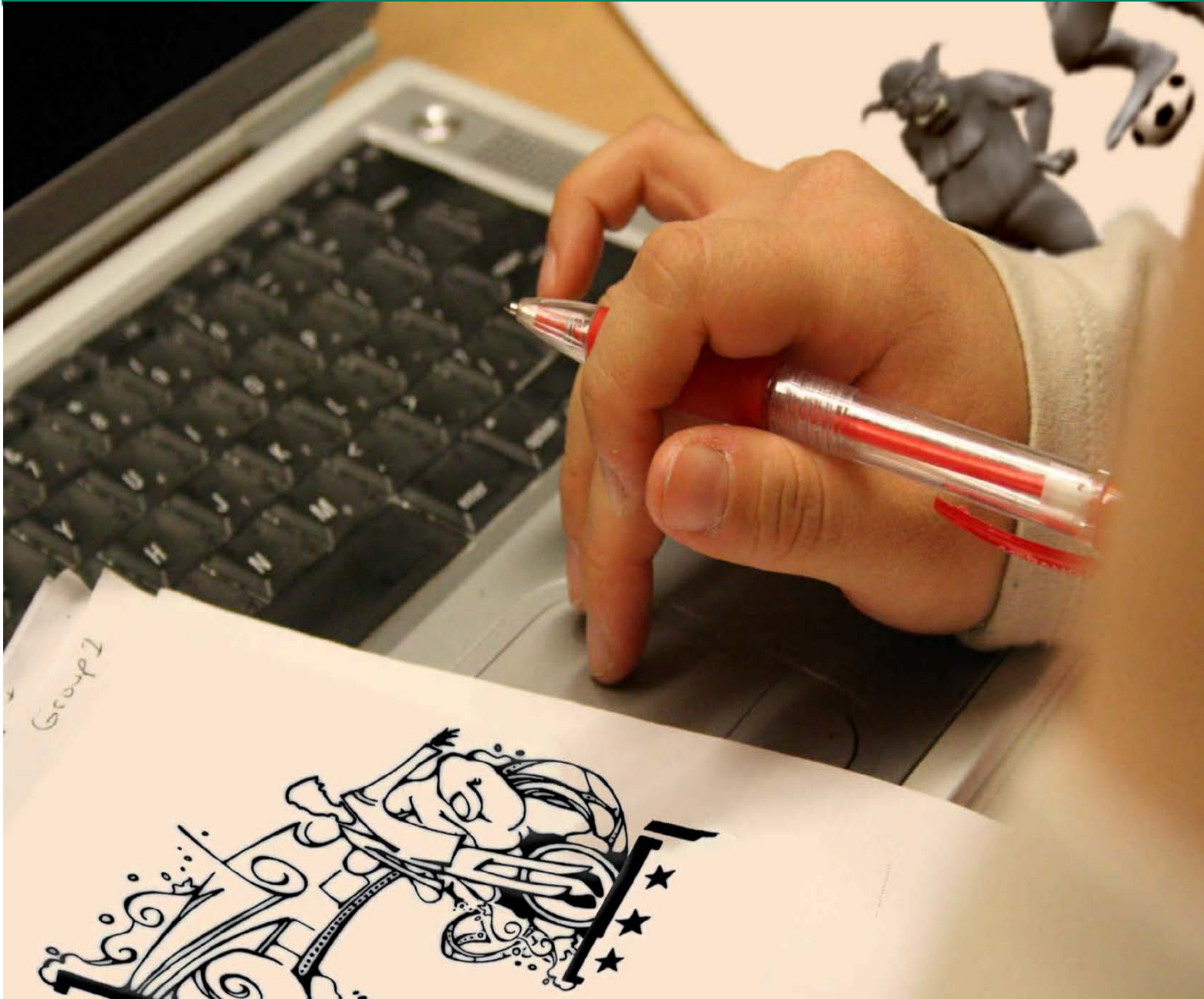


Animation – Digital Arts Animation – Digital Production Program Guide



School of Media, Art & Design

Table of Contents

Welcome Student	2
Program Faculty & Staff.....	3
Durham College Vision and Values	4
The Student Experience Comes First	5
Important Dates	6
Program Information	
- program description.....	12
- program learning outcomes.....	13
Course Outlines.....	14
General Education.....	14
Program Specific Academic Policies.....	15
Policies for the School of Media, Art & Design.....	18
Academic Integrity	20
Requirements for Promotion.....	20
Aegrotat and Missed Final Examinations.....	21
MAD Resources for Students	22
Academic Advising - Student Liaison.....	25
Centre for Students with Disabilities	26
Student Academic Learning Services (Learner Support Centre)	27
The Library	28
College Publications	29
Scholarships and Bursaries	30
Transfer Guide.....	33
Program of Studies.....	34
Course Descriptions	37

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 for the most current information.

Printed: June 2011

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, MFA
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. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. 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 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.

I wish you much success with your studies.



Judy Robinson,
Vice President, Academic

Faculty & Staff Listing

The School of Media, Art & Design Office is located in C237. Our office hours are Monday – Friday 8:00 a.m. – 4:30 p.m. Staff and Faculty can be reached by phone by dialling (905) 721-2000 and then the extension as listed on this directory....

Office & Administrative Staff...

	Office	Extension
Greg Murphy, Dean	C237	3128
Charlotte Hale, Associate Dean.....	C238	2708
Alanna Desaillier, Administrative Coordinator.....	C237	3148
Kerry Doyle-Brownell, Student Liaison	C237	2474
Amy Derald, Administrative Assistant	C237	3067

Faculty...

