

UAB Student Media

**Operations Handbook
Updated June 2026**

Introduction

Welcome to UAB Student Media, a home for creativity, innovation and collaboration.

Our mission is to be a renowned media organization that provides students with co-curricular experiences that will empower them to be great leaders, communicators and storytellers.

We house Kaleidoscope, an award-winning weekly newspaper; Aura, a much-heralded literary arts magazine; and UABtv, which brings you original, web-based video programming.

Unlike other mediums on and around campus, here students do it all. From planning and producing to hiring and firing, Student Media is student run and student produced.

This handbook will introduce you to the policies and procedures of the department. Your respective organization may have additional policies. Every member is responsible for knowing and adhering to these policies. This handbook will serve as your guide.

Again, welcome. We can't wait to see what you create.

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Public Forum

UAB Student Media organizations and outlets serve as a public forum for the university students. The organizations shall conduct operations independent of and free from censorship and economic interference from administration, faculty, staff and students. However the right of these individuals to post-publication criticism and objection is recognized.

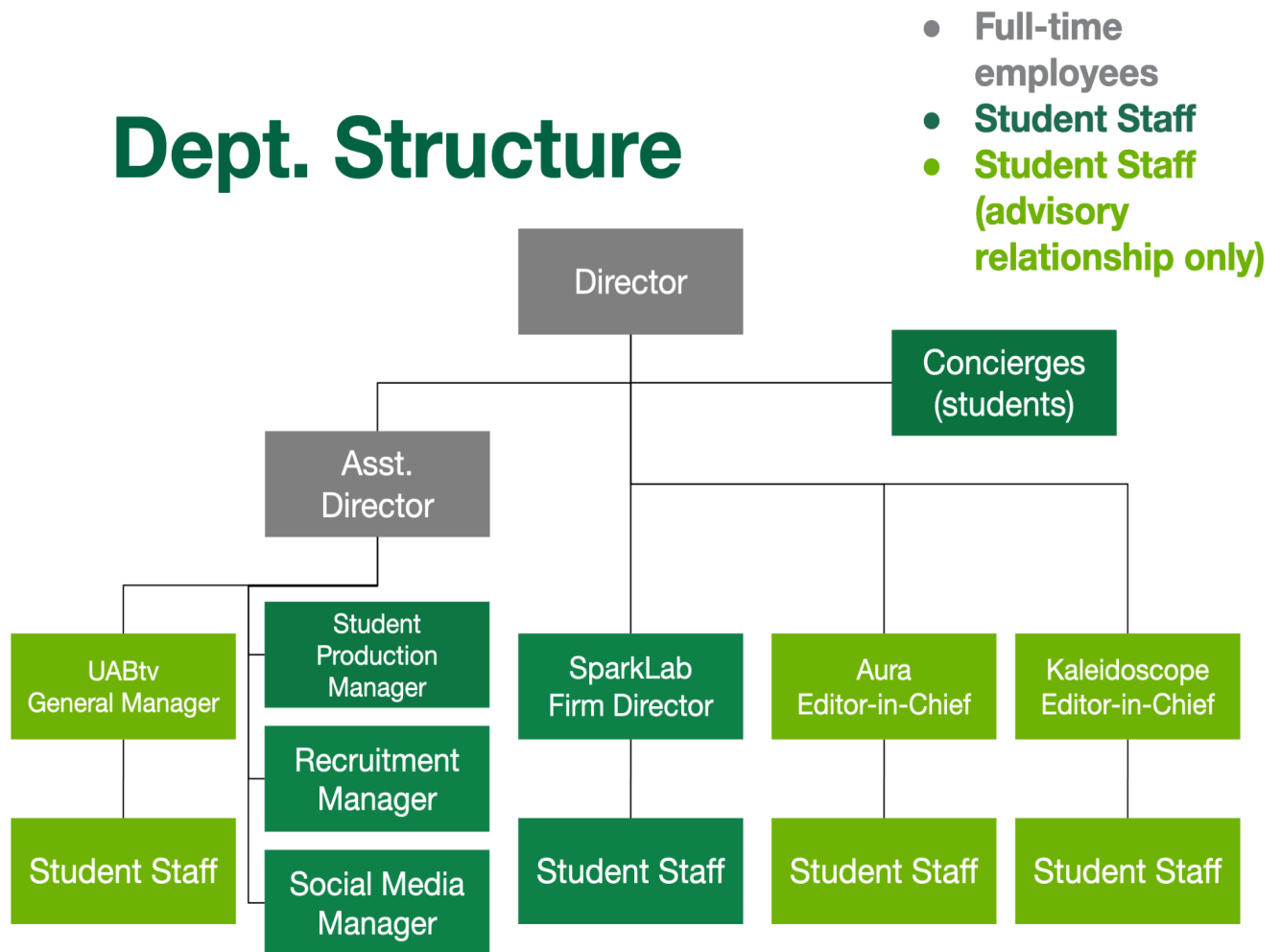
Professional Staff

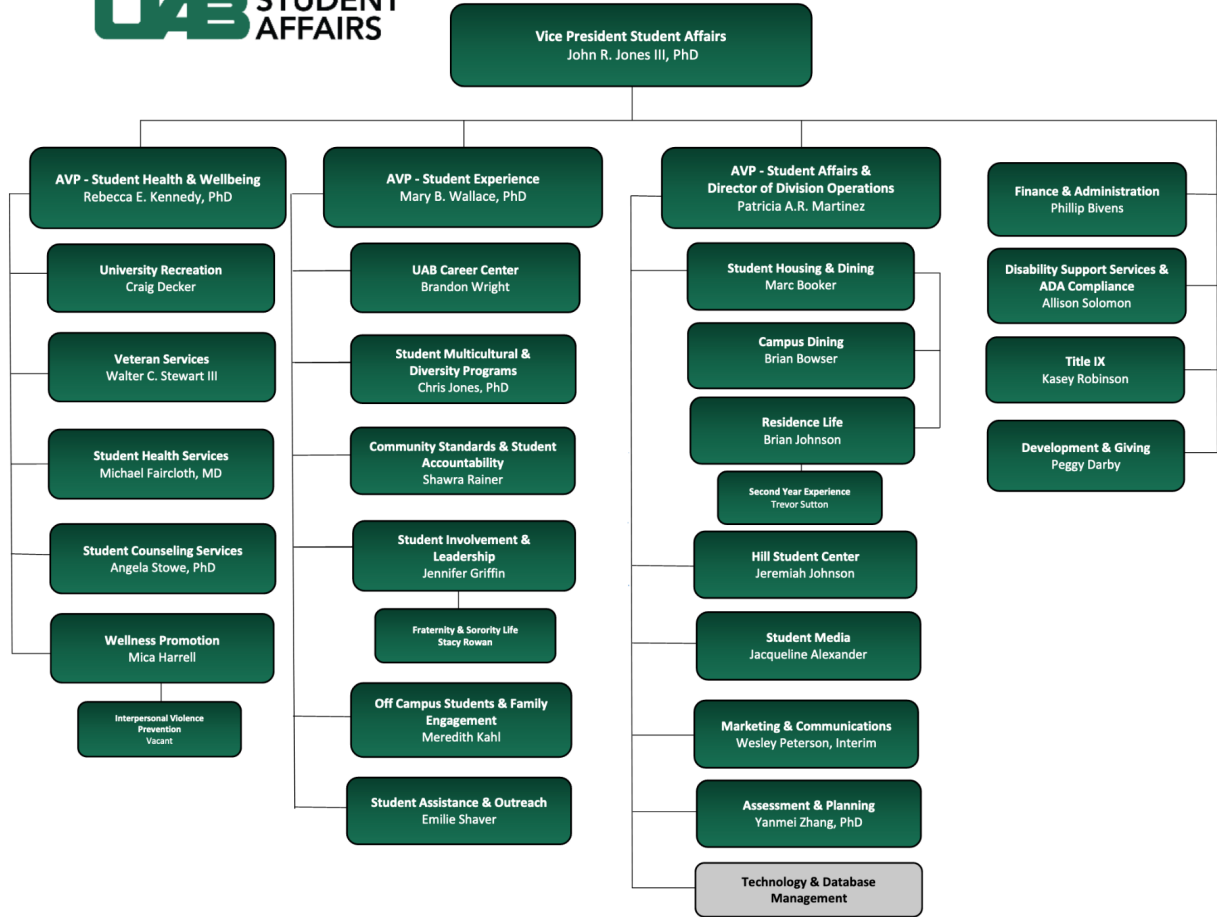
Director of Student Media

The Director of Student Media is in charge of the overall vision, strategic planning, budget and overseeing the concierges. They also serve as the adviser to The Kaleidoscope and Aura as well as the supervisor to the Assistant Director of Student Media. The director reports to the Assistant Vice President of Student Affairs & Director of Division Operations.

Assistant Director of Student Media

The Assistant Director of Student Media is in charge of creating and implementing equipment and storytelling training curricula. They also serve as the adviser to UABtv. Reports directly to the Director of Student Media.





