

# Graphic Design Program Guide



School of Media, Art & Design

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*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at [www.durhamcollege.ca](http://www.durhamcollege.ca) for the most current information.*

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# WELCOME STUDENTS

## A Message from the Dean

On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey.

We wish you success in your studies, supportive new relationships and exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will do our best to support you in developing yourself for your career. If you have any questions or need any kind of assistance please ask us. We are here to help you.

We are pleased you have chosen Durham College. We look forward to working with you.

Greg Murphy, Dean  
School of Media, Art & Design

## A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Student learning is at the heart of what we do. Our commitment to “the student experience comes first” guides our work and decision-making throughout the College.

The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be highly accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

Wishing you much success with your studies.



Judy Robinson,  
Vice President, Academic

# School of Media, Art & Design

## Graphic Design Faculty & Staff

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The above individuals may be contacted by dialing (905) 721-2000, followed by the appropriate extension.

# **Mission: The student experience comes first at Durham College**

## **Vision**

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

## **Values**

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

### **Integrity and Transparency...**

we will behave and communicate sincerely and honestly

### **Respect...**

we will treat everyone with dignity and offer superior service

### **Equality and Diversity...**

we will champion all learners and celebrate diversity

### **Innovation...**

we will be leaders in market-responsive learning experiences and solutions

### **Personal and team accountability...**

we will do what we say we will do



## THE STUDENT EXPERIENCE COMES FIRST AT DURHAM COLLEGE

### Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

### Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

### Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching and questioning techniques
- To encourage student participation and feedback wherever possible
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

### Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

### Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

## Important Dates 2009-2010

Fall semester examinations will take place Friday, December 11 to Thursday, December 17 2009.

Winter semester examinations will take place Monday, April 19 to Friday, April 23, 2010.

**Please ensure that you do not schedule vacation or employment during these times.**

### FALL 2009 SEMESTER

August 31, 2009	Registration for part-time Oshawa campus students begins and window opens for timetable changes.
September 8, 2009	Apprenticeship Classes begin Orientation for first-year students.
September 9, 2009	Classes begin for most programs.
September 15, 2009	Last day for late program registration.  Last day for fall semester course or program changes.
September 22, 2009	Last day for full-time students to withdraw with full refund, less \$100 administration fee. <sup>1,2</sup>  Last day for refund eligibility when dropping to part-time.  Last day for part-time students to withdraw with tuition fee refund less an administration fee. <sup>1,2</sup>  Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2009	Student Health Insurance Plan “Opt-out” deadline. Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. <sup>1,2</sup>
October 12, 2009	Thanksgiving (no classes).
October 22, 2009	Fall Convocation (Time and location TBA)
November 12, 2009	Scholarship Ceremony
November 13, 2009	Winter 2010 semester fees due date.
November 16, 2009	Online registration for winter 2010 semester courses on the Oshawa campus begins.
November 20 2009	Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. <sup>1,2</sup>
December 17, 2009	Fall semester final examinations/evaluation(s) conclude; exams running from Friday, December 11 <sup>th</sup> to Thursday, December 17 <sup>th</sup> for post-secondary students. Note: tentative snow days for Oshawa campus will be January 6 and 11, 2010.
December 17, 2009	Last day of classes for most programs.

December 23, 2009 Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 6, 2010.

Full-time Oshawa campus students may process timetable changes for the winter semester through MyCampus as of 4 p.m.

December 25, 2009 – January 3, 2010 inclusive Campus closed for the holiday season.

## **WINTER 2010 SEMESTER**

January 4, 2010 Registration for Oshawa campus part-time students begins.  
Apprenticeship Classes begin

January 6, 2010 Classes begin for most programs.  
Official grade distribution date for the purpose of Academic Appeals.

January 12/ 14/ 16, 2010 Dates for missed exams from Fall Semester 2009

January 12, 2010 Last day for late program registration.  
Last day for winter semester course or program changes.

January 19, 2010 Last day for full-time students, who started their program in September 2009, to withdraw with a refund of winter tuition fees.<sup>1,2</sup> Ancillary fees and school supply fees are not refundable.  
Last day for full-time students, who started their program in January 2010, to withdraw with a refund of full fees paid less \$100 administration fee.<sup>1,2</sup>  
Last day for refund eligibility when dropping to part-time.  
Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.  
Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.

January 31, 2010 January start students only: Student Health Insurance Plan “Opt-out” deadline.

February 2, 2010 Last day for application for winter semester subject exemption/credit.  
Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.<sup>1,2</sup>

February 1, 2010 February start classes begin.

February 1 – 5, 2010 Winter Break week – No classes for Intermediate & Advanced Electrical Block students.

February 5, 2010 Last day for February start late program registration.  
Last day for February start course or program changes.

February 12, 2010 Last day for full-time students, who started their programs in February 2010, to withdraw with a refund of full tuition fees paid less \$100 administration fee.<sup>1,2</sup>  
Last day for refund eligibility when dropping to part-time for February start only.

	Last day for February start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
February 15, 2010	Family Day (no classes)
February 19, 2010	T2202As available online via MyCampus as of 4 p.m.
February 22 – 26, 2010	Winter Break week. No classes with the exception of Apprenticeship and OFAD February start students.
February 26, 2010	Last day to withdraw from a February start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. <sup>1,2</sup>
February 28, 2010	February start students only: Student Health Insurance Plan “Opt-out” deadline.
March 1 to 5, 2010	Winter Break week – No classes for Apprenticeship students.
March 15 to 19, 2010	Winter Break week – No classes for OYAP Apprentices.
March 26, 2010	Last day to withdraw from a January start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. <sup>1,2</sup>
April 1, 2010	Spring 2010 semester fees due date.
April 2, 2010	Good Friday (no classes).
April 9, 2010	Last day to withdraw from a February start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. <sup>1,2</sup>
April 19 – 23, 2010	Winter semester final examinations/evaluation(s) concludes.
April 23, 2010	Last day of classes for most January start programs.
April 30, 2010	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 11/ 13/ 15, 2010	Dates for Missed Exams from Winter Semester 2010.

### **SPRING 2010 SEMESTER**

May 10, 2010	Most Spring classes begin.
May 14 2010	Last day for late program registration. Last day for most spring semester course or program changes.
May 21, 2010	Last day to withdraw from most spring semester programs and receive a partial refund. <sup>1,2</sup> Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects. Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. <sup>1,2</sup> Last day for application for spring semester subject exemption/credit.
May 31, 2010	Student Health Insurance Plan “Opt-out” deadline.
May 24, 2010	Victoria Day (no classes).