(*) denotes a Program Coordinator

	Office	Extension		Office	Extension
Aloe, Robert	C226	2280	Ibric, Edin	C230	3634
Anderson, Reid	C226	2641	Jarvis, Greg	C233	2713
Andrews, Craig	B297B	2226	Johnson, Mark, DGVP*	C118	2008
Arsenault, Luc	C228	TBA	Jordan, Bryan	C108	2526
Bartok, Joe	L217	2346	Jordan, Jo-Ann	C118	2624
Bath, Margo	B297C	2293	Klassen, Herb, FAD*	C125	2239
Beaudoin, Isabelle	C234	3631	Kozlowski, Jason	C108	TBA
Brown, Richard, GDES*	C226	2633	Labecki, Dan	C12	6595
Byers-Reid, Tracy	C12	6595	LaFrance, Laurie	L218	TBA
Capar, Terry	L218	2643	Legree, Brian	L221	2712
Chan, Clement	C228	TBA	Leroux, Bernard	C12	6595
Chappell, Rob	L218	2108	Levine, Rick	C12	6595
Chapple, Gary, ANIM*	C227	3636	Lishman, Geordie	C12	6593
Cheng, Linda	C118	2583	Lucier, Peter	C108	TBA
Clarke, Wade	L218	2627	McCall, Todd	L218B	2604
Colling, Ginny	L219	2289	McGhie, Tim	C12	6595
Colmer, Pam	C226	2642	McGrath, Stephen	L217	2346
Cream, Evelyn	L217	2346	McKenzie, Jason	C235	TBA
Crome, Donna	C118	2217	McPherson, Iain	L217	2346
Czuba, Angelina	C227	2159	McQuay, Sean, Fine Art*	C125	2239
Davidson, John	C12	6595	Meekins, Marlo	C12	6593
Devitt, Greg	C12	6595	Pace, Richard	C235	TBA
Dolishny, Rick	CC-WS-2406	6521	Paxton, Rob, JOUR*	L221	2710
Drinkwalter, Kevan	L218B	2291	Poulin, Eric	C235	TBA
Ellis, Stuart	C226	2413	Raby, Phil	L221	2503
Evans, Steven, MMDE*	L218	2643	Ragusa, Rob	C12	6593
Felstead, Kris, WBIN*	C229	3640	Rodrigues, Anna	L221	3666
Ferrari, Nick	C118	2722	Rose, Gerry	L219	2289
Foerster, Mark	C12	6595	Rosnak, Allison	CC2305	2333
Fournier, Allan, DGPH*	C233	2713	Roy, Stephanie	L218B	2604
Garnett, Elaine	L218B	2604	Salter, Dawn, ADVS*	L218B	6525
Goodwill, Kimberley	C12	6593	Schopp, Allan	L218B	2604
Goodwin, John	C227	3636	Seiden, Jeremiah	C227	2159
Gough, Lynn, PUBL*	C124	2571	Senter, Stephen	C118	TBA
Gould, Christopher, VFX*	C230	3634	Starling, John, PRMD*	L218	2644
Grabinsky, Matthew, GDEV*	C229	3640	Stephens, Brian	C118	TBA
Gubala, Ray	L218	2191	Suen, Barb	C226	2506
Hanson-Parry, Tracey	C226	2640	Sutherland, Tony, MBM*	L217	2511
Harder, Danielle	C12	6593	Tasker, Rob	C235	TBA
Heatherley, Scott	C228	TBA	Thornton, Marni	L217	2452
Hill, Joanne	B208	2520	Welsby, Paul	C124	2571
HoSang, Brian	L218	2108	White, Rob	C108	TBA
Hudecki, Peter	C234	3631	Williams, Lance	L218	TBA
Hudson, Brent, MMDE*	L218	2644	Zamojc, Ian	C228	TBA
Hupka, Peter	B297B	2226			

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, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- 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 2011 – 2012

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

FALL 2011 SEMESTER

July 4, 2011	Fees due date for first year students
July 12, 2011	Web registration - for 2 nd year students who have paid for fall semester - begins.
July 13, 2011	Web registration - for 3 rd year students who have paid for fall semester - begins.
July 19, 2011	Web registration - for 1 st year students who have paid for fall semester - begins.
July 20, 2011	Fees due date for returning students.
August 1, 2011	Civic holiday (no classes).
TBA	Registration for part-time Oshawa campus students begins and window opens for timetable changes.
August 29, 2011	Apprenticeship Classes begin.
September 5, 2011	Labour Day (no classes).
September 6, 2011	Orientation for first-year students.
September 7, 2011	Classes begin for most programs.
September 13, 2011	Last day for late program registration. Last day for fall semester course or program changes.
September 20, 2011	Last day for full-time students to withdraw with a refund of fees paid, less a \$100 administration fee. ^{1,2} 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. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2011	Student Health Insurance Plan "Opt-out" deadline.
October 3, 2011	Due date for 2 nd instalment of Fall fees.
October 4, 2011	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. ^{1,2}

October 10, 2011	Thanksgiving (no classes).
October 20, 2011	Fall Convocation (to be confirmed)
October 26, 2011	Deadline for submission of adjusted marks to clear INC grades from Summer 2011. INC grades after this date will revert to a fail.
November 16, 2011	Winter 2012 semester fees due date.
November 17, 2011	Scholarship Ceremony
November 14, 2011	Last day to withdraw from a fall semester subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
December 9, 2011	Last day of classes for most programs.
December 12 to 16, 2011	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 4 and 5, 2012 scheduled as tentative snow dates for the Oshawa campus.
December 22, 2011	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 4, 2012.
TBA	Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.
December 24, 2011 – January 1, 2012 inclusive	Campus closed for the holiday season.

WINTER 2012 SEMESTER – JANUARY START

November 21, 2011	Web registration for Fall start 1 st year students for winter 2012 semester courses begins.
November 28, 2011	Web registration for 2 nd and 3 rd year students for winter 2012 semester courses begins.
December 5, 2011	Web registration for January start students begins.
December 7, 2011	Winter 2012 semester fees due date.
TBA	Registration for Oshawa campus part-time students begins.
January 2, 2012	Apprenticeship Classes begin
January 4, 2012	Classes begin for most programs. Official grade distribution date for the purpose of Academic Appeals.
January 10, 2012	Last day for late program registration. Last day for winter semester course or program changes.
January 10, 12 and 14, 2012	Dates for missed exams from Fall Semester 2011

January 17, 2012	<p>Last day for full-time students, who started their program in September 2011, to withdraw with a refund of <u>winter tuition fees</u>.^{1,2} Ancillary fees and school supply fees are not refundable.</p> <p>Last day for full-time students, who started their program in January 2012 to withdraw with a refund of fees paid less a \$100 administration fee.^{1,2}</p> <p>Last day for refund eligibility when dropping to part-time.</p> <p>Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.</p> <p>Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.</p>
January 31, 2012	January start students only: Student Health Insurance Plan “Opt-out” deadline.
January 30 to Feb 3, 2012	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.
January 31, 2012	<p>Last day for application for winter semester subject exemption/credit.</p> <p>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.^{1,2}</p>
February 8, 2012	Due date for 2 nd instalment of Winter fees.
February 17, 2012	T2202As available online via MyCampus as of 4 p.m.
February 20, 2012	Family Day (no classes).
February 20 to 24	Winter Break week; no classes with the exception of Apprenticeship and February-start students.
February 27 to March 2	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 7, 2012	Deadline for submission of adjusted marks to clear INC grades from Fall 2011. INC grades after this date will revert to a fail.
March 12 to 16, 2012	Winter Break week for most OYAP apprentices (except OYAP hairstylists; please see your school office).
March 19, 2012	Last day to withdraw from a January-start subject. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
April 6 2012	Good Friday (no classes).
April 10, 2012	Last day to apply to graduate – courses ending April 2012.
April 13, 2012	Last day of classes for most January-start programs.
April 16 to 20	Winter semester (January start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.

