

Creative Industries

at The Creative School

Student Handbook
2021/2022

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I would like to welcome new and returning students to the School of Creative Industries.

We have just come through one of the most defining and challenging times in our lifetime. While we are not through it all yet, it is my hope that during the 2021-22 school year we will come back to a place where we can engage in hallway discussion and classroom lectures. This past year saw the delivery of an entire year online. While not ideal, students, faculty and staff were resilient in pushing through the barriers of online education. Not apparent to us yet, there will be activities or things we did during the times of online classrooms that worked better and will be used well into the future.

My key message to yourself is kind of a paradox; be kind to yourself and curious. Be kind to yourself; realize you are living in challenging times. Not everything is going to workout, so take the small wins and appreciate them. Be curious; we are in times of exponential change when creativity is the difference between surviving and thriving. Take this time while attending school to learn new things, challenge the status quo and do things differently.

The staff at Creative Industries created this student handbook to help guide you through the many policies, procedures and supports available. It is meant to be a reference tool where you can find the answers you need and connect resources. If you cannot find the answer here please reach out and ask the Creative Industry staff and faculty.

While I do not have an office to meet students in person, I am available online if needed. You can either e-mail me at cgibbs@ryerson.ca, book time in my calendar by clicking [here](#) or e-mail Emma Smith at e3smith@ryerson.ca to arrange a time.

This is going to be a year of change where everything is different. I would encourage you to maintain your curiosity, stay healthy and be mindful of others.

Wishing everyone a healthy and enriching year.

Chris Gibbs Chair, Creative Industries

Welcome to The Creative School!

As Dean at The Creative School, Ryerson's home of creativity, I am extremely proud of you for taking this big step in your professional and academic growth. The fields we are in are constantly evolving. We need thinkers, doers and visionaries like you to reshape our world and build a sustainable future.

In times of monumental change, social and political unrest, we turn to designers, creators and innovators to ground and guide us. Change is disruptive, but so are you. I ask you to use this current period to not only enrich your academic experience, but also to strengthen your resilience, break barriers, and reshape our world. As a Creative Industries student, you are in a perfect position to create new solutions that will disrupt and reframe the future of the creative and cultural sectors.

Through cross-disciplinary collaboration and access to state-of-the-art technologies, you will be presented with many opportunities to shape your professional future. As a Creative School student, you will leverage access to industry, thought leaders, and resources to stimulate your creativity, innovation and vision. Use the virtual tools we've provided to connect with students and faculty across The Creative School ecosystem. Get involved, participate in our many exhibitions, performances, and shows throughout the year. Follow @creativesch_TO on Instagram and bookmark www.ryerson.ca/the-creative-school/ to stay updated on our latest creative ventures. The Ryerson Communication and Design Society (RCDS) and numerous student-run clubs offer further year-round opportunities for creative exploration, professional development and socializing.

You are the future of creativity. I urge you to push yourself, take calculated risks, and engage with your community. We look forward to supporting your intellectual, artistic, and transformational growth. The future of our industry depends on this generation and I know you will be catalysts in igniting the positive change that The Creative School aims to create and inspire. See you soon!

Charles Falzon
Dean, The Creative School
Ryerson University

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Our **Academic Manager, Paula Rayson**, will advise you on all academic matters, including degree and graduation requirements, academic standing issues, academic policy interpretation, curriculum advice, transfer credits, program withdrawals, and appeals. Paula is supported in this role by **Leanna Vu, Student Affairs Advisor, & Angella Beckford, Student Affairs Assistant**. You can reach Paula, Leanna & Angella via email CRIAdvising@Ryerson.ca, and on Twitter, Facebook, and Instagram [@RyersonCreative](https://www.instagram.com/RyersonCreative).

Our **Work Placement Coordinator, Alex D'Arcy**, will guide students on all facets of the School's mandatory work placement program, including: Application process, Selection and acquisition of host enterprises, Educational outcomes of work placements, Troubleshooting placements.

Our **Administrative Coordinator, Emma Smith**, will assist you with general inquiries and guide you to the appropriate people and departments across the University, including: Appointments with the Chair, Internal events, Access to university tools and systems, University policies and Human Resources.

Our **School Chair, Dr. Chris Gibbs**, is responsible to the University for the operation of the School. Proposals for School and student initiatives should be brought to his attention. Appointments should be scheduled through Emma Smith.

