# BLUE BOOK

**Journalism & Visual Communication**

언론영상학과

# THE COLLEGE OF SOCIAL SCIENCE AT KEIMYUNG UNIVERSITY

The College of Social Science specializes in the study of "social" and related academic disciplines through numerous departments and majors. Established in 1980, currently the College of Social Science hosts more than 130 professors and 4,200 students who research and study together across various academic fields in eight departments and three faculties (comprising seven majors), with thirteen foreign professors responsible for teaching various subjects in English.

The College of Social Science includes almost all academic fields of study within the so-called social sciences. With innovative new attempts in cooperation and convergence, the College is breaking down the boundaries of traditional scholarly disciplines. In this way, professors are promoting academic achievement and well-rounded development of students who can realize their specific dreams for the future.

The three faculties of the College of Social Science are the Faculty of Economics & Commerce (Major in Economics & Finance, Major in International Commerce, and Major in E-Trade), the Faculty of Public Service (Major in Public Administration, and Major in Politics & International Relations), and the Faculty of Communication (Major in Journalism & Visual Communication, and Major in Advertising & Public Relations). The eight departments are the Department of Consumer Information Studies, the Department of Sociology, the Department of Social Welfare, the Department of Psychology, the Department of Library & Information Science, the Department of Law, the Department of Police Law, and the Department of Police Administration.

The College of Social Science is located in the center of the Seongseo campus of Keimyung University. The campus Central Library, which is the largest in the nation, is located in a building immediately next to the College of Social Science. Students' halls with convenient facilities that students can use on a daily basis, such as bookstores, cafes, restaurants, travel agencies, and stationery stores, are also facing the College of Social Sciences, making it easy for students to enjoy university life at any time.

## Educational Objectives

1. To Educate Proactive International Specialists in the Age of Globalization
2. To Educate Experts equipped with Flexibility and Universality
3. To Educate Citizens with higher Ethical Standards

## Facilities

The modern College of Social Science building (Bonggyeong Hall) offers 16,503m2 of floor space. It is equipped with a special lecture room with state of art educational technology and equipment, multi-media seminar lecture rooms, and computer laboratories. The building also hosts faculty offices, department offices, rooms for students' associations, faculty library, student seminar rooms and experiment rooms, etc.

## Administration Office

Office hours for the Administration staff run from 8:30 A.M. to 5:30 P.M., Monday through Friday.

-Location: Room 163, Social Science Building
☎ (++82-53) 580-5391~3, 5472
-Location: Room 125, The Ruth Shattuck Hall
☎(++82-53) 580-5882~3

**The School of Journalism &
Visual Communication**

Pride

Goal

Achievement

Career

Employment

Certification

History

"Education has for its object the formation of character."

— Herbert Spencer

# 1. What is the "Student Handbook?"

This handbook contains the basics of school affairs, administrative procedures, student behavior guidelines and general rules for the Advertising & Public Relations students.

# 2. The School of Journalism & Visual Communication

The School of Journalism & Visual Communication is dedicated to preparing professionals to face the complex challenges confronting journalists in the 21st century, in print, broadcast and online media, and is committed to fostering diversity and inclusion in and out of the classroom. Skilled professors with real-word experience mentor students in up-to-date labs and hands-on projects that result in professional-quality publication. Furthermore, it was established in 1981 as the first in the region to provide employment opportunities for students in close cooperation with alumni who are active in various fields.

Website: http://newcms.kmu.ac.kr/sites/vjm
☎ 053-580-5398

## 1) Pride

▶ Club Activities
News media and broadcasting. Hands-on experimentation and assessment. Broadcast Club, KPI, Ad Club, Photojournalist Club, Journalism Club, Er'soul
▶ University Media Festival
A three-day long festival celebrating excellence and creation of our student projects
▶ Contests
Broadcast student projects in nationwide video contests and screen at various film festivals. Financial support from the venture capital firms in university for the submissions to contests.
▶ Alumni
Help students find employment through close ties with alumni in various areas of work.

