



2014 Music Business
Management/Administration

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, 2nd 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 & ADMINISTRATIVE STAFF

	Office	Extension
Greg Murphy, Dean.....	C-wing	3128
Associate Dean	C-wing	2708
Alanna Desailier, Administrative Coordinator	C-wing	3148
Sherri Taylor, Student Advisor	C-wing	2181
Stacey Leaming- Conroy, Administrative Assistant.....	C-wing	3067

A MESSAGE FROM THE FACULTY

Welcome to the unique Music Business Administration/Management programs at Durham College!

You have embarked on a journey of learning, experience, and growth that will help shape you and your future. As faculty we are privileged to guide and assist you along the way.

The Music Business Administration/Management family bases its philosophy on the cornerstones of mutual respect and trust through the learning process. We provide outstanding music administration and management training to all students, and invite you to participate and contribute, fully and completely, to get the most out of your “career” here with us. If you ever have any questions or concerns regarding your academic path, please feel free to speak with us individually or as a group.

We are guardians of a very unique educational model. It belongs to you for the time you are here with us and after you graduate. As alumni you will have the opportunity to support one another, the program, and Durham College, as you move forward in your career. Your success is how we measure ours.

Best wishes.

“Education is not preparation for life; education is life itself.”

John Dewey

INTRODUCTION TO BUSINESS ADMINISTRATION'S MUSIC BUSINESS PRACTICUM

Music Business Practicum (MBP) is not like your other courses:

- No textbooks
- No sitting at a desk for hours
- And you still learn a TON of great stuff!

How does that sound?

This course provides you with hands-on, practical, business experience similar to what you would find in the “real world” of the music industry.

MBP is a unique course that offers you the chance to ‘learn by doing.’ In the process you will learn about both the industry and yourself.

The Music Business Administration students in MBP work in an on-campus music industry. There are several companies, called initiatives, to which you can apply to participate in. These include record labels, artist management companies, the campus radio station, recording studio, music magazine, merchandising company, an event production company, a music business directory, publicity and promotion company, live sound production, video production, web site and logo design, and more.

In order to pass the course, you have to accumulate a minimum of 30 hours of approved, authentic work experience. You'll also have to successfully complete the required written assignments. At the end you'll have gained real-world experience for your resumé, which will greatly improve your job prospects. Employers are always looking for people with experience and MBP gives you a great opportunity to get exactly that. Read on to find out more about this unique course, and how it can give you the competitive edge you need to kick start your career in the music industry

OVERVIEW

Music Business Administration students in MBP work in a music industry on campus. There are several companies, called initiatives, in which to participate:

- Record labels (Backrow Records, Free Mind Operations, HighCut Records)
- Artist management (TakeOver Artist Management, Townline Management)
- Event production (Breakthru Events Productions)
- Concert production (MBM CP)
- Recording studio (Push Play)
- Radio station (RIOT Radio)
- Merchandising (Limited Press Merchandising)
- Photography (Backstage Photography)
- Magazine (Volume 11)
- Durham Music Directory (DMD)
- Publicity and promotion (Homegrown)

- Live performance (Open Mic)
- Video production (Shattered Video Productions)
- MBM web site and logo design (BiLD)
- Songwriting workshop (Emerging Songwriters)
- Video news (MBM TV)

HOW DOES IT ALL WORK?

In order to pass the course you will need to gain a minimum of 30 hours of experience in one MBP initiative, in addition to satisfactorily completing the required written paperwork. The course generally rolls out like this:

The first- and second-year students have one hour each week together in a classroom with the course professors. This is where we have the opportunity to hear from each initiative and learn about the latest accomplishments and plans for the future. There will also be some lectures/guest speakers relevant to the course objectives and the knowledge and skills relating to each area of the music industry. Attendance is taken and, on occasion, assignments may be given in class.

In the first class the initiative managers - second-year students who have already been hired for the fall semester - will tell you about each initiative and the types of jobs available in each of them. Then you think about what you might like to do, at least for the first semester.

- What do you think you want to do in the industry when you graduate?
- What are your strengths?
- What do you like to do?
- What are you interested in?
- What do you want to learn?
- What skills do you want to acquire or improve?
- What knowledge do you want to gain?
- What contacts do you want to make?

Next, apply for a job in an initiative, or several, get interviewed, and get hired!

