



2014 Digital Video 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.*

# 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, 2<sup>nd</sup> 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 Desailier, Administrative Coordinator .....	C-Wing	3148
Kerry Doyle-Brownell, Student Advisor .....	C-Wing	2474
Stacey Leaming-Conroy, Administrative Assistant.....	C-Wing	3067

## Digital Video Production Program

The Digital Video Production program prepares students for careers in the video, and film industries. Sharing a common first year with the two-year Digital Photography program, students will receive a strong foundation in creative theory and practice through video image capture and manipulation. They will develop fluency in the technical language of the medium while using industry standard hardware and software to capture and manipulate images and footage. Students will learn how to integrate digital imaging techniques in order to create images that communicate effectively, meeting client needs in the production of both still and motion images for a variety of uses.

## Career Paths

Graduates will be employable as assistants or videographers in small studios and service bureaus. They will have both the technical and entrepreneurial skills needed to run a freelance operation in video production, wedding, profiling, documentation and other industrial applications. Business and technical skills will also provide graduates with a variety of opportunities in the wholesale and retail sectors of digital video equipment, software, and supplies.

## Field Trips

Trips to various workplaces may be arranged so that students can see first hand the workplace and skills needed to work in various studio environments. You may be required to pay for the cost of transportation for any field trips and should plan appropriately for this educational expense.

## **Graduation Requirements**

You must have a minimum G.P.A. of 2.0 to be eligible for graduation. In addition, you must have successfully completed all required courses.

If you have a G.P.A. of less than 2.0 you should contact the School of Media, Art & Design office, ext. 3067, Room C237, to arrange for academic counseling. Please refer to the Grading System section of the college academic policies at <http://www.durhamcollege.ca/academicpolicies> for more information.

## Program Learning Outcomes

1. Capture professional quality images using the appropriate video equipment and techniques.
2. Utilize compositional elements and lighting techniques to capture images that communicate effectively.
3. Create and edit well-designed and technically sound digital images using industry-standard software.
4. Finish and distribute video images and clips in a format that meets the needs of the client.
5. Critically evaluate the effectiveness of images in written and verbal format.
6. Communicate effectively with clients and suppliers to provide high quality services.
7. Develop a portfolio that demonstrates creative and professional skills and abilities in all aspects of digital video production and editing.
8. Participate in ongoing professional development and adhere to ethical and industry standards.
9. Develop a business plan for the establishment and operation of a video production services company.
10. Develop entrepreneurial skills including a marketing plan for a new video production services company.

**PROGRAM OF STUDY 2014/2015**

**SCHOOL OF MEDIA, ART AND DESIGN**

**-WEEKLY BREAKDOWN-**

***DIGITAL VIDEO PRODUCTION***

<b>COURSE NAME</b>	<b>MOD</b>	<b>CODE</b>	<b>PREREQUISITE</b>	<b>COREQUISITES</b>	<b>LECT</b>	<b>LAB</b>	<b>ALT. DEL.</b>	<b>FIELD PLMT</b>
					<b>.</b>	<b>HR</b>	<b>HR</b>	<b>.HRS</b>
<b>SEMESTER 1</b>								
AUDIO CAPTURE		AUDI 1400			1	2	0	
FUNDAMENTALS OF LIGHTING		FUND 1400			1	2	0	
GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
IMAGE PROCESSING I		IMGE 1400			0	3	0	
PHOTOGRAPHY I		PHOT 1400			0	6	0	
					<b>5</b>	<b>13</b>	<b>0</b>	
<b>SEMESTER 2</b>								
COMMUNICATIONS FOR DESIGN		COMM 1312			3	0	0	
PREPRODUCTION CONCEPT ART		DRAW 2400			1	2	0	
USING SOCIAL MEDIA		SOME 2400			3	0	0	
VIDEO CAPTURE I		VIDC 2400			0	6	0	
VIDEO EDITING I		VIDE 2400			0	3	0	
					<b>7</b>	<b>11</b>	<b>0</b>	
<b>SEMESTER 3</b>								
ADVANCED LIGHTING FOR VIDEO PRODUCTION		DVAL 3400	FUND 1400		0	3	0	
ENTREPRENEURSHIP & PROFESSIONAL PRACTICE FOR VIDEO PRODUCTION		DVEP 3400	COMM 1312		3	0	0	
GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
VIDEO CAPTURE II		VIDC 3400	VIDC 2400	DVAL 3400	0	6	0	
					<b>9</b>	<b>9</b>	<b>0</b>	
<b>SEMESTER 4</b>								
AUDIO POST PRODUCTION		AUDI 4400	AUDI 1400 VIDC 3400	VIDE 4400	0	3	0	
FIELD TRIPS & VISITING LECTURES FOR VIDEO		DVFT 4400			3	0	0	
PORTFOLIO DEVELOPMENT FOR VISUAL CAREERS		PORT 4400	DVEP 3400 DVAL 3400		0	3	0	
VIDEO EDITING II		VIDE 4400	VIDE 2400 VIDC 3400	AUDI 4400	0	6	0	
WEB DEVELOPMENT		WEBD 4400			0	3	0	
					<b>3</b>	<b>15</b>	<b>0</b>	

