

# Image Arts

at The Creative School

STUDENT HANDBOOK **21/22**

# **The Creative School**

STUDENT HANDBOOK 2021-2022  
© Ryerson University

# Image Arts

at The Creative School

address:

122 Bond Street  
Toronto ON M5B 2K3

mailing address:

School of Image Arts  
Ryerson University  
350 Victoria Street,  
Toronto, Ontario  
Canada, M5B 2K3

tel: 416.979.555167

fax: 416.979.555139

web: [www.ryerson.ca/image-arts](http://www.ryerson.ca/image-arts)

ryerson web: [www.ryerson.ca](http://www.ryerson.ca)

facebook: [www.facebook.com/RyersonIMA](https://www.facebook.com/RyersonIMA)

twitter: [@RyersonIMA](https://twitter.com/RyersonIMA)

instagram: [www.instagram.com/RyersonIMA](https://www.instagram.com/RyersonIMA)

If you have any suggestions or comments for future editions of this handbook, please put them in writing to:

Stephanie Law

Administrative Assistant

[stephanie.law@ryerson.ca](mailto:stephanie.law@ryerson.ca)

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## DEAN'S MESSAGE

Welcome to Image Arts at The Creative School!

You should be exceptionally proud of yourself for taking this big step in your professional and academic growth.

I encourage you to make the most out of your time at The Creative School. As a member of this creative ecosystem, you have access to instructors, mentors, facilities, services, initiatives and events that provide you with a unique, unparalleled educational experience. From state-of-the-art studios and international learning initiatives to industry-driven projects and transdisciplinary courses, you have the means to develop your own authentic voice and engage with creative industries around the world. I encourage you to take full advantage of The Creative School and engage with the richness of our schools, programs and transdisciplinary hubs.

Follow [@creativesch\\_TO](#) on social media and bookmark [ryerson.ca/the-creative-school](http://ryerson.ca/the-creative-school) to stay updated on our latest creative endeavours. The Society of The Creative School and numerous student-run clubs offer additional year-round opportunities for creative exploration, professional development and socializing.

You are at the centre of The Creative School and I am personally committed to your success. 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 inspire.

Charles Falzon  
Dean  
The Creative School  
Ryerson University

# MESSAGE FROM THE CHAIR

Creativity is...

...sharing new ways to look at the world.

Welcome to [Image Arts in The Creative School](#) for the 2021-2022 academic year.

If you are just entering the School of Image Arts, you are taking the first step towards building a positive and meaningful career in image-making and storytelling. If you are a returning student, you are already well-versed in the business and culture of film, photography, and digital media. In either case, you crave to study with the best. You possess the passion and the talent; we provide the environment and support. The faculty and staff are here to encourage and guide you as you pursue your goals at Ryerson\*. We are committed to maintaining the standards of excellence of the programs while providing you with opportunities to express yourself creatively and develop a professional work ethic grounded in principles of inclusion, equity, diversity, integrity, and mutual respect.

It is going to be a different year - again, but I am confident it will be a great year. Faculty and staff have worked very hard over the summer to re-envision your program where, in addition to online learning, you will also have the opportunity to participate in in-person classes. Our school is one of very few programs at the university taking a hybrid course delivery approach. Your health, safety, and well-being are of upmost importance to us. Fall 2021 will be a transitional semester in anticipation of a full return to campus in Winter 2022. Thank you for your confidence, patience, and encouragement as we together navigate the new academic year.

This handbook is the “who, what, where, why, and how” guide to assist you as you make your way through the School’s and the University’s policies and procedures. It supplements the [Ryerson Academic Calendar](#) and the [University Student Guide](#), all three of which should help you answer the majority of questions which will arise during the school year. Make sure you read them and keep use of them as necessary references.

The School is recognized as a national and international centre for creative innovation in the study, production, exhibition, and research of film, photography, and digital art. Our two undergraduate programs (BFA) in [Film](#) and [Photography](#) are augmented by the exciting [Integrated Digital](#) option that combines and extends aspects of film and photography, including motion graphics, animation, VR/AR, creative coding, multi-channel video, projection mapping, digital media installations, and 3D modelling among many other modes of creative digital production. In addition, our two graduate programs are highly regarded and one-of-a-kind in Canada. The [MFA in Documentary Media](#) is one of very few such master’s programs in the world connecting traditions to new, innovative ways of producing documentary work. The [MA in Film and Photography Preservation and Collections Management \(F+PPCM\)](#) explores solutions to the challenges that institutions and organizations face in managing and developing object- and digital-based collection. A unique residency program places students throughout the world. Faculty members are trailblazers in their fields by advancing society’s understanding of visual and media arts through their film productions, exhibitions, and scholarly publications. The [Ryerson Image Centre](#) is a world-class photography and related media centre hosting an exceptional calendar of openings, artist talks, and exhibitions and serves as a premier venue for exceptional student work.

Students bring vibrancy to our Image Arts community and I encourage you to get involved in the numerous activities and events in an outside of our School. And, don’t forget to celebrate your fellow students’ work throughout the year featured in our online publication [Function](#) and exhibit spaces, including our external gallery, [Artspace](#), which is relocated at 401 Richmond, and at the [Ryerson University Film Festival \(RUFF\)](#) and [Maximum Exposure \(MaxEx\)](#) anticipated in May. Last but not least, continue to challenge norms, make a positive difference, and share new ways to look at the world.

I look forward to meeting you and wish you a very successful and rewarding year.

Robert Ott, Chair

*\* [The Standing Strong \(Mash Koh Wee Kah Pooh Win\) Task Force](#) has recommended the university change its name. We respect the conversations taking place within our community about the name of the university and the history it represents to our Indigenous community members.*

*We acknowledge that Toronto is in the ‘Dish With One Spoon Territory’. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.*

## **RYERSON COVID-19 INFORMATION & UPDATES**

For the latest information and updates in regards to campus status, student resources, and health and safety guidelines, please visit this website: [www.ryerson.ca/covid-19](http://www.ryerson.ca/covid-19)

Student FAQ's: [www.ryerson.ca/covid-19/students](http://www.ryerson.ca/covid-19/students)

Resources: [www.ryerson.ca/covid-19/resources](http://www.ryerson.ca/covid-19/resources)

If you are attending classes on campus, please follow all health and safety protocols outlined by Ryerson University and Image Arts.

Please note: This Student Handbook has been designed to provide important information and resources to Image Arts students. This information may become outdated after publication due to the evolving health situation. For instance, many campus services and resources may have shifted online, with no in-person office hours or in-person meetings. Check the Ryerson website ([www.ryerson.ca](http://www.ryerson.ca)) for updated hours of operation and contact information for campus services.

### **WHAT TO EXPECT WHEN YOU ARRIVE AT IMAGE ARTS**

Many new procedures and protocols have been implemented for the coming year to ensure the safety of the students, staff and faculty of the Image Arts. These follow extensive review and consultation with Ryerson's Environmental Health & Safety unit and are aligned with public health guidelines. Students and employees are expected to adhere to all safety requirements, facility signage and direction while on the premises. Protocols will be strictly enforced.

- Access to the Image Arts building (122 Bond St.) will be restricted to Image Arts students, faculty and staff.
- The only entrance is at the main doors at the corner of Gould and Bond Streets. This will be locked at all times and your one-card is required for access.
- Please take notice of Self-Screening signage and follow directions.
- Upon arrival, proceed to the Check-In desk in the Image Arts Commons - show your **OneCard** and proof of health screening.
- There are new screening procedures in place for Fall 2021. **You are expected to complete the health screening** detailed on this page prior to your arrival each day: <https://www.ryerson.ca/covid-19/health-screening-reporting-cases/health-screening/student-health-screening/> or **Download the RyersonSafe App**

- You will be required to show your badge/proof of completion of health screening prior to accessing Image Arts
- Face masks must be worn and physical distancing must be practiced at all times inside Image Arts, as per TPH and Ryerson Guidelines: <https://www.ryerson.ca/policies/policy-list/face-mask-policy/>
- Frequent handwashing is recommended as a critical means to stop the spread of Covid-19. In addition to available washroom facilities, hand sanitizer stations and sanitizing wipe stations will be located throughout the building.
- Once checked in, please go directly to your destination.
- Please follow the directional signage for stairs, elevators, to classrooms and production facilities, and exits.
- There will be signage in classrooms and studios indicating cleaning protocols.
- Exits are located via the south stairwell and northwest stairwell, signage is posted.
- You may be on campus for in-person activities and also attend courses online. Therefore, we will be creating additional study spaces in classrooms in the Image Arts building. Details about booking space will be posted.
- Lockers will be available for the fall term by reserving at the Equipment Cage.

## **EQUIPMENT CAGE**

*Located in the basement of Image Arts (B-18)*

- To gain access to the Equipment Cage all students must sign a Technical Operations Agreement. Incoming 1st year students are also required to complete WHMIS training (available through D2L) and provide a copy of the certificate. The Agreement and WHMIS certificate must be submitted to the cage via the online form <https://forms.gle/by5cZ9t39d2DrAhm7>
- Pick-ups and returns are by appointment only. All equipment must be reserved at least one day in advance using the online booking system, which can be accessed at <https://wchout.ccs.ryerson.ca/sso/patron#/>. Login with your Ryerson credentials.
- Reservations are requests only. Once the booking has been confirmed, you will receive a confirmation from the Cage.
- Pick-ups and returns are scheduled fifteen minutes apart. You will be expected to arrive promptly for your time slot and sign in at the Image Arts main entrance reception desk. If you miss the assigned time, your appointment may be delayed or rescheduled.
- Sanitizing procedures - All equipment will be cleaned by staff upon return, followed by a short quarantine period for some specialized equipment.



## **DIGITAL PRINT FACILITY (DPF)**

*Located on the 2nd Floor of Image Arts (IMA-230)*

**and**

## **STUDENT PRINT & SCANNING (PIC)**

*Located on the 2nd Floor of Image Arts (IMA-233)*

- We continue to use an online submission form. Work submissions will be connected to the DPF email address, which is [dpf@ryerson.ca](mailto:dpf@ryerson.ca).
- Communication about your submission and pick up will be via your Ryerson email address.
- Access to the student printing and scanning facilities will be posted on the Image Arts website and on the facility door.
- Website link: <https://www.ryerson.ca/image-arts/21-22/>
- To book a printer, email [print@ryerson.ca](mailto:print@ryerson.ca)
- To book a scanner, email [pic@ryerson.ca](mailto:pic@ryerson.ca)

## **FILM LAB**

*Located on the 3rd Floor of Image Arts (IMA-327)*

Film lab order forms are online and provide up to date lab info. A link will be provided by your production professor, plus QR links will be posted on the film lab dropbox and at the Cage. These are the following procedures:

- Payment for lab orders will be automatically deducted from student **OneCards**.
- Films can be dropped off in a Film Lab Dropbox inside the Image Arts entrance.
- Each film box must be clearly identified with the full name used on your order form, your prof's name and the date.
- Orders are handled twice a week. Online forms and films received together anytime before Tuesdays or Thursdays at 9:30 AM sharp are processed, scanned & emailed back by 6 PM the following evening (Wednesday or Friday).

## OPEN SPACE

*Located on the 1st Floor of Image Arts (IMA-117/IMA-117A)*

- **Open Space** will be open for fabrication and assembly work for the Fall 2021 term, by arranging in advance with the Technician.
- The Technician can also be available for online student consultations through Google Chat, Google Meet or Zoom. Please make arrangements by email to joseph.lamirato@ryerson.ca
- Students will be able to take out selected Open Space tools to complete projects off campus following consultation with the Technician.
- Tool checkout will be done through Web Checkout using the online booking system, which can be accessed at [https://wchout.ccs.ryerson.ca/sso/patron#/https://wchout.ccs.ryerson.ca/sso/patron#](https://wchout.ccs.ryerson.ca/sso/patron#/https://wchout.ccs.ryerson.ca/sso/patron#/)/. Login with your Ryerson credentials.
- Safety/How-To videos will be made available to accompany Open Space tool usage.