Once you have your job(s), DIG IN! Learn. Think. Experience. Create. Grow.

FIELD PLACEMENT (INTERNSHIP)

One of the key strengths of the Music Business Management program is the fieldwork component, which offers students the opportunity to apply the academic knowledge they have acquired in a supervised workplace setting. For two semesters of the third year, from September through April, students work for an industry organization on Thursdays and Fridays for a total 215 hours per semester. This is an excellent opportunity for students to gain the basic skills necessary to compete for entry-level positions in a highly specialized field, and to make all-important industry contacts.

GRADUATE SUCCESS

Our graduates pursue careers in areas such as social media, music production (live and recorded), marketing, promotions, sales, royalty administration, booking, band and artist management, clubs, touring, and live music venues, among others.

The list that follows is a sample, which is subject to change, of field placement companies and graduate employers.

OUR PLACEMENTS/EMPLOYERS:

The Agency Group	Eclectic Events
Apex Sound and Lights	EMI Music Canada
American Federation of Musicians	Euphonic Sounds
Arts & Crafts	Fontana North
Astral Media Group	Distribution/MapleCore Ltd.
Audio Blood INC.	Foundation to Assist Canadian
Carnival Cruises	Talent on Recordings (FACTOR)
Canadian Academy of Recording Arts	Fireworks Entertainment
& Sciences (CARAS – Juno	Fontana North
Awards/MusiCounts)	GM Centre
Canadian Country Music Association	Gibson Guitars
(CCMA)	Harbourfront Centre
Canadian Independent Music Association	Hit-N-Run Entertainment
(CIMA)	Kill The 8
CKLU-FM	Jam Van INC.
Canadian Musical Reproduction Rights	Listen Harder
Agency (CMRRA)	Live Nation
Canadian Music Week (CMW)	Long & McQuade
Casino Rama	Maple Music Recordings
Chris Smith Management	Mirvish Productions
CORUS Entertainment	Molson Amphitheatre
Coalition Entertainment	MuchMusic
Dale Speaking Limited	Netzwerk Music Group
Dine Alone Records/Bedlam Music	North By North East (NXNE)
E1 Entertainment	The Music Centre
Re: Sound	Underground Operations
Rogers TV	Universal Music Canada
RGK Entertainment Group	The Verge XM Radio
Show Works	Warner Music Canada
SOCAN	Warner Chappell Publishing
Sony Music Canada	Wax Records
Strut Entertainment	Wind-Up Records
Student Centre DC/UOIT	Yorkville Sound
Toronto International Film Festival	zipDJ
Towers Productions Inc.	
The RIOT Campus Radio	

PROGRAM INFORMATION

PROGRAM OVERVIEW

The Music Business Management program at Durham College is essential training for anyone interested in a career in the exciting business world of music. Our program prepares you to manage all of the business aspects of the music industry. Change always occurs in this business, and our program ensures that graduates are prepared to work in areas such as:

- Artist management and booking
- Entrepreneurship
- Event planning
- Marketing, promotion and publicity
- Music publishing
- Rights management
- Tour management
- Venue management, and more

Songwriters and performers also enrol in this program to gain a well-rounded view of the business to support them in their creative pursuits. You have opportunities on and off campus to gain practical experience in networking, planning events, seminars, and showcases, as well as other entertainment business initiatives of your choice.

Field placements at industry organizations help to complete your exposure to the industry and provide valuable networking opportunities. Music Business Administration/Management graduates are a step above the competition and hit the ground running, equipped with the knowledge, skills, and real experience they need to jump into leadership roles in the industry.

WHAT YOU CAN EXPECT

All of the 'business' aside, this course is FUN!! So many students have expressed how much they enjoy this course and the opportunity it provides to them to learn in a practical way. Music industry VIPs say repeatedly that graduates with practical experience have a definite advantage when entering the work force. Your professors and peers say time and time again that **you get out of this course only what you put into it. You have THE POWER!**

Another name for this course could be "Resumé Building 101". You will have a chance to try out different areas of the industry before you commit years of your life to a career path. Better still, it gives you the opportunity to challenge yourself, to find out what you are really capable of, and to make mistakes before heading out into the real world. But in order for you to get the most out of the course, you must dive right in! Don't wait for anyone else to create your experience for you. Mould it yourself. Make your own opportunities, learn and contribute, lead and motivate, suggest and recommend, trouble shoot and offer solutions. Those who get the most out of this course, those who 'GO FOR IT,' are often the best equipped upon graduation.