June 4, 2010	Last day to withdraw from most spring semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. <sup>1,2</sup>
June 17 & 18, 2010	Convocation (Time and location TBA).
June 25, 2010	Last day of classes for most Spring start programs.
June 30, 2010	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

### **SUMMER 2010 SEMESTER**

July 1, 2010	Canada Day (no classes).
July 5, 2010	Summer classes begin.
July 9, 2010	Last day for late program registration. Last day for most summer semester course or program changes.
July 16, 2010	Last day to withdraw from most summer semester programs and receive a partial refund. <sup>1,2</sup> Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects. Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. <sup>1,2</sup> Last day for application for summer semester subject exemption/credit.
July 30, 2010	Last day to withdraw from most summer semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. <sup>1,2</sup>
August 2, 2010	Civic Holiday (no classes).
August 20, 2010	Last day of classes for most Summer start programs.
August 25, 2010	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

#### **NOTES:**

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

*These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.*

# PROGRAM INFORMATION

## Graphic Design Program

The Graphic Design program was established early in the college's development and prepares students for entry into the graphic design field as entry-level designers. Graphic designers develop images that persuade, inform and instruct, and you will learn the skills to solve specific visual problems through practical work that covers the broad spectrum of visual communication in corporate, editorial, packaging and advertising design.

The program of studies includes the fundamentals of design, typography, design concepts and digital technology in the first year. In the second year, the process continues with an emphasis on individual and group development of design and communication skills/abilities. Most second year classes are held in laptop labs.

Your second and third years also provide opportunities for you to apply these principles to a variety of design problems. Other areas of study include colour theory, drawing, photography, history of art and the history of graphic design.

The graphic design program is laptop-based, meaning all eligible first-year students are provided with a laptop that includes program- and industry-specific software.

Your sixth semester is spent off-campus as an intern at either a design studio or an in-house studio. Graduates enter the design industry as a direct or indirect result of this internship semester. Graduating students have the opportunity to display design projects from their portfolio development course at the annual student spring exhibit held at 401 Richmond in Toronto.

# PROGRAM LEARNING OUTCOMES

1. Develop and implement solutions to problems encountered in all phases of the graphic design process.
2. Create visual communications through the application of design theories and principles to develop effective design solutions.
3. Apply typographic skills and knowledge to create effective visual communications.
4. Use a variety of technologies to create, capture, and manipulate design elements in producing a final product.
5. Communicate effectively, credibly, and accurately with clients, supervisors, coworkers, and target audiences by using a variety of media.
6. Apply effective business practices and project management skills appropriate to his/her position in the graphic design field.
7. Develop personal and professional strategies and plans to improve job performance and professional relationships with clients, coworkers, and supervisors

# ***COURSE OUTLINES***

For each course, a Course Outline that describes course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents ([www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies)). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

**Please note** that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at [www.durhamcollege.ca/mycampus](http://www.durhamcollege.ca/mycampus).

## ***GENERAL EDUCATION***

Durham College strives to ensure that students who graduate are immediately employable in their field of study; able to succeed in employment through the ability to continuously learn; and are capable of contributing positively to the society in which they live and work. Therefore, each program of study will strive to provide students with the skills related to a specific field of study (vocational skills), essential employability skills, and general education.

General education courses strengthen students' generic skills such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". The Vice-President, Academic approves the designation of General Education courses.

# DURHAM COLLEGE ACADEMIC POLICIES & PROCEDURES

To view the Durham College Academic Policies & Procedures, please go to [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies).

## PROGRAM SPECIFIC ACADEMIC POLICIES & PROCEDURES

### Attendance

Regular attendance is essential. Past experience has shown a close parallel between low grades and poor attendance. Information supplied in class is essential for the successful completion of assignments; students who miss classes may likely be unsuccessful in their assignments. If a student is going to be absent from class they are required to give advance notice, or to leave a telephone voice message.

### Assignment Due Dates

In the graphic design industry, failure to meet the client's needs on time may result in either the loss of the client or possibly the loss of one's job, or both. Late submissions are therefore discouraged. **Late work will automatically receive a 25% deduction. Assignments will not be accepted one week after the due date.**

### Tests Missed

Student designers who are absent for tests generally are not allowed to write the test. ADVANCE NOTIFICATION of absence must be given if the possibility of being absent arises. This must be given in the form of a written explanation. Consideration MAY be given at that time. Absence due to medical reasons will require a doctor's note. **THERE WILL BE NO OPPORTUNITY FOR A MAKE-UP TEST** if a test is missed due to absence.

### 2<sup>nd</sup> Year Portfolio Assessments

Second year portfolio assessment occurs at the end of the 4<sup>th</sup> semester and requires the student to display examples of their work from all courses. The passing grade for the assessment is 60%; see the course outline for detailed information. Any student who is late for Portfolio Assessment will receive a 10% deduction. Students who do not attend an assessment will receive **zero**. Students who do not meet the requirements regarding the number of projects to be evaluated will receive a deduction.

**Students will receive a portfolio assessment at the end of their second year in the 15<sup>th</sup> week. All second year courses must be successfully completed and students must obtain a cumulative GPA of 2.0 or greater to be allowed to continue into the third year of their studies as well as 60% or greater in their portfolio assessment to be admitted to third year.**

### 3rd Year Portfolio Assessments

Third year portfolio assessment occurs in the 5<sup>th</sup> semester; one at mid-term and one at the end of the semester. Students will require a portfolio case with sleeves to house their work. A total of 16 projects will be required with all components of the project included. The passing grade for this assessment is **60%** and above as well as a GPA of 2.00 or higher. **Students with less than 60% are not eligible to participate in fieldwork. Students must check the website for their marks.**

## Department

Student designers are expected to conduct themselves in a professional manner. It is everyone's responsibility to have respect for your peers. Anyone who disrupts a class to the detriment of the other members of the class will be asked to leave.

## Design Consultation

In industry, designers meet with clients and art directors to present their ideas for creative direction. In the same manner, students are expected to meet regularly with his/her professor for individual consultation during scheduled class times. Design consultation requires the students to have appropriate visual e.g. of their ideas for discussion.