## INTERNAL DIRECTORY

Reception (416) 979-555167

Fax (416) 979-555139

Email [imagearts@ryerson.ca](mailto:imagearts@ryerson.ca)

\*Ryerson Switchboard (416) 979-5000

### EQUIPMENT CAGE

IMA B18

**(416) 979-5000 ext. 556845**

## LABS

\* Dial **(416) 979-5000** followed by the extension below:

NAME	OFFICE	EXT
IMA Union	IMA 306	556517
MFA Grad Lab	IMA B23	552252
Doc Media Admin (CHIERA, Mauro)	RCC 357-E	557608
F+PPCM Admin (GARCIA, Daniel)	RCC 357-F	552411
PIC Lab	IMA 230	552253
F+PPCM Lab	KHS 144	554289

## STUDENT GROUPS

Function	IMA 335	556444
MaxEx	IMA 335	556444
RUFF	IMA 335	556444

## CHAIR

~ all e-mail addresses are followed by: @ryerson.ca

\* Dial **(416) 979-5000** followed by the extension below:

<b>Title</b>	<b>Name</b>	<b>Room</b>	<b>Ext</b>	<b>Email</b>
Chair	Robert Ott	IMA 201	556855	robert.ott

## PROGRAM DIRECTORS

Program Director, Doc Media	Dr. Samantha Wehbi	EPH 210	6221	swehbi
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Program Director, Film Studies (Fall 2021)	John Tarver	IMA 361	552236	john. tarver
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Program Director, Film Studies (Winter 2022)	Michal Conford	IMA362	556879	mconford
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Program Director, Photography	Dr. Dave Kemp	IMA 320	556873	dkemp
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Program Director, F+PPCM	Marta Braun	KHS 153	556875	mbraun
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## **SUPPORT STAFF**

~ all e-mail addresses are followed by: @ryerson.ca

### **FRONT OFFICE STAFF**

GULLO, Cathy <i>Program Manager</i>	IMA 202	556849 cgullo
CARBERT, Janice <i>Operations Manager</i>	IMA 205	556844 jcarberr
McCRORIE, James <i>Academic Coordinator</i>	IMA 203	556847 mccrorie
LAW, Stephanie <i>Administrative Assistant</i>	IMA 206	556851 stephanie.law
NAR, Hongen <i>Program Assistant</i>	IMA 207	556850 hnar
KWACZ, Dyan <i>Communications &amp; Outreach Coordinator</i>	IMA 204	556866 dylan.kwacz

### **TECHNICAL STAFF**

CERKOWNYK, Darren <i>Processing Technician</i>	IMA B-18	557591 dcerkownyk
CHAMBERLAIN, Bryn <i>Facility Technician</i>	IMA B-18	556892 bchamber
DUDER, Jonathan <i>Cage Technician</i>	IMA B17	557107 jduder
DYKE, Ted <i>Maintenance &amp; Repair Technician</i>	IMA B-18	556846 tdyke
FLETCHER, Michelle <i>Digital Imaging Technologist</i>	IMA 224	556861 mfletche
LAMMIRATO, Joseph <i>Project Space Technician</i>	IMA 305/117	553073/joseph. 544441 lammirato
LOESER, Mark <i>Film Production &amp; Preservation Technician</i>	IMA 327-A	556869 mwloeser
O'DONNELL, Jane <i>Digital Imaging Assistant</i>	IMA 230	552253 jodonnell
PAYNE, Fred <i>Department Network Administrator</i>	IMA 225	556912 fpayne
SINAN, Dina <i>Cage &amp; Booking Assistant</i>	IMA B-18	554838 dina.sinan

# GETTING STARTED

## RESOURCES

### RYERSON CALENDAR

Ryerson University has a number of policies and procedures in place that you need to familiarize yourself with as soon as possible. You should start with the official Ryerson Calendar for full-time studies, which you can find on the Ryerson website at [www.ryerson.ca/calendar](http://www.ryerson.ca/calendar). It is your official source for curriculum and course information at Ryerson.

In particular you should familiarize yourself with these sections:

- Registration Procedures
- Fees/Financial Information
- Academic Standing
- Student Conduct Code
- Examinations
- Graduation and Convocation

Pay attention to the **Significant Dates** section, which lists things like course drop deadlines and holidays. You can even add them directly to your google calendar. It may not seem important now, but as the term speeds along and deadlines come and go, you'll be glad you did.

### RYERSON STUDENT GUIDE

You'll find this guide makes for an excellent interpreter when the official academic-speak of the calendar eludes you. It lists the policies, fees, services, and administrative procedures that you'll need to know as a Ryerson student. Visit: [www.ryerson.ca/studentguide](http://www.ryerson.ca/studentguide)

### EQUIPMENT, FACILITIES, HEALTH & SAFETY

For updated information on equipment, facilities and health & safety that isn't covered in this School of Image Arts Student Handbook, visit: [www.ryerson.ca/image-arts/current-students](http://www.ryerson.ca/image-arts/current-students). Here you will find all you need to know about borrowing procedures, what kind of equipment and facilities are available to you, and much more.

### WEBSITES

School's Official Website: [www.ryerson.ca/image-arts](http://www.ryerson.ca/image-arts)  
School's Official Blog: [www.imagearts.ryerson.ca/imablog](http://www.imagearts.ryerson.ca/imablog)

Here you will find an overview of the School's mandate, course listings and descriptions, faculty bios, and links to relevant events and job postings internal to Ryerson and within the broader community.

If you have ideas for the site or would like to get involved on a volunteer basis, contact James McCrorie, Academic Coordinator, at [mccrorie@ryerson.ca](mailto:mccrorie@ryerson.ca).

RYERSON OFFICIAL WEBSITE

[www.ryerson.ca](http://www.ryerson.ca)

Here you'll find everything from library listings, how to find housing in the city, and all things related to academic matters.

RYERSON ADMINISTRATIVE MANAGEMENT SELF SERVICE (RAMSS)

Log-in with your matrix ID and a password at [my.ryerson.ca](http://my.ryerson.ca), and you can look up your timetable, grade report (Academic Standing & Grade Point Average), degree progress report, and fees statement. You can also check course availability, register for courses, add/drop/swap courses (if spaces are available), enrollment and class sections. This website also has other useful administrative links and help menus.

## **REGISTRATION AND COURSE SELECTION**

The Course Enrolment period for all Ryerson students runs from **August 23rd until September 17th**. You should use this time to enroll in the courses you need and to make sure all your affairs are in order, before classes begin on Tuesday, September 7th, 2021. Use the following checklist to ensure you haven't forgotten anything:

### **1. Timetable**

If you are reading this handbook, then you should already have your timetable ([my.ryerson.ca](http://my.ryerson.ca)). Any problems with your core courses should have been spotted and corrected at this time. If for some reason they weren't, please contact Stephanie Law (Administrative Assistant, [stephanie.law@ryerson.ca](mailto:stephanie.law@ryerson.ca), IMA-206) or James McCrorie (Academic Coordinator, [mccrorie@ryerson.ca](mailto:mccrorie@ryerson.ca), IMA-203) for assistance right away.

## **2. Liberal Studies Electives**

For first year, you need two lower level liberal electives, so most students choose to take one liberal course per semester. Check your schedule to ensure that you are registered in the courses you need for the Fall term first, then the Winter term. Remember, you can deal with the Winter term course enrolment later in the Fall term.

If you did not get all your choices for the Fall term, keep checking RAMSS throughout the enrollment period, as full courses may become available as other students adjust their schedules.

## **3. OneCard - Student Identification Card**

Please get your OneCard before the start of classes.

The Ryerson OneCard is Ryerson's official ID card. It displays your name, picture and student number, and functions as: Library Card, building/equipment access card, Athletic centre access card, etc.

[www.ryerson.ca/university-business-services/oncard/student-oncard](http://www.ryerson.ca/university-business-services/oncard/student-oncard)

## **4. Ryerson Calendar**

The Ryerson Calendar is available on the University's website:

[www.ryerson.ca/calendar](http://www.ryerson.ca/calendar)

## **5. Ryerson Student Guide**

You can find it online here: [www.ryerson.ca/studentguide](http://www.ryerson.ca/studentguide)

## **6. Equipment Access**

Bring your OneCard to the Cage in IMA B-18 and sign a waiver form to activate your borrowing privileges for equipment and facilities.

### **Fall 2021 Update on Equipment Access:**

Please see RYERSON COVID-19 INFORMATION & UPDATES at the beginning of this handbook: [EQUIPMENT CAGE](#).

## **7. Library Access**

Bring your ONE Card to the Library's circulation desk, along with the items you want to sign out of the library, and you are ready to go. Take the escalator across from the Information Desk in Jorgenson Hall two



floors up to reach the library entrance.

**Fall 2021 Update on Library Resources & Services for Students:**  
<https://library.ryerson.ca/blog/2021/04/library-resources-and-services-for-students/>

## **8. Ryerson Athletic Facilities - Access**

The **Ryerson Athletics & Recreation** has two locations:

1. The **RAC Ryerson Athletic Centre** (50 Gould Street) lies beneath the open field that is known as the 'Quad' in the middle of the campus.
2. The **MAC Mattamy Athletic Centre** (50 Carlton Street) is located in the Maple Leaf Gardens building.

The fees for both facilities are included in your tuition fees.

**Fall 2021 Update on Recreation Facilities:**  
[www.ryerson.ca/recreation/facilities/](http://www.ryerson.ca/recreation/facilities/)

## **9. RSU (Ryerson Student Union) Health & Dental Plan**

RSU Member Services Office is located in the lobby of the Ryerson Student Centre (55 Gould Street). All full-time students are charged a fee as part of their tuition for the RSU Members' Health and Dental Plan. To opt out, please visit the RSU website for more information and important deadlines: [www.rsuonline.ca/health-dental-plan](http://www.rsuonline.ca/health-dental-plan).

For information on what the plan covers or to make a claim, visit the Member Services Office or website: [www.mystudentplan.ca/rsu/en/home](http://www.mystudentplan.ca/rsu/en/home).

## **GENERAL INFORMATION**

### **ABOUT THE CREATIVE SCHOOL**

The Creative School is a dynamic faculty that is making a difference in new, unexplored ways. Made up of Canada's top professional schools and transdisciplinary hubs in media, communication, design and cultural industries, The Creative School offers students an unparalleled global experience in the heart of downtown Toronto. To learn more about The Creative School go to [www.ryerson.ca/the-creative-school](http://www.ryerson.ca/the-creative-school)

## CORRESPONDENCE

### EMAIL ACCOUNTS

It is required that you activate your Ryerson email account even if you have one or more email addresses already. Both the Instructors and administration will use this address as the main form of communication.

Instructions on how to activate your account:

<http://www.ryerson.ca/ccs/services/accounts.html>

According to the policy <http://ryerson.ca/content/dam/senate/policies/pol157.pdf>, students are expected to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students have the right to forward their Ryerson E-mail account to another electronic mail service provider address, but remain responsible for ensuring that all University electronic message communication sent to their official Ryerson E-mail account is received and read.

## ADMINISTRATIVE SERVICES

### ADDRESS CHANGES

It is important that you keep the university up-to-date with respect to any address changes. If you move and you neglect to inform anyone, you could miss important mail regarding your grades, fees, student loan, etc.... If you relocate, visit [my.ryerson.ca](http://my.ryerson.ca) (RAMSS) and make the change. Most departments are linked to this main database.

Naturally, it will take some time before you get used to your new surroundings and feel like a part of this University - especially if you are one of the majority of students who just spent the last 4 years at a high school you came to know inside and out. If you find yourself feeling a little lost and confused, feel free to drop by the School's Administrative offices in the IMA building on the 2nd floor. Our staff will be glad to point you in the right direction. Some of the resources and services you can expect to find at the main office include:

- Campus Information
- Class Schedules (available online)
- Faculty Schedules

- Awards and Scholarship Information
- Exam Schedules (available online)
- Room Bookings
- Appointments with the Chair
- Postering Intake (main bulletin board)
- Student Health & Wellness resources

Faculty Schedule information resides in a large black binder at the 2nd Floor reception desk. Please ask the front desk for assistance.

### **Fall 2021 Update on Administrative Services:**

Image Arts Admin Staff will be alternating between working remotely and working from campus. Please contact staff via email for assistance. Image Arts general email: [imagearts@ryerson.ca](mailto:imagearts@ryerson.ca)

### **ROOM BOOKINGS**

Select rooms in the Image Arts Building may be booked for course-related activities such as holding auditions, rehearsals, film production, screenings, large group meetings, etc.

To book a room, consult with Image Arts Administrative Staff to confirm availability, as rooms are heavily booked in the day and for evening Continuing Education programs. Note that CE courses have priority during evenings and Saturdays. When booking, you will be required to complete a Room Usage Contract which outlines the guidelines for use. Once the contract is signed, the room will be booked. You may pick up a key in the Cage with the form provided by the Admin Office.

### **Fall 2021 Update on Room Bookings:**

The use of classrooms and facilities continue to be restricted due to the ongoing health situation and therefore there are no room bookings for the fall 2021 term. This will be reassessed as government guidelines allow.

### **POSTERS**

There is limited poster space available throughout the building. Please bring posters to the Image Arts Administrative Staff to be date-stamped – otherwise they will be immediately removed by the cleaning staff.

