

School of Graphic Communications Management

STUDENT GUIDE

2023-2024

UPDATED SEPTEMBER 2023



Toronto
Metropolitan
University

School of Graphic
Communications Management
The Creative School

Table of Contents

Introduction	7
<i>School of Graphic Communications Management</i>	<i>7</i>
<i>Toronto Metropolitan University Mission Statement</i>	<i>8</i>
<i>About The Creative School</i>	<i>9</i>
Letter from the Chair of GCM.....	10
Land Acknowledgment	12
GCM’s Statement of Inclusion.....	13
Contact List.....	14
<i>Chair of GCM.....</i>	<i>14</i>
<i>Faculty and Instructors</i>	<i>14</i>
<i>CUPE.....</i>	<i>16</i>
<i>Administrative Staff.....</i>	<i>18</i>
<i>Technical Staff</i>	<i>19</i>
General Information	20
<i>A Note About Policies and Web Links.....</i>	<i>20</i>
<i>Address Changes.....</i>	<i>21</i>
<i>Email</i>	<i>21</i>
<i>Assignment Dropbox.....</i>	<i>21</i>
<i>Lockers</i>	<i>21</i>
Strategies for Success.....	22
<i>Attend Class Consistently</i>	<i>22</i>
<i>Get to Know Your Instructors</i>	<i>22</i>
<i>Confirm Your Program Requirements.....</i>	<i>22</i>
<i>Use Learning Support Services</i>	<i>23</i>
<i>Plan a Manageable Course Load</i>	<i>23</i>
<i>Find Time to Relax</i>	<i>23</i>
<i>Set Realistic Goals</i>	<i>24</i>
<i>Learn to Study Effectively</i>	<i>24</i>
TMU Student Resources	25
<i>Student Affairs.....</i>	<i>25</i>
<i>Student Groups</i>	<i>25</i>
<i>Athletics and Recreation.....</i>	<i>25</i>
<i>Current Students.....</i>	<i>26</i>

<i>Ask ServiceHub</i>	26
<i>ServiceHub FAQs</i>	27
<i>Undergraduate Calendar</i>	27
<i>Senate Policies</i>	27
<i>Navigate TMU</i>	27
<i>Medical Center and Health Promotion</i>	28
<i>Student Development and Counseling</i>	28
<i>The Good Food Centre</i>	29
<i>Health and Dental Coverage</i>	29

Respecting the Learning Environment... 29

<i>Meeting Spaces</i>	30
-----------------------------	----

GCM Extra-Curricular Teams 31

<i>Colloquium</i>	31
<i>Grad Formal</i>	31
<i>Grad Book</i>	31
<i>Letterpress Club</i>	32
<i>Phoenix Challenge Team</i>	32
<i>TMUPack</i>	32
<i>TMUTaga</i>	32

Student Representation 33

<i>GCM School Council</i>	33
<i>GCM Course Union</i>	33
<i>TMU Students' Union</i>	33
<i>Society of The Creative School</i>	34
<i>First Year/Third Year Buddy System</i>	34

Events 34

<i>OPIA (Ontario Printing/Imaging Association) Dinner Meetings</i>	34
<i>Industry Trade Shows</i>	35
<i>Colloquium</i>	35
<i>Career Fair</i>	35
<i>Volunteering at School Events</i>	35