Media Executive Leadership Team

The Media Executive Leadership Team serves as the leading student body representing the department's outlets.

The team, colloquially known as MELT, consists of the following representatives:

- Kaleidoscope: Editor in Chief and Managing Editor
- Aura: Editor in Chief and Assistant Editor-in-Chief
- UABtv: General Manager and Production Manager
- Student Production Manager
- Recruitment Manager
- Lead Concierge

Outlet heads may work up to 15 hours per week, while assistants may work up to 12 hours per week. Students do no work during the following: winter finals, winter university holidays, spring finals and the following week. During break periods such as summer, winter and spring breaks, specific instructions will be disseminated.

MELT members must establish five hours of scheduled in-office hours at the start of each semester. Those hours will be posted in the suite and shared electronically to all student staff.

MELT members are required to attend weekly one-on-one advising sessions, weekly MELT meetings and any departmental retreat. Failure to do so may result in loss of compensation.

At the conclusion of each semester, MELT members will undergo an evaluation with their primary adviser. This evaluation will be filed with the Director.

Student Employment

All student employees are subject to this handbook as well as policies and procedures of the Division of Student Affairs.

Hiring Process

Students selected for a paid position in Student Media will be made an offer in writing from the Director of Student Media. Any other offer is not valid. Prospective new hires may be subject to a conduct and grade check.

Prospective new hires must fill out an [official UAB application](#). This application must be filled out in person with the Director of Student Media.

If a student was previously employed on campus, the name of the previous supervisor must be provided.

Students who have not previously worked on campus will be contacted by the UAB Career Center to complete an I-9 form. The prospective student employee must present physical originals of their driver's license and Social Security card; or other accepted combinations. This process must be completed within three weeks or the hiring offer may be revoked.

