 20% of the printing costs of such publication.
 2. Exceptions to the AS journal publication standards may be made for yearly publications, at the discretion of the AS AVP Student Orgs, and contingent on the availability of funds.

B. Funding

1. Each quarter, by no later than Wednesday at noon of the fifth week, all Student Media funding requests must be submitted to the AS AVP Student Orgs on a Media Organization Quarterly Funding Request form, dated and signed by a principal member of the Student Media and the Center for Student Involvement Media Advisor.
2. Budget requests shall include a line item listing for expected expenditures such as but not limited to printing, graphics/copier services, mail services, telecommunications, photographic supplies, office supplies and related costs.
3. If a Student Media has previously requested funding, the current funding request form must include an itemized receipt from the printer of all publications published by that Student Media since the most recently approved request. If Student Media is printing for the first time, an itemized estimate from the printer shall be submitted with the request.
4. In the event that a Student Media is accused of violating these Guidelines, AS rules, or University Policy written notice from the AS AVP Student Orgs shall be provided to the principal members of the Student Media by delivery of the written notice via campus mail to the campus mail code address

AS MEDIA GUIDELINES (CONT.)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

assigned to the Student Media and transmittal via email of such notice to the UCSD email address of the principal members of such Student Media. The Accused Student Media shall be provided an opportunity to be heard by the A.S. Finance Committee. The A.S. Finance Committee shall determine whether there is clear and convincing evidence to conclude that the Student Media committed the alleged violation.

5. In the event that the AS Finance Committee determines that a Student Media has violated these Guidelines, AS Rules, or University Policy, the Committee shall determine an appropriate penalty.
6. AS funds may not be used to pay for more than 10% of press runs that are taken to an off campus vendor. Student Media that take more than 10% of that press run to an off campus will be financially responsible for any amount over 10%.
7. AS funded Student Media are ineligible to receive funding from the Annual Operating Funds.
8. When making quarterly funding allocations, the AS AVP Student Orgs shall use the following criteria:
 - a. Current budget
 - b. Publishing consistency during the previously funded years
 - c. Number and type of violations, if any, of applicable University policies, including the AS Media Charter or the AS Constitution of By-laws.
 - d. Number and type of defaults or breaches, if any, of the signed Production Contract.

C. Production Contracts

1. Each academic quarter, Student Media must sign a production contract in order to be eligible for funding.
2. Each production contract shall at minimum include:
 - a. The number of issues to be printed and distributed by the Student Media along with the printing and distribution deadlines.
 - b. Procedures for filing by the Student Media of a purchase order request with the AS business office.
 - c. A written acknowledgement signed by all the principal members that they have read and will comply with the AS Financial Bylaws, AS Constitution and By-laws, and all applicable UCSD policies, including but not limited to the prohibition of using resources or revenues of a UCSD registered student organization for personal financial gain.
3. Breach of the production contract and/or violation of these Guidelines, ASUCSD Constitution or By-laws, or applicable UCSD campus policies shall result in the revocation of the AS Media funding and immediate forfeiture of any un-encumbered funds. All forfeited funds shall be deposited in the Media Unallocated account and thereafter may be reallocated to other Student Media in accordance with the reallocation schedule specified in the AS Financial Bylaws.
4. If a Student Media anticipates a breach of its Production Contract, it shall submit to the AS AVP Student Orgs a written request for relief from the revocation and forfeiture provision of Articles V.C.3., above, at least ten (10) business days in advance of the breach. The AS AVP Student Orgs shall determine, based on, the reason(s) described in the request, whether or not to grant a waiver of Article V.C.3 above.

D. Income

1. Any income generated by the Student Media through advertising or other means shall be used first to fund that Student Media's publication costs. Student Media are responsible for keeping orderly books and records and accounting for the expenditure of all funds received.

E. Advertising

1. All Student Media are urged to obtain funding from sources other than the AS, such as but not

AS MEDIA GUIDELINES (CONT.)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

limited to advertising, if they desire to expand the publication (ie. Such as by adding color, printing more copies, or printing more pages).

2. Student Media are encouraged to conduct solicitation of advertising directly to current and potential advertisers whether it be to an on or off campus company/organization.

3. If Student Media desires to go through a bulk advertising agency, such Student Media must comply with the following by the time of the quarterly Student Media hearing:

a. Obtain the Tax ID number of the business

b. Provide an itemized accounting on the AS Media Ad Report specifically detailing how much money was received from each ad including but not limited to, size, company contact name, title and phone number.

c. Provide receipts detailing printing costs.