## Critiques/presentation of Design Solutions

Each student is expected to discuss their work during critiques and participate by providing constructive feedback to others.

## Internet Use

Students must have cell phones turned off during scheduled classes. Taking phone calls during class time is prohibited. The use of MSN and Face-book are not allowed during scheduled classes.

## Laptop Procedures

To support a positive and professional learning environment, students are expected to refrain from activities not related to classroom learning. When using their laptops, students are to exercise courtesy and respect, and limit the use of the laptops to activities that support their academic studies. Students are discouraged from surfing the net and accessing online material such as games when not related to classroom learning. They are also discouraged from using earphones, except for auditory learning experiences. Students are expected to have valid licences for personal use of software in Durham College classrooms in accordance with Mobile Computing Policies #1 and 6.

**Faculty has the right to ask students to refrain from the use of laptops when activities are not conducive to classroom learning. Students may be asked to leave the classroom if they do not comply with these policies. In the case where faculty may use a non-laptop teaching method, students are expected to comply with the faculty's request not to use the laptop.**

# POLICIES FOR THE SCHOOL OF MEDIA, ART & DESIGN

## Communications

- Pursuant to the Freedom of Information & Protection of Privacy Act, the divisional office **will not** release any personal information regarding a student. This includes academic standing, personal data, timetable information, etc. Information will not be released to any relative including spouse, mother or father. If a student wishes to include parents in any conversations, a Freedom of Information Release form must be completed prior to the meeting.
- Students are responsible for regularly checking their MYCAMPUS email and WebCT for messages from professors.
- Students should regularly check the school website <http://mad.durhamcollege.ca> for up-to-date information and should check daily for a listing of absent faculty.
- If the student has a concern with a particular course, the student should speak directly to the professor. If the matter cannot be resolved, students may make an appointment with the Student Liaison (Sherri Taylor-Ozimek) and may be referred to the Dean.
- Staff in the School of Media, Art & Design may be contacted in three ways: by telephone (905-721-2000), by email, or by appointment. Check with professors on their preferred contact method.

## Timetables

- Timetables are available online through our intranet – MYCAMPUS. You can view and/or print your timetable from any computer with Internet access. If you require assistance, please contact the Help Desk: 905-721-2000 x 3333.

## Disclaimer

- Because of the ongoing need to improve our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

## Labs

- Computer labs are reserved for coursework. Games are not permitted. No adult materials should be displayed at any time and no MSN or other chat rooms are permitted.
- Photography labs are reserved for registered students only. Safety procedures must be followed at all times. Students are responsible for tidying their own work area after use.
- Program specific labs are used for classes and program activities. Students who wish to use these labs during scheduled classes must do so with minimum disruption to the class and approval from the professor.

## Graduation Requirements

- Students must have a cumulative G.P.A. of 2.0 or higher to be eligible for graduation. In addition, a student must have successfully completed all required courses.
- A student who has a G.P.A. of less than 2.0 should contact the school office to arrange for academic counselling. Please refer to the Grading System section of the Student Handbook for more information.
- At least 25% of the completed program subjects and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma.

## Final Marks

- Faculty members or office staff will not release final marks. Grades will be posted on MYCAMPUS.

## Student Work

- Faculty will return student work directly to the student normally within a scheduled class hour.
- Students must hand in work following submission directions from the professor. It is the student's responsibility to submit work to the professor before the due time and date. Unless informed otherwise all work is due at the beginning of the class. The media, art & design industry is deadline oriented; therefore students must learn excellent time-management skills. All late submissions will attract a penalty deduction or may not be accepted. Check your subject outline for specific penalties assigned to each course.
- Under no circumstances is work accepted at the Administration office.
- All submissions must meet specified guidelines as detailed by the professor.
- In-class assignments cannot be made up.
- Students should keep back-up copies of all assignments in case the original is lost.
- Assignments submitted electronically must be in the format designated by the professor. Attachments that will not open are the responsibility of the student and subject to late or non-submission penalties.
- Medical documentation or other documentation will be required in cases of missed assignments and tests.

## Attendance

- Class attendance and participation will enhance your opportunities for success.
- If a student is absent for three classes the professor will contact the administration office and the student will be contacted.
- Any student who misses six or more classes in a subject may be asked to withdraw from that subject and will be ineligible for any make-up assignments/tests.

## Tests

- All tests must be written as scheduled.
- Students who arrive late for a test will not be allowed to write the test and will not receive a make-up opportunity.
- If the student expects to miss a test, they must contact the professor before the test begins.
- Medical documentation or other documentation will be required in cases of missed tests.

# Academic Honesty

## Academic Integrity

To maintain academic integrity, student work shall be the product of his or her own efforts. In an effort to ensure the highest standards, Durham College has purchased a license with Turnitin.com, an online plagiarism detection service. Such practices as cheating and plagiarism cannot compromise academic integrity as defined in the Academic Integrity Policy and Procedures documents ([www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies)).

# Requirements for Promotion

## Evaluation and Promotion

Academic subjects are evaluated in a variety of ways. These may include tests, written or oral assignments, and group work as well as final examinations. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents ([www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies)).

## Academic Probation

Students who do not achieve/maintain a cumulative GPA of 2.0 (exceptions are listed below), or are otherwise not progressing satisfactorily, may be placed on academic probation at the Dean's discretion. Such students may be allowed to continue in the program on a Letter of Permission (a Student Success initiative contract) which will specify conditions which must be met. Students who do not meet the conditions of their academic probation will be required to withdraw from the program.

# Missed Final Examinations

Students who, as a result of an **emergency circumstance**, (i.e. a death in the family or illness), are unable to complete all of their program evaluation requirements must notify their Dean or designate as soon as possible. The Dean will consult with the appropriate faculty member(s) to determine and validate the reason(s) and eligibility for Aegrotat (AEG) standing. Please note a student is eligible for an AEG only once in his/her academic career at Durham College. For more details on AEG eligibility, please go to [www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies), to view the Aegrotat Policy (ACAD-110).