## 2) Goal

▶ Cultivate talented people with creative planning and production skills
▶ Foster content providers with both knowledge and hands-on skills
▶ Nurture industry leaders to lead the next-generation high-tech media industry

## 3) Achievement

▶ Excellence Award, Creative UCC Contest, 2017
▶ Grand Prize, 6th Saeng-ki-bal-lal UCC contest, 2017
▶ Silver Prize, International Cyber Design Trend, 2016
▶ Grand Prize, TBC University Student Content, 2015
Grand Prize, Miso-Chinjeol Contest
Grand Prize, Daegu Gyungbook Enterprise Idea Contest
The list continues for many types of awards.

## 4) Career

Journalist (reporter, producer, writer, announcer, camera operator), print (newspaper reporter, photojournalist), editor, VJ, film director, screenwriter, film marketer, creative director, copywriter, magazine journalist, content distributor, colorist, music video director, TV commercial director, video artist, independent productions, cable television networks, government, financial enterprises, etc.

## 5) Employment

Major TV networks (KBS, MBC, SBS, EBS). Newspaper companies (Chosun, Maeil), Cable TV networks (Cj E&M), film companies, independent productions, Korea Communications Commission, Korean Broadcasting Institute, HSAD, OGN

## 6) Certification

Digital video editor certification, ACI(AVID Certified Instructor), Final Cut Pro editor certification, etc.

## 7) History

1981: Founded Journalism and Broadcasting in College of Social Science
    (First in the region) Enrollment of 78 students
1988: Started a Master's program (First in the region)
1999: Founded Advertising and Public Relations
2001: Started a Ph'D program (First in the region)
2003: Founded Digital Video Major. Expanded to College of Media and Video. Admission Capacity of 140 students
2007: Changed to Faculty of Media and Video
2010: Changed to two separate dept.
    1. Faculty of Journalism & Broadcasting
    2. Faculty of Media and Video
2011: Changed to Faculty of Journalism & Visual Communication
2015: Changed to Major in Journalism & Visual Communication, Faculty of Communication

# Course Enrollment

"Tomorrow hopes we have learned something from yesterday."

-John Wayne

# 3. Course Enrollment

## 1) Curriculum

▶ Curriculum courses for the undergraduate program are divided into basic, selective, and general courses. Basic and general courses are the mandatory courses.

▶ Elective courses for the undergraduate program are divided into general, core, and liberal. The below is the minimum credit requirements for the completion of one's major.

## 2) Credit Requirement Breakdown

| Subject Area | | Course | Grade | Credits | Remark |
|---|---|---|---|---|---|
| Elevtives | General Education Electives | Requir-ment | 1 | 15 credits required | Chapel(1)-No credit, Chapel(2)-No credit<br>University life and Career Planning(1 credit)<br>Writing Basics(3 credits)<br>Elective Seminar(3 credits)<br>Understanding of Christianity(2 credtis)<br>Keimyung Service & Volunteer(1 credit)<br>Communication English(2 credits)<br>Academic English(2 credits)<br>Global Citizenship(1 credit) |
| | Core Electives | Requir-ment | 1-4 | 15 credits required | Minimum requirment 3 credits among five out of six categories (including philosophy and history category)<br>The categories are: 1. Philosophy and History 2. Social and Culture 3. Science and Technology 3. Global Leadership 4. Career Planning 5. Self Development 6. Entreprenership |
| | Liberal Education Electives | Non-requir-ment | 2-4 | 0 credit required | Military Studies, Lifelong Educator Program, General Foreign Language Program, Employment Courses, Exchange Student Courses |
| | * Courses such as teaching, lifelong education, and military studies subjects taken by the student who concerned. | | | | |
| Major | Basic | Requir-ment | 1 | 0-30 credits required | ▶ 2semester : BASIC COURSE FOR VISUAL PRODUCTION (3credits) |
| | General | Requir-ment | 1-4 | Over 69 credits | ▶ Major for more than 54 credits & Courses outside of your major - More than 69 credits for graduation |
| | Selective | Non-requir-ment | | | * Must completed of Major requirement courses |
| Credit Requirement | | | Over 130 credits | | General Education (15 credits) + Core Electives(15 credits) + Liberal Education (6 credits) + Major (69 credits) |

| Category | | Department | |
|---|---|---|---|
| General Education Electives | | 15 credits | |
| Core Electives | | over 15 credits | |
| Liberal Education | | 0 credit | |
| Major | Basic | 0~12 credits | |
| | Selective | over 54 credits | Total credits for the major courses: over 69 credits |
| | Courses out-side of your major | 0-15 credits | |
| Total | | 130 credits | |