4. If Student Media obtains funding through sources other than advertising, such as but not limited to grants, donations, fundraising, or sponsorships such funding must be reported in the quarterly AS Media Ad Report. The funds acquired from these other sources must be used for printing costs and/or other line items in that Student Media's funding request.

5. All ads must be reported in the AS Media Ad Report to be submitted each quarter even if the Student Media did not benefit financially from the ad (ie: if it was gratis).

F. Production Deadlines

1. Student Media funded for one issue per academic quarter must distribute the publication by no later than 4:00 p.m. on the Friday of the eighth week the academic quarter.

2. Student Media funded for two issues per academic quarter must distribute their first issue by no later than 4:00 p.m. on the Friday of the fourth week and the second issue by no later than 4:00 p.m. on the Friday of ninth week academic quarter.

3. Student Media funded for three or more issues per academic quarter must distribute their first issue by no later than 4:00 p.m. on the Friday of the third week, their second issue by no later than 4:00 p.m. on the Friday of sixth week and their final issue by 4:00 p.m. on the Monday of tenth week of the academic quarter.

VI. Eligibility

A. Student Media that do not wish to comply with the AS Media Guidelines will be ineligible for AS funding.

VII. Equipment

A. All AS owned equipment used for the purpose of producing print media whether located in the Student Center or the Price Center or any other location shall be under the authority and control of the AS Council.

B. Student Media may use AS equipment, only with the approval of the AS Council.

C. Student Media are required to use the AS provided racks or; with prior approval of the facility manager, use boxes or other reasonable containers to hold their publications. Each Student Media is responsible for the removal of expired issues from the campus locations designated for the distribution of publications. Boxes or containers, in lieu of AS provided racks may be placed only at the same locations as the racks provided by the AS. All Student Media must take reasonable steps to ensure that their publications do not result in litter.

VIII. Amendments

The AS Media Guidelines may be amended or suspended by a two-thirds (2/3) vote of the AS Council.

MEDIA PURCHASE ORDER REQUEST GUIDE

In order for the printer to get paid, a purchase order from the University to the vendor needs to be generated. The following steps need to be followed to ensure that your vendor will get paid and your publication will come out on time.

1. PURCHASE ORDER REQUEST FORM

DEADLINES: The purchase order request form **MUST** be completed and turned into Evelyn Rose or Suzy Valenzuela along with a price quote from the vendor **NO LATER THAN ONE WEEK PRIOR TO PRINTING YOUR PUBLICATION**. This can be downloaded from onestop.ucsd.edu/ and is also available at the Business Office.

2. PRICE QUOTE

Each time you print your publication, you must submit a current price quote showing the price of printing and tax along with the purchase order request form. We cannot use previous quotes showing the even if the specifications are the same. If you do not have a copy of the quote, ask the printer to **fax the quote to the Business Office at (858) 246-0153**.

Please inform Evelyn or Suzy that your quote is coming to alert them regarding its arrival.

3. PAYMENT TO THE VENDOR

Once the quote comes in, it will be attached to your purchase order request form and a purchase order will be generated.

Depending upon what you have indicated on your P.O. request form, the purchase order can either be faxed to the vendor from the Business Office, or you can deliver the purchase order to the vendor yourself.

You may not request a purchase order **less than one week** from your publication date. In the event your organization does not comply with the one week policy, you will be required to pay for the publication out of your own pocket and request a reimbursement within 2 weeks of the date of printing. **If you do not turn in your receipt/s within 2 weeks of your receipt date, you will forfeit your reimbursement/allocation for that issue.**

Student Organizations Accounts Specialists:

Suzy Valenzuela A-L
Phone: 858-534-7003
E-mail: svalenzuela@ucsd.edu

9500 Gilman Drive, mc 0064
La Jolla, CA 92093-0064
Fax: 858-246-0153

Evelyn Rose M-Z
Phone: 858-534-4434
E-mail: erose@ucsd.edu

Associated Students Media Production Contract

Deadline: 5th Week Wednesday, Quarterly

As per Article V, Section C of the Associated Students Media Charter, all registered student media organizations must sign and abide by this production contract quarterly. Questions can be answered by referring to the AS Media Charter or by emailing the AS AVP of Student Orgs at avpstudentorgs@ucsd.edu.