PROGRAM OF STUDY 2014/2015

SCHOOL OF MEDIA, ART AND  
DESIGN

-WEEKLY  
BREAKDOWN-

***DIGITAL VIDEO PRODUCTION***

COURSE NAME

MOD

CODE

PREREQUISITE

COREQUISITES

LECT LAB ALT. FIELD  
. HR HR HR .PLMT  
.HRS

**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**

### **These policies apply unless otherwise stated in the subject outline:**

#### **Submission of Assignments**

1. Assignments are to be submitted at the beginning of the class on the date due unless otherwise instructed by the professor.
2. Assignments submitted electronically must be in the software format specified by the professor. It is the student's responsibility to ensure files will open and are free of viruses and other malicious materials. Attachments that will not open must be replaced and are subject to the late penalty.
3. Late assignments will receive an automatic grade reduction of 25% of the earned assignment mark. Late assignments will not be accepted after seven (7) days of the due date, including weekends, and a grade of zero (0) will be assigned.
4. All assignments must be satisfactorily completed in order to achieve a passing grade in the subject.
5. If a student receives an incomplete (INC) in a particular course, it is the student's responsibility to contact the professor (within ten days of receiving the incomplete) to discuss what is required to achieve a pass.
6. If you are unable to make a class, test or assignment, telephone and leave a message with the professor before the occurrence. Appropriate documentation (e.g. note from doctor) is required to validate your absence.
7. All assignments will be evaluated for proper grammar, spelling, and punctuation.
8. Test and assignment submissions that require digital files will be submitted to the appropriate faculty's hand in folder, hosted on a Media Art & Design server, or via DC Connect as directed by the professor.

#### **Communication**

1. Professors will only read electronic mail sent to the email address noted on course outlines or provided in class and sent from MyCampus.
2. Professors may individually indicate that they will read email sent from sources other than MyCampus; in these instances, email sent from other sources must clearly identify the student as the sender.

#### **Attendance**

1. Students are expected to attend all classes.
2. There will be no "make up" tests, nor may students submit alternative work as a substitute or replacement for work missed because of absence from class.
3. If you are absent for three classes, the professor may contact the administration office and you may be contacted.
4. When prolonged absence due to illness occurs, you need to contact your Student Advisor within three days of returning to classes with medical documentation regarding your illness.

## **The Learning Environment**

1. Students are expected to participate actively in class activities and to demonstrate respect to fellow students and the professor.
2. No class discussion, written submission, or oral presentation will contain sexist, racist, discriminatory or pornographic material or language.
3. All students are responsible for their behaviour in the classroom. If a student's performance and in-class behaviour is such that the ability of the class to learn is impaired or the instructor's ability to teach is disrupted, he or she will be asked to leave the class and a student alert form may be initiated in accordance with the process as stated in the *Student Handbook*.
4. Cell phones and other personal electronic devices must be turned off and kept in a bag or backpack.

## **Computer Use**

1. To support a positive and professional learning environment, students are expected to refrain from activities not related to classroom learning.
2. When using computers, students are expected to exercise courtesy and respect and limit the use of computers to activities that support their academic studies.
3. Students will be restricted to the use of software required for the completion of assigned work in this class. Students are not to surf the net and access online material such as games or social networks unless directed to do so by the professor for classroom learning.
4. Faculty have the right to ask students to refrain from using the computer when activities are not conducive to classroom learning. Students are expected to comply with faculty requests to not use the computer. Students may be asked to leave the classroom if they do not comply with these policies.

## **Extra Help**

1. Help is always available. Do not wait until you are too far behind to catch up. Durham College has many resources available to help you deal with difficult situations. First speak with your professor.
2. Peer Tutoring and the Learner Support Centre are two of the resources available to help you succeed.

## **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 (Kerry Doyle Brownell or Alexandra Burke) 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 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>