After completion of the I-9 process, the application must be approved through Finance. Prospective new hires may not begin any job responsibilities until they receive a written start date from the Director of Student Media.

Once employment has been verified, log in to [Oracle via Admin Sys](#) to complete direct deposit. All paid student employees must complete Level 1 Mental Health Advocate training within 30 days of their start or they may be terminated.

Getting Paid

Hourly student employees are expected to stamp their time regularly and accurately using the Campus Time and Attendance Tool. If a student employee consistently fails to punch their time, disciplinary action (loss of time, loss of hours, termination) may follow.

Student employees are expected to arrive on time for their shifts. If a student employee anticipates they will be more than 10 minutes late for their shift, they must contact their supervisor prior to being tardy.

Any anticipated schedule changes must be requested at least three business days in advance. If necessary, a replacement should be found for a shift. In the event of illness, notify the direct supervisor as soon as possible.

Grades

Student employees may be subject to grade checks at the conclusion of each semester. Any student found not making satisfactory progress toward graduation may have work hours substituted with study hall hours. Any student under academic probation must be cleared to work by the Director.

Office Closures

Students do not work during the following: winter finals, winter university holidays, spring finals and the following week. Students with a demonstrated hardship may discuss arrangements with the Director. During break periods such as summer, winter and spring breaks, specific instructions will be disseminated.

Code of Conduct

We believe each of the organizations under the Student Media umbrella are more than mere campus clubs – they are professional news, arts and entertainment outlets. The below policies provide guidance to ensure professionalism both inside and out of Student Media is achieved.