April 27, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 8, 10, and 12, 2012	Dates for Missed Exams from Winter Semester 2012.
June 21 & 22, 2012	Convocation (Time and location TBA)

WINTER 2012 SEMESTER – FEBRUARY START

December 7, 2011	Winter 2012 – February-start - semester fees due date. Web registration for February-start students begins.
January 30, 2012	February-start classes begin.
TBA	Registration for Oshawa campus part-time students begins.
February 3, 2012	Last day for February-start late program registration. Last day for February-start course or program changes.
February 10, 2012	Last day for full-time students, who started their programs in February 2012 to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} 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 20, 2012	Family Day (no classes).
February 29, 2012	February-start students only: Student Health Insurance Plan “Opt-out” deadline.
February 24, 2012	Last day for application for semester subject exemption/ credit. 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. ^{1,2}
March 7, 2012	Due date for 2 nd instalment of Winter fees – February-start students only. Deadline for submission of adjusted marks to clear INC grades from Fall 2011. INC grades after this date will revert to a fail.
April 6, 2012	Good Friday (no classes)
April 9, 2012	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. ^{1,2}
May 4, 2012	Last day of classes for most February start programs.
May 10, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
June 21 & 22, 2012	Convocation (Time and location TBA)

SPRING 2012 SEMESTER

March 7, 2012	Spring 2012 semester fees due date.
April 10, 2012	Web registration for Spring/Summer programs begin.
May 7, 2012	Most Spring classes begin.
TBA	Registration for Oshawa campus part-time students begins.
May 11, 2012	Last day for late program registration. Last day for most spring semester course or program changes.
May 18, 2012	Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} 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. ^{1,2} Last day for application for spring semester subject exemption/credit.
May 21, 2012	Victoria Day (no classes).
May 31, 2012	Student Health Insurance Plan "Opt-out" deadline.
June 8, 2012	Last day to withdraw from most spring semester subjects. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
June 22, 2012	Last day of classes for most Spring-start programs.
June 29, 2012	Deadline for submission of adjusted marks to clear INC grades from January start Winter 2011 semester. INC grades after this date will revert to a fail.
June 28, 2012	Spring semester grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2012 SEMESTER

April 10, 2012	Web registration for Spring/Summer programs begins.
May 2, 2012	Summer 2012 semester fees due date.
July 2, 2012	Canada Day (no classes).
July 3, 2012	Summer classes begin.
July 9, 2012	Last day for late program registration. Last day for most summer semester course or program changes.

July 16, 2012	<p>Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of fees paid less a \$100 administration fee.^{1,2}</p> <p>Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects.</p> <p>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.^{1,2}</p> <p>Last day for application for summer semester subject exemption/credit.</p>
August 3, 2012	Last day to withdraw from most summer semester subjects. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
August 6, 2012	Civic Holiday (no classes).
August 17, 2012	Last day of classes for most Summer start programs.
August 23, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2012	Convocation (Time and location TBA)

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

Welcome to Animation-Digital Arts and Animation-Digital Production at Durham College

The Animation - Digital Arts/Digital Production program enjoys the rich environment provided by the Durham College School of Media, Art & Design.

Students enrolled in this program are dedicated, passionate, and creative individuals.

It is always exciting for the faculty to meet their new students and receive the feedback from those who are thrilled with their acceptance into the program, anticipating a rewarding educational experience.

Program Description

The Animation - Digital Arts/Digital Production program has been developed with input from veterans in the animation and film industry, and continues to garner enthusiastic support from studios and professional artists across the country. All of our professors come from that industry, ready to share their knowledge and experience with our students.

The focus of the Animation - Digital Arts/Digital Production program is on character animation and performance, supported by storytelling, character design, modeling, texturing, and rigging, staging and lighting, and film editing and compositing.

Students receive a solid foundation in figurative drawing, with an emphasis on pre-production for animation and film.

While the diverse program of study is based on 3D and 2D digital animation, courses such as cinematic arts, audio, performance and portfolio ensure that Durham College's Animation students are able to handle any professional challenge.

Students wishing to graduate with the two-year Animation - Digital Arts Diploma can take the animation skills and knowledge they have acquired into their future careers or in continuing their education in related fields.

Students wishing to specialize as character animators, character modellers and riggers, or composers should stay on for the third year, to receive the three-year Animation - Digital Production Advanced Diploma. The knowledge acquired in this last year will aid each student in creating a Demo Reel, Portfolio and a successful career as an animator, designer or compositor.

The program is organic, and the ongoing refinement of the curriculum continues to be shaped by the insights of the faculty members.

As a result, Durham College's Digital Arts/Digital Production graduates are industry ready and widely recognized as being the most well-rounded with respect to their experience, skills and abilities.

PROGRAM LEARNING OUTCOMES

1. Read, analyze and create layouts from storyboards and designs.
2. Recognize and determine fielding and camera moves for storyboards, layout, and animation.
3. Recognize and determine depth and dimension.
4. Inter-relate their drawings in such a way as to produce the convincing illusion of motion in time and space.
5. Develop characters that express emotion.
6. Draw a three dimensional environment and objects within that environment.
7. Create a professional layout package.
8. Draw an effective storyboard.
9. Identify the production process of an animated film.
10. Use industry standard software such as: Maya, Photoshop, Premier and Flash.
11. Develop and maintain an up-to-date professional portfolio.
12. Work in a professional manner, maintaining professional relationships and communicating effectively with clients, coworkers, supervisors, and others.
13. Apply appropriate and effective business practices when dealing with clients.

Course Outlines

For each course, a Course Outline that describes course learning outcomes, 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 (<http://www.durhamcollege.ca/academicpolicies>). 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 .

General Education

General education courses strengthen students' skills in areas 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". General Education courses are typically a combination of mandatory and elective courses.

According to Durham College Academic Policy ACAD-103 and as a requirement for graduation, every Durham College student in a two or a three-year diploma program must have successfully completed a minimum of three General Education courses from at least **two different** General Education themes as follows:

- GNED 1100 – Personal Understanding
- GNED 1200 – Arts and Society
- GNED 1300 – Civic Life
- GNED 1400 – Social and Cultural Understanding
- GNED 1500 – Science and Technology

DURHAM COLLEGE ACADEMIC POLICIES & PROCEDURES

To view the Durham College Academic Policies & Procedures, please go to www.durhamcollege.ca/academicpolicies.

PROGRAM SPECIFIC ACADEMIC POLICIES & PROCEDURES

Prerequisite Courses: Progression through the program-- it is essential that students attend classes. The skills that you acquire in the **Animation-Digital Arts** and **Digital Production** program are cumulative. They build upon each other. We have therefore implemented a system of prerequisite courses. These courses must be successfully completed before the student can take the next level of courses.

All second year courses must be successfully completed and the student must have a GPA equal to or greater than 2.00 to progress into third year.

THE FAILURE OF ONLY ONE COURSE CAN DELAY YOUR PROGRESS THROUGH THE PROGRAM BY AN ENTIRE YEAR.

LEVEL OF EXPECTATION AND MATURITY OF WORK: All work must be mature in nature and adhere to the OFRB's (Ontario film review board) 14A Rating Guidelines as follows:

Language: Limited use of stronger expletives and/or slurs and/or mild sexual references.

Violence: Restrained portrayals of non-graphic violence, integral to the plot. The portrayals are not prolonged; bloodletting and/or tissue damage is limited.

Nudity: Brief Full Frontal nudity in a non-sexual context, non-exploitative close-up.

Horror: Exciting horror scenes and some grotesque images may be allowed in a fantasy or comedic context, but there will be no detailed and/or prolonged focus on gory images or suffering.