### **Fall 2021 Update on Posters:**

There will be no postering allowed in the fall term, as access to the IMA building will be restricted.

## **APPOINTMENTS WITH THE CHAIR OR PROGRAM DIRECTORS**

Students who wish to make a formal appointment to speak to the Chair about a problem or concern may do so. These appointments are typically a last resort as most problems are usually best handled by the Academic Coordinator and/or the Program Directors. The Image Arts Administrative Office staff will ask for your name, phone number, and the reason for the appointment to make the booking.

### **Fall 2021 Update on Appointments:**

Please contact the Chair or Program Directors via email to schedule a virtual appointment.

## **STAFF & FACULTY MAILBOXES**

Mailboxes are located around the corner from the 2nd Floor Reception desk, down the hall from the Photo Studio (IMA 210) and restrooms.

## **ACADEMIC MATTERS**

### **Fall 2021 Update on Academic Matters:**

Please note that the following information is subject to amendment based on the evolving health situation. Faculty and staff will do their best to accommodate where possible within the university's policies and standards. If you have questions, please contact James McCrorie, Academic Coordinator, [mccrorie@ryerson.ca](mailto:mccrorie@ryerson.ca).

## **COURSE MANAGEMENT POLICY**

The central purpose of this course management policy is to provide a framework of common understanding for students, faculty and staff concerning group work, academic integrity, course variation, attendance, participation, accommodation of students with disabilities, structures, processes, objectives, and requirements that pertain to Ryerson courses.

Please refer to the Course Management Policy (166) at [www.ryerson.ca/content/dam/senate/policies/pol166.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol166.pdf)

## **TIME MANAGEMENT**

## **CLASSES**

In order to create timetables that allocate an equitable number of

classes each day of the week, changes to the University-wide schedule are sometimes necessary. If this is required at any point in time, a communication campaign directed at students will be planned to make sure that everyone is aware of the change.

## **COURSE OUTLINE**

When you go to your first classes, you should receive a course outline (may be available online via **D2L**) for each of your courses that provides you with the following information:

- Instructor's name, office location, and office hours for student consultation.
- Course description.
- List of course assignments and tests with approximate deadlines.
- Marking and evaluation scheme.
- Statement of the teaching mode (eg. lecture or lab).
- Provision that planned alterations in the list of course assignments, tests, approximate deadlines and the marking/evaluation scheme shall be discussed in class prior to being implemented.
- Statement indicating that the faculty course survey will take place on-line in the 10th, 11th or 12th week of each term.
- Required and suggested reading lists, references and other necessary information.

## **IMAGE ARTS COURSE MANAGEMENT POLICY**

The Image Arts Course Management Policy is in accordance with Ryerson University Course Management Policy #166: [www.ryerson.ca/content/dam/senate/policies/pol166.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol166.pdf). Students are required to adhere to all relevant university policies found in their online course shell in D2L and/or on the following URL: [www.ryerson.ca/senate/course-outline-policies](http://www.ryerson.ca/senate/course-outline-policies).

## **COMMUNITY VALUES**

The School of Image Arts is committed to standards of excellence grounded in principles of inclusion, equity, diversity, integrity, and mutual respect. Student work is evaluated under the guidance of Ryerson Discrimination and Harassment Prevention policy: [www.ryerson.ca/policies/policy-list/dhp-policy](http://www.ryerson.ca/policies/policy-list/dhp-policy).

## **GENERAL INFORMATION**

### **Students are Responsible for Their Own Learning**

Attendance and class participation are essential for the development

and understanding of course content.

- **Regular attendance** in their registered section is expected of all students. All scheduled classes begin promptly at 10 minutes past the hour. Students arriving late will be accommodated at an appropriate time in the class. If a student is found to have attendance irregularities, such as more than one absence without proper documentation, lateness to class, and/or departing before a class officially ends, and if this irregularity continues for more than three (3) classes within a given semester, the student may be required to meet with the Instructor for the purpose of correcting the situation. Frequent absences without proper documentation may result in failing the course.

- **Student participation** includes some or all of the following: arriving on time and listening in class, being prepared, sharing ideas, concepts and creative exploration, sharing conceptual development in progress, cooperating in group projects, analyzing and offering constructive criticism during class discussion, and being an active participant in critique. In studio courses, students must be seen by the Instructor working on their projects in class to ensure authenticity of the work.

### **Students with Disabilities**

Students with disabilities will be accommodated as per **Ryerson Academic Accomodation of Students with Disabilities Policy #159**. For more information on support services please visit **Academic Accommodation Support** at URL: <https://www.ryerson.ca/accommodations/>.

### **Modifications to Course Outlines**

Course outlines may be supplemented by more detailed topical or project information periodically during the course. Changes to an announced evaluation scheme will be discussed in class prior to implementation and a written statement of revision will be provided to students on D2L.

### **Student Handbook**

Please refer to the **Image Arts Student Handbook** or the Current Students section on the Image Arts website ([www.ryerson.ca/image-arts/current-students](http://www.ryerson.ca/image-arts/current-students)) for information on administrative services, academic and technical matters specific to the School, including the process for requesting academic considerations and accommodation for health or compassionate reasons.

### **Faculty Course Survey (FCS)**

The FCS will be delivered online in Fall and Winter terms. Some Instructors will conduct FCS both online and on paper. Dates to be announced.

## **Electronic Devices**

The use of electronic devices in class will only be permitted at the discretion of the Instructor.

## **Communicating with Your Instructor or Teaching Assistants**

Electronic communication from Ryerson University, the School of Image Arts, Instructors, and Assistants is through Ryerson e-mail. Therefore, all students must activate and regularly check their Ryerson e-mail account.

When e-mail communication is necessary, students are required to communicate with their Instructors and Teaching Assistants using their Ryerson University e-mail accounts.

Students are responsible for monitoring their Ryerson e-mail accounts to ensure that they are active and are not “over quota”.

In all communications, students should identify themselves by full name (as written on the course roster and the name you go by in class if it is different), student number, course number, and section number. Communications not following this format may not receive a response.

Instructors will make every effort to respond to student email messages within 3 days (72 hours) of receipt of the message. Students should keep this timeframe for response in mind when sending emails asking for information or clarification relating to assignments or tests. It may not be possible for the Instructor to respond to messages sent less than 3 days prior to the test or assignment prior to the due date.

Messages requesting the following may not receive a response: information found in the course outline, grade information, or explanations of material or announcements given in class or posted on D2L. Students are responsible for consulting D2L regularly for course outline information and updates, assignment details and deadlines, pertinent announcements, and when seeking answers to previously given information.

## **Display of Student Work**

In this course, the Instructor may select student work for display on Ryerson campus or university related events for a period lasting until the end of the academic year. In addition, student work may be displayed electronically on the Image Arts website. If you do not wish your work to be displayed, please notify your Instructor in writing as soon as possible. All student work chosen for display will be returned to the student. Any questions about the display of student work can be

directed to your Instructor.

### **Procedure for Addressing Course-related Issues**

It is the student's responsibility to notify and consult with the Instructor regarding grading or course management issues as soon as circumstances allow. Alternatively, the student can notify and consult with the School Administration (Program Director/Chair) if they are reluctant to deal directly with the Instructor because of the nature of the situation. It is the Instructor and/or School Administration's responsibility to respond in a timely fashion in order to informally resolve the issue where possible.

If academic concerns are not resolved informally with the Instructor or the School Administration, students may speak with the Academic Coordinator to file an appeal with Image Arts. Grade appeals are filed after the course is completed; however, Course Management appeals may be filed at any time during the semester. Failure to communicate about issues appropriately and in a timely way may negatively affect the outcome of an appeal.

Further details about addressing course-related issues can be found in **Ryerson Policy #134: Undergraduate Academic Consideration and Appeals** at [www.ryerson.ca/content/dam/senate/policies/pol134.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol134.pdf).

### **EVALUATION**

#### **Missed Classes and/or Evaluations**

When possible, students are required to inform their Instructor of any situation which arises during the semester which may have an adverse effect upon their academic performance, and must request any consideration and accommodation according to the relevant policies as far in advance as possible. Failure to do so may jeopardize any academic appeals. Proper documentation are the following:

- **Health Certificates** – If a student misses the deadline for submitting an assignment, or the date of an exam or other evaluation component for health reasons, they should notify their Instructor as soon as possible, and submit a Ryerson Student Health Certificate AND an Academic Consideration Request form within 3 working days of the missed date. Both documents are available at [www.ryerson.ca/senate/resources](http://www.ryerson.ca/senate/resources). **Forms are submitted online.**
- **Religious, Aboriginal and Spiritual Observance** – If a student needs accommodation because of religious, Aboriginal or spiritual



observance, they must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration Request form within the first 2 weeks of the class or, for a final examination, within 2 weeks of the posting of the examination schedule. If the requested absence occurs within the first 2 weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these forms should be submitted with as much lead time as possible in advance of the absence. Both documents are available at [www.ryerson.ca/senate/forms/relobservforminstr.pdf](http://www.ryerson.ca/senate/forms/relobservforminstr.pdf). **Forms are submitted to the Instructor.**

- **Academic Accommodation Support** – Before the first graded work is due, students registered with the **Academic Accommodation Support office (AAS)** should provide their Instructor with an Academic Accommodation letter that describes their academic accommodation plan.

### **Group Work**

It is essential that all work submitted is completed by the individual student or the students in a particular team. Group projects may involve both group and individual assessments; evaluation criteria will be identified on project briefs and rubrics. Students who encounter difficulty with their working group are responsible to notify and consult with their Instructor for fair, appropriate, and timely resolution of the situation.

### **Late Assignments**

Image Arts values the timely submission of work in order to be fair to all students. All assignments are due as specified on the project brief, in the weekly breakdown and/or course outline. Incomplete assignments will be accepted at the time date specified for the assignment, and evaluated based on the completed elements.

Late assignments with proper documentation for health or compassionate reasons will be accepted without penalty; acceptance requires timely action by the student; please refer to the section on Academic Matters in the **Image Arts Student Handbook**.

Late submissions without documentation will be accepted with a 10% penalty up to 7 days past the due date and time. Submissions after 7 days will not receive a grade, but may receive feedback. To ensure the timely submission of final grades, approval is required if an assignment is to be submitted past the final week of class; extra time may not exceed the date and time agreed upon between the Instructor and student.

Assignments may be subject to “hard deadlines”, meaning late submissions will not be accepted without proper documentation. Hard deadlines for assignments will be stated in the Course Outline and/or project brief.

There are no extensions for group work or presentations without documentation for health or compassionate reasons.

### **Examinations**

Examinations will be written during the examination period. Students are advised to consult the Ryerson Calendar to review policies, procedures, and examination dates before finalizing holiday and employment plans. Please consult **Ryerson Final Examinations Policy #135** to review the University’s examination policy and procedures. Students who miss an exam or are more than 30 minutes late for a scheduled exam, without documentation, will receive a zero grade. Final exams will not be returned to students. They are available for review in case of an appeal and are kept on file for a period of one year.

### **Make-Up Assessments**

Should a student miss a test, exam or other form of assessment, with appropriate documentation, normally a make-up will be scheduled as soon as possible in the same semester, and where possible, before the last date to drop the course. Make-ups will cover the same material as the original assessment but may be in a different format. Please refer to section 5.4 of **Ryerson University Course Management Policy #166** or at [www.ryerson.ca/content/dam/senate/policies/pol166.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol166.pdf).

### **Incomplete (INC) Grades**

The INC grade is for incomplete coursework or a missed final examination due to documented health or compassionate grounds. Students must within 3 working days, or as soon as reasonably possible, of a missed final examination or final assignment deadline, petition their Instructor and the Academic Coordinator to receive an INC grade. Supporting documentation (e.g. Ryerson Health Certificate) must be provided to the Academic Coordinator.

An INC can be awarded only when the completion of the outstanding work or an alternate final examination may result in a passing grade.

The outstanding work or alternate examination must be completed by the date agreed upon between the Instructor and the student. The INC will be replaced by an official course grade when the work is

completed. If the work is not completed by the deadline the INC will become a grade of "F". An INC grade must be cleared if the course is a pre-requisite for another.

Full details are available in [Ryerson University Grading Evaluation Policy #46](#) and [Academic Standing Policy #164](#).

### **ACADEMIC INTEGRITY**

[Ryerson's Academic Integrity Policy #60](#) applies to all students at the University. Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. The most common form of academic misconduct is plagiarism – a serious academic offence, with potentially severe penalties and other consequences. It is expected, therefore, that all examinations and work submitted for evaluation and course credit will be the product of each student's individual effort (or an authorized group of students). Submitting the same work for credit to more than one course, without the Instructors approval, can also be considered a form of plagiarism.

