

ARE YOU A CREATIVE SCHOOL FACULTY MEMBER LOOKING TO HAVE YOUR STUDENTS ENGAGE WITH THE DESIGN + TECHNOLOGY LAB?

IF YES, this handout is for you!

WHAT WE DO

3D PRINTING, LASER & VINYL CUTTING

If your class has a project that involves laser cutting or 3D printing, we can best support your group through the **Service Bureau**. If you have a large class- we appreciate knowing in advance that your students will be reaching out. This helps ensure that we are prepared with the necessary material.

CNC MILLING, UV PRINTING, ROBOTIC ARMS, & MORE

If you are looking to assign a project that makes use of equipment outside of our Service Bureau offerings please reach out via the **Project Request** form so we can discuss some options for scheduling and arranging this.

EQUIPMENT DEMOS

If your class will be making use of technology in our lab, we are able to offer in-person demos, or if logistically

unfeasible, we may be able to have one of our technicians attend a lecture to talk about the D+TL and answer any student questions. Please reach out at least 3 weeks in advance for this.

TEACHING SPACE

Depending on availability, we may also be able to accommodate booking our space to teach your class. Please reach out extra early if this is something you want to explore.

GET STARTED!

PLANNING & DEADLINES

Reach out EARLY! If you are hoping to have your students use the D+TL in any way, make sure to let us know ASAP so that we can schedule, plan and order any needed supplies for your class.

We ask that full time faculty contact us one month before the start of term, and sessional faculty connect in the first two weeks of class. Because of the large volume of class and project proposals we receive, we cannot guarantee we will be able to accommodate any last-minute requests.

BUDGET & BILLING

We work with you to design an assignment that fits within a budget.

Project work can be paid directly as a **department transfer or by individual students.**

TECHNICIAN SUPPORT & EXPECTATIONS

We are happy to chat about how we can best support your class.

We can provide a software template, set up a file submission system, offer in-person demos (for smaller class sizes) or visit your lecture space (larger classes).

In most cases our technicians will carry out final project production. In the case of CNC milling and UV Printing, we may require students to come in to review their files with a technician or to help monitor the production.

Any hands-on equipment training requires a considerable time commitment and so would need to be planned and booked well in advance.

To ensure turnaround time & quality, we would encourage you to incorporate the guidelines found on our website into your teaching materials.

**READY TO
SCHEDULE &
ORGANIZE?**

**FILL OUT A
PROJECT
REQUEST!**



RESOURCES FOR STAFF & STUDENTS

Due to high demand and limited staff we are unable to offer lab tours. BUT! **We have an online tour video** that shows the D+T LAB & our equipment in action!

On our website, we have a wide range of **educational resources** for our equipment. We encourage you to review these and incorporate them into your teaching materials.

In-person hands-on workshops are available throughout the fall and winter term. These are open to faculty, staff and students of The Creative School. These are smaller capacity sessions and have a small fee associated with participation.

Recordings of online workshops covering general topics like laser cutting and 3D modelling are available on our website.

Open LAB hours are times when students can walk into the D+TL to ask project questions or get assistance with any file preparation. They take place 2-3 times a week. Please refer to our website and social media for our up-to-date schedule.