Dress Code

There is no official dress code for Student Media as we recognize that many of our organizations have different needs and cultures. However, we do encourage the following guidelines.

- When meeting with potential clients, donors or partners, students are encouraged to take on a business casual dress. Business casual includes polos, khakis, button-downs and sensible shoes. Any time meeting a potential partner, we encourage students to wear Student Media branded clothing.
- Inside the suite, we encourage and expect students to first and foremost be themselves. We have no official guidelines for dress within our spaces, but we encourage students to dress as they would for class. Overly suggestive clothing and partial nudity are expressly prohibited.
- Members of our marketing, advertising and creative services arm will dress in business casual dress each day.

Personal Items

Personal items are not to be stored for an extended period of time within Student Media. Student Media will be held harmless if personal items are removed or stolen from our premises. At the end of each semester, personal items left behind may be subject to donation to local charities. In some instances, the Director will provide formal notice to the member with a timeline for removal and/or donation.

Conflicts of Interest

Student Media understands that students may be involved in multiple organizations on and around campus and be engaged in other work opportunities. We ask that all students disclose their involvement and employment status to professional staff. Students in executive positions

must disclose executive positions in other organizations and additional employment to the Director.

General staff members must report any other employment to their outlet head to avoid any conflicts of interest with assignments or other editorial or business responsibilities.

Students in news-producing roles should not cover a campus organization belong to or a department they are employed by. They also should not participate in any editorial or business decisions regarding that organization.

Staffers may provide story leads about the organizations to which they belong to other staffers.

To maintain the role of the press as an independent watchdog of government, executive leadership members should not be an elected or appointed member of student government.

Interoffice Relationships

Our members forge close bonds in our office, including romantic. We caution students against entering relationships with students they directly supervise. Student Media is a professional area and it is expected that students will conduct themselves professionally when it comes to their work. Personal or relationship issues should not affect the work done in our spaces. If a member finds themselves unable to work collegially with another staff member due to a personal relationship, professional staff may intervene.

Sexual Harassment

There is zero tolerance for sexual harassment of any member of Student Media. Sexual harassment is “unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature including sexual violence.” Any student may report a Title IX violation to the Director, other professional staff or directly to the Title IX Coordinator at <https://www.uab.edu/titleix/report-an-incident>. Student membership in Student Media may be frozen during investigatory proceedings and their membership may be terminated.

Facilities Use

Students are encouraged to utilize our shared workspaces, as well as our specialized facilities which include:

- 130C - Audio recording studio
- 130D - Editing booth
- 130E - Broadcast studio

While eating and drinking is allowed in our shared workspace, they are explicitly forbidden in the studios and editing booth. All food trash must be disposed of in the Hill Student Center trash cans outside of the office.

Use of the kitchen and its equipment within (coffee maker, microwave, etc.) is contingent on proper use. In other words: clean up after yourself.

Paper products, beverage items and other supplies are available for use by Student Media members. However, excessive consumption or theft of these materials may result in discontinuation or limitation.

Do not, under any circumstances, reconfigure, rewire or in any way modify the equipment in our facilities. If you encounter problems with the equipment, describe the problem in detail in an email to the Assistant Director. If something is broken, please email both members of the professional staff. Do not attempt to fix malfunctioning equipment yourself; the Assistant Director will take the lead on determining the need to repair or replace equipment.

Do not, under any circumstances, load software on any of the studio or editing booth computers. In addition, do not change settings or make any adjustments to the computers unless you return them to how they were when you arrived.

Once you have completed your usage of any computer stations in the office, please put them to sleep (do not shut down) before leaving.

Do not reconfigure furniture, lighting, art or dry erase boards. If you have an idea for improving the placement of furniture within our offices, bring it to the attention of the professional staff.

Do not remove equipment, office supplies or other items from the station without prior approval from the professional staff. Removal of these items without authorization is considered theft, even if return is intended.

Student Media members should immediately report any suspicious activity within or outside HSC 130 to campus security. If a student identifies dangerous conditions within HSC 130 (smoke, fire, etc.), they should immediately vacate the building and alert authorities. Conditions within the office that are not dangerous, but could result in property damage should be reported to the professional staff immediately.