Suspicious of academic misconduct may be referred to the [Academic Integrity Office \(AIO\)](#). Students who are found to have committed academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not on their transcript) and will normally be assigned one or more of the following penalties:

- A grade reduction for the work, include a grade of zero for the work.
- A grade reduction in the course greater than a zero on the work. (Note that this penalty can only be applied to course components worth 10% or less, that any additional penalty cannot exceed 10% of the final course grade, and that information explaining that such a penalty may be assigned must be included on the course outline).
- A grade of "F" in the course.
- More serious penalties up to and including expulsion from the University.

The unauthorized use of intellectual property of others, including your Instructor, for distribution, sale, or profit is expressly prohibited, in accordance with Policy #60 (Sections 2.8 and 2.10). Intellectual property includes, but is not limited to:

- Slides
- Lecture notes
- Presentation materials used in and outside of class
- Lab manuals
- Course packs
- Exams

For more detailed information on the process to deal with academic integrity issues, please refer to **Policy #60 Academic Integrity Procedures**. The **Academic Integrity Office** website provides a wide variety of educational resources, including animated tutorial and quizzes.

### **Turnitin.com**

**Turnitin.com** is a plagiarism prevention and detection service to which Ryerson subscribes. It is a tool to assist Instructors in determining the similarity between students' work and the work of other students who have submitted papers to the site (at any university), internet sources, and a wide range of books, journals and other publications. While it does not contain all possible sources, it gives Instructors some assurance that students' work is their own. No decisions are made by the service; it generates an "originality report", which Instructors must evaluate to judge if something is plagiarized.

Students agree by taking this course that their written work will be subject to submission for textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of comparing the similarity of such papers. Use of the Turnitin.com service is subject to the terms-of-use agreement posted on the Turnitin.com website. Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with their Instructor to make alternate arrangements.

Even when an Instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if the Instructor has reason to suspect that an individual piece of work has been plagiarized, the Instructor is permitted to submit that work in a non-identifying way to any plagiarism detection service.

### **ASSIGNMENTS**

It is a good idea to copy assignment deadlines and test dates for all your courses into a calendar as soon as possible to help you plan for the term. It can take a while to get used to anticipating all that is involved in the planning and production of your projects.

**NOTE:** Assignments are NOT date/time stamped by the administrative office staff.

Here are some tips to help you get started, using film production as an example:

1. Make a detailed list of all the things you'll need to arrange in order to make your film.
2. With your other deadlines in mind, create a production schedule for yourself starting with the week your assignment is due, working backwards through the calendar.
3. Plan your shoots early enough so that you have time to reshoot or reschedule scenes if unexpected problems arise.

## **CLASS ATTENDANCE + PARTICIPATION**

Is attendance mandatory? Ryerson does not have a mandatory attendance rule. However, regular attendance at classes, seminars, labs, and workshops is expected of all students, and often attendance factors into your overall grade/evaluation depending on the course. Check the course outline for details. It is always a good idea to maintain regular attendance to ensure your best academic performance.

Full details: [www.ryerson.ca/senate/policies](http://www.ryerson.ca/senate/policies)

If you have missed classes/assignments/exams and require academic consideration, please notify your professors within 3 working days of the absence. Academic Accommodation Consideration Requests can be filed online: [www.ryerson.ca/senate/resources/](http://www.ryerson.ca/senate/resources/)

You may need a medical certificate to verify your absence, so please contact your physician or the Ryerson Health Centre at the start of the illness. Complete the form here:

[www.ryerson.ca/content/dam/senate/forms/Health.pdf](http://www.ryerson.ca/content/dam/senate/forms/Health.pdf)

For details on Alternate Arrangements for Missed Examination and/or Assignments based on Compassionate grounds see Policy 134:

[www.ryerson.ca/content/dam/senate/policies/pol134.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol134.pdf)

A statement of the Policy on the Accommodation of Student Religious Observance or a reference to the policy and the relevant request form can be found at:

[www.ryerson.ca/content/dam/senate/policies/pol150.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol150.pdf)

## **EXAMS**

Students are expected to familiarize themselves with all the pertinent information regarding examinations and adhere to University

Examination Policy & Procedure. This policy (135) can be found at [www.ryerson.ca/content/dam/senate/policies/pol135.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol135.pdf)

### **ACADEMIC INTEGRITY POLICY**

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy. Information on Academic Integrity can be found at:

[www.ryerson.ca/academicintegrity](http://www.ryerson.ca/academicintegrity)

### **STUDENT CODE OF NON-ACADEMIC CONDUCT**

Please refer to the complete Ryerson University Code of Conduct at:

[www.ryerson.ca/content/dam/senate/policies/pol60.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol60.pdf)

and/or

[www.ryerson.ca/content/dam/senate/policies/pol61.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol61.pdf)

### **SIGNIFICANT DATES**

Students are required to be familiar with Significant Dates and the dates of Religious Observances that will occur throughout the year. The dates outline the beginning and end of each term, and also contain many important deadlines that you must be familiar with.

[www.ryerson.ca/calendar/2021-2022/dates](http://www.ryerson.ca/calendar/2021-2022/dates)

## **STUDENT SERVICES**

During your time at Image Arts, you are bound to experience some difficulties and disappointments along with your achievements. At times, personal problems may get in the way of your performance, or you could feel your difficulties are a result of having been treated unfairly.

The first step in resolving any conflict, whether it is personal or strictly academic, is to acknowledge it and put it on the table.

If, for example, you are dissatisfied with a mark, make an appointment and ask your instructor to explain in more detail how your work was evaluated. Usually, this solves the problem, and it also lets your instructor know that you are serious about your work by going the extra mile to discuss it with them. More times than not, you will come to see your instructor's comments as valid and that they are only trying to get you to push yourself to the best of your abilities. Why else would you be here if it wasn't for that very reason?

## **ACADEMIC APPEALS**

If you still find yourself in complete disagreement, and you are convinced you haven't been treated equally or fairly, you may then want to consider the university's appeal process. This allows for both the student and faculty member to explain their position in writing to the Chair, who is asked to rule in favour or against a final grade change. All appeals are confidential and you will not face any penalties as a result of filing one.

Complete information on appeals, including who is available to help you in the event of filing one, can be found in the **Ryerson Calendar** and the Student Guide. For the official University Policy on Appeals (134), please visit:

[www.ryerson.ca/senate/policies/pol134.pdf](http://www.ryerson.ca/senate/policies/pol134.pdf) or  
[www.ryerson.ca/ombudsperson/faq/appeals/](http://www.ryerson.ca/ombudsperson/faq/appeals/)

## **ACADEMIC ACCOMMODATION**

Students who need academic accommodation support based on an existing or suspected disability (including mental health) should register with Academic Accommodation Support (AAS). Once registered, the student must activate the sending of an accommodation letter via the online system used by AAS to each of their instructors outlining their approved accommodation(s) for each course. This should be done as early as possible, 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. For the official University Policy on Academic Accommodation of Students with Disabilities (159), please visit: [www.ryerson.ca/content/dam/senate/policies/pol159.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol159.pdf) or [www.ryerson.ca/accommodations/](http://www.ryerson.ca/accommodations/)

Location: Student Learning Centre - 4th floor (341 Yonge Street)  
Phone: (416) 979-5290  
Contact: [aasadmin@ryerson.ca](mailto:aasadmin@ryerson.ca)

### **ACADEMIC COORDINATOR / ADMINISTRATIVE ASSISTANT**

The School's Academic Coordinator, James McCrorie ([mccrorie@ryerson.ca](mailto:mccrorie@ryerson.ca)), & Administrative Assistant, Stephanie Law ([stephanie.law@ryerson.ca](mailto:stephanie.law@ryerson.ca)), are available first and foremost to help you meet all your academic requirements each year, and to ensure any changes to your timetable, such as adding or dropping courses is done by the book and to your best advantage. Though they will often go above and beyond to advise or counsel students, you should remember that there are only two of them and almost 800 of you.

You can find James in IMA-203 and Stephanie in IMA-206 during office hours (Monday to Friday: 9AM - 5 PM) for drop-in consultation. You don't need an appointment; however, it is a good idea to call ahead and let them know you are coming if you are desperate to see them regarding a time-sensitive matter that only they can help you with.

Note: Most information can be found either in the [Ryerson Calendar](#) or student handbook. If you review both, you will find that in a lot of cases they contain the answers to your questions.

### **Fall 2021 Update on Academic Coordinator/Administrative Assistant:**

IMA Admin Staff will be alternating from working remotely and working on campus. Please contact James or Stephanie via email with your questions, or to schedule a virtual appointment.

### **OTHER RESOURCES**

There are several groups on campus that advocate on behalf of students and act as a liaison between administration, government and the student body. You can access these groups in times of need or become an active participant. Below is a short list of some of these services and groups. Please refer to the [Student Guide](#) for a description of each, along with contact information.

- School Council
- Course Union
- Ryerson Students' Union (RSU)
- Canadian Federation of Students (CFS)



- Ontario Federation of Students (OFS)
- Ryerson Student Services
- Ryerson International Student Services
- Harassment and Prevention Services
- The Student and Learning Centre
- Office for Sexual Violence Support & Education (OSVSE)

For Department/School By-Laws and the mechanism for student representation, as well as information on representation on, and election to, Academic Council and other relevant bodies or committees please visit: [www.ryerson.ca/senate/](http://www.ryerson.ca/senate/)

## **HEALTH & WELLNESS**

Stressed? Confused? Concerned. You're not alone. There are valuable resources and supports at Ryerson that can help you navigate any personal, professional, or academic challenges. We encourage you to access these supports and start a dialogue if you find yourself struggling to cope. Please visit: [www.ryerson.ca/student-wellbeing/](http://www.ryerson.ca/student-wellbeing/)

### **STUDENT SUCCESS CENTRE**

The centre is located on the third floor (RCC 339) of the Rogers Communication Centre (80 Gould St.) and provides a holistic approach in supporting students through their university experience. Discover what services are available at Ryerson, including academic, career, health and wellness, and extra-curricular resources. Contact a Success coordinator: [lianne.newman@ryerson.ca](mailto:lianne.newman@ryerson.ca) or (416) 979-5000 ext. 543223. Please visit: [www.ryerson.ca/fcad-students](http://www.ryerson.ca/fcad-students)

### **STUDENT HEALTH AND WELL-BEING NAVIGATOR**

Ryerson offers a Student Health and Well-Being Navigator, who helps students at The Creative School achieve timely access to services and activities that foster physical, mental, academic and spiritual well-being. The Navigator understands the unique challenges that many of our Image Arts students face.

General Inquiries: (416) 979-5000 ext. 543457

Time-Sensitive Matters & Crisis Situations: (416) 371-8004

### **CENTRE FOR STUDENT DEVELOPMENT AND COUNSELLING**

Every year, thousands of students take advantage of the services offered here. They can be just the thing you need in times of difficulty

in order to help you cope with stress, personal problems, or academic-related issues from career indecision to test anxiety. All services are free, confidential, and delivered by qualified and friendly staff. Brochures about these services are available at the CSDC, located on the Lower Ground floor of Jorgenson Hall in JOR-07C.

### **Fall 2021 Update on CSDC:**

The Centre for Student Development and Counseling has moved to a virtual support system. Please visit their website for ongoing updates: [www.ryerson.ca/student-wellbeing/counselling/](http://www.ryerson.ca/student-wellbeing/counselling/)

### **24/7 RESOURCES**

- Good2Talk (Post-Secondary Student Helpline): 1-866-925-5454, [www.good2talk.ca](http://www.good2talk.ca)
- Gerstein Centre (24-Hour Community Based Mental Health Crisis Service): 416-925-5200, [www.gersteincentre.org](http://www.gersteincentre.org)
- Distress Centre of Toronto (Crisis & Emotional Distress Services): 416-408-4357, [www.torontodistresscentre.com/home-support](http://www.torontodistresscentre.com/home-support)

For emergencies, please use the emergency room of your local hospital.

## **ACADEMIC CONSIDERATION REQUEST**

Missed class work, test, or assignment? If due to a physical or mental health condition, you must submit an academic consideration request online in advance of the missed work, or as soon as reasonably possible. If the request is based on health grounds, you will need to submit a Health Certificate (or letter from health care professional) that states that you were unable to perform academic work for the dates indicated on the form. After submission, Image Arts Administration will verify your request. If successfully verified, a notification will be sent to your instructors informing them. However, it is still your responsibility to contact your instructors, who ultimately will decide whether to grant you academic consideration.