Students who, as a result of a **non-emergency circumstance**, miss a final examination now have an option under a new college policy. It provides an avenue for a student with no less than a cumulative 1.5 GPA to pay a fee to defer/reschedule the writing of one or more final examinations during a single exam period. This policy can only be used once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

## Procedure for “Missed Final Examination” policy

1. As soon as the examination schedule is posted and the student becomes aware of the problem/conflict or within two (2) college days of missing the examination(s), he/she must notify their School office and make arrangements to meet with the Student Liaison or designate for advising regarding the missed examination policy.
2. Student meets with Student Liaison or designate for advising. Advising is extremely important to ensure students make the right decision/choice (AEG or missed examination) and understands that this is a **once only** in a five-year period opportunity.
3. During the interview, the Student Liaison or designate:
  - a) Checks the Veteran Information screen in Banner to ensure the student has not utilized the Missed Exam privilege before within a five-year period.
  - b) Confirms the course is eligible for this policy.
  - c) Confirms the student has a cumulative GPA of at least 1.5 or reviews midterm grades in consultation with school dean or designate for 1<sup>st</sup> year students.
4. Student Liaison or designate assists student in completing the Application for Missed Examination form, ensures accuracy, notes the due date for student to make payment to the Office of the Registrar, and identifies special software/lab requirements or laptop usage prior to signing form. Note: Exams which require special software/lab requirements or are laptop exams may require a directive from the Dean/Associate Dean.
5. Student takes signed copy of completed Application for Missed Examination form to the Office of the Registrar and makes \$150/course payment within two (2) college days of the missed exam date (as noted on the application form). The application will not be processed until payment has been received. Payments will **not** be refunded. If a student is writing a missed exam due to a religious holiday, the fee will be waived.
6. The Office of the Registrar must receive a copy of the Application for Missed Examination form from the student with the Student Liaison or designate signature and checks the student's record in

the Veteran Information screen (part of GSR) in Banner to ensure student has not had the Missed Exam privilege within the past five (5) years.

7. The registration clerk will process the application and payment (\$150.00 per course), enter the information on the “Veteran Information screen (part of GSR)” screen, and provide student with receipt and completed application form. The Office of the Registrar keeps gold copy of form.
8. The student takes the receipt and copy of the completed application to the School of Career Development and Continuing Education, Room A165. The School of Career Development and Continuing Education gives to the PLAR office, Room A165, for processing.
9. The PLAR office, Room A165, receives completed application and payment receipt from students, prepares faculty contract and notifies the faculty member(s) and school of need to create a new exam. The PLAR office receives exam package from faculty and, if required, confirms special requirements with faculty. The PLAR office ensures the Test Centre receives the exam package.
10. The student is responsible for confirming their exam sitting time and date with the Test Centre by phone at 905.905.2000 ext. 2557 or by email at [TestCentre@dc-uoit.ca](mailto:TestCentre@dc-uoit.ca), The exam date will occur within two weeks of the next term for December exams and within two weeks after the formal examination period for the April exams. The exam date and time may be scheduled at night and on weekends. The student will not be able to reschedule this date under any circumstance.
11. The student completes the rescheduled exam and the PLAR office gives, exam, marks change form and contract to faculty for signing. Within 3 days of scheduled exam, the professor returns the assessed exam, completed Mark Change form and signed contract to the PLAR office, Room A165, for processing.
12. The Office of the Registrar posts the student’s final grade on MyCampus and, if necessary, informs the student and student liaison if the student is not eligible to be registered into pre-requisite courses.
13. The faculty member receives payment as per contract prepared by the PLAR office.

For more details on this policy and the procedure, please speak with your Student Liaison or see the website [www.durhamcollege.ca](http://www.durhamcollege.ca) under Academic Policies.

# FIELD PLACEMENT

The sixth semester is spent off-campus as an intern at either a design studio or an in-house studio.

Please note the following:

**Transportation** – it is the student’s responsibility to find and pay for transportation to and from placement.

**How to call in sick, etc.** – if you are unable to attend work due to an emergency or illness, please contact your Supervisor at your place of work and also the Field Placement Supervisor – Richard Brown 905-721-2000, Ext. 2633

**Dress code** – professional business attire is required.

**Who supervises the student while on placement** – Field Placement Supervisor – Richard Brown.

**Who completes the evaluation** – The work supervisor.

**If a student has an issue while on placement; who do they call at the college** – Field Placement Supervisor – Richard Brown.

# MEDIA, ART & DESIGN RESOURCES

There are a number of shared resources available to students enrolled in the School of Media, Art & Design. To assist students with these resources, Media, Art & Design employs four full-time support staff who are available to help students with Macintosh desktop issues, colour printing and equipment sign-out.

Our technical support staff are:

Jim Ferr ..... Technical Coordinator/Server Specialist  
Darren Fisher ..... Technical Support Specialist  
Oliver Fernandez ..... Photography Support Specialist  
Frank Lopez ..... Student Support Technician

Our support staff have their permanent office in L217 but are usually available in room L120, Ext. 3672. Technical assistance is generally available from 8 AM to 5 PM Monday to Friday.

## Colour Printing – Room L120

Colour printing is available during hours posted on the door of L120. The procedure for obtaining colour prints is as follows:

- Colour prints are purchased (minimum quantity of 5) from the Accounting office in the South Wing. Pricing information is available in room L120.
- Once payment has been made the student must present the payment receipt in room L120 where the number of prints purchased will be recorded in a database.
- Files to be printed can be sent to the colour printer from any computer on the network. Once a file has been sent to the printer, the student must visit L120 and present their student card to release the print. Staff will record each print to update the database and keep track of the number of remaining prints.
- Additional prints can be purchased from Accounting as required. Please note that Accounting normally closes at 4:30 PM.

The colour printer is a Xerox Docucolor 240/250 laser printer and is controlled by a Splash RPX-ii RIP (Rasterizing Image Processor) which includes genuine Adobe Postscript®, Level 3. Together they are known as the “Splash RPXii-Xerox Docucolor 240” or “the Splash” for short. The Splash supports letter, tabloid and 12 x 18-inch sizes — paper is supplied. Please see our support staff in room L120 for further details.

## Equipment Sign-Out – Room L120

To support student assignments an equipment sign-out service is provided. To borrow equipment the student must present their student ID card which is scanned along with the piece of equipment being borrowed.

Equipment available for sign-out includes: digital SLR cameras, tripods, flashes, lenses, digital point-and-shoot cameras, digital video cameras, 35mm SLR cameras, graphic tablets, microphones, and more. For further details please visit room L120.