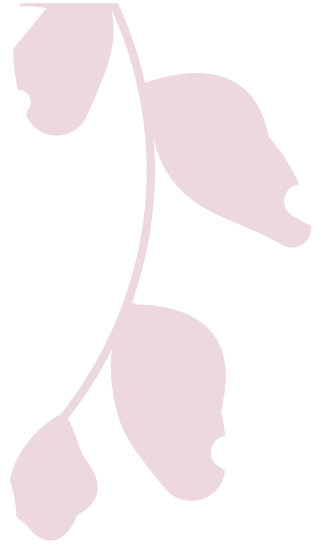
Curriculum, Course Selection and

Withdrawal..... 36

<i>Timetable and Course Changes</i>	37
---	----

<i>Fees</i>	37
<i>Minors</i>	37
<i>Concentrations</i>	40
Labs and Lab Policies	42
<i>Labs</i>	42
<i>GCM Mac Labs</i>	42
<i>Lab Access</i>	42
<i>Lab Rules</i>	42
<i>Lab Etiquette</i>	43
<i>Quick Start Guide for Computers</i>	44
<i>New Login Process Using RUAD System</i>	44
<i>ThawSpace</i>	44
<i>Visitors and Guests</i>	45
<i>Enforcement of Lab Rules</i>	45
<i>Printing</i>	45
<i>File Storage and Backup</i>	45
<i>Lost and Found</i>	46
<i>Reporting Hardware, Software & Equipment Issues</i>	46
Print, Instrumentation & Bindery Labs	47
<i>Housekeeping</i>	47
<i>Lab Access</i>	47
Emergency Situations	47
Completion of Assigned Work	48
<i>Attendance and Class Participation</i>	49
<i>Group Work and Academic Integrity</i>	49
<i>Academic Misconduct</i>	50
<i>Penalties</i>	50
<i>Tips for Preventing Academic Misconduct in Group Work</i>	51
Non Academic Conduct	53
<i>Exams</i>	53
<i>Religious, Aboriginal, and Spiritual Observances</i>	53
<i>Academic Consideration: Medical Documentation</i>	53
<i>Academic Consideration: Compassionate Grounds</i>	54
<i>Accommodation of Students with Disabilities</i>	55

Grades	56
<i>Return of Graded Assignments, Tests and Exams</i>	<i>56</i>
<i>Grade Point Averages and Academic Standing</i>	<i>57</i>
<i>Academic Appeals</i>	<i>58</i>
International Learning Opportunities.....	58
Awards and Scholarships	59
<i>Third Year Internship</i>	<i>66</i>
<i>Internship and International Exchange</i>	<i>66</i>
<i>Internships Outside of Canada</i>	<i>67</i>
<i>GCM Connect & Collect.....</i>	<i>67</i>
Graduation Information	69
Social Media and Newsletter	69
Appendix A: Toronto Metropolitan University’s Examination Policy.....	71
Appendix B: Toronto Metropolitan University Student Medical Certificate Guidelines	71
Appendix C: Academic Standing Information	72
<i>Permanent Program Withdrawal</i>	<i>75</i>
<i>Disciplinary Suspension</i>	<i>75</i>
<i>Grades and Grade Point Average</i>	<i>76</i>
Appendix D: Academic Consideration and Appeals.....	77
Appendix E:	77
Study Spaces Around Campus.....	78
<i>Quiet Spaces</i>	<i>78</i>
<i>Computer Labs on Campus.....</i>	<i>79</i>
<i>Places for Food and Drink.....</i>	<i>79</i>



School of Graphic Communications Management

Our Mission

The goal of the School of Graphic Communications Management is to graduate individuals who will become effective professionals in the printing industries with a solid foundation of education and technical training to enable them to develop as professional managers.



Toronto Metropolitan University Mission Statement

The special mission of Toronto Metropolitan University (TMU) is the advancement of applied knowledge and research to address societal needs, and the provision of programs of study that provide a balance between theory and application and that prepare students for careers in professional and quasi-professional fields.

As a leading center for applied education, TMU is recognized for the excellence of its teaching, the relevance of its curriculum, the success of its students in achieving their academic and career objectives, the quality of its scholarship, research and creative activity, and its commitment to accessibility, lifelong learning, and involvement in the broader community.



About The Creative School

The Creative School attracts talented students from across the country and around the world to its programs in media, design, and fine arts. The Faculty includes the Schools of Creative Industries, Graphic Communications Management, Journalism, Fashion, Image Arts, Theatre, RTA School of Media, Interior Design, and Professional Communication. An intensive curriculum combines in-depth professional practice with theory and contextual studies, emphasizing experiential learning in and beyond the classroom.

Each of the Faculty's programs enjoys a strong reputation and provides much of the new talent for Canada's cultural and communications fields. Throughout your time here you'll have the opportunity to work with students from around the faculty, building a large and diverse network of friends and colleagues. The Creative School also hosts a number of Zone Learning (<https://www.torontomu.ca/zone-learning/>) opportunities, where you can gain hands-on experience building a business in media, design, tech and fashion.

To learn more about The Creative School, head to [torontomu.ca/the-creative-school/](https://www.torontomu.ca/the-creative-school/)



Letter from the Chair of GCM



Dear Students,

On behalf of the School of Graphic Communications Management I would like to express how excited we are that you have chosen this

program as part of your academic journey. As you may know, GCM is a special place, offering the only degree for management in the graphic arts in Canada. More than just the excellent academics, we have an environment in which every student matters. Your aspirations, the lessons you learn, the projects you create and the many great accomplishments you will achieve during your time here are all part of GCM's decades of success — arguably the most important part.