Request for Letters Confirming Registration, Attendance, & Forms

Letters confirming registration, attendance, admission, graduation, etc can only be requested from the Office of the Registrar, Enrolment Services & Student Records at www.ryerson.ca/registrar/forms-documents/

Forms

Students will need to submit forms for many purposes. For a full selection of forms and their uses, refer to www.ryerson.ca/registrar/forms-documents/ or to www.ryerson.ca/senate/resources/

Counselling (Non-Academic)

Ryerson has excellent counselling services available to all Ryerson students:

Centre for Student Development & Counselling

www.ryerson.ca/student-wellbeing/counselling/

Jorgenson Hall JOR-07-C

Enquiries # 416-979-5195

If you require immediate assistance, contact the 24/7 Helpline for Ontario postsecondary students, at 1-866-925-5454 (www.good2talk.ca/)

The School of Creative Industries wants you to have a successful academic experience at Ryerson. When problems arise, it is important that you deal with them proactively and in a timely fashion. **We can't help you to fix whatever is troubling you if we don't know about it.** If you have a particular problem and don't know where to seek help, a good place to start is our Administrative Office, where Emma Smith can assist you, or guide you to the best person in the School, Faculty or University. What follows is an inventory of common problems that students face, and suggestions of how to resolve them.

I'm experiencing academic difficulties with a course:

You should make an appointment and speak with your professor. If you can't sort out the problem this way, then you may consider contacting either the program director or the Chair of whatever school or department delivers the course. If you are unsure, talk to Paula, Leanna or Angella via **CRIAdvising@Ryerson.ca**.

I just know I'm going to fail a course. What can I do?

Speak to Paula, Leanna or Angella via **CRIAdvising@Ryerson.ca**. Sometimes the best decision is to drop a course prior to the drop date deadline for the term, since a failing grade will hurt your GPA (grade point average) and cannot be removed from your transcript.

What happens if I drop a course?

The good news is that you will prevent an "F" grade that will likely hurt your academic standing. But you will have to re-take the course if it is required, or replace it with another course if it is an elective.

I'm having academic challenges in general:

All sorts of things can negatively impact academic performance. Your starting point for dealing with them is the School's Academic Advising team. Paula, Leanna or Angella can offer guidance directly or depending on the issues involved, steer you to the Ryerson department or personnel who are best able to provide assistance.

I'm not sure I know how to study and learn:

Ryerson's Student Learning Support Centre (www.ryerson.ca/studentlearningsupport/) offers one-on-one consultations plus workshops on topics like learning strategies, note-taking, goal setting, text comprehension and test and exam preparation.

I'm worried about my writing: it may not be at a university level:

Writing problems are all too common and can undermine the performance of even the most studious undergrads. If you're not confident about the quality of your writing

-- including grammar, sentence and paragraph structure, and proper citation – then better be safe than sorry. Register for one or more of the workshops offered at Ryerson's Writing Centre at www.ryerson.ca/student-life-and-learning/learning-support/writing-support/. You can also do an early draft of an essay, then meet with an advisor there to improve it.

University sure is expensive. I need financial assistance:

Contact the Student Financial Assistance office at finaid@ryerson.ca, 416-979-5113, POD59 or go online at www.ryerson.ca/student-financial-assistance/ for information about OSAP, bursaries, scholarships and jobs on campus.

I'm stressed out; personal and emotional issues are interfering with my studies:

There are various ways of dealing with stress. These can range from academic adjustments to personal counselling to crisis intervention. Your first step should be to contact our Manager, Academic, who can explore some of the options with you and direct you to the appropriate support services on campus.

You can also elect to contact the Centre for Student Development and Counselling directly at 416-979-5195 or www.ryerson.ca/healthandwellness/counselling/

I have (or I might have) a learning disability that requires accommodation of one type or another:

If you have a learning or physical disability that can affect your academic performance you should register at the Academic Accommodation Support unit. You should also consider contacting this unit if you suspect that you have an undiagnosed disability. Refer to their website at www.ryerson.ca/student-life-and-learning/ or phone the Centre at 416-979-5290.

I can't seem to figure out RAMSS:

The Ryerson Administrative Management Self Service is an important tool. It's worth spending some time to learn how to use it. Visit RAMSS support at www.ryerson.ca/ramss-support/

I am uncomfortable about the way someone on campus is treating me:

Ryerson promotes a civil, respectful atmosphere conducive to learning by everyone in its diverse campus community. If you have the sense that you are experiencing discrimination or harassment, you are advised to contact the Office of Discrimination and Harassment Prevention services (www.ryerson.ca/equity/) at 416-979-5379.

Online Identity

Activate your online identity here: www.ryerson.ca/accounts/.