## Due Dates

Because this equipment is a resource that must be shared by students in multiple programs and classes, reasonable deadlines for equipment return have been established. Each student must sign an agreement to abide by these deadlines and will be responsible for equipment while it is in their possession. Failure to return equipment by the due date and time will result in suspension of borrowing privileges and/or colour printing privileges. Overdue fees may also be imposed. For details on current policies, please visit the school website – Technical Support page.

## **Sign-Out Procedure**

Schedules showing equipment sign-out times are posted outside room L120. Students will be asked to present their student card to borrow equipment. Equipment cannot be signed out without a student card. To have a missing student card replaced, please visit Student Services.

## **Lost or Damaged Equipment**

Lost or damaged equipment should be immediately reported. If equipment cannot be returned by its due date please e-mail Jim (jim.ferr@durhamcollege.ca) or call the divisional office at (905) 721-3067.

## **Macintosh Desktop Labs**

### **Media, Art & Design Macintosh Desktop Lab Update**

Our support staff are responsible for setup, operation and maintenance of Macintosh desktop labs L101, L108, L127 and B111 running Apple's OS X "Leopard" operating system. Our goal in selecting which version of the operating system and applications we install is to ensure maximum stability and functionality. We may or may not be using what is considered the most current version in each case. If you have questions about specific software versions, please see our support staff.

## **Lab Access**

Students are granted reasonable access to the desktop labs. Please be courteous to other lab users. Students who desire access to a lab when a class is in progress must seek approval from the professor in the lab. Students who are permitted guest access must respect the wishes of the professor. Lab access policies also apply in the evening when Continuous Learning may have scheduled classes. Specific hours and policies for access are subject to change. Please check with your professor, the technical staff in room L120 and look for details posted in the labs.

## **Desktop Login Procedure**

Students should use their student ID and network password to login to our desktop systems. (This also applies to laptop computers.) It is the student's responsibility to alter, and occasionally change, their account password in order to protect their data. This will avoid the potential loss or theft of work stored on the college network.

Login instructions are posted in each lab. Password and account issues are handled by the ITS & Mobile Computing Help Desk in the Learning Commons, room SW100, across the hall from Accounting.

## **Backing Up Your Data**

Students are responsible for their own data and backups. Complete details about the College's information systems policies can be found in the student handbook. If your data is worth creating, it is worth having a backup copy. Students are encouraged to use their individual student folders on the "H Drive" to store files temporarily. Important data should be backed up to removable media, such as Flash drives, external hard disk or CD-R or DVD-R and so on. There are machines in each lab capable of burning compact discs or DVD media. Check with our support staff or your professor for assistance. We are always happy to help students with backup needs.

## **Laptops in Desktop Labs**

Students are discouraged from bringing laptops into desktop labs because there are no Ethernet ports available for their connection to the network and limited wireless coverage where computer labs are located. Please do not disconnect any cables from the desktop systems in order to use a laptop. Rooms L126, L123, L220, L208, the Learning Commons and various common areas are available for laptop users. Students who need assistance transferring data from a laptop to a desktop or vice versa should seek assistance from our support staff.

## **No Food or Drink, Please**

No food or drink is permitted in the Macintosh desktop labs. Please eat or drink in the common areas such as the cafeteria rather than bringing food and drink into a lab. Every year keyboards are damaged due to spills and food particles. In addition, food odours may disturb other lab users. Please treat the labs and other lab users with respect and we will all benefit.

## **USB Data Sticks and Other Peripherals**

Please note that there have been many problems with USB data “jump drives” or similar devices resulting in the loss of important data. Only limited support is provided for these devices and other peripherals such as external hard drives. Please do not trust valuable data to these devices without a current backup. If you have questions or concerns, please see our support staff.

## **Audio Suite**

Students enrolled in Media, Art & Design programs have access to an audio suite used for creating voiceovers and editing sound. A microphone and stand can be signed out from room L120. The audio suite is located under the C-Wing lecture hall in room C113A. Students need to follow the booking procedure by reserving a time, one week in advance, using the schedule posted on the door. For bookings in the current week students need to contact the person who handles the bookings. Details are posted on the door of C113A.

## **Our Door Is Open**

Our support staff are here to help. Please feel free to approach us with your questions and concerns. We're here to ensure your success as a Media, Art & Design student.

# ACADEMIC ADVISING - STUDENT LIAISON

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

## **Your Student Liaison is:**

Name: **Sherri Taylor-Ozimek**  
Office #: C237  
E-mail address: [sherri.taylor-ozimek@durhamcollege.ca](mailto:sherri.taylor-ozimek@durhamcollege.ca)  
Telephone: 905-721-2000 Ext. 2474

Appointment time available: Monday to Friday – 8:30 a.m. – 4:30 p.m. (excluding 12:00 p.m. to 1:30 p.m.)

**For answers to frequently asked questions and links to other appropriate sites, please go to the following web site: [www.durhamcollege.ca/faq](http://www.durhamcollege.ca/faq).**

# CENTRE FOR STUDENTS WITH DISABILITIES

Supporting students to REACH their full potential

E-mail: [disabilities@durhamcollege.ca](mailto:disabilities@durhamcollege.ca)

## About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed to support students and the college in our responsibility to meet our legal obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that we have the supports in place to allow students with disabilities to fully participate in all aspects of the academic environment. Our services are confidential.

## Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in B297.

Assistance in obtaining the appropriate documentation may be available. Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

## Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students *must* have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – contact the CSD as early as possible.

Test Registration forms are available on our [CSD website](#) –click on Test Centre Request Forms. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room B297).

Completed test forms need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. If a space is unavailable, the alternative may be you have to write that test with your class.

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on My Campus each term. It is the student's responsibility to check My Campus frequently as all important test and exam information including registration deadlines will be posted to My Campus. The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

## To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at B297 to set up an appointment or visit our website at [www.durhamcollege.ca/csd](http://www.durhamcollege.ca/csd).

# STUDENT ACADEMIC LEARNING SERVICES

## Learner Support Centre

Student Academic Learning Services provides academic skills instruction and tutoring for students wishing to improve their academic success.

Services offered to students include:

- One-to-one appointments with our:
  - Academic Writing Specialists
  - English Second Language Specialists
  - Learning Strategies Advisors
  - Learning Skills Advisors (subject specific)
  - Peer Writing Tutors
- Academic clinics and workshops held monthly, per semester and/or at a professors' or students' request. Examples include:
  - Time management and organization
  - Note taking and reading skills
  - Test / exam preparation
  - Referencing
  - Research and essay writing
- Subject specific supports in a variety of disciplines
- College peer tutoring program
- Drop-in assistance when schedules permit
- Software tutorials in the subject areas of Math, English and Science.
- Links to online academic resources

Students are invited to visit the Centre or take a look at our website to determine the most appropriate way to make use of the services available.