University is a transformative time in a person's life, during which we hope you will hone your passions and work hard to share them with the world. It is a privilege to be here and learn. We have an amazing team of staff and faculty to help guide you along this important journey. I hope that you will choose to connect with them and make the most of their expertise. Beyond the classroom, GCM is also lucky to have opportunities like clubs, committees, trips and international exchange. Without fail, every graduate I speak with has shared that they wished they had taken the time to be more involved during their undergraduate degree. Those that were involved, always share how meaningful these opportunities were. Be strategic with your time. Engage with this community like you are already in the career you are working toward.

I hope that this student guide is a useful source of information about how to be the most successful version of yourself. We want nothing more than for you to be proud of the person you are when you graduate!

Best of luck on your journey to becoming a future leader in our dynamic industry!

Warmly,

A handwritten signature in black ink, appearing to read 'N. Lumby', written in a cursive style.

Natalia Lumby
Chair



Land Acknowledgment

“

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.

”

GCM's Statement of Inclusion

The School of Graphic Communications Management supports a non-sexist, non-transphobic, non-homophobic, non-ableist and non-racist environment and is committed to upholding the values of equity, diversity and inclusion. The School also supports an inclusive learning environment where diverse perspectives are recognized, respected, and seen as a source of strength.



Contact List

For the complete list of current faculty, instructors, and contract lecturers, please visit: torontomu.ca/gcm/about/faculty-and-staff/

Chair of GCM

Natalia Lumby

Associate Professor

HEI 307

416-979-5000 ext. 552653

nlumby@torontomu.ca

Faculty and Instructors

Dr. Jonghun (Jay) Park

Associate Professor, Associate Chair

HEI 305

416-979-5000 ext. 543503

jaypark@torontomu.ca

Ian Baitz

Associate Professor

KHS 149

416-979-5000 ext. 556199

ibaitz@torontomu.ca

Dr. Ehsan Behzadfar

Assistant Professor

HEI 03A

416-979-5000 ext. 552628

behzadfar@torontomu.ca

Dr. Reem El Asaleh

Assistant Professor

HEI 204

416-979-5000 ext. 556068

reem.elasaleh@torontomu.ca

Dr. Martin Habekost

Associate Professor

HEI 205

416-979-5000 ext. 556951

mhabekos@torontomu.ca

Dr. Kris Krystosiak

Assistant Professor

HEI 03B

416-979-5000 ext. 556067

kkrystosiak@torontomu.ca

Chris Kular

Associate Professor

HEI 202

416-979-5000 ext. 556578

ckular@torontomu.ca

Art Seto

Associate Professor

HEI 303

416-979-5000 ext. 554844

a3seto@torontomu.ca

Dr. Abhay Sharma

Professor

HEI 203

416-979-5000 ext. 557598

sharma@torontomu.ca

Loyal Shuman

Assistant Professor
RCC 232D
416-979-5000 ext. 544720
lshuman@torontomu.ca

Chris Smyth

Associate Professor
HEI 105
416-979-5000 ext. 553394
csmyth@torontomu.ca

Donna Abdelrazik

Contract Lecturer and Internship Coordinator
HEI 307
416-434-6562
drazik@torontomu.ca

CUPE

Lee Eldridge

Contract Lecturer
HEI 214
416-979-5000 ext. 552135
lee.eldridge@torontomu.ca

Dixon Fan

Contract Lecturer
HEI 214
416-979-5000 ext. 552135
dfan@torontomu.ca

Nikita Kuzmin

Contract Lecturer

HEI 214

416-979-5000 ext. 552135

nikita.kuzmin@torontomu.ca

Scott Millward

Contract Lecturer

HEI 214

416-979-5000 ext. 552135

scott.millward@torontomu.ca

Diana Varma

Contract Lecturer

HEI 307

416-979-5000 ext. 552135

diana.varma@torontomu.ca

Jay Wong

Contract Lecturer

HEI 214

416-979-5000 ext. 552135

jonathan.james.wong@torontomu.ca

Administrative Staff

Stephanie Law

Academic Coordinator

HEI 102D

416-979-5000 ext. 556582

stephanie.law@torontomu.ca

Taras Karpiuk

Departmental Assistant

HEI 102

416-979-5050

tkarpiuk@torontomu.ca

Tannisha Lambert

Program Manager

HEI 102E

416-979-5000 ext. 552595

lambert@torontomu.ca

Anna Lomonosova

Program and Outreach Coordinator

HEI 102E

416-979-5000 ext. 556582

anna.lomonosova@torontomu.ca

Technical Staff

M. Khaled Ahmed

Pre-media IT Specialist

HEI 301A

416-979-5000 ext. 556580

mkhaled@torontomu.ca

Peter Roehrig

Printing Processes, Binding & Finishing Technician

HEI 02

416-979-5000 ext. 4832

proehrig@torontomu.ca

Darsan Sivanantharajah

Client Support Technician

HEI 102

gcmtechhelp@torontomu.ca



General Information

Hello and welcome to GCM! This handbook is your guide for everything you need to know about starting the program.