The comparable standard for computer and video game work is ESRB's (Entertainment Software Rating Board) T (Teen) Rating Guideline:

Titles rated T (Teen) have content that may be suitable for ages 13 and older. Titles in this category may contain violence, suggestive themes, crude humor, minimal blood, simulated gambling, and/or infrequent use of strong language.

CONTACTING FACULTY: When contacting faculty regarding attendance, assignments, grades or any other course or program related issue, please use the contact information provided in the course outline, or as directed by the faculty member. Specifically, DO NOT use informal methods of contact such as social networking (MySpace, Facebook) or instant messaging (MSN, Yahoo, AIM) applications.

The classroom operations are directly related to that of a professional studio. Thus the following issues of student conduct and work ethic are a determining factor in the expectations and assessment of each student.

ATTENDANCE: Attendance must be regular. It is critical to successful completion of the course. Information is supplied during class hours via lectures and hands-on practical application of new procedures. It is impossible to makeup the experience of a class critiquing session or environment.

ABSENCES: Students arriving after the start of class (10 minutes after the hour), or leaving before the end of class (on the hour) will be considered absent. Any student absent for more than 3 classes will receive a mark of 0% on their Attendance and Participation mark. Any student who has missed 4 classes will be withdrawn from the course.

MISSED CLASS: If a student misses class time, that student is responsible for catching up on missed work, not the instructor. Waiting until the next class to discover what was missed (such as in-class assignments) is not wise.

RESPECT: Students must conduct themselves with consideration for their classmates, inside and outside scheduled class hours. All students are entitled to enjoy a quiet working environment free of careless distractions and disturbances.

DISRUPTIONS: Any disruptive behavior in the classroom may result in that student being asked to leave. Students causing disturbances or creating noise, including talking and ambient noise from headphones, will be cited and face disciplinary actions, according to the Policies And Procedures outlined in the Student Handbook.

MUSIC OR GAMES IN CLASS: Playing music or computer games in the computer labs is not permitted, except when directly related to coursework. Students must ALWAYS wear headphones when working with audio.

FOOD and BEVERAGES IN LABS: Absolutely no food or beverages will be allowed in the labs, at any time.

DEADLINES: As in a studio, failure to meet deadlines results in loss of credibility as well as diminishing returns, i.e. grades. Assignments not submitted by deadline will receive a grade of 0, unless proper notification and documentation is given.

SUBMISSION CONVENTIONS: Digital files that are not labeled using the standard format provided by faculty will not be accepted and given a mark of 0% (individual instructors may set a different standard). Standard format is:

projectnameA_lastnamei.ext
(project name - Capital section letter - underscore - last name - first initial - file extension)

No Other Underscores, No Spaces, No Periods, No Commas – if there is only one section, you can skip the Capital letter.

NAMING CONVENTIONS: Students should make all their digital content (including work not being submitted) viewable and useable on any operating system, as it is quite common for staff and students to switch from one to the other, and to preserve the ability to work with the material. Never use SPACES, SLASHES, or other odd symbols such as COMMAS, QUESTION MARKS, PARENTHESES, EXCLAMATION MARKS, and so on. Stick to letters, numbers and underscores.

FILE EXTENSIONS: Do not forget the file extension – while the Mac OS recognizes files without them, Windows and some software will not.

PAPER SUBMISSIONS: All paper/hardcopy submissions should clearly state the student's name on the front, or the assignment will receive a mark of 0%. Originals of hardcopy submissions (character designs, dope sheets, etc.) will not be accepted – copies only. Multi-page submissions must be stapled or in folders (details may be specified per assignment).

ORIGINAL WORK: All material produced in or for class, whether text, image, or digital, must be original, or correctly cited. Plagiarism is a form of stealing. It includes, but is not limited to, failure to

indicate the ideas, data, graphic elements, or language of another, without specific and proper acknowledgment. Students who plagiarize, or cheat in any way, will be cited and face disciplinary actions, according to Section 2 (Academic Honesty) of Students Rights and Responsibilities outlined in the Student Handbook.

Plagiarism especially includes taking the work of another student (or work downloaded from the internet) and submitting it as your own, even if you 'tweak' it, and also giving your work to another student to submit, even if the other student 'tweaks' it. If you are unclear on what constitutes 'reference material', please discuss it with your professor.

REEL CREDITS: In particular, demo reels should always credit work not done by the student, including, for example, models, rigs and music. Also, content produced in or for class, regardless of format (such as VHS, DVD or online) should include a credit to the school and the Durham College logo composited on it.

PROMOTIONAL USE: All content produced in or for class, whether text, image, or digital, remains the property of the student, but Durham College reserves the right to use such work in any of their promotional materials and/or any activities such as advertisements, publications, posters, web sites, or exhibits, with the understanding that due recognition/credit will be given wherever possible.

CLASS USE: Durham College also reserves the right to use any content produced in or for class in class activities, including but not limited to critiquing sessions, using as examples, or for creating a library of models, rigs and other content for use by future students, with the understanding that due recognition/credit will be given wherever possible.

LOGGING IN (FILM WORK): Students are to sign-in using their banner ID for all filmmaking classes, rather than working on the server.

BACKING UP COURSEWORK: Students are responsible for ensuring their work is being backed up on a regular basis.

EXTRA ASSIGNMENTS: Students will not be allowed to do 'extra' assignments to 'bring up their mark' at the end of term – students must complete and hand in term work as it is assigned.

PASSING/FAILING: Some of your courses will have a Passing Mark of 60%, others 50%. Also, some courses give a Pass or Fail Grade instead of a letter or number grade. Please check the course outline for each course's Evaluation Criteria.

NO RECORDING DEVICES of any kind may be used at Durham College in the Animation program classes or offices either during class hours or outside of class hours unless written permission is obtained from a class instructor prior to said recording.

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 (Kerry Doyle-Brownell) 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 counseling. 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 consecutive 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 Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Requirements For Promotion

Evaluation and Promotion

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its 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 (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic Probation

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student 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.

For more details, students should speak with their Student Liaisons or review the Missed Final Examination Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

MAD Resources for Students

There are some great shared resources available to students enrolled in the School of Media, Art & Design. To assist in the access and appropriate use of these resources, MAD has friendly, expert staff available to help students with equipment sign-out, technical issues, and colour printing.

Meet the staff:

Jim Ferr.....Technical Coordinator/ Support for Mac labs and MAD servers
Darren Fisher.....Technical Support for Mac labs & audio labs
Oliver Fernandez.....Technical support for media loans, photography & video labs
Megan Pickell.....Media Loans Support

Our support staff can be found in the Tech Office (C225) or in Media Loans (L120).

Equipment Sign-Out – Room L120

To support student assignments an equipment sign-out service is provided. To borrow equipment the student must sign the agreement (or have a parent or guardian sign if under 18) and present a valid student ID card which is scanned along with the ID tag on the piece of equipment being borrowed. Equipment available for sign-out includes: digital SLR cameras, tripods, flashes, lenses, digital video cameras, graphic tablets, microphones, and more. For further details please visit room L120.