Visit our website at <http://durhamcollege.ca/lsc> or drop by SW201 to learn more.

# THE LIBRARY

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons and is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at [www.durhamcollege.ca/library](http://www.durhamcollege.ca/library) to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.3111 ext. 2390

[reference@dc-uoit.ca](mailto:reference@dc-uoit.ca)

# COLLEGE PUBLICATIONS

At Durham College, several publications provide the information you need before you start classes.

## Program Guide

The “Program Guide” provides specific information about your program. It will describe the program of studies and give a description of each course contained in the program. The Program Guide is distributed to all students in print format and is also available on the Durham College website. It provides specific requirements, policies and procedures that are applicable to the individual program.

*Note:*

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student and/or Faculty Advisors will assist in planning programs, but it is the student’s responsibility to meet the requirements for certificates and diplomas.

## Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education’s current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

**Please check our website for comprehensive information @ [www.durhamcollege.ca](http://www.durhamcollege.ca).**

# SCHOLARSHIPS AND BURSARIES

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

**Application process:** Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

**Eligibility:** Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

**Scholarships:** Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

**In-Course scholarships:** In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

**Awards:** Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organization, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

**Bursary Program:** Durham College supports access to post secondary education following these principals:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

## **Durham College Access Bursary Program**

This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

## **Returning Student Bursary Program**

Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact [studentawards@dc-uoit.ca](mailto:studentawards@dc-uoit.ca).

## AWARDS OPEN TO STUDENTS IN ALL PROGRAMS

<b>Title of Award</b>	<b>Award Value (\$)</b>
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Residence Award	\$250
Canadian Federation of University Women Oshawa and District Award	\$500
CAW Family Auxiliary 27 Award	\$250
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Association Award – <i>In Course (Application Required)</i>	\$500
Durham College Bursary	Various amounts
Durham College Endowed Award – <i>In Course</i>	\$500 or \$1000
Durham College International Student Scholarship	\$1500
Durham College Scholarship – <i>In Course</i>	\$500 or \$1000
Durham Region Chairman’s Award	\$1000
Durham Region Chairman’s Scholarship	\$1000
Durham Regional Police Services Board Bursary – <i>awarded every other year</i>	\$1000
Fairfax Financial Holdings Ltd. Scholarship	\$3500
Garfield Weston Award	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$900
International Student Emergency Bursary	Various amounts
June White Memorial Entrance Award	\$500
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Award	\$1000
Lois Sleightholm Award	\$2000
Marjorie Elizabeth Willoughby Award	\$3000
McErlean Family Award	To be determined
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees’ and Pensioners’ Charity Trust	\$1000
Oshawa B’Nai B’Rith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$2000
UA Local 463 Award	\$400
Wordham Family Award	To be determined
Your Student Association Award	\$400

# AWARDS FOR THE SCHOOL OF MEDIA, ART & DESIGN

Dann Torena Memorial Award – <i>In Course</i>	Graphic Design	\$500
Frank Cowan Company Limited Award – <i>In Course</i>	Public Relations	\$1000
Lewis Beaton Trust Award – <i>In Course</i>	Advertising	\$1000
Ralph Sagar Award	Animation – Computer Arts	\$900
Robert McLaughlin Gallery Award – <i>In Course</i>	Graphic Design	\$500
Rotary Club of Oshawa Award – <i>In Course</i>	Public Relations	\$1000
Shawn Simpson Memorial Award – <i>In Course</i>	Journalism – Print & Broadcasting	\$500
Sodexo Services Canada Ltd. Award – <i>In Course</i>	Public Relations	\$1000

## CONVOCATION AWARDS

Founder's Cup	\$200
Durham College Medal: Top Student – Three year Program	\$500
Durham College Medal: Top Student – Two year Program	\$500
Durham College Medal: Top Student – One year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

# TRANSFER GUIDE

## Turn your Durham College diploma into a degree!!

If your post-secondary school plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide** ([http://www.durhamcollege.ca/EN/main/programs\\_courses/transferguide.php](http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)). Look for your program name on the left hand side of the chart. Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at [www.ocutg.on.ca](http://www.ocutg.on.ca).

**GRAPHIC DESIGN**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		
					HRS	HRS	
<b>SEMESTER 1</b>							
COLOUR THEORY		COLR 1301			0	2	
INTRODUCTION TO COMPUTER CONCEPTS		COMP 1332			0	2	
LAYOUT & DESIGN I		DESN 1301			0	4	
DRAWING I		DRAW 1301			0	3	
<b>G</b> HISTORY OF ART		HIST 1307			2	0	1
DIGITAL PHOTOGRAPHY		PHOT 1310			1	2	
TYPOGRAPHY I		TYPE 1301			0	2	
					<b>3</b>	<b>15</b>	<b>1</b>
<b>SEMESTER 2</b>							
PRESENTATION TECHNIQUES		COMM 1306			1	2	
DIGITAL ILLUSTRATION&DESIGN I		COMP 2302	COMP 1332		0	3	
DIGITAL DESIGN I		COMP 2336	COMP 1332		0	3	
DIGITAL IMAGERY & EDITING I		COMP 2337	PHOT 1310		0	3	
LAYOUT & DESIGN II		DESN 2301	DESN 1301 TYPE 1301 COLR 1301	TYPE 2301	0	4	
DRAWING II		DRAW 2301	DRAW 1301		0	3	
HISTORY OF GRAPHIC DESIGN		HIST 1317	DESN 1301		2	0	
TYPOGRAPHY II		TYPE 2301	TYPE 1301	DESN 2301	0	2	
					<b>3</b>	<b>20</b>	