The first thing you should do is check out the TMU Calendar (<https://www.torontomu.ca/calendar/>). It contains a lot of useful information, including significant dates (like when you need to pay your fees), course descriptions for when you're planning your year, and details about our various Concentrations and Minors.

To pay your tuition, enroll in courses, and view your class schedule, you'll use TMU's Administrative Management Self Service, known as MyServiceHub. You can login to MyServiceHub at my.torontomu.ca (no "www") with your university username and password.

A Note About Policies and Web Links

This Student Guide contains information from official TMU policies. If there is a difference between this guide and the policy available on the University's website, then the University policy supersedes this document.

Web links and other references were correct at the time of publishing. If you have any trouble with web links or references, please ask for help from the GCM office.

Address Changes

Any changes to your personal information should be promptly communicated to the University. Use MyServiceHub to update your mailing address, telephone number and email.

Email

You must set up and use a TMU email account to communicate with professors and staff. We won't answer emails from other accounts like Gmail or Outlook. You can easily activate your email account at <https://www.torontomu.ca/accounts/>. If you have any issues, see <https://www.torontomu.ca/ccs/contact-it-help/>.

Assignment Dropbox

GCM assignments submitted outside of class time should be deposited in the assignment drop box outside the GCM main office. If your instructor asks that assignments be submitted in a folder or envelope, make sure to use a **transparent one**. Assignments should not be handed to office staff or left on the office counter.

Lockers

Need some storage on campus? You can sign up for a free locker in the GCM office! Try to do so in the first or second week of classes, as they fill up quickly. All lockers are located in Kerr Hall, a short walk from our building.

Strategies for Success

Attend Class Consistently

Attending class is essential to keeping up with the course material and staying informed about assignments. Walking into a test you didn't know about is not a good feeling! Some instructors will also grade you on class attendance and engagement. Even if they don't, it's your job to create a class schedule you can commit to and prioritize your academic progress.

Get to Know Your Instructors

Your instructors want you to succeed. They want you to engage, ask questions and challenge assumptions. All instructors hold office hours where you can meet them one on one. If you're struggling with the class, reach out to them and they will gladly help you. They're also very connected in the printing industry, and can offer career advice and mentorship.

Confirm Your Program Requirements

When registering for courses, especially liberal electives, make sure they meet your program requirements. There are two ways to do this: Using your academic advisement plan on MyServiceHub, or by checking in with our Academic Coordinators. **Stephanie Law is GCM's Academic Coordinator.** Find her contact information in the contacts list a few pages back.

Use Learning Support Services

TMU has many services to help you reach your academic and personal goals. Student Learning Support offers workshops, tutoring, and counseling to help you meet your academic and personal goals. The Writing Center is available to help you improve your academic writing skills, while the Library offers research help, study spaces, technology assistance, and more.

Visit <https://www.torontomu.ca/contact/student/#learn> for a full list of resources and how to contact them.

Plan a Manageable Course Load

First year is often a time of adjustment, so make sure you don't take on more courses than you can handle. Most first years take five courses in the fall semester and six in the winter.

Find Time to Relax

Make sure you incorporate relaxation time into your schedule. Staying healthy is crucial to success at university. Setting aside time to spend with friends or pursue a hobby will make you happier, healthier, and more successful.



Set Realistic Goals

Many students who were used to top grades in high school are surprised by the higher academic expectations at university. Don't be discouraged or frustrated if you don't get straight A's in your first year. Instead, focus on developing new learning strategies and you'll find your grades steadily improving. Aim to thoroughly learn the material, and good grades will follow.

Learn to Study Effectively

Are you a morning person or night owl? Do you like to study alone or with a group? At home or at school? Find out what works for you and stick to it!

Studying wisely is better than studying longer. Speak with your instructors to clarify their learning expectations, and work on finding that balance between knowing the smaller details and understanding the “big picture.” Manage your time and follow a regular study schedule instead of cramming at the last minute, and ask for help when you're stuck.



Toronto Metropolitan University

Student Resources

Staying mentally and physically healthy are key for academic success. Key resources to help your wellbeing during your time at TMU include:

Student Affairs

TMU's Student Affairs department supports your well being, personal and professional development, and community involvement through many programs including the Career Centre, Counseling Services and, yes, puppies! Visit <https://www.torontomu.ca/studentaffairs/> for more information.