SAMPLE WEEK-BY-WEEK FLOWCHART (FALL SEMESTER)

Each week during the semester you will have the opportunity to perform hands-on work in your initiative(s). You may want to set personal, weekly goals for the number of hours you work in order to spread the load evenly over the semester and not find yourself scrambling at the last minute to gain required hours of experience.

Here is the general flow of the assignments and activity required. Dates are approximate:

Week One

- Introduction to course and initiatives
- Consider the kind of work you want to do and the skills you want to acquire or improve
- Browse the job postings in DC Connect

Week Two

- Apply for job(s) and attend interviews

Week Three

- Submit MBP Goals
- Continue job search/interviews OR
- Get to work!
- Look ahead to your Weekly Reports

Week Four

- Submit first Weekly Report
- Begin working on business plan with initiative team
- Initiative work

Week Five

- Submit second weekly report
- Initiative work

Week Six to Thirteen

- Submit weekly reports and keep track of your hours of experience
- Submit mid-term assignment (week seven)
- Initiative work
- Look ahead to the Final Report and other assignments

Week Fourteen

- Initiative work
- Submit Final Report and other assignments as required

*The work flow/sequence, due dates, and assignments are subject to change. Consult the course outline. Professors will keep you informed.

COURSE REQUIREMENTS

Work experience is mandatory. Written assignments must also be completed in order to track your progress and to help you realize the benefits of your participation.

Following are the core assessments:

1) Hours of Experience

You will be required to accumulate 30 hours of authentic work experience in each semester in a MBP-approved initiative. This requirement must be met in order to pass the course. This work is done OUTSIDE of class time and the hours must be approved by your supervisor and professor.

2) Required Paperwork/Assignments (Subject to change. Review course outlines.)

MBP Goals/Resolutions/Mission Statement

Students decide what they want to achieve in the course; what skills and knowledge they want to acquire, etc.

Weekly Reports

Each week you must submit a report. These are required starting with the week that is designated by the course professors and/or as in the course outline. It is usually week four of the fall semester and week two of the winter semester. Each report must indicate the work you completed in the previous week, the number of hours worked in the previous week, the total number of hours accumulated to date, and one thing you learned in the previous week related to your job activities and responsibilities.

Reports must be submitted even for weeks during which no work was performed. The reports must be submitted online using DC Connect Discussion Tool. (There will be instruction on using DC Connect in the first few weeks of classes.)
Business Plan
Each initiative is required to complete a business plan. An outline is provided, and the group works together on the plan's creation. It is a guide to the initiative's goals, objectives, resources, challenges, etc. This helps each member of the initiative contribute to and understand the goals of the group and where each individual fits in with achieving those goals.

Final Report

This is due at the end of the semester. It is chance for you to think about what you have accomplished in the course, what you can now add to your resumé, what you would do the same, and what you would do differently in the course, if given the chance. You will also refer to your goals and assess your own performance.

Portfolio

A portfolio is a great tool to illustrate your accomplishments to a potential employer or simply as a reminder to yourself about your achievements. Effort must continually be

put into this, starting as soon as you begin with your initiative. As you continue gaining experience in MBP, be aware of what you can add to your portfolio as a showcase of what you are capable of. This will serve as extra motivation to always do your best work. The portfolio can include items such as:

- artwork (posters, photographs, websites, page layouts, etc.)
- links to audio and/or video files you helped to create
- professional emails you wrote
- order/info forms/checklists you devised
- surveys created and their results
- contracts you drafted
- peer evaluations you received
- and much more.

Updated Resumé

This is a formal resume that you should update every semester to keep up to date, ready when you look for a job. A resumé is always a work in progress, and should be updated on a regular basis with new tasks you have performed, and knowledge skills you have acquired.

Other assignments are as indicated in the Course/Subject Outlines

All of the above paperwork, as well as other assessments indicated in the course outlines, is required as part of the grading process and is separate from the hourly requirement. In other words, a student may complete 30 or more hours of experience, but may still fail the course if he/she has not completed the required written assignments satisfactorily. Similarly, all of the assignments may be completed well, but if the minimum 30 hours of experience is not achieved, the student may fail the course.

