



the 2014

GORDON WILLEY BLDG



## 2014 Animation – Digital Arts/Animation – Digital Production

PROGRAM GUIDE

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*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at <http://www.durhamcollege.ca> for the most current information. June 2014*

# 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

## CONTACT INFORMATION

The School of Media, Art & Design Office is located in C-Wing, second floor. 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 AND ADMINISTRATIVE STAFF

	Office	Extension
Greg Murphy, Dean.....	C-Wing	3128
Paul Koidis, Associate Dean .....	C-Wing	2708
Alanna Desaillier, Administrative Coordinator .....	C-Wing	3148
Kerry Doyle-Brownell, Student Advisor .....	C-Wing	2474
Stacey Leaming-Conroy, Administrative Assistant.....	C-Wing	3067

## 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 was 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 industry, ready to share their knowledge and experience with students.

This program focuses on

- **Character animation and performance;**

supported by:

- Character design;
- Compositing;
- Film editing;
- Modelling;
- Staging and lighting;
- Storytelling; and
- Texturing and rigging.

This diverse program of study will ensure you can handle any professional challenge.

If you prefer to graduate with a two-year Animation – Digital Arts diploma you can take the animation skills and knowledge you acquire into your future career or continue your education in a related field.

If you wish to specialize as a character animator, animator-modeler, modeler-rigger or surface artist, you can stay for a third year and earn your three-year Animation – Digital Production advanced diploma, which will give you the additional knowledge required to create your demo reel and portfolio.

As a graduate, you will be industry-ready and widely recognized as well-rounded in your experience, skills and abilities.

## **PROGRAM LEARNING OUTCOMES**

### **Animation - Digital Arts**

1. Create and apply digital character animation using the basic principles of animation and persistence of vision.
2. Study and interpret the human form in a digital space through the use of traditional and digital visual art techniques.
3. Manipulate digital characters, locations, cameras and props to communicate the controlling idea of the narrative.
4. Adhere to a cinematic arts schedule and ensure that delivery deadlines are met.
5. Participate in group critiques by accepting and offering constructive criticism.
6. Produce extensive pre-production arts materials such as one pagers, loglines, treatments, scripts, storyboards, animatics or leicas and x-sheets or director's notes.
7. Model, rig, light and texture objects using 3D software.
8. Design, model and rig a character capable of acting and speaking using 3D software.
9. Create polished projects by using sound editing software to add sound effects, sound tracks or voice tracks, to animation, composites and video narratives.
10. Use a variety of software packages for applications including digital animation, image manipulation, compositing video, sound, editing and authoring of material.
11. Apply appropriate file management and work-flow strategies to maximize use of time and function effectively within a cinematic arts pipeline.
12. Use lighting and compositing techniques as well as dynamics and particles systems to create realistic visual effects.
13. Conceptualize and create 2D and 3D artwork for use in animation.
14. Adapt narrative ideas to meet requirements of the current marketplace.
15. Produce animated scenes and sequences in the form of digital video and animations.

## **PROGRAM LEARNING OUTCOMES**

### **Animation - Digital Production**

1. Develop believable animation sequences for use in an animated student film.
2. Use animation as a means of visual communication that elicits a response from the intended audience.
3. Create believable animation that creates the illusion of movement.
4. Apply the basic elements of storytelling and performance to an animated film project.
5. Employ design and performance principles in the creation of 2D and 3D characters and layouts.
6. Design layouts and backgrounds that reflect attention to composition, perspective and colour.
7. Apply a range of artistic styles and techniques in character design packs and in animated student film projects.
8. Use aspects of cinematography, art direction and editing in the development of an animated student film project
9. Collaborate effectively with peers in a variety of learning activities.
10. Solve problems in design, layout, animation and narrative.
11. Meet timelines required for the successful design and development of student animation projects.
12. Apply the basic principles of animation, characterization, human and cartoon anatomy to 2D and 3D computer generated animation.
13. Use technology in the design and development of animation projects.
14. Function effectively as a member of a specialized film production team.
15. Apply an integrated understanding of business practices and protocols used by the production studio and its clients.
16. Conceive, develop and create project designs using industry standard resources.
17. Use traditional art media, computer resources and technical equipment to complete filmmaking projects within required time and resource parameters.
18. Participate in research of historical and contemporary issues and developments which impact the art of film and animation.
19. Develop strategies to enhance personal and professional development to maximize employment opportunities and enhance performance as an employee or independent film artist.