Student Groups

Are you an avid gamer? Maybe a musician? Or do you want to get to know more people in your program or ethnic community? TMU has dozens of student groups for whatever you want to try. And if we don't have one that meets your needs, it's easy to start it on your own! We'll detail GCM-specific groups

later in this guide, but you can also check out a master list of groups on campus at the TMU Student Union's website: <https://www.torontomu.ca/student-life-and-learning/programs/student-clubs/>.

Athletics and Recreation

Your gym membership is included in your tuition. TMU has two gyms: The Mattamy Athletic Center (MAC) at old Maple Leaf Gardens, and the TMU Athletic Center (RAC) in the quad. The facilities come with full service gyms, a running track, squash courts, basketball courts and more. You can work out by yourself, with a trainer or in a class, book a massage, and join an intramural team if there's a sport you enjoy! Head to <https://www.torontomu.ca/recreation/> for more information.

Current Students

The “Current Students” section is a dedicated resource for students seeking information about their academic journey, financial aspects, and support services. Here, students can access a wealth of information on academics, including course schedules, academic programs, and important deadlines. Additionally, they can find valuable details on fees and scholarships, helping them navigate the financial aspects of their education. For those in need of assistance or support, this section also provides resources and contact information for various student services, ensuring that students have access to the help they require throughout their educational experience.

For more information,

visit <https://www.torontomu.ca/current-students/>.

Ask ServiceHub

The ServiceHub is a convenient and accessible resource for students, offering 24/7 assistance through the “Ask ServiceHub” feature. Students can submit their questions in the form of complete sentences, keeping queries concise and straightforward. If the answer isn’t immediately available, the system suggests related questions for further information. In cases where the question remains unanswered, students can fill out a help form at the bottom of the response, and the ServiceHub team will respond via email, ensuring that students receive the support they need to navigate their academic journey effectively. Visit <https://www.torontomu.ca/student-wellbeing/counselling/>.

ServiceHub FAQs

ServiceHub FAQs provide a quick and comprehensive reference for commonly asked questions. Whether it's inquiries about academics, finances, or support services, students can find clear and informative answers in this resource. It serves as a go-to guide to help students resolve their queries efficiently, ensuring a smooth and hassle-free experience during their academic journey. Visit <https://www.torontomu.ca/servicehub/faq/>.

Undergraduate Calendar

The Undergraduate Calendar is the authoritative source for approved programs and courses at Toronto Metropolitan University as of March 1, 2023. It serves as the official reference for students, faculty, and staff, providing accurate and up-to-date information about the university's academic offerings. <https://www.torontomu.ca/calendar/>.

Senate Policies

Senate Policies are the institutional guidelines and regulations established by the governing body of Toronto Metropolitan University. These policies govern various aspects of university life, including academic standards, student conduct, and administrative procedures. Visit <https://www.torontomu.ca/senate/policies/>.

Navigate TMU

Discover everything you need to know about the program, from registration procedures to eligibility requirements and the numerous benefits it offers. This comprehensive resource provides valuable insights into the program's offerings, making it easy for individuals to understand the application process and determine whether they qualify. Visit <https://www.torontomu.ca/navigate-tmu/>.

Medical Center and Health Promotion

TMU's Health Center is located on campus in Kerr Hall (KHW 181). The Center provides a wide range of medical services, including illness treatment, routine check-ups and exams, and reproductive health services.

For more information, visit <https://www.torontomu.ca/student-wellbeing/medicalcentre/> or call 416-979-5070.

TMU Health Promotion's website also provides resources and helpful info about physical and mental wellbeing: <https://www.torontomu.ca/student-wellbeing/health-promotion/>.

Student Development and Counseling

The Center for Student Development and Counseling offers a variety of confidential counseling services. Professional counselors may work with students one-to-one or in a group setting. Visit <https://www.torontomu.ca/student-wellbeing/counselling/>.

The Good Food Centre

The Community Food Room provides hunger relief to those struggling financially. It's located in the SCC B-03 A basement, beside CopyRITE. Connect with them via <https://yourtmsu.ca/services/food/>.

Health and Dental Coverage

All full-time students pay into Health and Dental coverage through the TMU Students' Union. The plan also provides travel insurance. If you're already covered for these things, you can easily opt-out and get your money back. Find out how and read an overview of the plans at <https://yourtmsu.ca/services/health/>.

Respecting the GCM Learning Environment

GCM is a big school with a small footprint! Respecting the environment of the HEI building is a responsibility we all share. Many people, not just GCM students, use this building on a daily basis. You'll often see university staff and industry professionals, who you may work for one day!