For more information and access to forms:

[www.ryerson.ca/senate/resources](http://www.ryerson.ca/senate/resources)

For the official University Policy on Undergraduate Academic Consideration and Appeals (Senate Policy 134): [www.ryerson.ca/senate/policies/pol134.pdf](http://www.ryerson.ca/senate/policies/pol134.pdf)

## SHORT-TERM OR PERMANENT WITHDRAWALS

Short-Term Withdrawals are temporary, and are meant for students who wish to withdraw from the current or future academic terms due to financial, health, personal, academic or other reasons. Withdrawal requests can be made online via your Ryerson Portal. The last day to submit a short-term withdrawal request for a term is the same date as the last day to Drop and/or Withdraw from a program (no refund). Please see the Significant Dates section of the [Undergraduate Calendar](#).

For more information about Short-Term Withdrawals: [www.ryerson.ca/current-students/course-enrolment/withdrawals/short-term/](http://www.ryerson.ca/current-students/course-enrolment/withdrawals/short-term/)

Permanent Withdrawals are for students who wish to permanently withdraw from their program due to financial, health, personal, academic or other reasons. Permanent requests require that you complete an Application to Withdraw Form, obtain necessary departmental signatures and permissions, then submit to The Office of the Registrar Client Services in the Service Hub (POD 150, 350 Victoria Street).

For more information about Permanent Withdrawals: [www.ryerson.ca/current-students/course-enrolment/withdrawals/permanent/](http://www.ryerson.ca/current-students/course-enrolment/withdrawals/permanent/)

If you are considering either a Short-Term or Permanent Withdrawal, it is advised that you make an appointment to speak to the Image Arts Academic Coordinator, James McCrorie (IMA-203, [mccrorie@ryerson.ca](mailto:mccrorie@ryerson.ca)). There are many factors to consider before withdrawing temporarily or permanently from your program, and James can help guide you through the process.

## MONEY MATTERS

### EXPENSES

#### PAYMENT FOR SUPPLIES

There are times when you will need to purchase supplies and/or services on campus where cash transactions are not available. The Ryerson One Card is essentially a debit type card, which is also your student ID card. All payment for supplies and lab orders must be made with a Ryerson One Card. Funds in your card can be reloaded using the machine located next to the Cage IMA B-18. Cash will not be accepted for supplies. In addition, the Cage is the pick-up and payment centre for all processed 16mm film.

#### PART-TIME EMPLOYMENT

If you are interested in working while studying at Ryerson, you should visit the **Career Centre** in Podium Building (POD 60) as soon as possible. There you'll find bulletin boards with listings of available jobs both on and off campus.

Several part-time and work study positions are available throughout Image Arts for the academic year, assisting administrative and technical staff in offices, labs, and the Cage, as well as teaching and research assistants for faculty members. Most positions are hired through the Career Boost program. Visit the website at <https://www.ryerson.ca/career/about-us/CareerBoost/> to view positions and instructions about the application process. These positions fill quickly and are advertised starting in July.

Image Arts also maintains a blog that lists jobs and other paid opportunities. These jobs often include event photography and videography, such as weddings and corporate gatherings, production assistance for film and photography shoots and more.

[www.imagearts.ryerson.ca/imablog](http://www.imagearts.ryerson.ca/imablog)

#### OFF-CAMPUS WORK PERMITS FOR INTERNATIONAL STUDENTS

The off-campus work permit program provides a great opportunity for international students to gain Canadian work experience and is a source of financial support during their studies in Canada. **International Student Support** (ISS) is working closely with CIC and the Ontario Government to ensure that information concerning eligibility and application procedures will be made available to international students at Ryerson. International students are encouraged to visit ISS in

POD50A or contact them at 416-979-5000 extension 6655 or by email at [issask@ryerson.ca](mailto:issask@ryerson.ca) for more information and advising.

## **AWARDS & SCHOLARSHIPS**

Every year, Image Arts presents students with awards, thanks to the generosity of various companies, associations and individuals. Awards are presented in the fall, based on a student's academic and/or production work performance during the previous year. The submission/application information will be emailed to students or can be found via **Awards Spring** ([www.ryerson.ca/registrar/students/scholarships/](http://www.ryerson.ca/registrar/students/scholarships/)). Recipients of awards are notified before the awards ceremony.

### **Application Dates are announced on a yearly basis.**

The awards and their criteria are listed below:

#### **DAVID & ANNA BULMASH INNOVATION AWARD**

(MAY NOT BE ISSUED ON A ANNUAL BASIS)

Awarded to a deserving current fourth year student in photography to provide assistance in meeting the production costs/completion of their senior thesis.

#### **CONSULAT GÉNÉRAL DE FRANCE & ALLIANCE FRANÇAISE FESTIVALS IN FRANCE**

(MAY NOT BE ISSUED ON A ANNUAL BASIS)

Awarded to the student who has demonstrated creative potential in their production work and academic proficiency overall.

#### **EDIE YOLLES AWARD**

Awarded to a current Film student for Film or Video work that demonstrates both technical and creative proficiency.

#### **ELVINO SAURO FILM AWARD**

Awarded to a fourth year film student to support their use of the film medium and who demonstrates the greatest technical proficiency.

#### **HARVEY HART DIRECTOR'S AWARD**

Awarded to the top fourth year student who demonstrates talent, leadership, technical skills and exceptional ability in the field of directing as well as an overall sense of professionalism.

**IKE MORGULIS FIRST YEAR PROFICIENCY AWARD**

Awarded to the first-year student with the highest aggregate standing in design, technology, and visual courses.

**INTERACCESS MEMBERSHIP SCHOLARSHIP**

This Award recognizes a student in the Integrated Digital Option that excels in technological, electronic, digital art, or emerging practices.

**JACK KUPER FILM AWARD**

Awarded to the student in the second or third year of the Film Studies Program, who demonstrates financial need and creative potential for film production and/or writing for film.

**KODAK PRODUCT GRANT**

(MAY NOT BE ISSUED ON A ANNUAL BASIS)

Donated to The School of Image Arts to give to the fourth year film students whose films have been assessed and chosen by faculty on the basis of their quality, feasibility, creativity.

**NATALIE McDONALD AWARD**

(MAY NOT BE ISSUED ON A ANNUAL BASIS)

Awarded to a fourth year female student in the Film program who shows courage and remarkable innovation in her work.

**NICK HOLERIS MEMORIAL AWARD**

Awarded to a student who has successfully completed all screenwriting courses and demonstrated exceptional initiative, creativity and originality and continues to the fourth year of the Film program.

**NORMAN JEWISON FILMMAKER AWARD**

Presented to the students who show the greatest film production abilities in the third year and fourth year of the program.

**PAUL SEMPLE MEMORIAL AWARD**

Awarded for the demonstration of creativity and potential as evidenced by production work in core professional courses, academic proficiency and financial need.

**PETER GERRETSEN BURSARIES**

Awarded to third or fourth year students who demonstrate creativity and potential as evidenced by production work in core professional courses, academic proficiency, extra-curricular involvement, student initiative, and financial need.

**ROGER McTAIR AWARD**

Awarded to a filmmaker who identifies as black, has good academic standing, and displays exceptional creative spirit.

**ROLOFF BENY FOUNDATION PHOTOGRAPHY AWARD**

Awarded to four current undergrad Image Arts students and five graduate F+PPCM students who demonstrate creative, technical and academic proficiency and who have been selected to study abroad or selected for international placement.

**RONALD W. MASON MEMORIAL BURSARY**

Awarded to an Image Arts student who demonstrates creativity and potential as evidenced by production work in core professional courses, academic proficiency, extra-curricular involvement, student initiative and financial need.

**RYAN CHURCHILL PROMISING FILMMAKER AWARD**

Awarded to a fourth year student who displays potential as a director and intends to direct a fourth year film.

**SF AWARDS IN PHOTOGRAPHY**

Provides financial assistance to a deserving first, second and third-year Photography student to be used towards their production work. Award is based on Academic achievement and production work from the previous year.

**THE TAYLOR LOBBAN MEMORIAL ENTRANCE AWARD**

Awarded to a student that is currently enrolled in first year of the photography program, who had the highest overall average in their 6 grade 12 U/M (High school courses) or equivalent courses, and have demonstrated financial need.

**TECHNICOLOR AWARD IN CINEMATOGRAPHY**

(MAY NOT BE ISSUED ON AN ANNUAL BASIS)

Awarded to second, third and fourth year students in the Film Studies program to honour their achievements in the art of cinematography.

**UNIVERSAL STUDIOS CANADA SCHOLARSHIP IN FILMMAKING**

Awarded to students with the highest GPA in 1st and 2nd year film.

**VIVIAN JAMES AWARD**

Awarded to a current fourth year film student's script whereby the production contains a female lead character.

### **WILLIAM F. WHITE FILM EQUIPMENT AWARDS**

Awarded to one or more film students in fourth year for the production of their final film, having been assessed by faculty for quality, feasibility, creativity and the ability of the producer to carry out the film requirements.

### **WOMEN'S ART ASSOCIATION OF CANADA / THE DIXIE ALLEN EXCELLENCE IN PHOTOGRAPHY SCHOLARSHIP**

This award was created by the Women's Art Association of Canada and Dixie Allen to support an Image Arts student who excels in lens-based image making/ photography. This award will be presented to a fourth-year student based on third-year photo-based work. The scholarship is to be awarded to a student whose work investigates ideas of beauty, the environment or the natural world.

### **DEAN'S LIST**

Recognizes outstanding and consistent academic performance for full-time day students in each year of the three programs.

### **THE CREATIVE SCHOOL AWARDS FOR EXCELLENCE**

To the top returning, full-time degree students across all academic programs, based on a combination of academic and creative excellence. This award is not offered every year.

Note: Not all awards may be represented here, please refer to:

[www.ryerson.ca/registrar/students/scholarships](http://www.ryerson.ca/registrar/students/scholarships)



## EQUIPMENT & FACILITIES

\*Please refer to **RYERSON COVID-19 INFORMATION & UPDATES** at the beginning of this handbook for details on how access to equipment and facilities has changed for the Fall 2021 semester.

The following is a brief summary of the Image Arts Technical Operations Handbook. This is a guide to the equipment and facilities available to students and the policies governing their use. Please read this section thoroughly to become familiar with the resources available to you - understanding how the technical services are provided is important to allow you to complete your studies in Image Arts.

Information on Equipment & Facilities is available in full detail by visiting the school's website:

<https://www.ryerson.ca/image-arts/current-students/>

The School's Technical Operations team of 11 staff are here to support you in accessing and using equipment and facilities safely and properly. They are responsible for ensuring that the day to day operations run smoothly for students and faculty, so that you can meet your production needs and complete assignments. The Operations Manager, Janice Carbert, can be found in IMA-205, to answer questions and point you in the right direction to the staff who can best assist you.

### IMAGE ARTS EQUIPMENT CAGE

Students gain access to equipment and facilities through the 'Cage', located in the basement of the Image Arts Building, IMA B-18.

Equipment includes a wide variety of digital and analogue cameras and accessories, still and video equipment, electronic flash and lighting accessories, projection equipment, sound recording systems, laptops and ipads, film stock and editing supplies. Production facility keys are also signed out here. There are designated booking periods for certain film and video production equipment, these are posted at the Cage. See detailed list below.

The cage is open when classes are in session and during Fall and Winter Study Weeks. The Cage is closed during exam periods, on statutory holidays and during the December break. Hours of operation are posted at the Cage and on the Image Arts website.

(For a detailed list: [www.ryerson.ca/image-arts/current-students/equipment/#EList](https://www.ryerson.ca/image-arts/current-students/equipment/#EList)).

The following technical support staff operate this facility:

Jonathan Duder, Cage Technician, IMA B-17

Dina Sinan, Cage and Booking Assistant, IMA B-18

## **ACCESS**

Your Ryerson One Card is required to access labs and equipment relevant to your production courses. Access will not be granted without this card. One Cards can be picked up through the **One Card Office**.

At the start of each year of your studies you must register into the Cage Access System and complete a Technical Operations Agreement Form, which indicates that you have read and will follow the policies outlined in this handbook.

The Cage also requires a copy of your Ryerson **WHMIS Certificate** for you to be granted access to equipment and facilities.

## **PRODUCTION/POST – PRODUCTION FACILITIES**

The majority of equipment and facilities are found within the Image Arts building and for the exclusive use of enrolled Image Arts students. However, some editing facilities are located in the Rogers Communications Centre. Your professor will confirm how to access these facilities if necessary. Also note that the IMA 234 Computing lab, The Creative School Open Space, and the IMA 302 Recording Facility are shared with other students and courses from The Creative School.