## 3) Curriculum of Journalism & Visual Communication

| | SPRING | FALL |
|---|---|---|
| **Freshman** | | CREATIVE READING OF ADVERTISING |
| **Sophomore** | CURRENT ENGLISH<br>INFORMATION SOCIETY AND NEWMEDIA<br>WRITING FOR MEDIA<br>BROADCASTING & ADVERTISING<br>INTRODUCTION TO VISUAL COMMUNICATION<br>VIDEO CAMERA SHOOTING & DIRECTING<br>CREATIVE PLANNING OF VISUAL CONTENTS<br>MUSIC VIDEO PRODUCTION(ENGLISH) | PUBLIC SPEECH PRACTICE<br>CULTURAL INDUSTRY IN DIGITAL<br>UNDERSTANDING OF VISUAL GRAMMAR<br>INTRODUCTION TO DIGITAL EDITING<br>SCENARIO WRITING<br>BROADCASTING PRESENTATION<br>CULTURAL CONTENTS MARKETING(INTERDISCIPLINARY PRO-GRAM)<br>POST PRODUCTION(INTERDISCIPLINARY PROGRAM) |
| **Junior** | COMPUTER-MEDIATED COMMUNICATION<br>DOCUMENTARY PRODUCTION<br>SPECIAL EFFECTS OF VISUAL PRODUCTION<br>VISUAL STORYTELLING<br>STUDIO PRODUCTION<br>SPEECH AND PERSUASION<br>EFFECTS OF MEDIA AND AUDIENCE<br>COMMUNICATION PROBLEM SOLVING WORKSHOP<br>COMMUNICATION PROBLEM SOLVING METHODOLOGY<br>CHARACTER STUDIES OF FILMS<br>THE FINDING OF PROBLEMS AND SELF-ASSERTIVENESS<br>DIGITAL MEDIA PLANNING<br>(INTERDISCIPLINARY PROGRAM)<br>DIGITAL STORYTELLING(INTERDISCIPLINARY PROGRAM)<br>SPECIAL IMAGE PRODUCTION(INTERDISCIPLINARY PROGRAM)<br>NEW MEDIA AND DIGITAL KOREAN WAVE(INTERDISCIPLINARY PROGRAM) | THEORY OF BROADCASTING<br>PHOTOGRAPHY & VIDEO<br>JOURNALISM LAW & ETHICS<br>PUBLIC OPINION & POLITICS<br>DEBATE AND PRESENTATION<br>MEDIA AND CULTURE<br>NEWS PRODUCTION PRACTICE<br>JOURNALISM & VISUAL COMMUNICATION CAPSTON DESIGN<br>EFFECTIVE LISTENING AND PROBLEM SOLVING<br>THE ANALYSIS AND APPLICATION OF DATA IN COMMUNICATION<br>TREND ANALYSIS OF MEDIA CONTENTS |
| **Senior** | MANAGEMENT & ECONOMICS OF MEDIA<br>JOB INTERVIEW & PORTFOLIO<br>FILM THEORY & CRITICAL APPROACH<br>MEDIA PHILOSOPHY & HISTORY<br>PRACTICE FOR ESTABLISHING VISUAL PRODUCTION<br>ASIA COMMUNITY AND MEDIA | VIDEO MARKETING<br>BROADCASTING & TELECOMMUNICATION POLICY<br>VISUAL PRODUCTION WORKSHOP<br>THE PRINCIPLE AND APPLICATION OF COMMUNICATION THEORY |
| **All** | MEDIA RESEARCH PRACTICE<br>JOURNALISM INTERNSHIP(1) / JOURNALISM INTERNSHIP(2)<br>STARTUP FIELD TRAINING(1) / STARTUP FIELD TRAINING(2)<br>LONGTERM STARTUP FIELD TRAINING<br>STEP BY STEP CAREER DEVELOPMENT<br>FIELD PLACEMENT(1) / FIELD PLACEMENT(2) / FIELD PLACEMENT(3)<br>FULL-SEMESTER FIELD PLACEMENT | |

## 4) Course Package

EDWARD SYSTEM → Academic Administraton → Lecture → Course Registraton Manager → Application for Cousre Package

A system where students can save the courses they wish to take during the course registration preparation period. Once they are saved, students can easily register for the courses by putting in simple code on the day of registration.