**GRAPHIC DESIGN**

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB	
				HRS	HRS
<b>SEMESTER 3</b>					
COMMUNICATION FOR DESIGN	COMM 1312	COMM 1306		1	2
DIGITAL ILLUSTRATION&DESIGN II	COMP 3302	COMP 2302 DRAW 2301 TYPE 2301	COMP 2336 COMP 2337	0	3
DIGITAL DESIGN II	COMP 3314	COMP 1332 COMP 2336		0	3
DIGITAL IMAGERY & EDITING II	COMP 3315	COMP 2337		0	3
ADVERTISING DESIGN	DESN 3300	COMP 2302 DESN 2301	COMP 2336 DRAW 2301 TYPE 2301	COMP 2337 COMM 1306	DESN 3305
CORPORATE DESIGN	DESN 3305	COMP 2302 DESN 2301	COMP 2336 DRAW 2301 TYPE 2301	COMP 2337 COMM 1306	DESN 3300
DRAWING III	DRAW 3300	COMP 2302 DESN 2301	COMP 2336 DRAW 2301 TYPE 2301	COMP 2337 COMM 1306	
TYPOGRAPHY III	TYPE 3300	COMP 2302 DESN 2301	COMP 2336 DRAW 2301 TYPE 2301	COMP 2337 COMM 1306	
				<b>1</b>	<b>21</b>
<b>SEMESTER 4</b>					
APPLIED DESIGN	COMP 4309	COMM 1312 DESN 3300	COMP 3314 DESN 3305	COMP 3302 DRAW 3300	COMP 3315 TYPE 3300
VISITING DESIGNERS	DESN 2100	COMM 1312 DESN 3305	COMP 3302 COMP 3315	COMP 3314 DRAW 3300	DESN 3300 TYPE 3300
EDITORIAL DESIGN	DESN 4302	COMP 3302 DESN 3305	COMP 3314 DESN 3300	TYPE 3300	COMP 3315
PACKAGING DESIGN	DESN 4304	COMP 3302 DESN 3300	COMP 3315 DESN 3305	COMP 3314 TYPE 3300	DRAW 3300
PREPRESS PRODUCTION	DESN 4305	COMM 1312 DESN 3300	COMP 3302 DESN 3305	COMP 3314 TYPE 3300	COMP 3315
NEW MEDIA	MEDI 4303	COMP 3315	COMP 3302	COMP 3314	
PORTFOLIO ASSESSMENTS	PORT 2300	DESN 3300	DESN 3305		DESN 4302 DESN 4305 MEDI 4303
				DESN 4304 COMP 4309 DESN 2100	
				<b>2</b>	<b>16</b>
<b>SEMESTER 5</b>					
THE BUSINESS OF GRAPHIC DESIGN	DESN 5307	SEMESTER	1 - 4	2	0
FIELD PLACEMENT SEMINAR	FWKS 5304	SEMESTER	1 - 4	2	0
PORTFOLIO STUDIES	PORT 5302	SEMESTER	1 - 4	0	16
				<b>4</b>	<b>16</b>

**GRAPHIC DESIGN**

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		
				HRS	HRS	
<b>SEMESTER 6</b>						
FIELD PLACEMENT - GRAPHICS	FWK 6303	FWKS 5304 PORT 5302 PLUS ALL GEN. EDS.		0	0	560
				<b>0</b>	<b>0</b>	<b>560</b>

**NOTES:**

**ELE - ELECTIVE** - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.

**OPT1/OPT2/OPT3 - OPTIONS** - Students choose subjects. **OPT1** subjects are included in total hours per week.

**G - GENERAL EDUCATION** - Subjects marked at the left margin with **G** are "General Education" subjects.

**GEN ED** - First year students must take one (1) General Elective in either semester one or two.

# COURSE DESCRIPTIONS

**ADVERTISING DESIGN DESN 3300** Students enhance their visual problem-solving skills while developing ideas from the creative stage through to the final design and layout of advertising campaigns. Emphasis is placed on the creative process through project analysis, research, developing a strategy brief, communication, presentation and critique.

**APPLIED DESIGN COMP 4309** The purpose of this course is to allow students to apply the skills and knowledge they have acquired to the design and production of the Annual graduate exhibit. The students will be provided with background information and examples and then will complete the promotional material and exhibit design for the show. The key to a successful completion of this course will be research into materials, the use of appropriate software for creating their designs, and the level of craftsmanship demonstrated in producing the presentations. One additional project and exercise will also be assigned at the instructor's discretion.

**COLOUR THEORY COLR 1301** Students explore the use of colour to help communicate ideas, moods and emotions. Topics include the historical development of colour in communication; colour wheels and illusions; the chemical and physical qualities of colour; additive and subtractive colour mixing; and the psychological and sociological effects of colour.

**COMMUNICATION FOR DESIGN COMM 1312** Students gain the communication skills to help them succeed in college and their careers. As well, students hone their critical thinking and problem-solving skills and learn the importance of planning effective communication. Basic computer, research and multimedia skills are required.

**CORPORATE DESIGN DESN 3305** Students learn to create a visual identity for a business. Topics include logos, trademarks, annual reports, and newsletters. As well, students learn about business strategy and complete several creative projects.

**DIGITAL DESIGN I COMP 2336** Students further develop their knowledge of computer software, hardware and design in a Macintosh environment using QuarkXpress.

**DIGITAL DESIGN II COMP 3314** Students develop their typographic and design skills in QuarkXpress. Topics include a review of style sheets, master pages, text wraps and columns. Students learn the typographic design concepts in QuarkXpress and use state-of-the-art technology and peripherals. Lectures, demonstrations and theoretical and practical assignments are included.

**DIGITAL ILLUSTRATION & DESIGN I COMP 2302** Students learn the basic tools and functions of Adobe Illustrator for design and image creation. Technical proficiency is evaluated through a number of lab assignments and creative projects that continue to develop each student as a designer.

**DIGITAL ILLUSTRATION & DESIGN II COMP 3302** This course is a continuation of DIGITAL ILLUSTRATOR & DESIGN I (COMP 2302). Students continue to develop drawing skills using Adobe Illustrator and work on a variety of design assignments.

**DIGITAL IMAGERY & EDITING I COMP 2337** This course extends the photographic concepts from PHOTOGRAPHY (PHOT 1300) into a digital, computer-based environment. Photographic instruction and assignments introduce students to digital image manipulation and editing

via computer. Other topics include flash and colour shooting. These assignments are enhanced through digital colour correction and manipulation, the incorporation of type into a layout, and digital retouching. In addition, students are introduced to the digital camera as an emerging photographic technology.