Guests

Guests are defined as a student or a person who is not in training, an active Student Media member or client.

All guests must sign in at the front desk. You are responsible for the words and actions of your guests during their visits. While guests are in HSC 130, a trained Student Media member must be in control of our equipment if any is being used.

Student Media members are responsible for the actions and behavior of their guests. Guests that are disruptive to the work environment or a threat to themselves or others may be asked to leave at any time. Guests may also be asked to leave the suite under extenuating circumstances including, but not limited to, breaking news, production and professional staff discretion.

Access and Safety

Card access to the Student Media suite is a privilege and limited to identified student members. Card access is provided to the suite and any applicable interior door. Card access can be revoked at any time at the discretion of professional staff or on the request of an organization outlet head. As most doors in the suite are operated via OneCard, it is imperative that all student staff maintain their cards on their person.

In the case of a lock-out after hours, a list of approved students is maintained at the Hill Student Center information desk located on the second floor. Students will be required to provide identification.

Students may be issued keys to access equipment storage areas in the suite. Students will only be issued keys to rooms approved by their outlet head. These keys should never be loaned out to another student.

In the event a key is lost or not returned at the end of the term, the student may be subject to the costs of recoring the lock.

In order to maintain the safety and security of the Student Media suite, no student is permitted to enter through the back access door without having card access. Students without access must enter the suite from the front door.

While it is understood that sometimes production takes hours, students are strongly encouraged not to work overnight in the suite for their own safety.

Golf Cart

The golf cart is for any member and organization within good standing. Reservations for the golf cart should be made directly with front desk concierges. Organizations are encouraged to make reservations for the golf cart as far in advance as possible in order to ensure its use.

While Student Media organizations and members have first priority to reserve the golf cart, it may be reserved for use by other departments and areas.

The person responsible for the reservation will need to pick-up and drop-off the keys to the golf cart to the concierges during University business hours, unless other arrangements are made in advance. The driver must have a valid driver's license and golf cart certification on file in order to operate the golf cart. [Golf cart training](#) may be found in the [Learning Management System \(LMS\)](#).

The golf cart is only to be used for official business, including, but not limited to, equipment set-up, distribution, flyering, etc. It may not be used for personal reasons.

Events

As part of Student Media, you may provide entertainment or information to the UAB community as part of an event. To assist your success, we have the following guidelines.

Event Planning

All events, from the genesis of the idea, begin with the [event plan form](#). The form is to assist in planning of your event as well as keep all particular details organized for all involved parties. The form also serves as a proposal for any events requiring professional staff time or departmental monies.

The event plan form is a living, evolving document. Any event without an updated event plan will not be approved and will not have contracts or reservations approved.

Event planning begins in earnest at least three months before the event date for small to medium events (events under \$250). For large-scale events, event planning begins at least a semester or a full year before the event date.

Student Media events must be entered into [Engage](#) at least five business days before the event, keeping in mind that it may take up to two days for the event to be approved.

Further information about events can be found in UAB's [Student Org Event Policy](#).

Reservations

Reservations can be made online through the [EMS portal](#) on the [Hill Student Center website](#) or on the second floor in the operations office.

Reservations should be made three months in advance for medium-scale events. Student organization reservations open on the first Tuesday in October for spring events and the first Tuesday in March for fall events. It is the organization's responsibility that the required signatures and approvals are secured prior to their event.

Catering

All refreshments in the Hill Student Center must be prepared by Blazer Catering Co. Orders may be placed online at <https://uabcatering.catertrax.com/>. Orders should be confirmed by the Director at least two weeks prior to the event. Finalized catering numbers must be delivered to Blazer Catering within three days of the event.

For events outside of the Hill Student Center, Blazer Catering is the preferred vendor, however other catering services may be used.

Marketing

Marketing and promotion for any Student Media event should begin at least three weeks prior to the event.

All physical flyers and posters must include the following information:

- Name of the org(s) putting on the event
- Contact information for event organizer or host org
- Date of event
- Time of event
- Location of event
- The division's accommodation statement ("For disability accommodations, please contact getinvolved@uab.edu")

If you are printing more than 50 flyers or posters, please contact the department's professional staff in advance. Student Housing and Residence Life requires 101 posters delivered at least three weeks in advance of the event date.