Media Organization

Primary Contact

Phone:

College:

Email:

Year:

Publication Details

Name of Publication:

Number of Issues:

Amount of distribution per issue:

100% distribution on campus?: Yes No

Printing Deadline:

Number of issues: the number of issues to be produced this quarter. **Amount of distribution per issue:** the number of copies to be distributed per issue produced. **100% distribution on campus?:** circle 'yes' if all issues are to be distributed on campus, otherwise, circle 'no'. **Printing Deadline:** the date by which the issue(s) shall be submitted to the printer.

Distribution Deadlines

Please check off the week's you will distribute:

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10

See AS Media Charter Article V, Section F for production deadlines.

Written Acknowledgment

Please include a written acknowledge signed by all principal members of your media organization with the following: that they have read and will comply with the AS Financial Bylaws, AS Constitution and By-laws, and all applicable UCSD policies, including but not limited to the prohibition of using resources or revenues of a UCSD registered student organization for personal financial gain.

For Purchase Order Request Guide, please refer to the AS Media Charter

Associated Students

Media Advertising Report

Deadline: 5th Week Wednesday, Quarterly

As per Article V, Section E of the Associated Students Media Charter, all registered student media organizations must submit a Media Advertising Report if funded by outside entities. Questions can be answered by referring to the AS Media Charter or by emailing the AS AVP of Student Orgs at avpstudentorgs@ucsd.edu.

Media Organization

Primary Contact

Phone:	College:
Email:	Year:

Budget Reporting Guidelines

In the submitted budget, please include the following:

- Obtain the Tax ID number of the business
- Provide an itemized accounting on the AS Media Ad Report specifically detailing how much money was received from each ad including but not limited to, size, company contact name, title and phone number.
- Provide receipts detailing printing costs.

Example Spreadsheet

ORG NAME HERE							
Incoming:	\$910						
Outgoing:	\$900						
<u>Business</u>	<u>Tax ID</u>	<u>Funding Received</u>	<u>Ad Size</u>	<u>Contact Name</u>	<u>Contact Position</u>	<u>Contact Phone Number</u>	<u>Contact Email</u>
Kaplan	123456-123-342	\$100	Full Page	Steve Johnson	Executive Advertiser	(858) 999-9999	stevej@kaplan.org
Kaplan	123456-123-343	\$50	Small	Steve Johnson	Executive Advertiser	(858) 999-10000	stevej@kaplan.org
SuperCuts	123456-123-344	\$100	Large	Steve Johnson	Executive Advertiser	(858) 999-10001	stevej@kaplan.org
Panda Express	123456-123-345	\$150	Cover	Steve Johnson	Executive Advertiser	(858) 999-10002	stevej@kaplan.org
BevMo	123456-123-346	\$10	Text	Steve Johnson	Executive Advertiser	(858) 999-10003	stevej@kaplan.org
Business Funding Received		\$410					
AS Funding Received		\$500					

Please attach receipts to this form!

AS Media Advertising Report
Updated: August 6, 2008

Associated Students VP Finance, AVP Student Orgs, and Advisor ROLES AND RESPONSIBILITIES

Media Advisor

- Advises on publication, funding, and general University issues.
- Provides authorizing signature on funding requests.
- Provides resources (i.e., list of printers, fundraising ideas, and media related scholarship information).
- Facilitates Event Calendar Forms (blue forms) for on-campus events.
- Coordinates media related seminars.
- Assists with media related programming.

AS VP Finance and AVP Student Orgs

- Provides information on specifications and funding process.
- Interprets the Media Guidelines.
- Coordinates media related seminars.
- Ensures deadlines are met relative to the Media Guidelines.
- Advocates issues involving media.
- Helps promote media on campus.
- Serves as a resource for ASUCSD funded media.
- Makes sure the media lounge equipment is working.
- Anything else media related.

WHERE CAN I DISTRIBUTE?

The black and gold racks located around campus are intended for use by any AS media, even if the organization's name is NOT on the bin. Rack space is available on a first come, first served basis.

There are bins in the following locations:

- Center Hall
- Peterson Hall
- Price Center
- Oceanview Terrace
- Sierra Summit
- Plaza Café
- Canyon Vista

Your organization may put copies of your publication anywhere else on campus as long as it is in a box (see Media Charter for more details). Some common areas to distribute are lecture halls, Deans' Offices, Price Center, Center for Student Involvement offices, or lounges.

See Basic Rights section for regulations surrounding publication distribution.