All students are required to activate and maintain their online identity and to monitor and retrieve messages and information issued to them by the University, their School and professors via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. For more information, please refer to the Student Email Policy (Senate policy #157 at www.ryerson.ca/senate/policies/)

Once you have activated your online identity you will gain access to the following:

- **Email (Gmail)**
- **Calendar**
- **Google Drive**
- **Timetables**
- **D2L Brightspace**
- **Course Outlines**
- **Ryerson One Card Request/Replacement**

OneCard

Your Ryerson student card (Ryerson One Card) is the official identification card for the Ryerson University community, it is required at all exams, and it serves as your service card for the following: library, printing and photocopying, food purchases, discounts, vending machines, equipment sign out, secure building access and more. For more information go to www.ryerson.ca/university-business-services/oncard/student-oncard/.

If you need access to a building or a room and your OneCard does not open the door or please see Emma Smith! She can only help you if she knows there is a problem!

Lockers

A limited number of lockers are available for the year in the basement of the Rogers Communication Centre (RCC) and may be acquired on a first come, first served basis. If you're interested in obtaining one, see Emma Smith.

Significant Dates

Life in university is ruled by deadlines – for assignments, tests, and final exams, for courses to be added and dropped, for fees payment, and many more events.

Click here: <https://www.ryerson.ca/calendar/2021-2022/dates/> for all of Ryerson University's significant dates for this year.

Due dates for assignments and tests are given to you on your course outlines at the beginning of each term. Dates and times for final exams are released by the Registrar's office towards the end of the term. **Be sure not to make any travel plans for the end of terms before the exam schedule is available.**

Note: Students interested in applying for these opportunities must do so in 2nd year and should begin by consulting the Exchange Office website at www.ryerson.ca/fcad/international/exchange/outbound and attending an exchange information session during the fall term.

International Exchange (Study Abroad)

The School of Creative Industries offers a limited number of overseas studies opportunities for 3rd year students, through the Faculty of Communication & Design's International Exchange Office. Typically these exchanges last one term and occur during the winter semester of third year. Students participating in the exchange program continue to be registered at Ryerson, pay regular Ryerson tuition fees and return to Ryerson to complete their degree. In most cases, classes are conducted in English and are taken at a normal course load. To be eligible to apply for exchange students must have a Clear academic standing and a minimum GPA of 2.5.

Creative Industries Exchange Partners for 2021/2022:

Amsterdam University of Applied Science (AUAS)

Artevelde University of Applied Sciences Belgium

Auckland University of Technology (AUT) New Zealand

Breda University The Netherlands

Curtin University Australia

Danish School of Media and Journalism (DMJX) Denmark

Edinburgh Napier University Scotland

Hochschule der Medien (Stuttgart Media University) Germany

KEA - Copenhagen School of Design and Technology Denmark

London South Bank University (LSBU) England

Queensland University of Technology (QUT) Australia

University of Leeds England

Students MUST familiarize themselves with module and degree requirements. It is **your** responsibility to select courses from term to term in order to fulfill these requirements. Individual progress toward completing degree requirements can and should be monitored through the Advisement Report function in RAMSS.

Information regarding course registration, significant dates, degree requirements, and FAQs are frequently posted on our website. Please bookmark our website and refer to it. www.ryerson.ca/creativeindustries/academic-advising/

Advice regarding course selection is available within the School. It is recommended that you consult with CRI Advising (**CRIAdvising@ryerson.ca**) should you require information or clarification regarding your academic career.

Course descriptions for all courses are available online in the Ryerson Undergraduate Calendar, at www.ryerson.ca/calendar/2021-2022/courses/

Prerequisites: Students MUST check the prerequisite for all courses they want to select in the course description. If a prerequisite has not been successfully completed, the course cannot be taken.

Departmental consent: a few courses may require consent of the teaching School. In such cases students should contact CRI Advising (**CRIAdvising@ryerson.ca**)

There is no formal registration in a creative-content module. Students select and progress through each of their modules by virtue of their course selection.

Students may switch their creative-content modules. However, switching will often entail some loss of credits toward their degree, which must be regained through course overloads, summer courses if available, or extending their undergraduate program beyond 4 years.

Enrolment dates are issued by the Ryerson Registrar's Office on RAMSS and by email. Enrolment dates are issued by year and only allow you to register for courses designated for you to take in the year of your program you are going into.

Academic Standing

It is the student's responsibility to maintain a **Clear** academic standing in order to continue in the CI program from term to term without limitations. Your academic standing is determined at the end of each academic term based on your final course grades, and you must check your standing on RAMSS in a timely fashion as further action will be required on your part if you fail to maintain a Clear standing.