## 5) Course Registration

log into http://sugang.kmu.ac.kr
(First-come, first-served basis)
For more information, go to http://portal.kmu.ac.kr

**To check registration :**
EDWARD SYSTEM→ Academic Administraion → Lecture →
Course Registration manager → Check Course Registration

**To check the course schedule :**
EDWARD SYSTEM → Academic Administraton → Lecture →
Course Registration manager → Check Lecture Schedule

▶ For information on changing lecture schedule, please visit "EDWARD SYS-TEM → Academic dministration → Lecture→ Course Registration Manager → Check Change of Lecture Schedule" and fill up the relevant form and submit to the administration office within the perido of additional registration.

## 6) Course Evaluation

▶ Attendance: 10~20%
▶ Assignment, presentation: 20~30%
▶ Exam: 50~70%
▶ Grading criteria can vary for lab and special type of classes

## 7) Grade Appeals

▶ Call the Acadiemic Affiarits Team ☎ 580-6063  #104 on 1st floor, Main Building in Seongseo Campus
▶ Contact your professor persoanlity via telephone or email during the period of grade appeals in each semester
▶ Change of grade is not normally expected unless tehre is an error in marking by your professor.

## 9) Leave of Absence, Return to School

**For the leave of Absence:**
EDWARD SYSTEM → Academic Administration → School Register
→ Register Change Manager → Apply for Register Change (Leave of Absence)

**Application for Return to School :**
EDWARD SYSTEM → Academic Administration → School Register
→ Register Change Manager → Apply for Register Change (Return to School)

## 10) Academic Probation / Expulsion

▶ Academic Probation: For those below 1.5 GPA.
▶ Expulsion: Academic Probation Three Consecutive Times will result in Expulsion
▶ If unable to continue his/her studies due to an illness
▶ Unregistration after the Leave of Absence
▶ If enrolled in another university
▶ Disciplinary action

## 11) Issuance of Certificate

▶ Issuance on visit
Certificates are issued at the adminstration team of each college or ate the Certificate Issuance Center on the 1st floor of the main buiding.
▶ Automatic Issuer
In front of the postoffice in Bauer Hall and ont eh 1st floor of Donsan Library
▶ Other
Issuance by Fax or Via online

# Study Guide

I was always looking outside myself for strength and confidence, but it comes from within. It is there all the time."

— Anna Freud

# 4. Study Guide

## 1) Student Counseling

**EDWARD**

**For students:** Go to Edward System→Academic Administration→Counseling→Integrated Application for Counseling
**For Academic Advisors:** Go to Edward System→Academic Administration→Basic Register Manager→Personal Information→Academic Advisor

## 2) Academic Difficulties

Receive help from your academic advisor through counseling or visiting the Student Counseling Center

▶ Student Counseling Center

(General counseling for students, Office administration, conducting aptitude test for freshmen, counseling for sexual harassment)

Academic counseling ☎ 580-5811

Psychological test ☎ 580-5745

Counseling for individuals & groups ☎ 580-5743

Educational Support ☎ 580-5744

- Location: #1125, 1st floor of Bauer Hall, Seongseo campus

**KMU**
Website: http://kmusangdam.org/

## 3) Career Program

▶ Eligibility: A student who gets a job during the graduation semester

▶ Acknowledgement of Attendance: Applicable to the lectures equivalent to the period of employment

▶ Process of Employment and Acknowledgement of Attendance for Early Employment

**Step 1: Confirmation of Employment**

(1) Application for confirmation of early employment (within 2 weeks from the date of employment)

(2) Confirmation of early employment(by the Employment Support Team)

(3) Print out the certificate of early employment (within 1 week from confirmation)

(4) Submit the certificate of early employment to and consult the professor for the particular class

**Step 2: Acknowledgement of Attendance**

(1) Application for acknowledgement of attendance : Edward System, A personal application.