See Policies and Procedures Manual, Section XII: "The Distribution, Posting and Exhibiting of Non-Commercial Literature on University Property." (<http://adminrecords.ucsd.edu/ppm>)

FUNDRAISING IDEAS

Due to limited funds or the media guidelines, a media organization will often not get the full amount requested to print an issue. Some ideas to raise more funds are as follows:

- Obtain a sponsor
- Apply for money through Deans' funds
- Ask a College Council
- Send letters to academic departments that might be interested in your material
- Sell food on Library Walk or at University events
- Obtain advertising
- You can ask your advisor for more ideas and opportunities.

FREQUENTLY ASKED QUESTIONS

How do I apply for funding for my publication?

Media organizations may apply for ASUCSD funds for printing and operating costs by logging in at onestop.ucsd.edu and completing a Media Funding Request and submitting your request online! Your Center for Student Involvement advisor can help you with any questions you have before submission and can supply you with a list of potential printers. It is a good idea to call multiple printers to be sure you are receiving the best price. Attach any documents you feel are relevant to your request. If you cannot attach them electronically, the AS Finance Office will accept paper copies.

**ALL QUARTERLY FUNDING REQUESTS MUST BE TURNED IN NO LATER THAN
WEDNESDAY OF FIFTH WEEK AT 12 NOON.**

Can I appeal my funding?

Yes! Appeals generally take place a week after funding requests are decided. See the Associated Students' Executive Assistant or the AS AVP Student Orgs for appeal deadlines or more information.

How does the printer get paid?

See Media Purchase Order Request Guide. Please note that quotes and purchase order requests need to be in no later than two weeks prior to the distribution of your publication.

Where can I find information about the rules and regulations concerning media publications?

See the Media Guidelines on page 1 for rules and regulations.
The Student Conduct Code contains regulations as well.

What will happen during my media funding hearing?

The funding hearings are your opportunity to explain the money you are requesting to the AS AVP Student Orgs. It is a time to discuss your Quarterly Request Form. At that time the AVP Student Orgs may ask you questions regarding the progress of your organization, inform you of upcoming events and go over your production contract.

What is a Production Contract?

During your Fall Quarter funding hearing you will be required to sign a production contract. The production contract is designed to make sure you understand what is required of you to successfully produce an AS funded media publication.

For more information, see the AS Media Guidelines.

KNOW YOUR RIGHTS

When can a publication be censored?

A University publication, if not using unprotected speech (libel, obscenity, etc.) can only be censored if it:

- (1) Results in a material and substantial disruption of normal school activities, or
- (2) Invades the rights of others. [*Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969)]

Can the University regulate content?

No. Neither the administration nor the students can do the following: (1) censor or confiscate a publication, withdraw or reduce its funding, withhold student activities fees, prohibit lawful advertising, fire an editor or adviser, “stack” a student media board, discipline staff members, or take any other action that is motivated by an attempt to control, manipulate or punish past or future content [*Joyner v. Whiting*; *Schiff v. Williams*, 477 F.2d 456(4th Cir. 1973); *Leuth v. St. Clair County Comm. College*, 732 F.Supp. 1410(E.D.Mich.1990); *Kincaid v. Gibson*, 236F.3d 342 (6th Cir. 2001)(en banc)].

The official University policy is as follows:

Section 15.15.10.b. of the UCSD Policies and Procedures Applying to Student Activities states in part, “Except as described in Section 15.15.11.10 below, the University will not restrict distribution, posting, or exhibiting of non-commercial literature based on its content unless its distribution... constitutes a violation of University policy...”

What can the University regulate?

University officials can regulate non-content based aspects of the publication. (www.splc.org)

What is libel?

Libel must contain these four elements:

- (1) Publication
- (2) Identification
- (3) Harm
- (4) Fault

If the subject of the material in question is a public official or a public figure, the public person must prove “actual malice” for a libel claim. (www.splc.org)

What are some things to consider if accused of libel?

Did the subject consent?

Is the statement true?

Is the statement an opinion?

If the answer is yes to these questions, you probably did not commit libel. (www.splc.org)

What is the Freedom of Information Act (FOIA)?

The Freedom of Information Act (FOIA) provides clear statutory rights for those requesting information together with a strong enforcement regime. Under the terms of the Act, any member of the public is able to apply for access to information held by bodies across the public sector. (www.lcd.gov.uk/foifoiact2000.htm)

How does the FOIA affect members of the print media?

Government processes, activities, and decisions may affect you directly or indirectly. They determine the amount of taxes you pay and the kinds of government services you receive. Governments and their agencies regulate many activities in your home and business life. Your ability to participate in, monitor and, perhaps, protest government decisions relates directly to your ability to know what your government is doing. (www.spj.org/foia.asp)

How do I use FOIA to access public records?