If your Academic Standing is **Probationary** - you MUST request an appointment with CRI Advising to clarify the basis on which your standing can become Clear. Also, you will be required to sign a Probationary Contract with restricted conditions for the following semester. It is important to note that you cannot continue in your degree on Probation without first establishing a Probationary Contract.

Failure to meet the terms of a probationary contract will result in a **Required to Withdraw** standing. Students with this standing are advised to attend a "Required to Withdraw Students Group Session" offered by the Centre for Student Development and Counselling. This workshop covers strategies to get reinstated and other educational options. The following definitions are taken directly from the Full-time Undergraduate Calendar. Full information on the various academic standings can be found in that online document.

CLEAR - a cumulative grade point average (CGPA) of at least 1.67 (except where the student has violated an approved Department/School Standing variation or, while on Probation, the student has violated the terms of their Probationary Contract). Students with CLEAR Standing may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.

PROBATIONARY - a cumulative grade point average (CGPA) of 1.00 to 1.66. Students with Probationary standing are required to have a developmental Probationary Contract outlining a specific plan for studies and academic supports authorized by their program School or Department, and signed by the student. Students who fail to have such a Probationary Contract within five (5) working days of the first day of the semester will have their course registrations and course intention requests cancelled for the term in question. Students with a Probationary standing at the start of any semester will be eligible to continue their studies in a subsequent semester as long as they achieve a term grade point average (TGPA) of 1.67 or higher, meet the terms of their Probationary Contract, and do not violate approved Department/School standing variations.

REQUIRED TO WITHDRAW (RTW) - Students will be REQUIRED TO WITHDRAW from their program for one of the following reasons:

- i. A CGPA of less than 1.00 (except students enrolled in their first semester); or
- ii. A term GPA below 1.67 while on PROBATION; or
- iii. Violation of any approved Department/School Standing variation; or
- iv. Violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract).

No student in their first semester at Ryerson will be RTW in December. Students with a GPA of less than 1.00 in their first semester will be advised about their prospects for success. Such students who continue in their program for the subsequent Winter semester will do so on PROBATION.

Academic Integrity

Ryerson University and the School of Creative Industries view violations of academic integrity very seriously. It is imperative that students conduct themselves with integrity and understand what constitutes academic misconduct as described in the Student Code of Academic Conduct, which will result in penalties ranging from a failure on a plagiarized assignment plus a disciplinary notice to expulsion from the University. For more information go to:

Senate Policy #60 at www.ryerson.ca/senate/policies/

You can avoid many problems by using proper citation in your essays. The School of Creative Industries recommends the format provided below for CI courses, but professors outside of CI may prefer a different format. Always be sure to ask.

Proper Citation

Creative Industries students take courses from a variety of disciplines from across the university, as such students should be familiar with both APA and MLA citation styles.

It is up to the student to confirm with the instructor of each course which citation style they accept. To learn more about MLA and APA please consult the style guides in the Library. Basic style templates for both MLA and APA can be found on the Ryerson Library website here:

<https://library.ryerson.ca/guides/style/>

(Most instructors include an example of the citation style they accept in the course outline, if you do not see one you should confirm with the instructor.)

Minors

The University defines a minor as an opportunity for a student to explore a secondary area of undergraduate study either for personal interest beyond a student's degree program, or as an area of specific expertise related to the student's degree program that will serve the student's career choice. To complete a minor, students must complete a sequence of 6 courses in one of the subject areas identified in the University Calendar at:

www.ryerson.ca/calendar/2021-2022/minors/

A limited number of liberal studies electives, module course, and open electives may be applied to this goal, so students should consider this possibility at an early stage in their academic careers at Ryerson. Inquiries about an individual minor should be directed toward the School or Department offering the minor.

Transfer Credits

Students who have completed courses at Ryerson or another postsecondary program may apply for transfer credits through the University's online system. Detailed information about the application process is found at

www.ryerson.ca/transfer-credits/

Course Management

The University has a course management policy (Senate policy #145) that stipulates the information that must be provided to students enrolled in each course, including course objectives, evaluation scheme, attendance requirements, schedule of topics, reading lists, teaching methods and assignments. This information is provided by either hard or electronic copy in a course outline that serves, in essence, as a contract between the professor and the individual student. The content of course outlines will vary from course to course and from School to School. Students are expected to be familiar with the requirements itemized in each course outline and to conduct themselves accordingly.

Assignments

Details of due dates and penalties for missing them are contained in the individual course outlines. Projects and/or assignments may be submitted on or before the given due date. Late submissions, if accepted at all, are likely to have grade penalties as stated in the course outlines. At the instructor's discretion, late assignments will not be accepted without proper medical documentation.