(2) Acknowledgement of attendance: Acknowledged by the Employment Support Team from time to time after the application.

(3) Submission of attendance certificates:

Submit it to the Professor in charge of the subject prior to the end of the regular exam.

▶ Submit the acknowledgement of attendance for early employment to the professor for the particular class (prior to the closing date of regular test

▶Supporting Document by Type of Employment: The Employment Support Team will verify supporting document for confirmation of employment and acknowledgement of attendance, and the student will print out the relevant certificate and submit it to the professor for the particular class.

## 4) Volunteering Scholarship

▶ How To Apply for Volunteering Scholarship

**EDWARD**

Edward Portal→System→Academic Administration→Scholarship→Apply for Scholarship→Apply for Volunteering Scholarship→Print out the application form→Submit to the administration office

▶ What is volunteering scholarship? It is a system that gives a tuition waiver to students who volunteer at the department office for 50 hours. These students are called 'Volunteering Scholars'.

▶ Period of Application: To be notified on the department website and on the office door

▶ Eligibility: A student belonging to within the 8th income class as a result of examination for provision of national scholarship (A student has not applied for national scholarship will be excluded from the eligibility for volunteering scholarship.)

▶ It gives a tuition waiver when the payment of tuition is made, and there is no notice regarding the scholarship. (necessary to report the name of volunteering scholarship and amount of scholarship on the tuition bill.

▶ Students selected as a volunteering scholar will have voluntary activities at the department office.

* In the event of non-fulfillment of 50-hour voluntary activity, the violating student will be excluded from the application for volunteering scholarship for the following semester, and the student must return the amount of scholarship.

## 5) College Student Council

▶ Role: Plan and conduct annual events for the College of Social Science and identify students' needs.

▶ Selection: For the replacement or addition of college head student or the committee, registration needs to be complete one month in advance.

▶ Schedule

February: Orientation for Freshmen

March: Department trip

April: Inauguration ceremony

May: Sports day

November: Department festival

December: Department head election

## ▶ Department Events

| Month | Details |
|---|---|
| January | Winter vacation |
| February | Department graduation ceremony <br> Orientation for freshmen (selection of temporary freshmen head) |
| March | Spring semester assembly & party (selection of freshmen head) <br> Announcement of annual plans <br> Selection of freshmen student council <br> Department trip |
| April | Preliminary for the college sports day <br> Mid-term exams |
| May | Teachers' day event <br> College sports day <br> Studio video product proposals <br> Keimyung festival |
| June | Semester-end meeting & party |
| July | Summer vacation |
| August | |
| September | Fall semester assembly & party |
| October | Digital media workshop |
| November | Broadcasting company field placement <br> Career exploration and employment seminar <br> Journalism & Visual communication Festival 'KUMF' |
| December | Department head election <br> Semester-end meeting & party |

## 6) Department Student Council (Student Council)

▶ **Who:** It is composed of the executives who represent the students of the majors. It is a group of students who plan and carry out the annual events with affection for the department.

▶ **Role:** To support academic affairs of students, collect suggestions, closely communicate with student council at college and school, and to play a role of channel for communication with professors association of our department, and plan and conduct events organized by our department.

▶ **Selection:** The president of the student council (president), the representative of each year (superintendent), the director (4), the deputy (8) The president of the student council shall be selected by voting at the general meeting of the second semester every year.

## 7) Journalism Study Class

The 'Journalism Study Class' is to prepare students for media and professional employment. It is run in a study room with about 20 seats. It is centered on discussion and employment.

## 8) Club Activities

▶ Broadcast Club

Based on the theory of broadcasting and criticism of their own works, students direct, shoot and edit drama, documentary, music video, and advertisement.

▶ KPI

Students for KPI make short films, documentary, and commercials. Students have broadcast their works on RTV and UNIVCAST and received numerous awards.

▶ Ad Club

Ad Club is established most recently and students here do whatever it takes to create advertisement that lures attention.

▶ Er' Soul

"Er' Soul" represents "the people that make visuals with soul." Students in this club create unique contents.