Flip to the next page to learn how you can do your part!

- Keeping noise to a minimum. If you want to hang out and be social, head to the Student Learning Centre's 6th floor. There's lots of space there to relax!
- Avoiding messy food. TMU has multiple cafeterias and eating spaces including the HUB Cafeteria, the Ram in the Rye, the Quad, Lake Devo, Gould Street or many others.
- Cleaning up after yourself. Garbage, and recycling should all be deposited in the nearest waste container. If you need assistance with a spill, please contact GCM office staff or one of the technicians to obtain tools to clean up mishaps.

Meeting Spaces

If you need a workspace in the building, there is open seating in the halls of the second and third floors in HEI. Group meeting spaces are also available at the end of the halls on the second and third floors in HEI. Group meeting spaces are booked on a first come first served basis, but you can reserve a spot via the signup sheet just outside the room.



GCM Extra-Curricular Teams and Clubs

GCM sponsors several extracurricular student teams and clubs. Watch out for recruitment emails so you can learn how to join these teams! You can also check our website, social media, and newsletter to know when student groups are recruiting new members.

Colloquium

The Colloquium Team organizes a speaker event each year, bringing together students and industry on a current relevant theme. Industry speakers share their expertise, and the mix of student and industry attendees always guarantees rewarding opportunities for discussion and networking.

Grad Formal

Took part in prom planning in high school? Help plan the send off for our graduating students!

Grad Book

Enjoyed designing your yearbook? Create a book full of memories for the graduating students to cherish forever.

Letterpress Club

The Letterpress Club is an interdisciplinary group with members who collaborate to complete a letterpress project each semester. Members learn the fundamentals of letterpress printing such as movable type and the uses of various inks and papers. They also get hands-on experience learning typography, composition, layout and letterpress printing.

TMUPack

TMUPack is TMU's student group dedicated to creating opportunities for learning about packaging. Students engage with the packaging industry through several unique field trips, speaker events and design competitions.

Phoenix Challenge Team

The Phoenix Challenge is a flexography competition which takes place at the annual international FTA Flexo Forum each spring. Past teams have competed in Las Vegas, Dallas and San Diego.

TMUTAGA

TMUTAGA is the TMU student chapter of the Technical Association of the Graphic Arts (TAGA) — an important research association in the printing industry. The student chapter publishes its own annual journal of research for competition and has won several top prizes at conferences across North America, including in Portland, San Francisco and Pittsburgh.

Student Representation

GCM School Council

The School Council is the academic decision-making body that reviews and approves curricular, operational and other changes affecting GCM. Membership includes students, faculty and staff. One student representative from each year will sit on the Council. Student representatives are elected by the students in each year of the GCM program.

GCM Course Union

The Course Union represents GCM students within TMU. The student-led executive and class reps organize social activities, trips, intramural athletic teams and academic events. The course union is also a good liaison between you, the student

union, faculty and university administration. Find them on Facebook, Twitter and Instagram [@GCMCU](#).

TMU Students' Union

The TMU Students' Union is your hub for activity on campus. The union empowers students and builds community at TMU by advocating for your rights, supporting student groups, events and initiatives, and providing discounted services to save you money! Learn more at www.yourtmsu.ca.

Society of The Creative School

Society of The Creative School is the first student-led umbrella society in a creative faculty in North America. The society represents all nine schools in The Creative School. The Society of The Creative School builds community, hosts conferences and competitions, and offers over \$200,000 in extracurricular project funding for students in The Creative School. Find them online at <https://societyofthecreativeschool.ca/>.

First Year/Third Year Buddy System

You'll be assigned a third year buddy who will mentor you through the first year, helping you navigate the program and printing industry. The buddy list will be distributed in September, so don't hesitate to reach out to yours when you get their name and contact info!

Events

OPIA (Ontario Printing/Imaging Association) Dinner Meetings

The OPIA dinners are great networking opportunities! We cover your costs and will email you each time one is coming up. All you

need to do is sign up in the GCM office. However, please note that if you fail to attend a dinner you registered for, you may have to reimburse the school and your future attendance privileges could be suspended.

Industry Trade Shows

We strongly advise that you attend local printing industry trade shows like Print World and Graphics Canada. There you'll see first hand what companies across the country are doing. Attending might be included in a class assignment, so you'll not only be building your career network, but getting credit for it!

Colloquium

Our annual Colloquium is an event for you to get to know GCM alumni, industry reps and school partners, many of whom work where you might want to be someday. The night includes discussions on industry trends and open networking opportunities. Colloquium generally happens in the second semester.