- Fully equipped Photography studio
- Sound stage
- Digital printing Facilities
- Student scanning and printing facilities
- 16mm Film lab
- 16mm film editing stations and rooms
- Non-linear editing suites
- Audio recording, mixing and foley facilities
- Analogue darkroom, including B&W film and print processing machines
- Historical processes specialized labs
- 4" x 5" & 8" x 10" large format cameras/lenses
- Medium format cameras and accessories
- 16mm motion picture cameras & accessories
- 35mm digital cameras and lenses
- Video cameras and lens kits
- Extensive film/video location and studio lighting and grip equipment
- Studio lighting equipment, flash units, studio accessories
- Laptops and iPads

- Sound recorders and microphones
- Tripods and other studio accessories
- Presentation equipment, projectors
- Video digitization capabilities
- Music and sound effects CD library
- Film and video library

## **LABS AND STUDIOS**

**FACILITIES WILL BE AVAILABLE IN A LIMITED CAPACITY FOR THE FALL 2021 TERM AND HAVE BEEN MODIFIED FOR SAFETY AND PHYSICAL DISTANCING.**

### **ANALOGUE PHOTOGRAPHY DARKROOMS**

During the day and evening, the analogue photography darkroom is reserved for specific classes. When there is no class scheduled, the darkroom is available to students with access privileges on a first-come, first-served basis. Students must sign out at the Cage before using. Access is granted to labs, darkroom, studios or equipment only after the student has attended a Student Safety Orientation.

The Darkroom is equipped with:

14 enlarger stations and one shared sink.

B&W Paper (RC) Processor – no fibre-based paper

B&W 4x5 Film Processor

### **PRINT FINISHING ROOM**

Basement outside of Equipment Cage.

This space offers Mat cutting, print mounting, paper cutting and a print viewing station.

### **PHOTOGRAPHY STUDIO IMA 210**

This is a large studio space that can accommodate up to 20 students working simultaneously. The studio is supplied with a variety of professional lighting units, electronic flash systems and softboxes. The studio contains a seamless “cyc” wall, which allows students to do portraiture and fashion-related photography. The studio also serves as a critique space.

Scheduled classes have priority. Spare bays are released to other students thirty minutes after a scheduled class commences if the instructor gives permission. When there is no class scheduled, the bays are free to students with access on a first-come, first-served basis. Bays must be signed out from the Cage before using.

### **PHOTOGRAPHIC IMAGING CENTRE (PIC) - IMA 233**

The PIC facility houses photographic quality inkjet printers that can produce test prints and up to 13x19 prints. Students bring their digital files to this facility and print themselves. There is a charge for all prints made and the price list is posted at the facility.

Access to Student Printers is booked by emailing [print@ryerson.ca](mailto:print@ryerson.ca) to request the time you would like to print. Your requests will be answered by return email, usually the same day.

Also available are high end film scanners, allowing students in all undergraduate and graduate programs, to scan film, both positive (slides) and negative, in all formats from 35mm to 8x10. Students wanting to use this facility must take a scheduled workshop before they are given access.

Access to PIC is booked by emailing [pic@ryerson.ca](mailto:pic@ryerson.ca) to request the time you would like to scan. Your requests will be answered by return email, usually the same day.

Hours of Operation:

A schedule will be posted at the beginning of each term.

Access: 2nd, 3rd, and 4th year Image Arts students and graduate students.

The following technical support staff operates this facility:

Michelle Fletcher, Digital Imaging Technologist, IMA 224

Jane O'Donnell, Digital Imaging Assistant, IMA 230

### **DIGITAL PRINT FACILITY- IMA 230**

This facility provides photographic quality inkjet prints on a variety of papers, in cut sheet sizes and roll format. The facility contains a number of large format printers capable of producing prints up to mural size. Students can bring their digital files to this facility and have their images output to a number of different paper surfaces. Please note that students do not print the files themselves. There is a charge for all prints made. A price list is posted at the facility.

Submissions can be made online using the submission form which is connected to the email address for the DPF: [dpf@ryerson.ca](mailto:dpf@ryerson.ca).

### **DIGITAL PRINTING FACILITY FORM**

You are welcome to come by during our open hours and we will be happy to answer any questions you may have about papers, file

specifications and price.

There is a charge for all prints made and a price list is posted at the facility. Payment for prints is done with your one-card at the IMA 230 door.

We will accept in-person file drop-offs, but you will be able to pick-up your printed work by assigned time only. Communication will be primarily via your Ryerson email address.

More details here:

[www.ryerson.ca/image-arts/21-22/](http://www.ryerson.ca/image-arts/21-22/)

Hours of Operation:

A schedule will be posted at the beginning of each term.

Access: All Image Arts Students

The following technical support staff operates this facility:

Michelle Fletcher, Digital Imaging Technologist, IMA 224

Jane O'Donnell, Digital Imaging Assistant, IMA 230

### **THE CREATIVE SCHOOL GRAPHICS LAB - IMA 234**

iMac stations with five flatbed scanners.

Access: All students in the Faculty of Communication and Design.

Your One Card is required to access this facility.

### **FILM EDITING AND EDITING FACILITIES**

These professional digital and analogue video/audio editing suites (non-linear) are accessible to all Film and senior Image Arts students with training.

### **FILM EDITING ROOM - IMA 122**

16mm editing benches including a splicer and film viewer.

### **NON-LINEAR DIGITAL EDITING SUITES - IMA 331, 338 – 346, 349**

All suites include a 27" iMac computer with editing capability, M-box and network connectivity. Students must supply their own portable hard drive. A 500GB Hard drive with USB 3.0 or Thunderbolt interface is highly recommended as a minimum. Students are expected to provide their own headphones for these facilities.

### **MOTION PICTURE LAB - IMA 327**

This facility houses an Arri 1000 II black & white motion picture film processor, a Peterson 16mm contact printer, a ScanStation Personal film scanner, and a dark loading room. An additional 16mm contact

printer and an Oxberry Animation Stand for 16mm, 35mm or digital animations are both accessible for student use upon training from the lab technician or a faculty member. Details about services and fee can be found online: [www.ryerson.ca/image-arts/current-students/facilities](http://www.ryerson.ca/image-arts/current-students/facilities)

More details here:

[www.ryerson.ca/image-arts/21-22/](http://www.ryerson.ca/image-arts/21-22/)

Hours of Operation:

Monday to Thursday 8 am - 6:00 pm

The following technical support staff operates this facility:

Mark Loeser, Film Production & Preservation Technician, IMA 327.

Ext. 556869.

### **SOUND STAGE – IMA 301**

The Ryerson Image Arts Sound Stage features 2800 sq. ft of open, sound-insulated workspace with seamless 'cyc' walls, green screen, a dedicated silent ventilation system, Joy 50A and Twist-Lock 20A circuits, fixed and movable lighting grids, a Colourtran programmable lighting board, 9 floor-to-ceiling sound-baffling travelers, an Arri articulated camera dolly, a 20' x 15' projection screen, a 40' moveable scaffolding, a film loading room, and a full complement of props and 8'x4' flats and set pieces. There is a complete supply of lights, stands and ancillaries, as well as a fully equipped set construction workshop adjacent to the sound stage.

The Sound Stage is a bookable facility available to 2nd, 3rd, and 4th year film students who have completed the Sound Stage Safety Orientation Seminar. Instructor approval is required prior to booking this space for periods greater than 1 day. Scheduled classes, including Continuing Education courses, retain priority for Sound Stage use.

Additional training is required for use of the Scaffolding, Camera Dolly, Lighting Grids, and Colourtrans. Electrical Safety rules, proper rigging practices, appropriate set construction and general sound stage discipline must be observed at all times.

The following technical support staff operates this facility:

Bryn Chamberlain, Facility Technician, IMA B-18

All other policies and procedures for the Sound Stage can be found online: [www.ryerson.ca/image-arts/current-students/facilities](http://www.ryerson.ca/image-arts/current-students/facilities).

### **RECORDING AND MIXING FACILITIES – IMA 302 , IMA302A**

These multi-track digital recording and mixing facilities include a sound booth and a Foley facility. Space is booked through the Equipment Cage when classes permit. This is a shared space for The Creative School students who have been trained in this facility.

### **UHD EDITING & COLOUR CORRECTION FACILITY - IMA 302B**

This facility is booked through the Image Arts Cage and is a shared space for The Creative School students who have been trained and cleared to use by their School.

### **INTEGRATED DIGITAL FACILITY - IMA 322**

This facility serves as a classroom for the Integrated Digital option and production studio for senior level students.

Students have access to the studio once they complete a Safety Orientation. The facility is signed out by students through the Equipment Cage when classes permit and not booked for special presentations.

### **WORKSHOP – IMA 305**

This facility contains woodworking equipment and tools that can be used for the construction of set pieces, installations, etc. Power equipment and tools must be used as directed by the Image Arts Workshop Technician. All tools and equipment are solely the property of the Workshop, therefore they may not be removed from the facility. Access: All Image Arts students who have completed a mandatory Workshop Orientation to the tools and safety procedures.

Hours of Operation:

The Workshop is accessible on weekdays when Technician is on site and in conjunction with the The Creative School Open Space.

The following technical support staff operates this facility:

Joseph Lammirato, Workshop Technician, Open Space/Image Arts.

### **THE CREATIVE SCHOOL GLOBAL LEARNING CENTRE - IMAGE ARTS FIRST FLOOR**

This space is for international virtual co-curricular collaboration, for students participating in The Creative School's international learning opportunities. It features high-end teleconferencing equipment to encourage multiple conversations and projection capability.

### **THE CREATIVE SCHOOL OPEN SPACE - IMAGE ARTS FIRST FLOOR**

Open Space will be open for fabrication and assembly work for the Fall 2021 term by arranging in advance with the Technician.

Safety/How-To videos are available online to accompany Open Space tool usage.

This project space is dedicated to students across The Creative School as a facility to build, fabricate and finish your projects, with access to a production expert for consultation and support in the planning and realization of your projects. The area includes a light construction and fabrication area with hand tools available, a spray booth, and clean work surfaces for finishing and viewing work, as well as limited space to store work-in-progress. Larger projects and cutting can be handled in the Image arts Workshop with the assistance of the Workshop Technician.

### **STUDENT AUDITION/REHEARSAL SPACE - IMA 329**

This space may be signed out by students for audition and rehearsal purposes. Contact the office staff to book and you will be required to complete a Room Usage Contract which outlines the guidelines for use.

### **STUDENT LOUNGE AREAS**

First Floor Student Lounge

This is a shared Ryerson student space with wifi access, work tables and comfortable seating, so feel free to use the space and make it your own.

### **STUDENT MEETING AND STUDY AREAS**

Three study areas are located at the northeast/northwest corners on the 2nd floor of the Image Arts building, as well as the northeast corner on the 3rd floor. The spaces include monitors for students to use with a laptop and media player for demos, post-production and works-in-progress. Contact the Cage to gain access to these.

### **THE PIT IMA B-20C**

The Pit is an Image Arts-dedicated study, social and exhibition space, located in the basement across from the Cage.

## **TAKING PRECAUTIONS**

### **HEALTH, SAFETY & SECURITY**

#### **EQUIPMENT HAZARDS**

It is mandatory that you attend all in-class workshops offering training on equipment that you will need to complete your course work, both for safety reasons and in order to have clearance to sign out that equipment. If you damage Image Arts equipment, you are responsible for the cost of repairs or replacement and you will lose your access privileges until payment is received.



Your instructor is responsible for providing specific training on the hazardous materials and/or processes that you are required to use in a course. Training is crucial, you or someone else could be seriously injured if used improperly. This includes procedures for the safe use, storage, handling and disposal of these hazardous materials and the procedures to follow in case of an emergency involving these materials.

### **WHMIS TRAINING FOR IMAGE ARTS**

All Image Arts Students are required to have Workplace Hazardous Materials Information System (WHMIS) training and provide a copy of their Ryerson University WHMIS Quiz Certificate to the Cage in order to gain access to the Image Art's facilities and equipment. The following will be covered:

- WHMIS legislation
- Hazard Classifications and Symbols
- Supplier and workplace labels
- Safety Data Sheets

To take the training and quiz you must have a Ryerson User Name and Password. Go to

<https://www.ryerson.ca/facilities-management-development/environmental-health-safety/mandatory-safety-training/whmis/> and follow instructions

### **Chemicals**

Many of Image Arts programs are studio based and you may be working with various substances, such as photographic chemistry, that may be hazardous if not used properly. It is your responsibility to keep your work environment safe for you and your fellow students. Keep your work area clean and organized to reduce accidental spills or splashes. Nitrile gloves are available free of charge at the Cage when needed. Darkrooms are equipped with eye wash stations and instructions for what to do if either you or someone else is splashed.