To get ads put onto the digital signage at Hill, Blazer Hall, Blount Hall, Camp Hall, Campus Rec Center, McMahon Hall, Gold Hall, Student Housing & Residence Life office, Rast Hall, and/or the Student Health & Wellness Center, [fill out this form](#) and ensure that your ad is 1280x720 pixels and is a .png or .jpeg.

More information about marketing can be found in UAB's [Student Org Promotion & Advertising Guide](#).

Equipment Use Policy

Student Media has a variety of professional grade audio/visual equipment that is available for use by members of our organizations for projects pertaining to our mission and goals.

Equipment will only be lent to members of Student Media organizations who:

- Are in good standing with the university and;
- Have completed both the [Student Media 101 training](#) and the [required training for the specific equipment being borrowed](#).

Checkout policy

- Reservations are handled on a first-come, first-served basis. Failure to reserve equipment two (2) business days or more prior may result in the student being unable to check out equipment.
- Equipment rentals may be extended only once at the discretion of the Student Production Manager, barring that there are no other reservation conflicts. Call/email as early as possible when requesting an extension.
- Any equipment malfunctions or concerns should be reported immediately to the Student Production Manager and the professional staff.
- Student Media does not provide any equipment cleaning supplies or media storage (SD cards, portable hard drives).

Infraction policy

The following offenses may result in loss of equipment privileges (including but not limited to):

- Failure to report known equipment issues to the professional staff
- Cables not stored neatly
- Loss of parts (lens cap, tripod plate, etc.)
- Abuse of equipment
- Failure to return equipment at check-in time
- Loaning equipment to non-Student Media members or non-approved Student Media members

If gear is broken or destroyed, the student may be subject to paying to replace the item(s).

Equipment Rentals

Student Media provides equipment rentals to student staff, organizations and departments for non-Student Media affiliated events through our [online request form](#).

Student Media rents out portable audio systems at an hourly rate. Any rental must be paid upfront via cash, check or credit card. Any equipment returned late will be subject to additional late fees.

Any renter is responsible for the full replacement costs of any items lost, damaged or stolen during the course of their rental.

Camera and video equipment as well as studio space is not available to rent.

Editorial Policies

Anonymous sources. Granting anonymity should always be approached cautiously and granted sparingly. Allowing a source anonymity puts the burden of proof on the organization. Instead of the source taking responsibility for their words if inaccurate, the organization does. Any information gathered from an anonymous source should be verified against another known source, e.g. e-mails, other officials, another independent anonymous source. A source should only be granted anonymity under the following instances: the source faces legitimate fear of reprisal whether personal or professional and with prior approval of the outlet head.

Interviews. Interviews should always take place in person or via phone. Email interviews are strongly discouraged. Prior to any interview, ensure you do research on the subject and write any questions related to their role in the story. During the interview, introduce yourself as a reporter with your outlet and ask permission to record the interview for verifying quotes.

Corrections. As news and information organizations, Student Media outlets should always strive to provide the most accurate information the first time. However, mistakes do happen. In that instance, outlets should correct all instances of incorrect information as soon as a mistake is brought to the outlets attention. An editor's note should also be added to the original text of the information.

Complaints. If any student staff member receives a complaint regarding content, the organization or behavior, it is imperative that it is reported to the outlet head and the primary adviser immediately. Any emailed or written complaints should be sent to the primary adviser and Director. In extreme circumstances, complaints will be brought before the advisory board.

Copyright. Copyright protects all creative work. When using materials that are not created by Student Media outlets or students, staff must follow applicable copyright guidelines. In order to use copywritten work, you must attribute *and* obtain permission from the original copyright holder. In some cases, works are protected by Creative Commons copyright. Under Creative Commons, you must follow the parameters for attribution and use as described.

Licensing. Any works created by students under assignment for Student Media and/or with Student Media equipment will be licensed in full to the department for use. That includes republishing or reprinting content and/or sharing content with other campus departments. The ownership of the content will remain with the student and may be repurposed for other outlets *after* initial publication within Student Media.