Due Dates

Because this equipment is a resource shared by students in multiple programs and classes, reasonable return dates for equipment have been established. Each student must abide by the rules in the borrower agreement and will be responsible for College equipment in their possession. Failure to return equipment by the due date and time will result in a progressive restriction of borrowing privileges. For details on current policies, please visit the School website – Technical Support page.

Sign-Out Procedure

Media Loans Office hours of operation are posted outside room L120. Students are required to present a valid student card to borrow equipment. Equipment cannot be signed out without a student card. To replace a missing student card, please visit Student Services.

Lost or Damaged Equipment

Lost or damaged equipment should be reported to the Media Loans staff immediately. 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 to avoid restrictions on your borrowing privileges.

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 cashiers in the Student Services Building. 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 a valid 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 MAD colour printer supports letter, tabloid and 12 x 18-inch sizes — paper is supplied. Please see our support staff in room L120 for further details.

Macintosh Desktop Labs

Our support staff are expert in the setup, operation and maintenance of Macintosh desktop labs L101, L108, L127, B111; and running Apple's OS X 10.6.x "Snow Leopard" operating system including all Adobe software. Our goal in selecting the operating system and applications we install is to ensure maximum stability and functionality. If you have questions about specific software versions, please see our support staff.

Lab Access

Our computers are in high demand, but MAD students have reasonable access to the desktop labs. Please be courteous to other lab users. Students who need access to a lab when a class is in progress must seek approval from the professor in the lab. Students who are given 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. It is the student's responsibility to change their account password in order to protect their data. This will prevent the potential loss or theft of data.

Password and account issues and questions are answered by the ITS Service Desk in the Learning Commons, room SW100.

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 USB Flash "sticks", an external hard disk, CD-R, 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 laptop to desktop or vice versa should seek our help in L120.

No Food or Drink, Please

No food or drink is permitted in the Macintosh desktop labs. As a courtesy to your support staff and fellow students, *please* eat or drink in the common areas such as the cafeteria rather than bringing food and drink into a Mac lab. Every year keyboards and sometimes computers are damaged due to spills. In addition, food odours may disturb other lab users. Please treat the labs and other lab users with respect.

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, for example a drive formatted for Windows may not handle files larger than 2 GB. Limited support is provided for these 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. The audio suite is located under the C-Wing lecture hall in room C113A. Students need to follow the booking procedure posted on the door. Please contact the staff in L120 if you have questions or need support.

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: **Kerry Doyle-Brownell**

Office #: C237

E-mail address: kerry.doyle-brownell@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.

CENTRE FOR STUDENTS WITH DISABILITIES

E-mail: 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 in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that students with disabilities have equal access to 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 SW116. The documentation should outline the current impact of the disability. 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 to ensure your accommodations and a seat in the test centre.**

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 SW 116).

Completed test forms and notifications to your professors, **for each test**, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. **Accommodated tests cannot be guaranteed if a student submits the Test Center Form less than 5 business days in advance of the test date.**

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 the CSD website each term

It is the student's responsibility to check their My Campus email address 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...

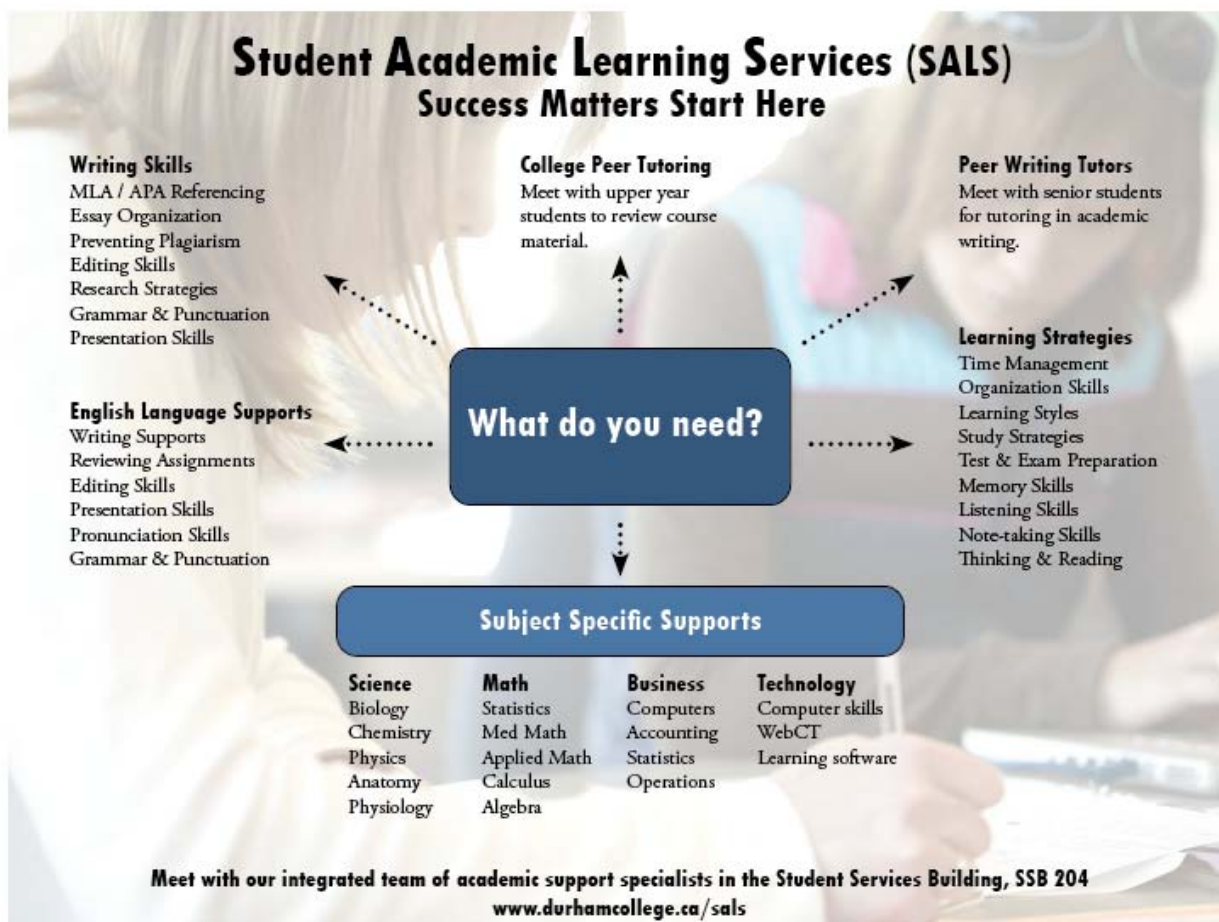
For further information please call 905-721-3123, drop by at SW116 to set up an appointment or visit our website at www.durhamcollege.ca/csd.

Student Academic Learning Services (SALS)

Success Matters Start Here! The staff and faculty at the Student Academic Learning Services Centre can help you achieve your educational goals.