- Introduction to course and initiatives
- Consider the kind of work you want to do and the skills you want to acquire or improve
- Browse the job postings in DC Connect

EVENT WORKSHOPS I & II

Music Business Administration students complete two guided workshops. Each workshop helps students to develop practical skills and apply their knowledge. The workshops are listed below. Workshop I takes place in the second semester and Workshop II is in the fourth semester.

YEAR 1: SEMESTER 2



Songs Revealed (Workshop I) is a songwriters' showcase and competition presented by first-year students. Selected songwriters perform original work in front of industry experts who provide feedback and decide on the winners of a variety of great prizes provided by sponsors.

For more information visit: www.songsrevealed.ca



Prescription 2 Rock (Workshop I) is a series of music clinics organized by first-year students. Experienced artists in various musical genres share tips and information for attendees and provide an idea of what life is like for an artist working in a particular field.

For more information visit:
<http://www.prescription2rock.com/>

YEAR 2: SEMESTER 4



Reel Music Festival (Workshop II) is a multi-day music and video festival organized and managed by second-year students. Students organize seminars, panel discussions, a keynote speaker, live music showcases, a tradeshow, and film/video screenings. Industry participants have included Hugh Dillon (Hard Core Logo), Greig Nori (Treble Charger), Alan Cross (102.1 the Edge/Ongoing History of New Music), Mark Spicoluk (Underground Operations), Chris McKee, Tyler 'Y-Minus' Williams, Ginger Martini (fashion designer), David Marsden (legendary Canadian broadcaster), Eddie Schwartz (songwriter), and Matt Varty (photographer). For more information visit: www.reelmusicfestival.ca.

Reel | Music
— Festival —

VOCATIONAL LEARNING OUTCOMES

The following are Vocational Learning Outcomes for the Music Business Administration diploma, (two years - MBAD):

1. Analyze music business contracts and forms with clients in the music industry to ensure compliance with copyright and civil law, and professional standards.
2. Implement a variety of plans and documents relevant to management of the music business industry.
3. Determine and implement entertainment-related technological strategies.
4. Implement strategies for personal and professional development in order to maximize learning opportunities.
5. Apply music business management knowledge and skills to the planning and presentation of a major event.
6. Generate solutions for music business management needs by using specific digital hardware and software relevant to the industry.
7. Analyze the music industry including the influences and trends of past and present musical works.
8. Apply knowledge and skills related to the music and entertainment industries in workplace and simulated workplace settings.
9. Analyze the implications of the global marketplace on music business management.
10. Explain the legal and regulatory framework within which the music industry operates.

The following are Vocational Learning Outcomes for the Music Business Management advanced diploma (three years - MBM):

1. Analyze music business contracts and forms with clients in the music/entertainment industry to ensure compliance with civil law and professional standards.
2. Implement a variety of plans and documents relevant to management of the music industry.
3. Determine and implement entertainment-related technological strategies.
4. Implement strategies for personal and professional development in order to maximize learning opportunities.
5. Apply music-business knowledge and skills to the planning and presentation of a major event.
6. Generate solutions for music business management needs by using specific digital hardware and software relevant to the industry.
7. Analyze the music industry including the influences and trends of past and present musical works.
8. Apply knowledge and skills related to the music and entertainment industries in workplace and simulated workplace settings.
9. Fulfill the duties and requirements of a field placement by applying knowledge and skills related to the music and entertainment industries.
10. Explain the legal and regulatory framework within which the music industry operates.
11. Devise and implement career strategies for securing employment in the music business.