Plagiarism. Plagiarism is defined as the act of taking someone else's work and presenting it as your own whether intentional or unintentional. According to the code of ethics, "**never**

plagiarize. Always attribute.” Any portion of any work that is not created by student staff **must** be attributed to the original source. Any student found committing plagiarism will be subject to disciplinary action, up to and including termination.

Services

Student Media offers a variety of services to both on and off-campus clients. Services include, but are not limited to, DJ services, photography, videography, social media, advertising and sponsorships. Students who fail to maintain a GPA of at least 2.0 will be removed from the roster.

DJ services. Each DJ must be a member in Student Media within good standing. A DJ may be added to the services roster with the approval of the general manager and Assistant Director. DJs must adhere to the DJ Request Process document found in the appendix. DJs are paid at the rate of \$40 per hour. DJs are responsible for reporting their hours via the post event form.

Photography. Photographers are added to the services roster with the approval of the respective outlet head and Director. Photographers are paid at a rate of \$20 per hour including editing time. Photographers are expected to return photos to a client in a reasonable time.

Commercial video. Videographers are added to the services roster with the approval of the respective outlet head and Assistant Director. There are two kinds of video projects: basic and custom. Basic video projects are between 30 and 60 seconds and included on the Media Rate Kit. Custom video projects have rates set by the general manager (or their designee) and approved by the Assistant Director. Video project rates are paid on a shared profit model in which the department retains 30 percent of all fees.

Sponsorships. Podcasts and shows may be eligible for sponsorship. Sponsored shows must maintain consistent quality and production. Any show that fails to do so may lose its sponsorship. Sponsor logos should be displayed on all sponsored shows. Sponsorships are paid on a shared profit model in which the department retains 30 percent of all fees.

Travel

Student travel to conferences is a privilege extended to all Student Media members. However, student delegates represent both Student Media and the University of Alabama at Birmingham as a whole and are expected to act as responsible delegates.

In order to attend any function, the student must first sign the Student Delegate Travel form (found in the appendix) and submit it to the Director before registration, hotel rooms or air travel accommodations can be made. The Director will maintain a copy of the agreement in their office.

Students must follow all local and state laws as well as adhere to the principals and regulations of UAB while traveling on official business. Failure to do so could result in disciplinary action at the student judicial level as well as monetary reimbursement of the organization/department.

Customer Service

Students employed by and volunteering for Student Media are expected to uphold a professional level of customer service when interfacing with UAB staff, faculty, and student org representatives as well as outside clientele and visitors.

Telephone

Main office line: (205) 934-3354

Answer telephone calls professionally and promptly. An example of answering a call is, "UAB Student Media, this is (your name). How may I help you?"

If the person who is requested is not available, please take down the name, number, and any other pertinent details from the caller and arrange for said person to return the call.

Telephones are to be used for professional matters only. Telephone courtesy is essential to maintaining contact with sources, vendors and advertisers, all of whom are vital to our operations.

To call a local off-campus number, dial '9' followed by the number you are trying to reach. To make a long distance call, contact the professional staff before doing so.

Abuse of telecommunication privileges may result in removal as a staff member.

Communication

For interoffice communication, this will mostly take place via your uab.edu email address or via the Blazer Media Slack channel (if you have been permitted access to it). Please respond to emails and messages in a timely and professional fashion.

For outgoing mail, all off-campus mail should be identified with the UAB Student Media return address:

*UAB Student Media
Hill Student Center Ste. 130
1400 University Blvd.
Birmingham, AL 35294*

Incoming mail will be distributed by the concierges to the appropriate staff members and/or organization heads.

Grievances

Grievances among outlet members are expected to be handled internally and with full cooperation between members. Any unresolved grievances should be forwarded to outlet heads. Each outlet will maintain individual grievance policies and follow those procedures. The adviser for the respective medium should be informed at the resolution of a grievance.

If any party disagrees with the outcome or solution for their grievance, they may appeal to professional staff members. Please note: professional staff members will provide *only* counsel to the outlet head. The only instance in which a professional staff member will overturn a grievance outcome is if the outcome violates the UAB Student Code of Conduct, Alabama System of Higher Education policies, Title IX, or any other laws or regulations.