▶ Photojournalist Club, "Cham"

The photojournalist Club, "Cham" has the longest history as it was established on March 20th, 1985. In the first half of the year, students celebrate the "breaking news" festival and in the second half of the year, students hold regular exhibitions called, "News Photography Exhibition." Through group studies and practice during the year, students learn theories and techniques of photography.

## 9) Compass K

▶ **Introduction**

- Developed to enhancing learning capability and competitiveness in employment of current students
- Consisting of 7 sectors: objectives management, major, globalization, IT, volunteering, creativity, career and employment
- Classified student's learning capability into 18 items to be managed.

▶ **Purpose of Point System**

- To set career objectives earlier and to give motivation for developing learning capability
- To manage competitiveness in employment through preparation for individual portfolio
- To manage job seekers and successful candidates in employment
- To organize program: career search, career counseling, capability management
- To grant scholarship in the form of point for capability development

Regarding the approval of point, the items related to grade evaluation and credit acquisition are automatically processed on the system.

- For students, please fill up the information on the web system and get your supporting document such as license or certificate confirmed and approved by the staff of the college administration team.
- One achievement is recognized as an ability in a single sector. (One achievement cannot be recognized in two or more sectors.)

> **How To Use:** Edward System→Academic Administration→-
> See user guide on Compass K
> ☎ 053.580.6968 ~ 9

## 10) Health and Counseling

▶ **Health Examination Center:** Implementing free physical checkup service on an annual basis to help students to find disease in advance
 -Period of Application: Mid March (to be notified on website) / EDWARD System (early March)
 -EDWARD System: Academic Administration→Student Support→Apply on Student Health Examination

▶ **Counseling Center for Preventing Sexual Harassment**
 - Providing appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
- Aims at contributing to the establishment of sense of values about sex and the settlement of healthy sexual curiosity through preventive education.
- An open place for psychological treatment, but also for students seeking help about sex and dating.

▶ **Contact Information for Related Centers**
 - Human Rights Counseling Center of National Human Rights Commission
  1331 http://www.humanrights.go.kr
- Korea Sexual Violence Relief Center (02-338-2890~1)
  http://www.sisters.or.kr
- Sexual Violence Counseling Center of Womenlink (02-739-5796)
  http://womenlink.or.kr/
- Daegu Women's Hot Line (053-471-6484~6)
  http://www.dwhotline.or.kr/

" Well done is better than well said."

— Benjamin Franklin

# 5. Campus Life

## 1) Department News

| KMU | http://cms.kmu.ac.kr/user/advertising/index.html |
|---|---|

▶ Announcement by year: TA - Conference center - Student (Kakao Room)

## 2) Student ID

Application and Issuance: Submit an application through EDWARD System

▶ Period of Issuance: 1 to 2 weeks

## 3) Facilities, equipment rental & return procedures

▶ **Media Computer Lab**

- Bong Kyung Kwan Media Computer Lab (Room 257)
- Advertising and Public Relations students can use it outside of class hours.

▶ **Equipment Rental**

| Eligibility | Journalism & Visual Communication / Advertising and Public Relations students |
|---|---|
| Period | One night two days (Friday rental needs to be returned on Monday) |
| Contact | - Bong Kyung Kwan Media Computer Lab (Room 257) ☎ 053-580-5388 <br> - Bong Kyung Kwan Library (Room 261) ☎ 053-580-5788 |

▶ **Process/Rules**

① Application must be submitted at least one day before application.
② No rental on the day of. Forged signature will lead to ban equipment rental for the semester
③ Get the professor signature on the application form and submit it to the lab.
④ Fill out the rental form.
⑤ Confirm the rental contract and sign.
⑥ Collect the equipment after presenting your student ID or ID.
* You cannot have someone else to pick-up and/or return the equipment.