MUSIC BUSINESS ADMINISTRATION/MUSIC BUSINESS MGMT

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT .	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
<i>SEMESTER 1</i>								
MUSIC BUSINESS PRACTICUM I		CENT 1300			1	0	30	
COMMUNICATION ESSENTIALS		COMM 1334			1	2	0	
MUSIC INDUSTRY OVERVIEW I		ENT 1301			3	0	0	
EVENT PLANNING AND MANAGEMENT		EVNT 1300			3	0	0	
MUSIC HISTORY AND APPRECIATION		MUSC 1300			3	0	0	
LIVE SOUND		PROD 1302			3	0	0	
COLLEGE SUCCESS AND STUDY SKILLS		STUD 1305			3	0	0	
					17	2	30	
<i>SEMESTER 2</i>								
MUSIC BUSINESS PRACTICUM II		CENT 2300	CENT 1300		1	0	30	
ENTERTAINMENT COMMUNICATIONS I		COMM 2311	COMM 1334	WKSP 3303	1	2	0	
MUSIC INDUSTRY OVERVIEW II		ENT 1302	ENT 1301		2	0	0	
G GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
GRAPHIC DESIGN ESSENTIALS		IMGE 2305			0	3	0	
INTRO. TO MARKETING		MKTG 1301			3	0	0	
NETWORKING AND PERSONAL SELLING		NTWK 1301			3	0	0	
EVENT WORKSHOP I		WKSP 3303	EVNT 1300	COMM 2311	3	0	0	
					16	5	30	
<i>SEMESTER 3</i>								
ACCOUNTING		ACCT 1307	MKTG 1301		3	0	0	
MUSIC BUSINESS PRACTICUM III		CENT 3300	CENT 2300		1	0	30	
ENTERTAINMENT COMMUNICATIONS II		COMM 3303	COMM 2311		1	2	0	
POP CULTURE AND MEDIA		GNED 1404			3	0	0	
COPYRIGHT AND MUSIC PUBLISHING		LAW 3306			3	0	0	
MEDIA INDUSTRIES AND VIDEO PRODUCTION		MDVP 3300			3	0	0	
MUSIC MARKETING		MKTG 2310	MKTG 1301		3	0	0	

**-WEEKLY
BREAKDOWN-**

PROGRAM OF STUDY 2014/2015

SCHOOL OF MEDIA, ART AND
DESIGN***MUSIC BUSINESS ADMINISTRATION/MUSIC BUSINESS MGMT***

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
<i>SEMESTER 4</i>								
MUSIC BUSINESS PRACTICUM IV		CENT 4300	CENT 3300		1	0	30	
GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
CONTRACT LAW		LAW 2357	LAW 3306		3	0	0	
MUSIC INDUSTRY MATH		MATH 4310	ACCT 1307	WKSP 4303	3	0	0	
TOUR MANAGEMENT		MGMT 1319	LAW 3306		3	0	0	
PROMOTIONS AND PUBLICITY		PPUB 1000	COMM 2311 MKTG 2310		3	0	0	
EVENT WORKSHOP II		WKSP 4303	WKSP 3303		4	0	0	
					20	0	30	
<i>SEMESTER 5</i>								
WEB DESIGN		COMP 2308	IMGE 2305	EBUS 1210	0	3	0	
DIGITAL BUSINESS		EBUS 1210		COMP 2308	0	3	0	
PERSONAL FINANCE		FINC 5300	MATH 4310		3	0	0	
FIELD PLACEMENT I		FWK 3310		WKSP 4311	0	0	0	215
INDEPENDENT RESEARCH PROJECT I		INDP 5300	SEMS 1-4		1	0	0	
ARTIST MANAGEMENT		MGMT 1321	LAW 2357		3	0	0	
FIELD PLACEMENT REPORTING I		WKSP 4311		FWK 3310	1	0	0	
					8	6	0	215
<i>SEMESTER 6</i>								
ENTREPRENEURSHIP		ENTR 4302	FINC 5300		3	0	0	
FIELD PLACEMENT II		FWK 4404	FWK 3310 WKSP 4311	WKSP 4312 MRCH 1301	0	0	0	215
INDEPENDENT RESEARCH PROJECT II		INDP 6300	INDP 5300		1	0	0	
VENUE MANAGEMENT & CONCERT PROMOTION		MGMT 1334	MGMT 1319		3	0	0	
MERCHANDISING, RETAIL AND DISTRIBUTION		MRCH 1301			3	0	0	
FIELD PLACEMENT REPORTING II		WKSP 4312	WKSP 4311 FWK 3310	FWK 4404	1	0	0	
					11	0	0	215

MUSIC BUSINESS ADMINISTRATION/MUSIC BUSINESS MGMT

COURSE NAME

MOD

CODE

PREREQUISITE

COREQUISITES

LECT

LAB

ALT.

FIELD

DEL.

PLMT

HR

HR

.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.

SPEC 0000 - Music Business Management students only

SPEC 0001 - 2.0 grade point average minimum

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 a student advisor (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 methods.

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 online 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 course 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 misplaced.
- 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/contribution 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 appropriate 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) 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

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 or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide. Additional information regarding transferring between institutions in Ontario can be found at 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

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>