You can use the centre to:

- Get peer tutoring help
- Learn how to study smarter, not harder
- Learn to manage your time and prepare for tests
- Improve your reading skills and take better notes
- Use 28 lab computers with learning software
- Increase your English proficiency
- Improve your writing skills
- Have a quiet space to do your work
- Access group study space
- Improve your marks from a 'B' to an 'A'



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 is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms and the *Den* in the basement for group work. 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.

Students & faculty at the Whitby now have a small branch library at their location. They may also use the North Oshawa campus library in person, via internet, or request books to be sent to them at Whitby.

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 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) 721.2000 ext. 2390
reference@dc-uoit.ca

College Publications

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

Program Guide

Durham College's Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the 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 Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student's responsibility to meet the academic requirements for completion of 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.

Scholarships, Bursaries and Awards

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.

Bursaries: 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.

Durham College supports access to post secondary education following these principles:

- 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.

Durham College Access Bursary Program: This bursary is available to Ontario students offered admission to a full time, **first year** program at Durham College.

Durham College Upper Year Student Bursary Program: Students must complete the Student Financial Profile application for consideration for bursary funding.

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

Eligibility: Students who are currently enrolled full-time 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.

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.

Unless otherwise noted, all students must complete the online Student Financial Profile application for consideration for bursary and award 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.

For further information on scholarships, bursaries and awards, please contact studentawards@durhamcollege.ca.

NOTE: 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.

AWARDS OPEN TO STUDENTS IN ALL PROGRAMS

Title of Award	Award Value (\$)
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
Carpenters Union Local 397 Award	\$800
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Association Award – <i>In Course (Application Required)</i>	\$1000
Durham College Bursary	Various amounts
Durham College Endowed Award – <i>In Course</i>	\$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
Fairfax Financial Holdings Ltd. Scholarship	\$3500
Garfield Weston Award	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$1300
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
Lois Sleightholm 21 st Century Award	\$1000
Marjorie Elizabeth Willoughby Award	\$3000
Ontario Aboriginal Bursary	Up to \$3000
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
Purdue Pharma Award	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$2000
UA Local 463 Award	\$400
The Central East Community Care Assess Centre Award	\$500& \$750
Wordham Family Award	\$3,000
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
Tyncel Hasan Award	Graphic Design	\$400

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

Diploma to Degree Pathways

Turn your Durham College diploma into a degree!!

If your post-secondary education 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, including UOIT, our campus partner.

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)

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

ANIMATION - DIGITAL ARTS/ANIMATION - DIGITAL PRODUCTION

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB	
				HRS	HRS
SEMESTER 1					
ANIMATION ARTS I	ANIM 1301			0	4
CINEMATIC ARTS I - ANIMATION	CINE 1301			0	2
CREATIVE WRITING TECHNIQUE FOR ANIMATION	CRTK 1300			0	3
MODELLING I - ANIMATION	MDRG 1301			0	2
VISUAL NARRATIVES I - ANIMATION	NARR 1301			0	2
PERFORMANCE I	PERF 1300			2	0
PRE-PRODUCTION DESIGN I - ANIMATION	PPDN 1301			0	3
TRADITIONAL ART TECHNIQUES I	TRAD 1300			0	3
				2	19
SEMESTER 2					
ANIMATION ARTS II	ANIM 2301	ANIM 1301		0	4
CINEMATIC ARTS II - ANIMATION	CINE 2301	CINE 1301 CRTK 1300 PPDN 1301		0	2
G THE HISTORY OF ANIMATED FILM	GNED 1209			3	0
IMAGING I	IMGE 2300	MDRG 1301 NARR 1301		0	2
MODELLING II - ANIMATION	MDRG 2301	MDRG 1301		0	2
VISUAL NARRATIVES II - ANIMATION	NARR 2301	NARR 1301		0	2
PRE-PRODUCTION DESIGN II - ANIMATION	PPDN 2301	CINE 1301 PPDN 1301		0	3
TRADITIONAL ART TECHNIQUES II	TRAD 2300	TRAD 1300		0	3
				3	18

ANIMATION - DIGITAL ARTS/ANIMATION - DIGITAL PRODUCTION

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB	
				HRS	HRS
SEMESTER 3					
ANIMATION ARTS III	ANIM 3300	ANIM 2301 CINE 2301 PERF 1300		0	4
AUDIO ARTS	AUDI 3300	CINE 2301		0	3
CINEMATIC ARTS III - ANIMATION	CINE 3301	PPDN 2301 ANIM 2301 CINE 2301		0	3
G CULTURAL STUDIES - FILM	GNED 1208			3	0
ILLUSTRATION I - ANIMATION	ILUS 3301	PPDN 2301 TRAD 2300		0	3
IMAGING II	IMGE 3300	IMGE 2300 MDRG 2301 NARR 2301		0	2
MODELLING AND RIGGING I	MDRG 3300	IMGE 2300 MDRG 2301 PPDN 2301		0	3
PERFORMANCE II	PERF 3300	ANIM 2301 PERF 1300		0	2
				3	20
SEMESTER 4					
ANIMATION ARTS IV	ANIM 4301	ANIM 3300		0	4
G ISSUES & ETHICS IN SCIENCE	ETHC 1302			3	0
GAMES	GAME 4301	IMGE 3300 MRDG 3300		0	2
ILLUSTRATION II - ANIMATION	ILUS 4301	ILUS 3301		0	3
IMAGING III	IMGE 4300	IMGE 3300 MRDG 3300		0	2
INDEPENDENT PRODUCTION	INDP 4300	CINE 3301 AUDI 3300		0	3
MODELLING AND RIGGING II	MDRG 4300	IMGE 3300 MDRG 3300		0	3
PERFORMANCE III	PERF 4300	PERF 3300		0	2
ANIMATOR'S PORTFOLIO	PORT 4300	ANIM 3300 AUDI 3300 CINE 3301 ILUS 3301 IMGE 3300 MDRG 3300 PERF 3300		0	2
				3	21

ANIMATION - DIGITAL PRODUCTION

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB	
				HRS	HRS
SEMESTER 5					
ANIMATION I	ANIM 5300	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 4300 MDRG 4300 PERF 4300 PORT 4300		0	4
CAREER PORTFOLIO	COMM 5302	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 4300 MDRG 4300 PERF 4300 PORT 4300		0	3
CONCEPT ART	CONA 5300	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 4300 MDRG 4300 PERF 4300 PORT 4300		0	3
IMAGING AND EFFECTS I	IMFX 5300	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 4300 MDRG 4300 PERF 4300 PORT 4300		0	3
MODELLING AND RIGGING III - ANIMATION	MDRG 5300	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 4300 MDRG 4300 PERF 4300 PORT 4300		0	3
PRODUCTION	PROD 5301	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 430 MDRG 4300 PERF 4300 PORT 4300		0	3
STUDIO PRACTICES I	STUD 5300	ANIM 4301 ILUS 4301 INDP 4300 GAME 4301 IMGE 4300 MDRG 4300 PERF 4300 PORT 4300		0	3
				0	22
SEMESTER 6					
ANIMATION II	ANIM 6300	ANIM 5300 STUD 5300		0	4
IMAGING AND EFFECTS II	IMFX 6300	IMFX 5300 MDRG 5300		0	3
MODELLING AND RIGGING IV - ANIMATION	MDRG 6300	IMFX 5300 MDRG 5300		0	3
INDUSTRY PORTFOLIO	PORT 6304	ANIM 5300 CONA 5300 IMFX 5300 MDRG 5300 PROD 5301 STUD 5300 COMM 5302		0	3
POST PRODUCTION	POST 6300	PROD 5301 IMFX 5300 COMM 5302		0	3
STUDIO PRACTICE II	STUD 6300	ANIM 5300 IMFX 5300 MDRG 5300 PROD 5301 STUD 5300 COMM 5302		0	3
				0	19

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.