**ANIMATION - DIGITAL ARTS/ANIMATION - DIGITAL PRODUCTION**

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT .	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
<b>SEMESTER 1</b>								
ANIMATION ARTS I		ANIM 1301			0	4	0	
CINEMATIC ARTS I - ANIMATION		CINE 1301			0	2	0	
CREATIVE WRITING TECHNIQUE FOR ANIMATION		CRTK 1300			0	3	0	
MODELLING I - ANIMATION		MDRG 1301			0	2	0	
VISUAL NARRATIVES I - ANIMATION		NARR 1301			0	2	0	
PERFORMANCE - ANIMATION		PERF 1301			2	0	0	
PRE-PRODUCTION DESIGN I - ANIMATION		PPDN 1301			0	3	0	
TRADITIONAL ART TECHNIQUES I - ANIMATION		TRAD 1302			0	3	0	
					<b>2</b>	<b>19</b>	<b>0</b>	
<b>SEMESTER 2</b>								
ANIMATION ARTS II		ANIM 2301	ANIM 1301 CINE 1301 NARR 1301 PPDN 1301		0	4	0	
CINEMATIC ARTS II - ANIMATION		CINE 2301	PERF 1301 TRAD 1302 CINE 1301 CRTK 1300 PPDN 1301		0	2	0	
GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
IMAGING I		IMGE 2300	MDRG 1301 NARR 1301		0	2	0	
MODELLING II - ANIMATION		MDRG 2301	MDRG 1301		0	2	0	
VISUAL NARRATIVES II - ANIMATION		NARR 2301	NARR 1301 ANIM 1301		0	2	0	
PRE-PRODUCTION DESIGN II - ANIMATION		PPDN 2301	PPDN 1301 CINE 1301 TRAD 1302		0	3	0	
TRADITIONAL ART TECHNIQUES II - ANIMATION		TRAD 2302	TRAD 1302 PPDN 1301		0	3	0	
					<b>3</b>	<b>18</b>	<b>0</b>	

**ANIMATION - DIGITAL ARTS/ANIMATION - DIGITAL PRODUCTION**

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT	LAB	ALT. DEL.	FIELD PLMT
						HR	HR	.HRS
<b>SEMESTER 3</b>								
ANIMATION ARTS III		ANIM 3300	ANIM 2301 CINE 2301 NARR 2301 PPDN 2301 TRAD 2302		0	4	0	
AUDIO ARTS		AUDI 3300	CINE 2301		0	3	0	
CINEMATIC ARTS III - ANIMATION		CINE 3301	PPDN 2301 ANIM 2301 CINE 2301		0	3	0	
GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
ILLUSTRATION I - ANIMATION		ILUS 3301	PPDN 2301 TRAD 2302		0	3	0	
IMAGING II		IMGE 3300	IMGE 2300 MDRG 2301 NARR 2301		0	2	0	
MODELLING AND RIGGING I - ANIMATION		MDRG 3300	IMGE 2300 MDRG 2301 PPDN 2301		0	3	0	
VISUAL NARRATIVES III		NARR 3300	ANIM 2301 NARR 2301		0	2	0	
					<b>3</b>	<b>20</b>	<b>0</b>	
<b>SEMESTER 4</b>								
ANIMATION ARTS IV		ANIM 4301	ANIM 3300 NARR 3300 CINE 3301		0	4	0	
COMPOSITING		CINE 4300	CINE 3301 AUDI 3300 ANIM 3300 ILUS 3301 IMGE 3300 MDRG 3300 NARR 3300		0	3	0	
GAMES ANIMATION I		GAME 4301	ANIM 3300 NARR 3300		0	2	0	
<b>G</b> GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
ILLUSTRATION II - ANIMATION		ILUS 4301	ILUS 3301		0	3	0	
IMAGING III		IMGE 4300	IMGE 3300 MRDG 3300		0	2	0	
MODELLING AND RIGGING II - ANIMATION		MDRG 4300	IMGE 3300 MDRG 3300		0	3	0	
VISUAL NARRATIVES IV		NARR 4300	ANIM 3300 NARR 3300		0	2	0	
ANIMATOR'S PORTFOLIO		PORT 4300	ANIM 3300 AUDI 3300 CINE 3301 ILUS 3301 IMGE 3300 MDRG 3300 NARR 3300	ANIM 4301 CINE 4300 GAME 4301 ILUS 4301 IMGE 4300 MDRG 4300	0	2	0	
					<b>3</b>	<b>21</b>	<b>0</b>	