**DIGITAL IMAGERY & EDITING II COMP 3315** The skills to be developed in this course are related to the control and adjustment of digital images that have been imported and/or scanned. It utilizes the Adobe Photoshop software program that is reputed to be the most popular digital imaging program in the world. After doing a short review of the Digital Imaging course, the students will be introduced to some of the new and more advanced areas of the program, particularly those involved with prepress preparations. This would include intermediate colour correction; understanding the methods of using correct resolution, image size and file size; calibrating the monitor accurately; and setting up the file for printing through a variety of settings. As well as doing advanced work on the more complex palettes of Layers and Channels, they will also apply more sophisticated methods of improving images. Importing from and exporting to other applications, preparing images for multimedia and batch processing will also be included.

**DIGITAL PHOTOGRAPHY PHOT 1310** This course introduces students to basic principles of photography. Instruction will consider both the technical and visual components of the photograph. Critical skills in understanding and interpreting photographs will also be taught. Students will receive instruction in the use of digital 35mm camera and basic printing techniques. The cameras used will require the student to manually adjust shutter speed and aperture.

Assignments will include the use of existing light, depth of field and portrait shooting on location and in the photographic studio. This course deals primarily with camera manipulation, compositional techniques and printing output.

**DRAWING I DRAW 1301** Drawing is a means by which students can observe, analyse and react stylistically to the world in which they live. Students develop their spatial thinking and creative problem-solving skills, reinforcing the knowledge gained in other Graphic Design courses.

**DRAWING II DRAW 2301** This course is a continuation of DRAWING I (DRAW 1301).

**DRAWING III DRAW 3300** This course helps students explore how drawing relates to design and creativity. Practical exercises help students develop their analytic research skills, visual perceptive skills and abstract problem-solving abilities.

**EDITORIAL DESIGN DESN 4302** Students learn the techniques and theories of publication design. Through hands-on projects, students apply their layout, typography, colour theory, photographic and design skills to existing magazine formulas and formats. Students also explore fresh and innovative design.

**FIELD PLACEMENT SEMINAR FWKS 5304** Graphic Design students develop interpersonal skills and attributes that contribute to career success. Topics include respect for others' opinions and beliefs; speaking with confidence; on-the-job effectiveness; initiative; active participation; and self-confidence.

**FIELD PLACEMENT-GRAPHICS FWK 6303** Graphic Design students gain real-world experience and apply their knowledge and skills in the workplace. Field placements also help students

identify their specific objectives and progress is monitored throughout the placement. While the onus is on students to secure a field placement, faculty will support students in this endeavour.

**GRAPHIC DESIGN PRACTICE DESN 1303** Students explore the business-end component of graphic design. Through projects and lectures, students learn about the relationship between clients and their designers and suppliers, as well as how to estimate and price projects. Other topics include legal issues, proposals and project workflow.

**HISTORY OF ART HIST 1307** This course introduces art history through a survey of 20<sup>th</sup> century art. Students learn about great art and the historical context in which it was created. Assignments are interdisciplinary and interactive allowing students to use various design skills to present their ideas.

**HISTORY OF GRAPHIC DESIGN HIST 1317** This course helps students to explore the evolution of typography; reflect on innovative graphic design solutions and their power as a communication tool. Lectures are supported by visual examples of graphic design solutions.

**INTRODUCTION TO COMPUTER CONCEPTS COMP 1332** Students learn computer technology in the Macintosh environment, including hardware and software. As well, students learn to perform fundamental operations in the three major applications used throughout their Graphic Design studies.

**LAYOUT & DESIGN I DESN 1301** Students develop visual problem-solving skills through assignments. Specifically, students explore how graphic elements such as line, form, colour and typography interact. As well, students create balanced and effective designs.

**LAYOUT & DESIGN II DESN 2301** Students develop visual problem-solving skills through assignments. Specifically, students explore how graphic elements such as line, form, colour and typography interact. Students also create balanced and effective designs.

**NEW MEDIA MEDI 4303** Under development

**PACKAGING DESIGN DESN 4304** Students learn the issues and regulations of package design. Marketing, design research and professional practice are emphasized in practical projects. As well, students review typography, layout, design and colour theory for packaging. A sound knowledge of Adobe Illustrator and Adobe Photoshop are required.

**PORTFOLIO ASSESSMENTS PORT 2300** Simulating a job interview or presentation, students display their work for viewing and evaluation by faculty. Students must include a selected number of representative pieces from each subject area.

**PORTFOLIO STUDIES PORT 5302** Working with the knowledge and skills gained in all first- and second-year courses, students create a final portfolio that is suitable for a wide variety of graphic design positions. Students receive instruction and critique on a more individual basis, helping them tailor their portfolios to their specific needs and goals.

**PREPRESS PRODUCTION DESN 4305** Students will learn basic and advanced prepress concepts and skills. Topics include calibrating monitors; colour correction of images; creating documents with process; Pantone, spot and multiple colours; trapping and printing methods. Students

will output a QuarkXpress document for film separation, as well as a colour proof. They will also create a press quality PDF file.

**PRESENTATION TECHNIQUES COMM 1306** Students learn to effectively articulate their thoughts. In a fun-filled environment, students explore the basics of preparing and delivering a speech for a variety of occasions. As well, students analyse the techniques of dynamic speakers, fine-tune their delivery, and learn to speak in front of an audience with ease.

**THE BUSINESS OF GRAPHIC DESIGN DESN 5307** Under Development

**TYPOGRAPHY I TYPE 1301** Students gain a practical, yet inspired, knowledge of typography as an essential element of visual communication. As well, students learn the basic principles of typography for type use and terminology. Students hand-render all assignments to gain a better understanding and appreciation of the individual type forms and subtle differences.

**TYPOGRAPHY II TYPE 2301** This course helps students further the knowledge gained in **TYPOGRAPHY I (TYPE 1301)**. Students begin to appreciate typography as an art form and major component of design. The course combines typography and the disciplines of layout and design in practical design projects. Through theory, hands-on execution and final critique, students exercise their creative and technical ability. Students also develop a stronger appreciation for the diverse aspects of typography and its communications value.

**TYPOGRAPHY III TYPE 3300** This course serves as a continuation of **TYPOGRAPHY I (TYPE 1301)** and **TYPOGRAPHY II (TYPE 2301)**. Students further their knowledge of typography and refine their typographic skills through a variety of assignments.

**VISITING DESIGNERS DESN 2100** Through lectures, students learn about an array of modern graphic design masterpieces and their creators. Current design events and recognized designer achievements support this selection.