COURSE DESCRIPTIONS

ANIMATION I ANIM 5300

Working on comprehensive animated character performances and projects, students engage various processes and media, to fully explore the creative possibilities in 3D filmmaking. Using three-dimensional animation software (Maya), a study of real world performance, motion and physics as applied to storytelling leads to the development of animated film projects.

ANIMATION II ANIM 6300

Working on perfecting comprehensive animated character performances and projects, students engage various processes and media, to fully explore the creative possibilities in 3D filmmaking. Using three-dimensional animation software (Maya), a study of real world performance, motion and physics as applied to storytelling leads to the development of animated film projects.

ANIMATION ARTS I ANIM 1301

Students are introduced to the art and processes of animation using 3D software (Maya). The depiction of emotional and physical forces using basic principles of animation will be examined. Students are introduced to the concept of animation using classical animation exercises.

ANIMATION ARTS II ANIM 2301

This course focuses on the continued study of movement and expression of character and personality forces in character animation. Students explore the principles of animation with a series of exercises.

ANIMATION ARTS III ANIM 3300

Students will execute a series of studies focusing on comprehensive animated character performances, using fully rigged characters. Storytelling through design of script and character will be emphasized. The expression of emotion, timing, and the subtlety of the character is also explored.

ANIMATION ARTS IV ANIM 4301

Students execute a series of studies focusing on comprehensive animated character performances. The development of critical assessment skills, and facility in visual rhythm in emphasized. Further instruction in animation through the use of structured critiques and exploration of advanced animation interfaces in Maya. Lip-synching and dialogue animation are presented.

ANIMATOR'S PORTFOLIO PORT 4300

This course will focus on the creation of the student's 'Animator's Portfolio'. This course will be the main support for the design and implementation of the portfolio and the final evaluation of their work to date. Upon completion of this course, students will have the knowledge and ability to apply for jobs in the field of character animation.

AUDIO ARTS AUDI 3300

This course introduces students to the world of “sound for picture” both technically and creatively. Students explore the use of sound through a series of projects that focus primarily on animated productions. Listening skills are developed so that students are able to communicate effectively the many different elements that encompass a film’s soundtrack. As well, an emphasis is placed on creative sound design demonstrating how sound can be used in telling stories.

CAREER PORTFOLIO COMM 5302

This course takes the work and skills learned in ANIMATOR’S PORTFOLIO, and broadens them. Students will learn skills for both presenting themselves and their ideas. Students can begin tailoring their career goals to different areas, such as animating, modeling, or compositing, within the animation field. They enhance their career portfolios, including demo reels, art portfolio, resumes and cover letters, in both physical and online formats. They also practice interviewing. The art of pitching ideas, for a feature, short or series will be taught in this course.

CINEMATIC ARTS I - ANIMATION CINE 1301

This course provides students with the basic skills required to move forward in the area of film. Students will learn the technical and artistic ideology behind videography and editing, and how it applies not only to film but also animation and the industry as a whole.

CINEMATIC ARTS II - ANIMATION CINE 2301

In this course students learn about direction using the art of cinematic language and how it relates to the Animation Industry and it's historical and cultural impact on 'the audience'. This is a project-based course focusing on the practical application of pre-cinematic arts and the basic anatomy of scene structure. Students will create a scene from pre to post production.

CINEMATIC ARTS III - ANIMATION CINE 3301

During the course of the term, students will undertake creative work and research for a chase scene production to further their understanding of scene anatomy within a sequence. The understanding of screen direction becomes more advanced as they learn the art of directing a short narrative.

CONCEPT ART CONA 5300

In this course, students will develop solid observational skills using a variety of techniques, materials and supports. Students will explore figure drawing and still life objects incorporating background and design elements.

CREATIVE WRITING TECHNIQUE FOR ANIMATION CRTK 1300

Students explore the idea of story, including story concepts, structure and visualization, as both a creative outlet, and a set of the communications skills integral to the animation and film industry, including pitching and screenwriting. This course also encourages a critical evaluation of those skills in relation to the creative process and the development of original work.

CULTURAL STUDIES - FILM GNED 1208

This course is a study of theoretical perspectives and debates in cinema and culture. Students focus on the cultural impact of cinema and how it impacts the audience, industry

and reflective works. Students will be evaluated on their ability to research, analyze and present theories related to these topics.

GAMES GAME 4301

This course introduces students to the fundamentals of character animation for video games. Through a series of exercises students will learn the implications and restraints of animating characters for a video game. Students will produce a humanoid action sequence and learn to create loops to link together with Maya Trax Editor. Student will experiment with animating mechanical objects such as robots.

THE HISTORY OF ANIMATED FILM GNED 1209

Each class will focus on a particular decade in the chronology of development; a continuation of the decade-by-decade journey of animation cinema, technique, and content. Careful attention will be given to the pioneers and significant practitioners who have been pivotal in the development and growth of animation. Examples from countries across the world will be screened, discussed, compared and analyzed. Above all, the course will be a celebration of the marvel of the animated film, an art form that has changed so much, yet relies on the same principles that were applied before recorded time

ILLUSTRATION I - ANIMATION ILUS 3301

Students will learn about anatomy, skeletal, as well as the superficial muscles. The focus will be on placement, shape, the physical forces and stresses evident when the figure is in motion and at rest. Students will draw from life as our source of inspiration to support these ideas. There will be an extensive look into proportion of the human figure. Students will have the opportunity to work with different mediums and materials to help to give voice and range to the images created.

ILLUSTRATION II - ANIMATION ILUS 4301

Students will gain further insight into the drawing process required for animation style drawings. An emphasis will be placed on the art of gesture drawing, which are the foundation of good animation. Topics will include acting, caricature, anatomy, body language and perspective.

IMAGING I IMGE 2300

Students are introduced to the related issues of 3D cameras, lighting, materials and rendering in digital filmmaking and interactive environments. Using skills acquired in drawing, color application, composition and storytelling projects, students manipulate project components in the production and post-production process.

IMAGING II IMGE 3300

Students explore more complex forms of lighting, materials, and rendering techniques. Students refine their skills developing photorealistic digital imagery, and are introduced to more complicated forms of non-photorealistic imagery. Students will be encouraged to develop personal styles and techniques.

IMAGING III IMGE 4300

Students continue to explore more advanced skills in the related areas of lighting, materials, rendering and compositing for digital filmmaking, focusing on lighting and rendering. Using

skills acquired in drawing, colour application, composition and storytelling projects, students manipulate project components in the production and post-production processes.