▶ **Bong Kyung Kwan Library**

- Bong Kyung Kwan Library (Room 261)
- Advertising and Public Relations students can organize seminars and meetings

▶ **Equipment List**

| No. | Type | Name | Amount |
|---|---|---|---|
| 1 | DSLR | Canon EOS 70D 18-135 Kit | 10 |
| 2 | DSLT | Sony alpha77 Mark ‖ 18-135 Kit | 2 |
| 3 | MIL | Panasonic DMC-GH4 14-140 Kit | 2 |
| 4 | 4K HD CAM | Sony FDR-AX100 | 2 |
| 5 | ACTION CAM | Sony HDR-AS20 | 5 |
| 6 | A.C Mount | Head Mount, Handle Bar Mount, Body Mount,Wrist Mount, Suction Cup Mount | 25 (5 each) |
| 7 | LED LIGHT | PV-312DS LED LIGHT | 10 |
| 8 | Lens Set | Canon EF 24mm F1.4L ‖ USM Tokina AT-X 116 PRO DX2 F2.8 Canon EF100mm F2 USM Sigma 50-150mm F2.8 EX DC APO OS HSM Sigma 35mm F1.4 DG HSM Sigma 18-35mm F1.8 DC HSM | 6 (1 each) |
| 9 | Tripod | Manfrotto MK COMPACT ADV-BK | 16 |

▶ **Precautions**

① Equipment is a little less valuable than life, but it is important.
* * Penalty and equipment repair cost applied if equipment is damaged
② Strict return time (before 12pm the next day),
 * If you do not show up within one hour after the specified time of pick-up, the cancellation might apply.
③ For the violation of rules, restrictions on rental apply for the semester.
Precautions
 * Eqquipment is not to be used for part-time jobs and commercial use

## 4) School Library

With the school ID, you can access the library from 6AM to 12AM.
Maximum book volume per person: 3 books, maximum 7 days for rental, re-visit for extended rent, and a late fee for overdue books (applicable after 7 days of rent)
* Library policy changeable

▶ **Hours of operation**

During the semester : 09:00~19:30(Weekdays)
During vacation : 09:30~19:30(Weekdays)
▶ Number and duration of loan books: 14 days on 10 books.

**Location and Contact**

Department Office

Professor Office

Classroom Buildings

"Most of the important things in the world have been ac-
complished by people who have kept on trying when there
seemed to be no hope at all."

— Dale Carnegie

# 6. Location and Contact

## 1) Department Office

▶ Bong Kyung Kwan - Room 140-1
▶ Assistant : Bae Hee Jin
- Contact regarding classes, events, administration
☎ 053-580-5398     ☎ 010-4121-2541

## 2) Professor Office (Bong Kyung Kwan Building)

| Prof. Tak Jin Young | Office # 211 | 053-580-5586 |
|---|---|---|
| Prof. Lee Sang Sik | Office #253 | 053-580-5428 |
| Prof. Seo Jung Nam | Office #439 | 053-580-5378 |
| Prof. Ku Kyoe Tae | Office #435 | 053-580-5447 |
| Prof. Cho Hyun Ju | Office #215 | 053-580-5596 |
| Prof. Kim Byoung Sun | Office #403-2 | 053-580-5585 |
| Prof. Kim Young Bae | Office #220-1 | 053-580-5427 |
| Prof. Cho Hyun Jun | Office #147-2 | 053-580-5493 |
| Prof. Kim Hyun Jung | Office #156 | 053-580-5377 |
| Prof. An Sang Ho | Office #314 | 053-580-5481 |

## 3) Classroom Buildings (Seongseo Campus)

| Ab-brev. | Name | Ab-brev. | Name | Ab-brev. | Name | Ab-brev. | Name | Ab-brev. | Name |
|---|---|---|---|---|---|---|---|---|---|
| 영 | Young Am Kwan | 스 | Smith Kwan | 사 | Bong Kyung Kwan | 오 | Oh San Kwan | 대 | Dong Chun Kwan |
| 백 | Baek Un Kwan | 공 | Gong Hak Kwan | 체 | Che Yook Kwan | 쉐 | Shattuck Kwan | 의 | Eui Yang Kwan |
| 바 | Bauer Kwan | 음 | Eum Ak Gong Yeon Ye Sul | 국 | Dong Yeong Kwan | M | Eui Hak Kwan | N | Jeon Gab Gyu Kwan |
| 건 | Duk Rae Kwan | 보 | Bosan Kwan | | | | | | |

MEMO