Only the original copy of an assignment is acceptable. Students must keep a copy of each assignment on file until the original has been marked and returned.

Submission of all

assignments will occur within assigned class times unless otherwise stated in the course outline.

Medical Consideration for Missed Classes, Tests, Course Work

If you've missed an exam, assignment, or any other graded work due to illness or extenuating personal circumstances, you should request academic consideration.

Academic considerations should be submitted within 72 hours of the missed deadline and should be submitted online through the [Academic Consideration portal](#).

Academic consideration requests should only be submitted for graded work. Please note that instructors are not obligated to grant academic consideration requests.

[Policy 134](#) which governs 'Academic Consideration and Appeals' can also be found on the Senate website. As always if you have any questions, or require clarification, just ask. We can be reached via CRIAdvising@ryerson.ca

Accommodation of Students with Disabilities

All Creative Industries courses are conducted in accordance with University Senate policy #159: Academic Accommodation of Students with Disabilities.

www.ryerson.ca/content/dam/senate/policies/pol159.pdf

Students who need academic accommodation support based on disability should register with Academic Accommodation Support:

www.ryerson.ca/accommodations/

Once registered, the student must activate the sending of an accommodation letter via the online system to each of their instructors outlining their approved accommodation(s) for each course. This should be done prior to a graded assignment, test or exam.

In some cases, arrangements related to a student's accommodation needs may be made by the student's Academic Accommodation Support Facilitator on behalf of the student. Students are not required to provide their personal health information or seek accommodation directly from their professors, course instructors or teaching assistants as it pertains to academic accommodation for disabilities.

Accommodation for Religious, Aboriginal and Spiritual

Observance Requests must be presented to the instructor (with a copy to the School's administrative office) no later than two weeks prior to the conflict in question (in the case

of final examinations within two weeks of the release of the examination schedule). For details, see:

www.ryerson.ca/content/dam/senate/policies/pol150.pdf

If the dates are not known well in advance because they are linked to other conditions, requests should be submitted as soon as possible in advance of the required observance. Given that timely requests will prevent difficulties with arranging constructive accommodations, students are strongly encouraged to notify instructors of an observance accommodation issue within the first two weeks of classes.

Requests for accommodation can be made informally or formally to the course instructor. Informal requests will be made verbally through private discussion or through an email between the student and instructor. For formal requests, student must submit a clear explanation of the observance and requested accommodation along with a copy of the Accommodation of Student Religious, Aboriginal and Spiritual Observance form.

Forms are available on the Senate website: www.ryerson.ca/content/dam/senate/forms/reobservforminstr.pdf

Instructors will confirm accommodations (if possible), in writing, within 5 days of receiving the request.

Appeals

As a Ryerson student you have the right to review how your final grade has been calculated. You also have the right to initiate an informal or formal appeal of a grade in a specific course or your overall academic standing. These rights and the procedures to be followed are explicated in the University's Undergraduate Academic Consideration and Appeals policies: [Policy 167 - Academic Consideration and Policy](#) & [168 - Grade and Standing Appeals](#)

Note: Grade appeals are submitted to the teaching School or Department in accordance with its procedures; only appeals of CRI courses and appeals of academic standing are submitted to our School's Academic Manager. The decision-maker for Level 1 appeals to the School of Creative Industries is the Chair; the decision-maker for Level 2 appeals is the Associate Dean for Faculty & Student Affairs, Faculty of Communication & Design.

Students should refer to University publications (the Calendars, the Student Guide, and the above-stated appeals policy) for detailed information on acceptable grounds for appeals, appeals forms and procedural instructions. Students are responsible for reviewing all pertinent information prior to the submission of a formal academic appeal. Incomplete appeals will not be accepted. Students are responsible to ensure that a formal appeal is submitted by the deadline dates published in the Calendar and must adhere to timelines established in the policy.

Student Behaviour

In order for all students to have a positive experience in their classes we must all demonstrate respect for each other and professionalism. This means, for starters, the exercise of common courtesy. Students are expected to familiarize themselves and to conduct themselves in accordance with the University's Discrimination and Harassment Prevention Policy and the Student Code of Non-Academic Conduct. This code includes the following statement:

You have the RESPONSIBILITY to refrain from behaviour which you know, or ought reasonably to know, obstructs teaching and learning....

Violations of this Code are serious and could affect a student's continuance at the University.

Refer to Senate policy #61 at: www.ryerson.ca/senate/policies/ and www.ryerson.ca/policies/policy-list/dhp-policy/

If you have any questions that have not been covered in this Student Handbook please check the FAQ on the CRI Advising Website here:

www.ryerson.ca/creativeindustries/academic-advising/