IMAGING AND EFFECTS I IMFX 5300

Students explore more advanced skills in the related areas of lighting, materials, rendering and compositing for digital filmmaking, focusing on texturing, visual and special effects and post-production. Using skills acquired in drawing, colour application, composition and storytelling projects, students manipulate project components in the production and post-production processes.

IMAGING AND EFFECTS II IMFX 6300

Students explore more complex forms of lighting, 3D camera technique, visual effects for feature films and motion tracking.

INDEPENDENT PRODUCTION INDP 4300 This course explores more advanced production, compositing and commercial techniques that students can utilize in their animation work. Students are introduced to and explore different forms of compositing styles and explore their own artistic statements through a number of small student designed projects.

INDUSTRY PORTFOLIO PORT 6304

This course will provide critical direction in the chosen area of specialization, providing students mentorship with their projects on an individual basis. Students will also focus on the refinement of their portfolios and reels.

ISSUES AND ETHICS IN SCIENCE ETHC 1302

This course examines the nature of science and some of the technologies that have been developed using the scientific process. Every new technology affects society in some way, usually bringing hope, as well as potential problems for the future. By studying technologies from a historical perspective, to the present, and into future, students will be challenged to identify and analyze controversial issues associated with these developments. Topics include technologies relating to information and communication, biology and health (e.g. organ transplants, reproductive interventions, biotechnology and genetic engineering), and energy. Through discussions, research, and presentations, students will acquire a basic understanding of ethics, critical thinking and decision-making as they relate to developments in science and technology.

It also acts as a lab component/check point allowing students to work independently as well with faculty supervision.

MODELLING & RIGGING I - ANIMATION MDRG 3300

Students explore the research, design and sculpt three-dimensional models and examine the processes of character rigging. Projects are focused on character creation while carefully addressing design requirements determined in other courses.

MODELLING & RIGGING II - ANIMATION MDRG 4300

Students continue to explore topics in digital modelling and character rigging, including facial animation and subdivision surfaces. Projects are focused on more advanced character creation while carefully addressing design requirements.

MODELLING & RIGGING III - ANIMATION MDRG 5300

Students explore and apply advanced techniques to support the development of characters, environments and other props to support projects. Students will also apply advanced technical skills in the development of models and rigs to produce professional-quality pieces.

MODELLING & RIGGING IV MDRG 6300

Students apply advanced complex techniques to support the development of characters, environments and other props, to produce professional-quality pieces.

MODELLING I - ANIMATION MDRG 1301

Students are introduced to the creative and technical aspects of polygonal and NURBS 3D modeling.

MODELLING II - ANIMATION MDRG 2301

Students continue to explore the creative and technical aspects of 3D modelling, investigating various uses in film, TV and games, especially for characters, and the reasons for applying both. Students are also introduced to rigging, the design of control structures of objects for animateability.

PERFORMANCE I PERF 1300

This course introduces students to the understanding of, the recognition of, and the ability necessary to perform human movement and expression. The course is experiential and most classes are movement labs. The biomechanics of human movement are introduced. An understanding of a range of human emotion is explored along with a basic understanding of the various motivations and intent associated with each emotion.

PERFORMANCE II PERF 3300

This course introduces students to the gestalt of the voice and body. Breathing and sound production is explored with attention given to body alignment and form. Students begin using simple text to maximize expression of ideas using a full range of voice and body language. A walk cycle is studied in preparation for animation and exploration of creative pedestrian movement is revisited. Narratives become increasingly complex. A basic understanding of staging and character embodiment is explored. Variations on a theme are developed including basic design concepts for a full final production.

PERFORMANCE III PERF 4300

Students will use this class as their main support for character performance. Facial performance and voice performance studies are included. Students engage in roles as actors and directors. Character studies from this course will be applied to exercises and projects in Animation courses.

POST PRODUCTION POST 6300

In this post-production intensive course, students will learn professional compositing and editing techniques that are presently used in studios and apply them to their animated work and Demo Reels.

PRE-PRODUCTION DESIGN I - ANIMATION PPDN 1301 This course will teach students the fundamental drawing skills needed to create preproduction art for animation.

Topics explored will include the production pipeline, what makes a strong character and different types of characters in animation. The latter half of the course will introduce students to the art of story boarding where they will learn basic rules of cinematography.

PRE-PRODUCTION DESIGN II - ANIMATION PPDN 2301

All great ideas start somewhere, but once you've got the idea, how do you develop it into something more? This course strengthens the student's understanding of pre-production techniques. Students will learn about the importance of pre-production and how it applies to their work as a whole, and in the industry. Students will learn about the necessary tools for developing ideas and will implement them as a studio team in a major project.

PRODUCTION PROD 5301

This course provides students with support and guidance in the narrative cinematic structure for their final projects. They will have the ability to bring together all the lessons learned in the previous courses to create a professional body of work. Students will explore the creative processes for problem solving in order to create a body of work that represents them as a professional in their chosen field.

STUDIO PRACTICES I STUD 5300

This course is designed to replicate industry-based production by following the procedures of a professional animation studio. Students will work within real scheduled time constraints to deliver broadcast quality Festival animation shorts. The primary software used will be Toon Boom Harmony and Toon Boom Storyboard Pro.

STUDIO PRACTICE II STUD 6300

This course is designed to replicate industry-based production by following the procedures of a professional animation studio. Students will work within real scheduled time constraints to deliver broadcast quality animation sequences. The semester begins with a focus on the key stages of animation production within designated class time. It will be obligatory to complete the tasks within class-time to truly develop good time management which will enhance the focus of the creative process while establish effective work methods.

Significant animation software, such as Toon Boom, Flash, TV Paint and Maya will be analyzed and demonstrated to broaden the understanding of animation software, techniques and pipelines best suited for a variety of animation styles. As well, there will be a series of short lectures with video, graphic and live presentation aimed at broadening the awareness of the real-world process of production from financing to distribution. Finally, significant time is dedicated to the creation of a demo reel of a quality that matches animation demo reels of industry veterans.

TRADITIONAL ART TECHNIQUES I TRAD 1300

In this course students develop solid observational skills using a variety of techniques, materials and supports. Students will explore figure drawing and still life objects incorporating background and design elements. Colour principles, perspective and composition are addressed.

TRADITIONAL ART TECHNIQUES II TRAD 2300

This course will further the students understanding of more traditional art techniques like painting, figure drawing and sculpture. Understanding of composition, colour choices and issues related to the human anatomy will become the foundation of their artistic ability.

VISUAL NARRATIVES I - ANIMATION NARR 1301

This course examines the nature of storytelling through projects in digital media involving the study of various facets of visual storytelling as they relate to film and animation. Digital imaging and image manipulation will be used to build visual narratives.

VISUAL NARRATIVES II - ANIMATION NARR 2301 This course continues to explore the various facets of visual storytelling as they relate to film and animation. Students explore historical and cultural forms of storytelling and investigating various techniques in 2D animation.