### **SAFETY DATA SHEETS (SDS)**

All chemicals brought into the school must include a valid SDS to be provided to the Health and Safety Officer for inclusion into the SDS directory. Speak to Darren Cerkownyk at [dcerkownyk@ryerson.ca](mailto:dcerkownyk@ryerson.ca) for any questions about chemistry or SDS's.

If chemicals or bottles are not labelled correctly or do not have a valid SDS in the database, a fine will be imposed and access suspended. All chemicals that you use or mix **MUST** be stored in appropriate containers and **MUST** be properly labelled with the following:

## **FIRST AID**

Technical staff are trained and certified in First Aid/CPR. First Aid kits are located in the Equipment Cage (B-018), Darkrooms (IMA 123, B03, B08), MFA labs (B22/23), FPPCM lab (B02), First Floor (IMA 121, IMA 122), Photo Studio (IMA 210), Meeting Room (IMA 232), PIC (IMA 233), Sound Stage (IMA 301), Workshop (IMA 305), Design Room (IMA 321), Production Studio (IMA 322), Film Lab (IMA 327), Operations Manager (IMA 205).

## **GENERAL PRECAUTIONS**

### **EMERGENCY**

- For life threatening emergencies, dial "911"
- If you call '911' give them your exact location in Image Arts if possible. They will contact Ryerson Security to direct emergency vehicles to the scene.
- For non-life threatening situations, call Ryerson Security: 416.979.5040 on cell phones or external lines. They will come immediately. The Security office is on the main floor of the Victoria building, on the west side of Image Arts.
- St. Michaels Hospital Emergency is 2 blocks south to Shuter and then one block west (right), corner of Shuter & Victoria St.

### **FIRE SAFETY**

If you see, smell, or hear a fire:

- Pull the closest fire alarm.
- Dial "80" from a safe location on any campus telephone.
- Close all doors.
- Ensure doors and exits are clear, do not block doors.
- Exit by stairwells; do not use elevators.
- Leave the building immediately by the nearest safe exit.
- Assist people with disabilities or children, as required.
- Wait outside the building as directed by Security or the Fire Wardens.

### **PERSONAL SAFETY**

A downtown campus such as Ryerson does tend to attract the occasional wanderer to its buildings in spite of regular checks by Campus Security. Keep these tips in mind when working in the building during irregular hours:

- Whenever possible, do not work alone. Inform technical staff if you are alone or in an isolated area.
- Notify any Image Arts staff or call Campus Security if you see someone suspicious in the building.

- Know where the blue Emergency Pull Stations are. These are a direct link to Campus Security.
- Use your common sense. If someone who doesn't appear to belong in the building asks for your help, refer the person to any staff, Reception, or Security.

### **STUDIO RULES**

- No food or drink in any studio areas
- Never attempt to use any equipment you have not been instructed on or may be unfamiliar with.
- Wear personal protective equipment where necessary and appropriate clothing and footwear.
- Always inspect all equipment for damage before using.
- Report any damaged or broken equipment immediately to a technician or to the cage. Do not attempt to repair equipment yourself.
- Spray painting can only be done in the The Creative School Open Space spray booth, 1st floor.
- No sanding with power tools except in the Workshop and The Creative School Open Space.
- No sanding with power tools except in the Workshop
- Know where the machine emergency shut-off is located for all processors and shop equipment. Use the shut-off immediately if you suspect a problem, and then have a technician check the situation. Technicians can be paged from the cage or front office at any time.
- Read the WHMIS label and Material Safety Data Sheet for any chemical you are using and make sure you take precautions to protect yourself and those around you.
- Keep your work area clean – keep dust, dirt, scents and materials that might react when mixed to a minimum. Clean up when you leave and take all personal belongings with you.
- Clean up all paint/chemical spills and splashes – even small ones
- Do not rush or run in studios – do not work when you are overtired and hungry.
- If you don't know – ASK

### **WALK SAFE PROGRAM**

This service provides Ryerson's community with a protected escort by security officers or supervisors 24 hours a day to any location on the Ryerson campus, to the Dundas subway or to a number of parking lots off campus. To request an escort, call security at 416-979-5040 or ext.5040 from any internal phone.

[www.ryerson.ca/community-safety-security/personal-safety/walksafe-program/](http://www.ryerson.ca/community-safety-security/personal-safety/walksafe-program/)

## **THEFT**

Theft of personal or borrowed school property has unfortunately been known to happen. DO NOT leave your belongings unattended at any time anywhere in the building. Avoid storing valuable equipment in your locker overnight or over weekends. If you see someone suspicious, or anyone who seems to be paying a little too much attention to you and/or the contents of your locker, call Campus Security.

## **LOCKERS**

Lockers are situated in the basement and the 3rd floor of the Image Arts building. They are free and available to Image Arts students and must be registered at the Cage. Note that items and locks must be removed from your locker at the end of the winter academic term.

**Any locks left after April 30 will be cut off and the contents discarded.**

## **BIKE THEFT | VANDALISM**

Bikes left overnight or even until a late hour in front of the School are at high risk for theft or vandalism. Leaving it in other areas of campus that are more populated at night may at least reduce the risk and alternating spots is a good idea if you tend to follow a routine. If you see a theft in progress or if it happens to you, report it immediately to Campus Security.

## **PARKING**

There are three lots nearby - at Church St and Gould St, Bond St and Dundas St, and Ryerson Parking Garage on Victoria St right behind the Image Arts building. For information on how to obtain a monthly parking pass at any of the Ryerson lots: <https://www.ryerson.ca/university-business-services/parking/>

## **INSURANCE**

As a student of Image Arts, whether you are studying Film or Photography, you will be borrowing and using professional, valuable equipment on a regular basis. While there are great benefits to accessing this equipment, you assume full responsibility in the event of loss, theft or damage.

### **PROPERTY INSURANCE**

Every enrolled student is covered by the same insurance policy at Ryerson, which covers both property and liability. Equipment loss or damage falls under property, which currently has a deductible of \$50,000. This means that each time you sign out equipment from the Cage, you are responsible for paying the first \$50,000 for repairs or replacement if that equipment is lost, stolen or damaged. Any damage or loss to Image Arts equipment must be reported to the Cage immediately. On-campus equipment losses must be reported to both Campus Security and Philani Moyo, ext. 553772. Thefts should also be reported to Police.

You may want to talk to an insurance agent about what coverage options may be available. We suggest you speak to the company that has dealt with our students: Arthur J. Gallagher Insurance, contact is Judi Heron at 905.305.5938.

### **LIABILITY INSURANCE**

The liability clause of Ryerson's policy offers significantly better protection to students in the event of an accident or damage to public or private property while filming or photographing away from campus. For example, you can still be sued if someone trips on a cable that you have placed on a city street while filming but if it can be proven that you are a registered student of Ryerson and that the activity that caused the accident was directly related to course work, you will not be held financially accountable as Ryerson's insurance policy will cover you.

Occasionally, you will be asked to produce a Certificate of Insurance from the university as proof that you are a full-time student with coverage in case of accident. Typically, only government or large public-sector organizations such as the TTC will request this from you but a request can come from anyone. Whether or not you obtain this Certificate, your coverage is active.

To obtain a Certificate of Insurance, contact Ryerson's Risk & Finance Officer, Philani Moyo. It takes 5 working days to prepare so make sure you notify him as soon as you know you need one. The policy covers equipment used outside of Ontario; however, the Insurance Office must be advised before leaving.

Negligence is inexcusable and costly in any situation, no matter which party ends up ultimately responsible for damages. Liability insurance is there for you in case of accident - it is not a license to be careless or to take avoidable risks. If a lawsuit arises from a situation you are involved in, though you may not be held financially accountable, take all precautions and act responsibly in every situation!

Note: If you are bringing in non-students to work on a photo or film production in Image Arts facilities, those individuals are required to complete a Liability Waiver for assumption of risks and responsibilities. This form is available from the Operations Manager and on this website.

[www.imagearts.ryerson.ca/wp-content/uploads/2016/07/Ryerson\\_Liability\\_Waiver.pdf](http://www.imagearts.ryerson.ca/wp-content/uploads/2016/07/Ryerson_Liability_Waiver.pdf)

## **RYERSON IMAGE CENTRE**

The Ryerson Image Centre (RIC) exists for the research, teaching and exhibition of photography and related media. We are an active partner within the academic fabric of Ryerson University, the cultural network of greater Toronto, and the national and international artistic community. We develop rigorous yet inclusive programs for students, faculty, artists, researchers and curators, as well as the general public. The RIC boasts three interrelated areas of activity. Our exhibition program addresses topics of social, cultural, aesthetic and historical concern from a variety of contemporary perspectives. Our Peter Higdon Research Centre conducts and facilitates inquiry into primary resource materials and offers workshops, lectures, symposia and publication programs. Finally, we maintain a collection of photography spanning the medium's history, as well as several artist and journalism archives—including the renowned Black Star Collection of twentieth century photoreportage.

## **RIC STUDENT GALLERY**

The Student Gallery showcases the art and curatorial practices of Ryerson University's current undergraduate and graduate students and recent alumni from all disciplines. Rigorous yet inclusive, the program engages audiences with important issues through group or solo exhibitions of contemporary art and historical lens-based media. Presenting six exhibitions per year, the Student Gallery provides valuable, professional experience in the curation and display of artwork. The exhibitions are selected annually, following a call for submissions, by a committee comprised of staff members from the RIC, along with students and faculty members from the School of Image Arts.

[ryersonimagecentre.ca](http://ryersonimagecentre.ca)

Instagram + Twitter: @ricgallery

Facebook: @ryersonimagecentre

## **FREE ADMISSION**

### **Gallery Hours**

Monday: Closed

Tuesday: Tours by appointment

Wednesday: 12 – 6 pm

Thursday: 12 – 6 pm

Friday: 12 – 6 pm

Saturday: 12 – 6 pm

Sunday: Closed

**Ryerson Image Centre Address:**

33 Gould Street  
Toronto ON M5B 1W1  
Canada

416.979.5164

[ric@ryerson.ca](mailto:ric@ryerson.ca)

**PETER HIGDON RESEARCH CENTRE**

The Research Centre is part of the Ryerson Image Centre (RIC), and is located in RIC 241. It is available primarily for the use of faculty, undergraduate and graduate students of the School of Image Arts, and by accredited researchers, Artists and Scholars-in-Residence and Guest Curators associated with the Ryerson Image Centre. Some course assignments will require use of the Centre while other assignments will benefit from its use. Students will get the most from the Centre if the motivation for its use comes from both the need to complete course assignments and the desire to indulge personal interest. Students are strongly encouraged to familiarize themselves with the Centre and its staff during the first year of their program.

**PHOTOGRAPHS COLLECTION**

This collection of nearly 400,000 photographs contains important examples of the work of well-known photographers of international status. As a teaching collection, it is the only one of its kind in Canada, allowing students the indispensable experience of studying first hand original fine photographic prints. Wise purchases at opportune moments, and donations have led to the development of an excellent collection. Visit [ryersonimagecentre.ca/collections/](http://ryersonimagecentre.ca/collections/) for more detail/

Access to works in the Collection requires setting an appointment in advance for viewing. Please contact the RIC staff at the email below for more information.

**PERIODICALS**

The Centre maintains active subscriptions to periodicals relevant to the program. These serve as supplements to the Ryerson Library's holdings with very little title duplication. Periodicals provide access to the most contemporary developments in areas ranging from the technical to the aesthetic. Periodicals are for reference only and may not be signed out.



**ARTICLE FILE**

More than 1,000 files containing some 10,000 thousand articles make up the Research Centre Article File. It is indexed by artist, critical writer, technical subject, and general subject.

**BOOK COLLECTION**

A small collection of approximately 400 titles, primarily donations, is kept for browsing and quick reference. Students doing in-depth research are encouraged to use the substantial holdings in Ryerson's main Library.

**LECTURE SERIES CDS**

More than 175 speakers have been recorded during various lectures organized by the School of Image Arts over the past thirty seven years. Important photographers, filmmakers, critics, and theorists are well represented in this collection, which continues to be expanded by the Kodak Lecture Series. These are for in-room use only and may not be duplicated.

Telephone: (416) 979-5000 ext. 2378

Research Centre Hours: By appointment only

[RICCOLLECTIONS@RYERSON.CA](mailto:RICCOLLECTIONS@RYERSON.CA)

[www.ryersonimagecentre.ca](http://www.ryersonimagecentre.ca)

## **BEYOND THE CLASSROOM**

### **STUDENT INITIATIVES**

#### **MAXIMUM EXPOSURE**

Each spring, every student in every Image Arts program has an opportunity to show their work during an exhibition known as Max Ex. This popular event consists of film and video screenings, still photography, digital illustration and animation, and mixed media installations. The show is completely student-run and open to the public with a special opening night to kick it off. This is a great opportunity to learn the ropes of exhibiting your work, whether you are in your first year or your last. It takes many volunteers to put this event together, so if you are interested, please watch for signs or visit their office in IMA335.