As a general rule, a state public/governmental body must provide access to its records and/or meetings upon request unless the record or meeting falls within a specific exemption of the state’s open records or open meetings law. If records are not openly available, all you have to do is draft a letter to the organization requesting specific data, citing the FOIA. By law, they are required to comply with your request. (www.splc.org)

For more information on your rights as a media organization, check out:

The Student Press Law Center www.splc.org

REGULATIONS

UCSD AND THE CALIFORNIA PENAL CODE

The following was re-printed with the permission of the UCSD Police Department in its exact form from a brochure by the same title published by the UCSD Police Department.

Freedom of Expression "A Right With Responsibilities"

FREEDOM OF SPEECH

- The UNIVERSITY OF CALIFORNIA, SAN DIEGO, recognizes the rights of individuals to engage in constitutionally protected free speech and public assembly.
- The UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT also recognizes its responsibility to protect the rights of persons who choose to engage in such activity in a **REASONABLE** manner.
- Persons who choose to exercise their freedom of speech or right to public assembly should understand that such rights are not unlimited.
- When activity infringes on the rights of others, the activity loses constitutional protection and may become a violation of law or University policy.
- Several state codes have been recognized by the courts as constitutional in this regard. The courts have also recognized the rights of the University to establish rules and regulations governing the time, place, and manner for the exercise of free speech and public assembly.
- These codes and the rules and regulations of the University will be enforced by the UNIVERSITY POLICE DEPARTMENT, as necessary, and are reproduced inside, in part, for your information.
- For additional information, please call the University of California Police Department at (858) 534-4357.

Maudie L. Bobbitt
[former] Chief of Police

UNIVERSITY OF CALIFORNIA, SAN DIEGO POLICIES, RULES AND REGULATIONS

PRINCIPLES OF COMMUNITY

Tolerance, civility and mutual respect for diversity of background, gender, ethnicity, race, and religion is crucial within our campus community as is tolerance, civility and mutual respect for diversity of political beliefs, sexual orientation, and physical abilities.

USE OF FIGHTING WORDS PROHIBITED

"Fighting words" are those personally abusive epithets which, when directly addressed to the ordinary citizens, are, in the context used, as a matter of common knowledge, inherently likely to provoke a violent reaction. Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, sexual orientation, and other characteristics associated with past and continuing discrimination.

TIME, PLACE, AND MANNER REGULATIONS

Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences.

AREAS FOR PUBLIC GATHERINGS

Specific areas and properties available for public meeting and gatherings must be reserved through the appropriate scheduling office on a first-come, first-served basis.

AMPLIFICATION

Amplification may be used only at specific times in connection with the reservation of specific areas and properties and is prohibited at all other times and places.

NON UNIVERSITY SPEAKERS

Non-University persons are permitted to speak in areas of campus open to the public generally without invitation; however because such areas are limited, a reservation is required from the appropriate scheduling office.

REGULATIONS (CONT.)

CALIFORNIA PENAL CODE

• **415.5 PC Disturbance of peace of school, community college, university or state university.**

(a) Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, university or state university or challenges another person within any building or upon the grounds to fight, or (2) maliciously and willfully disturbs another person within any of those buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within any of these buildings or upon the ground which are inherently likely to provoke and immediate violent reaction is guilty of a misdemeanor punishable by a fine not exceeding four hundred (\$400) or by imprisonment in the county jail for a period of not more than 90 days or both.

• **626.6 PC Committing act, or entry upon campus or facility to commit act, likely to interfere with the peaceful activities; direction to leave, refusal to leave or reentry; punishment.**

(a) If a person who is not a student, officer or employee of the University, and who is not by his or her employment to be on the campus or any other facility owned, operated or controlled by the governing board of the University, enters a campus or facility, and it reasonably appears to the chief administrative officer of the campus or facility, or to an officer or employee designated by the chief administrative officer to maintain order on the campus facility, that the person is committing an act likely to interfere with the peaceful conduct of the activities of the campus or facility, or has entered the campus or facility for the purpose of committing any such act, the chief administrative officer or his or her designee may direct the person to leave the campus or facility. If the person fails to do so or if the person willfully and knowingly reenters upon the campus or facility within 7 days after being directed to leave, he or she is guilty of a misdemeanor...

MEDIA ETHICS

Seek Truth and Report It

Journalists should be honest, fair and courageous in gathering, reporting and interpreting information.