Grievances should begin with a verbal warning, then followed by a written complaint. If grievances cross outlets, they may be brought to the Media Executive Leadership Team meeting with two business days notice. Each party will be allowed to petition the team for 10 minutes, including additional witness statements. The team will then confer and deliver sanctions via email.

Media Passes/Press Credentials

Individual press passes and credential letters are available for Student Media members in connection with official duties.

Press passes are only available upon completion of the department training program. Passes are a privilege and may be revoked at any time. UAB Student Media press passes do not replace your UAB student ID (ONE Card) and may have other access and privileges included.

In utilizing your press pass, you represent yourself, your outlet, the department and university. The use of press passes is exclusive to active assignments and work for one of our outlets. Any member found utilizing their press pass for personal gain or non-departmental related work will have their pass revoked and subject to disciplinary action, including and up to termination.

For any external pass applications, a written proposal must be submitted and approved by the outlet head. The approved proposal will be sent to administrative staff for information purposes only.

Purchasing

Purchasing is subject to the policies and procedures of UAB Procurement. Some helpful rules:

- Gifts, designated as any item given without business purpose, may not be purchased with departmental funds.
- Any office supply items, including markers, crayons, folders, etc, must be purchased via Staples punchout.
- Dell and Apple are the contracted computing providers for UAB.

Personal reimbursement. Personal reimbursements are strongly discouraged as the timetable for being reimbursed can take several weeks. If a personal reimbursement must be done it should never be more than \$25 and cleared by the Director in advance. Original receipts and a written business purchase must be provided to the director.

Visa card purchases. The department utilizes a purchasing card issued by Financial Affairs. This departmental card is subject to specific rules found on the Financial Affairs site. The Visa card may be used to buy off-contract items, including student meals, travel, various non-office supplies and event materials. Professional staff will maintain the card at all times.

Accessibility

UAB is committed to providing an accessible learning and living experience for all students. Creating accessible content ensures all UAB audience members can participate in our products.

Accessibility in A/V

The university has a commitment to captioning. All videos produced by UAB Student Media must be accurately captioned prior to publishing. Captioning can be done using Kaltura through Canvas. For more information on how to access Kaltura, please visit [eLearning](#).

A podcast transcript is a word-for-word written version of the podcast. All podcast transcripts should be posted to uabblazermedia.com. There are a variety of ways to transcribe your podcast. Work with the Podcast Producer for assistance.

Accessibility in Design

It is imperative to ensure that design isn't just aesthetically pleasing, but also accessible for your audience.

- **Fonts.** The goal in font selection is to use easily recognizable letters, either standard Roman or sans serif fonts. Avoid all capital letters for long blocks of text.
- **Color and contrast.** In designing graphics, ensure there is a high contrast between the text and background. We recommend using webAIM.org to check contrast. Be mindful of color combinations that may provide challenges for those with color blindness. [Click here](#) review a color blindness reference chart for designers.

Accessibility in Event Planning

When planning events, every possible accommodation cannot be planned for, but we can be mindful and responsive. On all marketing, include the statement "For disability accommodations, please contact EMAIL@uab.edu." The department of Disability Support Services can assist your team in navigating accommodation requests for your events.

Licensing

Any works created by students under assignment for Student Media and/or with Student Media equipment will be licensed in full to the department for use. That includes republishing or reprinting content and/or sharing content with other campus departments.

The copyright ownership of the content will remain with the student and may be repurposed for other outlets after initial publication within Student Media (the media must be published through Student Media channels first before publishing on other platforms).

If the media is to draw in revenue or become monetized, the student copyright holder must be consulted before any agreements are finalized. Revenue sharing will be at the department's discretion.

Artificial Intelligence

The department recognizes the use of artificial intelligence is evolving rapidly. In addition to following university guidelines for artificial intelligence, the department encourages students to also consult the Poynter Institute and the Society of Professional Journalists statements on AI.

Students may use AI tools for limited support tasks that do **not** replace original reporting, original visual works, or editorial judgment. AI tools must not be used to process confidential, unpublished, or sensitive information. Even with using AI, students are responsible for verifying any and all output for accuracy. If a student is unsure if they can use AI for a task, they should speak with their outlet head or primary adviser before doing so.