[www.functionima.com/max-ex](http://www.functionima.com/max-ex)

#### **RUFF**

Every year in early May, the 4th year Film students organize their own public film festival. This popular event takes place at a theatre outside of campus. Advance tickets, including day passes and multi-day passes for the event are available online and at the School beginning in April, right up to the day of the first screening. Office: IMA335

[www.ryersonuniversityfilmfestival.com](http://www.ryersonuniversityfilmfestival.com)

#### **FUNCTION MAGAZINE**

Function is an annual publication showcasing the work of students of film, photography, and integrated digital. The magazine also features editorials and interviews with internationally acclaimed artists and image-makers such as: Jamel Shabazz, Harmony Korine, David Rokeby, Floria Sigismondi, Andres Serrano, David Cronenberg, Lauren Greenfield, Larry Sultan, Miranda July, Chris Buck, The Starn Brothers, Bernard Faucon, Guerilla Girls, Eduardo Kac, Larry Towell, Jason Reitman, Mark Ruwedel and more. Office: IMA335

[www.functionima.com](http://www.functionima.com)

#### **CONVERGE LECTURE SERIES**

Providing a stage to showcase professionals working in contemporary photography, film, and integrated digital, Student Lectures play a critical role in enriching academics at Image Arts. Student Lecture Series are run entirely by students, for students.

[www.functionima.com/converge](http://www.functionima.com/converge)

## **RYERSON ARTSPACE AT 401 RICHMOND STREET WEST**

Since 1990, the School of Image Arts has supported an off-campus gallery. This year, Ryerson Artspace moves to its new location at 401 Richmond, a historic warehouse building turned arts and culture hub in downtown Toronto. The gallery offers an exhibition space for students, faculty and alumni. There is an Exhibition Committee that reviews exhibit proposals twice a year. Please check the website at [www.ryersonartspace.com](http://www.ryersonartspace.com) for more details. The Gallery is located at 401 Richmond Street West, basement level (B106). For hours of operation and info about upcoming exhibitions, please refer to the website.

## **ANNUAL BREAD & BUTTER FUNDRAISER**

This is Ryerson Artspace's biggest fundraiser, significantly supporting the programming of its exhibitions throughout the year. The event runs from late November to early December each year. For more information, call or visit the Ryerson Artspace.

## **OTHER EXHIBITION SPACES**

The Gallery in IMA-310 and the Image Factory in IMA-323 have a mandate to provide exhibition space for the students, faculty, staff, and alumni of the school. The audience is the immediate Ryerson community and exhibitions of the completed bodies of work, work in progress, and group shows, are both encouraged and welcomed. Exhibitions in this gallery generally last for a week.

This space is bookable by students and faculty for exhibitions, critiques and special events. Contact Dave Kemp ([dkemp@ryerson.ca](mailto:dkemp@ryerson.ca)) to book this space. Students are responsible for the security of their work and for monitoring the space during the exhibition period.

The north wall on the third floor of the Image Arts building also has a hanging system for students to exhibit framed works. This space can be booked by contacting the front office staff. The cables and hooks required to hang work are available from the Equipment Cage. Security of artwork is your responsibility.

Officially opened in 2019, The Creative School Open Space, located on the ground level of the Image Arts building, is a workshop and potential exhibit space for all The Creative School students. Bookings are not handled by Image Arts. However, please inquire with Image Arts Admin, and we can direct you to the appropriate contact person.

## EXCHANGES

Over the years, the School has developed a number of student exchange opportunities with universities abroad offering programs similar to ours. Our exchanges are one semester in length and are available to 3rd year students in the Winter semester only.

To find out more about exchanges, please contact The Creative School Exchange Coordinator at [exchange@ryerson.ca](mailto:exchange@ryerson.ca). Or, please see James McCrorie, Academic Coordinator, in IMA203 ([mccrorie@ryerson.ca](mailto:mccrorie@ryerson.ca)). For more information, visit:

[www.ryerson.ca/the-creative-school/current-students/international/exchanges](http://www.ryerson.ca/the-creative-school/current-students/international/exchanges)

Below is a list of Universities currently in exchange agreements with Image Arts:

Aalto University, Helsinki, Finland  
[www.aalto.fi/en](http://www.aalto.fi/en)

Auckland University of Technology, New Zealand  
[www.aut.ac.nz/international](http://www.aut.ac.nz/international)

Curtin University of Technology, Australia  
[www.international.curtin.edu.au](http://www.international.curtin.edu.au)

Edinburgh Napier University, Scotland  
[www.napier.ac.uk](http://www.napier.ac.uk)

Fachhochschule, Stuttgart, Germany  
[www.hdm-stuttgart.de/en](http://www.hdm-stuttgart.de/en)

KEA Copenhagen School of Design and Technology, Denmark  
[www.kea.dk/en](http://www.kea.dk/en)

Manchester Metropolitan University, England  
[www.mmu.ac.uk/international](http://www.mmu.ac.uk/international)

Nanyang Technological University, Singapore  
[www.ntu.edu.sg/Pages/home.aspx](http://www.ntu.edu.sg/Pages/home.aspx)

Nottingham Trent University, England  
[www.ntu.ac.uk/study\\_with\\_us/international\\_students](http://www.ntu.ac.uk/study_with_us/international_students)

Queensland University of Technology, Australia  
[www.qut.edu.au/international](http://www.qut.edu.au/international)

Roskilde University, Denmark  
[www.ruc.dk/en](http://www.ruc.dk/en)

Royal Melbourne Institute of Technology (RMIT), Australia  
[www.rmit.edu.au/international](http://www.rmit.edu.au/international)

University of South Australia (UniSA), Australia  
[www.unisa.edu.au/study-at-UniSA/International-students](http://www.unisa.edu.au/study-at-UniSA/International-students)

University of South Wales, Wales  
[www.southwales.ac.uk](http://www.southwales.ac.uk)

University of Technology, Sydney, Australia  
[www.uts.edu.au/future-students/international](http://www.uts.edu.au/future-students/international)

University of Westminster, England  
[www.westminster.ac.uk](http://www.westminster.ac.uk)

## GOING SHOPPING

### STORES & LABS

The School is conveniently located within easy reach of Toronto's finest shops and services for photography, film, digital imaging, and fine arts related needs. This is a good thing because you will be spending a lot of time, not to mention money, in these places over the years! Image Arts students have to account for production expenses on top of other materials.

The businesses listed below have proven to be popular with professionals and students alike. As first year students, you probably won't want or need to use any of the custom labs listed just yet, but they have been included to give you the full picture of what is available. If you need to buy equipment for the school year, try to take advantage of the many 'back-to-school' specials in stores during September.

Photographic Services Guide: [Resources for Image Arts Students](#)

Above Ground Art Supplies - [www.abovegroundartsupplies.com](http://www.abovegroundartsupplies.com)  
74 McCaul St. / 416.591.1601  
1842 Queen St. East / 416.694.0440

Aden Camera - [www.adencamera.com](http://www.adencamera.com)  
382 Yonge St. - Unit 2 (Ground Floor) / 416.977.3157

Adina Photo & Custom Frames - [www.adinaphoto.ca](http://www.adinaphoto.ca)  
2 Homewood Ave. / 416.960.9252

Colourgenics Inc. - [www.colourgenics.com](http://www.colourgenics.com)  
102-11 Davies Ave. / 416.461.3233

Creative Post - [www.creativepostinc.com](http://www.creativepostinc.com)  
150 John Street / 416.583.1471

Curry's - [www.currys.com](http://www.currys.com)  
1153 Queen St. West / 416.536.7878

Downtown Camera - [www.downtowncamera.ca](http://www.downtowncamera.ca)  
89 Queen St. East / 416.363.1749

## FULL TIME FACULTY

~ all e-mail addresses are followed by: @ryerson.ca

<b>NAME</b>	<b>OFFICE</b>	<b>EXT.</b>	<b>@RYERSON.CA</b>
ALTER, Alex	IMA 240	557589	aalter
BRAUN, Marta	KHS 153	556875	mbraun
BRUCE (DR.), Jean	IMA 360	552235	jbruce
CAMMAER (DR.), Gerda	IMA 364	556870	gcammaer
CONFORD, Michal	IMA 362	556879	mconford
DOXTATER (DR.), Michael	KHS 349-B	544471	mdoxtater
FITZPATRICK (DR.), Blake	IMA 201	556855	bfitzpatrick
GERVAIS (DR.), Thierry	KHS 155	552779	gervais
HARNISCH, Karen	IMA 337	556877	kharnisc
KEMP (DR.), Dave	IMA 320	556873	dkemp
KHATAMI, Alireza	IMA 314	556872	khatami
LANGWORTHY, Lia	IMA 315	556854	lia.langworthy
LESSARD (DR.), Bruno	IMA 363	556860	lessard
LYONS (DR.), Owen	IMA 319	556874	owen.lyons
MacDONELL, Annie	IMA 238	556859	annie.macdonell
MCCORMICK, Katy	IMA 237	557327	kmccormi
PRUSKA-OLDENHOF (DR.), Izabella	IMA 239	556865	i2pruska
STORY (DR.), Brett	IMA 360	552235	brett.story
TARVER, John	IMA 361	552236	john.tarver
THOMPSON (DR.), Drew			dathompson
TREMBLAY, Pierre	IMA 208	556856	pierre.tremblay

## PART-TIME FACULTY

<b>NAME</b>	<b>OFFICE</b>	<b>EXT.</b>	<b>EMAIL</b>
ADLHOCH, Kristen (Dr.)			kristen.adlhoch@ryerson. ca
ANGELUCCI, Sara			s3angelu@ryerson.ca
BISTONATH, Alyssa			abistona@ryerson.ca
BLANCHARD, Tom			tblancha@ryerson.ca
BOYCE, Kristy			kristy.boyce@ryerson.ca
CAMERON, Iain			i4camero@ryerson.ca
CATES, Tara			tcates@ryerson.ca
CORREIA- DAMUDE, Nicola			nicola.correiamamude@ ryerson.ca
COTTER, Sam			scotter@ryerson.ca
DEAN, Max			max.dean@ryerson.ca
DEEMING, Skot			sdeeming@ryerson.ca
DROSOS, Nikolas			nikolas.drosos@ryerson.ca
DUNKLEY, Wayne			wayneis@ryerson.ca
FOURNIER, Lauren (Dr.)			lauren.fournier@ryerson. ca
FOX, Jason			jason.fox@ryerson.ca
IVANOV, Asen			asen.ivanov@ryerson.ca
JAYE, Naomi			njaye@ryerson.ca
JOHNSON, Sue			susan.c.johnson@ryerson. ca
KAELIN, Valérie			vkaelin@ryerson.ca
KIM, Michael			m5kim@ryerson.ca
KURINA, Alex			akurina@ryerson.ca
LAKWOOD, Vanessa			vanessa.fleet@ryerson.ca
LEE, Minwoo			lee.minwoo@ryerson.ca
LYUBCHENKO, Irina			ilyubche@ryerson.ca
MAWANI, Zaheed			zmawani@ryerson.ca



McCAMBRIDGE, Ryan			ryan.mccambridge@ ryerson.ca
MOLES, Nathan			nathan.moles@ryerson.ca
MOREL, Gaëlle	RIC 248	2377	gaellemorel@ryerson.ca
MOUFAWAD- PAUL, Vicky			vickymoufawadpaul@ ryerson.ca
NAGYPAL, Tamas (Dr.)			tnagypal@ryerson.ca
NAQVI, Zinnia			zinnia.naqvi@gmail.com
NORDIN, Laura			lnordin@ryerson.ca
O'HARA, Jason			jason.ohara@ryerson.ca
OWEN, Roz			rozowen@ryerson.ca
PELLETIER, Louis			louis.pelletier@ryerson.ca
PRICE, John			john.price@ryerson.ca
PSAILA, Dee			dpsaila@ryerson.ca
PUGEN, Geoffrey			utopics@ryerson.ca
RADWANSKI, Kazik			kradwans@ryerson.ca
RAMSEY, Laura			laura.ramsey@ryerson.ca
ROCHE, Hilary			hroche@ryerson.ca
SAMUEL, Clare			c3samuel@ryerson.ca
SERGEANT, Paul			paul.sergeant@ryerson.ca
SPEERS, Genne			genne.speers@ryerson.ca
TILL, Adam			atill@ryerson.ca
WALKER, Ryan			ryan.walker@ryerson.ca
WARRACK, James			jwarrack@ryerson.ca
WRIGHT, Eliot			eliot.wright@ryerson.ca