Journalists should:

- Test the accuracy of information from all sources and exercise care to avoid and inadvertent error. Deliberate distortion is never permissible.
- Diligently seek out subjects of news stories to give them the opportunity to respond to allegations of wrongdoing.
- Identify sources whenever feasible. The public is entitled to as much information as possible on sources' reliability.
- Always question sources' motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
- Make certain that headlines, news teases and promotional material, photos, video, audio, graphics, sound bites and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
- Never distort the content of news photos or video. Image enhancement for technical clarity is always permissible. Label montages and photo illustrations.
- Avoid misleading re-enactments or staged news events. If re-enactment is necessary to tell a story, label it.
- Avoid undercover or other surreptitious methods of gathering information except when traditional open methods will not yield information vital to the public. Use of such methods should be explained as part of the story
- Never plagiarize.
- Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
- Examine their own cultural values and avoid imposing those values on others.
- Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- Support the open exchange of views, even views they find repugnant.
- Give voice to the voiceless; official and unofficial sources of information can be equally valid.
- Distinguish between advocacy and news reporting. Analysis and commentary should be labeled and not misrepresent fact or context.
- Distinguish news from advertising and shun hybrids that blur the lines between the two.
- Recognize a special obligation to ensure that the public's business is conducted in the open and that government records are open to inspection.

Minimize Harm

Ethical journalists treat sources, subjects and colleagues as human beings deserving of respect.

Journalists should:

- Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.
- Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.
- Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.
- Recognize that private people have a greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone's privacy.
- Show good taste. Avoid pandering to lurid curiosity.
- Be cautious about identifying juvenile suspects or victims of sex crimes.
- Be judicious about naming criminal suspects before the formal filing of charges.
- Balance a criminal suspect's fair trial rights with the public's right to be informed.

Act Independently

Journalists should be free of obligation to any interest other than the public's right to know.

Journalists should:

- Avoid conflicts of interest, real or perceived.
- Remain free of associations and activities that may compromise integrity or damage credibility.
- Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.
- Disclose unavoidable conflicts.
- Be vigilant and courageous about holding those with power accountable.
- Deny favored treatment to advertisers and special interests and resist their pressure to influence news coverage.
- Be wary of sources offering information for favors or money; avoid bidding for news.

MEDIA ETHICS (CONT.)

Be Accountable

Journalists are accountable to their readers, listeners, viewers and each other.

Journalists should:

- Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
- Encourage the public to voice grievances against the news media.
- Admit mistakes and correct them promptly.
- Expose unethical practices of journalists and the news media.
- Abide by the same high standards to which they hold others.

WEB RESOURCES

Student Press Law Center

www.splc.org

For any legal questions you may have regarding student media.

Independent Press Association

www.indypress.org

Independent media resources, ideas, and forums. Home of the Campus Alternative Journalism Project (CAJP), providing assistance and support to progressive media.

The Reporters Committee for Freedom of the Press

<http://www.rcfp.org/>

Comprehensive updates on freedom of the press issues.

Associated Collegiate Press

www.studentpress.org

Home of the Associated Collegiate Press and resources for college publications.

Indiana University – Bloomington School of Journalism

<http://www.journalism.indiana.edu/Ethics/index.html>

Hundreds of journalism ethics cases online.

Independent Media Center

<http://www.indymedia.org/>

Information on independent media news from around the world.

UCSD PRINCIPLES OF COMMUNITY

The University of California, San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is due in large part to the cooperative and entrepreneurial nature of the UCSD community. UCSD faculty, staff, and students are encouraged to be creative and are rewarded for individual as well as collaborative achievements.

To foster the best possible working and learning environment, UCSD strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the university and the well being of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UCSD community for his or her individual and unique talents, and applaud all efforts to enhance the quality of campus life. We recognize that each individual's effort is vital to achieving the goals of the university.
- We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We value the cultural diversity of UCSD because it enriches our lives and the university. We celebrate this diversity and support respect for all cultures, by both individuals and the university as a whole.
- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.
- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and, we promote awareness through education and constructive strategies for resolving conflict.
- We reject acts of discrimination based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs, and, we will confront and appropriately respond to such acts.
- We affirm the right to freedom of expression at UCSD. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality and respect.
- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.
- We are committed to the enforcement of policies that promote the fulfillment of these principles.
- We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the university and those communities we serve. By working together as members of the UCSD community, we can enhance the excellence of our institution.

ASSOCIATED STUDENTS &
CENTER FOR STUDENT INVOLVEMENT

MEDIA GUIDE

2008-2009