Career Fair

This is exactly what it sounds like. Our Career Fair & Intern Fair are for 3rd and 4th year students looking for internships and full time work. These students will get the chance to interview directly with some of the top printing companies in Canada.

Volunteering at School Events

Many of our events are run and supported by student volunteers. If you're interested in helping put together amazing events like Awards Night, Grad Formal or the ones above, keep an eye open for our email call outs!

Curriculum, Course Selection and Withdrawal

As mentioned, you enroll in, switch and drop your courses through MyServiceHub. Make sure you're planning your semesters well in advance and keep an eye on your email for course intention announcements and final selection days.

Students may not drop any core GCM course without approval from their Academic Coordinator, Stephanie Law. Whether you're planning your schedule or thinking about dropping an elective course, it's still a good idea to speak with the Academic Coordinator. You can reach Stephanie, the Academic Coordinator, at stephanie.law@torontomu.ca or 416-979-5000 ext. 544972 You can also just come into the GCM Office and book an appointment. They are here to make sure you stay on the right track.

If you're thinking of withdrawing from the program, you must meet with our Chair, Natalia Lumby beforehand. Please refer to the TMU calendar for withdrawal deadlines (<https://www.torontomu.ca/calendar/2023-2024/>) and make your appointment with the Chair well in advance of that day. Withdrawal forms can be found online at <https://www.torontomu.ca/ombudsperson/faq/drop/>. Do not expect to arrive at the GCM office on the deadline date and have your form approved.

Students who do not officially withdraw from the program and do not attend classes are still financially and academically responsible to TMU.

Timetable and Course Changes

After you enroll, you'll be able to see your class schedule on MyServiceHub. You must attend the class time and section specified on your schedule. If you want to switch your section for another time, you have two options: 1) Wait and hope it opens up on MyServiceHub or 2) Find someone to switch with you and work with your designated Academic Coordinator to make it seamless.

If you're thinking of dropping a course, pay attention to TMU's Significant Dates: <https://www.torontomu.ca/calendar/2023-2024/>. Depending on when you drop it you might not be fully reimbursed and could be subject to academic penalty.

Fees

Make sure you watch the deadline to pay your tuition and fees, which is also found on TMU's Significant Dates calendar: <https://www.torontomu.ca/calendar/2023-2024/>. Paying fees late might cause them to rise. If you have any questions about or issues with your fees, visit the Office of the Registrar ([ServiceHub](#)) in the Podium Building at POD-150.

Minors

Minors are a great way to explore a field outside GCM. They're optional, and generally take six courses to complete. These courses will likely fill your elective slots each semester, but may mean taking extra classes. When pursuing a minor, it's up to you to make sure you're taking the right courses, then when you come up to graduation you'll be able to "declare" it on MyServiceHub. Please note students on academic probation will not be authorized to take extra courses to earn a minor.

TMU has over 50 minor options, in a wide range of fields, so you can choose what interests you. These include:

- Accounting
- Acting/Dance Studies
- Black Studies Minor
- Biology
- Business Essentials
- Caribbean Studies
- Chemistry
- Child and Youth Services
- Communication and Design
- Computer Science
- Criminolog
- Curatorial Studies
- Cyber Studies
- Disability Studies
- eBusiness
- Economics
- English
- Entrepreneurship and Innovation
- Environment and Urban Sustainability
- Ethics
- Events and Live Entertainment Management
- Family Supports and Community Practice
- Fashion Studies
- Film (Cinema) Studies
- Finance
- French
- Geographic Analysis
- Geography
- Global Management
- Global Narratives
- Global Politics and Development
- Health Services Management
- History
- Human Resources Management
- Information Technology Management
- Innovation and Zone Learning
- Labour and Employment Relations
- Law
- Marketing
- Mathematics
- Middle East and North Africa (MENA) Studies
- Music and Culture
- News Studies
- Nonprofit and Voluntary Sector Management
- Occupational Health and Safety
- Organizational Leadership
- Philosophy Photography Studies
- Physics
- Politics
- Professional Communication
- Psychology
- Public Administration
- Public Relations
- Real Estate Management
- Sales Management and Service Quality

- Social Innovation
- Sociology Spanish
- Tourism
- Visual Studies

For more information about minors, please refer to the minors Policy section of the TMU calendar at <https://www.torontomu.ca/calendar/2023-2024/>.



Concentrations

Concentrations within GCM are another way for you to customize your degree and learn specialized skills. Again, Concentrations are optional, and give you a level of expertise beyond the core curriculum, setting you apart when you enter the workforce.