**ANIMATION - DIGITAL ARTS/ANIMATION - DIGITAL PRODUCTION**

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT	LAB	ALT.	FIELD
						HR	DEL.	PLMT
							HR	.HRS
<b>SEMESTER 5</b>								
ANIMATION ARTS		ANIM 5300	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	4	0	
CONCEPT ART		CONA 5300	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	3	0	
GAMES ANIMATION II		GAME 5302	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	3	0	
IMAGING AND EFFECTS I		IMFX 5300	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	3	0	
MODELLING AND RIGGING III - ANIMATION		MDRG 5300	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	3	0	
PRODUCTION		PROD 5301	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	3	0	
STUDIO PRACTICES I		STUD 5300	ANIM 4301 ILUS 4301 CINE 4300 IMGE 4300 MDRG 4300 NARR 4300 PORT 4300		0	3	0	
					<b>0</b>	<b>22</b>	<b>0</b>	
<b>SEMESTER 6</b>								
ANIMATION ARTS II		ANIM 6300	ANIM 5300 STUD 5300 GAME 5302		0	4	0	
LIFE DRAWING - ANIMATION		DRAW 6300	CONA 5300		0	3	0	
IMAGING AND EFFECTS II		IMFX 6300	IMFX 5300 MDRG 5300		0	3	0	
MODELLING AND RIGGING IV - ANIMATION		MDRG 6300	IMFX 5300 MDRG 5300		0	3	0	
INDUSTRY PORTFOLIO		PORT 6304	ANIM 5300 CONA 5300 IMFX 5300 MDRG 5300 PROD 5301 STUD 5300 GAME 5302	ANIM 6300 DRAW 6300 IMFX 6300 MDRG 6300 POST 6300 STUD 6300	0	3	0	
POST PRODUCTION		POST 6300	PROD 5301 ANIM 5300 GAME 5302 CONA 5300 IMFX 5300 MDRG 5300 STUD 5300		0	3	0	
STUDIO PRACTICE II		STUD 6300	ANIM 5300 IMFX 5300 MDRG 5300 STUD 5300 GAME 5302		0	3	0	
					<b>0</b>	<b>22</b>	<b>0</b>	

**NOTES:**

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

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

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

## PROGRAM SPECIFIC ACADEMIC POLICIES & PROCEDURES

**Prerequisite and Corequisite 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 and corequisite courses. These courses must be successfully completed before the student can take the next level of courses.

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

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

**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.

**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\_lastnameei.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.

Please make note that plagiarism includes taking the work of another student (or work downloaded from the internet) and submitting it as your own, even if you 'tweak' it. Giving your work to another student to submit, even if the other student 'tweaks' it is also plagiarism. 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 COURSE WORK:** Students are responsible for ensuring their work is being backed up

## **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 DC Connect for messages from professors.
- 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 Advisors and it 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.

**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.

## **MAD RESOURCES FOR STUDENTS**

There are a wide variety of excellent 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 with equipment sign-out, technical issues, and colour printing.

Meet the staff:

- Jim Ferr.....Technical Coordinator / Server Specialist
- Darren Fisher.....Mac Technologist
- Oliver Fernandez.....Photo/Video Technologist
- Megan Pickell.....Media Loans and Colour Printing

Our support staff can be found in our Tech Offices (C225 or C12) or in Media Loans (L120).

### **Media Loans – Room L120**

To support student assignments, an equipment sign-out service is provided. To borrow equipment, the student must login to <https://marks.durhamcollege.ca/signout> and agree to our online agreement, reserve equipment needed and then present a valid student ID card in L120, which is scanned along with the asset tag on the piece of equipment being borrowed.

Equipment available for sign-out includes: DSLR cameras, lenses, tripods, flashes, digital video cameras, graphic tablets, microphones and more. For details, please visit 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 room L120.

### **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 Campus ID 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](mailto: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 laser 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.
- Alternatively, on Mondays, Wednesdays and Fridays students can purchase print credits in L120 but only with a debit or credit card, no cash.
- Once payment has been made, the student must present the receipt in room L120 where the number of prints purchased will be recorded in our 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 our database and keep track of the number of remaining print credits.
- Additional print credits can be purchased as required. Please note that the Accounting department closes at 4:30 PM and is located in the Student Services Building.
- 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 experts in the setup, operation and maintenance of Macintosh hardware. Our Mac labs are L101, L108, L127 and B111. 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. For Animation/Game Dev accounts contact your professor. Students should review the ITS Acceptable Use Policy in the student handbook.

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. Important data should be backed up to removable media, such as USB Flash "sticks", an external hard disk or optical discs. 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 network cables from the desktop systems in order to use the network on your 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 C225 or C12.

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

No food or drink is permitted in the Macintosh desktop labs, although drinks with a lid are tolerated. 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.

### **Protecting Your Data**

Every year students come to use with laptops that have been dropped or had drinks spilled into them, or hard drives that have failed. In some cases we can recover your data. It is much better for all concerned if you back up important data to protect yourself from accidents and hardware failures. Please see us for help on how to back up your data.

### **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 procedures online through our sign-out system. Please contact the staff in L120 if you have questions or need support.

### **Our Doors Are 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 Advisors**

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit: <http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

## **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.

## **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, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>

## **Centre for Students with Disabilities**

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential. Please visit the following link to view valuable information regarding the CSD:

<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

### **Continuing Education Course Book**

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor. To view comprehensive information regarding Continuing Education offerings, please visit the following link:

<http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

### **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. 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: <http://www.durhamcollege.ca/mycampus> Please visit the following link to view the Course Outlines Policy and Procedure documents: <http://www.durhamcollege.ca/academicpolicies>

### **Credit Transfer Information**

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed. Please view the following link for credit transfer information: [www.durhamcollege.ca/credittransfer](http://www.durhamcollege.ca/credittransfer)

### **Durham College Mission, Vision and Values**

Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values>

### **Essential Employability Skills**

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning. Please view the following link for further information:

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

### **General Education**

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation. For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website

at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

## **Important Dates**

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information [online](#), in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates.

## **Learning Management System Usage (LMS)**

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link: <http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

## **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. You may visit the library virtually at <http://www.durhamcollege.ca/library> or to view information regarding locations, hours, and more, please visit the following link: <http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

## **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 Advisor or review the Missed Final Examination Policy and Procedure documents at the following link: <http://www.durhamcollege.ca/academicpolicies>

## **Pathways to Degrees**

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit [www.durhamcollege.ca/pathways](http://www.durhamcollege.ca/pathways) or check out the Durham College Transfer Guide at [www.durhamcollege.ca/transferguide](http://www.durhamcollege.ca/transferguide). Additional information regarding transferring between institutions in Ontario can be found at [www.ontransfer.ca](http://www.ontransfer.ca).

## **Prior Learning Assessment and Recognition (PLAR)**

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information: <http://www.durhamcollege.ca/wp-content/uploads/plar.pdf>

## **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.

## **Scholarships, Bursaries and Awards**

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards [Web Site](#).

## **Student Academic Learning Services (SALS)**

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

**Student Communications**

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more: [http://www.durhamcollege.ca/wp-content/uploads/DCCares\\_StudentMatrix\\_v5.pdf](http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf)

**Student Rights and Responsibilities**

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link:

<http://www.durhamcollege.ca/academicpolicies>