We currently have 4 Concentrations to choose from:

DIGITAL GRAPHIC OUTPUT:

Get a competitive edge in the design world with deep and flexible knowledge of digital graphics, meaning you'll be ready to step into any creative role — working for an agency, client or as a freelancer.

PACKAGING:

Learn what it takes to make your products stand above the rest on the shelf, and gain experience with some of the cutting edge technologies in this ever-changing field.

LEADERSHIP:

Our variety of general and print-specific business courses, from managerial finance to finding market opportunities, will prepare you to lead a project team or start your own company.

PUBLISHING:

From print magazines to e-books, you'll gain a well-rounded view of today's publishing industry and gain unique skills needed to stand out as a graduate.

**Graphic
Output****Leadership****Packaging****Publishing****Required (3):**

GCM 754
GCM 802
GCM 854

Required (3):

ACC 406
ENT 601
FIN 300

Required (2):

GCM 800
GCM 808

Required (2):

GCM 720
GCM 722
GCM 802

**Plus three
(3) of:**

GCM 804
GCM 806
GCM 810
GCM 850
GCM 852
GCM 858
GCM 860

**Plus three
(3) of:**

FIN 401
FIN 510
GCM 746
GCM 810
GCM 816
GCM 850
GCM 852
GCM 860

**Plus three
(4) of:**

GCM 740
GCM 746
GCM 750
GCM 804
GCM 806
GCM 810
GCM 854
GCM 856

**Plus three
(3) of:**

GCM 730
GCM 738
GCM 740
GCM 746
GCM 806
GCM 810
GCM 812

Labs and Lab Policies

Labs

GCM has the following labs available for work and research:

- Packaging Lab (HEI 004)
- Press Lab (HEI 010)
- Binding and Finishing Lab (HEI 005)
- Multi Use Lab (HEI 304)
- Input and Output Labs (HEI 301 A/B)
- Premedia Mac Labs (HEI 302 & HEI 306)
- Instrumentation Lab (HEI 206)

The first four of these labs are regulated by instructors for special projects. The Premedia Mac Labs are independent and have their own set of guidelines.

GCM Computer Labs

Our Mac and PC Labs are located on the third floor, and can be used for independent work when a class isn't taking place. A lab schedule will be posted on the door and our website under "Student

Resources" at the beginning of each semester. Lab space is first come, first serve.

Lab Access

You must have your TMU OneCard to enter these labs. If you don't have your OneCard yet, apply online at <https://www.torontomu.ca/university-business-services/onecard/> and pick it up in the OneCard Office (JOR 02). Your first OneCard is free, but replacing it will come with a price.

Lab Rules

- 1. Entry by OneCard only between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday.** If your lab takes place outside these hours, your instructor will open the door for you. There are limited supervised open hours during and outside these times. When open hours occur after 6 p.m. or on weekends, the Lab Monitor will open the lab door for you.
- 2. No food or drink in the labs.** Spilled beverages or crumbs could

damage equipment, making it unavailable to other students and accumulating repair expenses. Please leave food and beverages in the shelves next to the door and pick them up when leaving.

- 3. Professionalism in the lab.** The labs are intended for completion of assignments. Students are expected to work and interact quietly and avoid loud noises that may interfere with the work of others.
- 4. Entertainment software.** Students are not to use lab computers for entertainment software including YouTube, Facebook, Netflix, video games and personal email. Not only is this distracting to others, but it unnecessarily ties up a computer that could be used for project work.
- 5. Monitoring and Privacy.** Since the computers, software, and student home folders are property of TMU, computers and their usage may be subject to monitoring. Consequently, students are not guaranteed

privacy when using these systems.

- 6. Toronto Metropolitan University's harassment policies** require that you do not load any files that could be taken as being offensive to others. Keep this in mind if you are browsing or working on projects in the lab. This policy also covers desktop pictures. These issues are explained in the Student Code of Non-Academic Conduct (<https://www.torontomu.ca/calendar/2023-2024/policies-and-procedures/rights-conduct/codes-of-conduct/>).

Lab Etiquette

- Respect the rights of others in the lab.
- Do not knock, walk in or otherwise disturb a lab that is in session.
- Do not customize the hardware or software in any lab.
- Use only the fonts and software supported by GCM.
- It is illegal to copy, load and remove any software without permission.

- Do not play games on lab computers.
- Use headphones when listening to music.
- Do not use lab computers for personal email.

Quick Start Guide for Computers

All computers (iMacs + PCs) located in the Heidelberg building (HEI 008, 010, 100, 302, 304, 306) which are designated for student use have a system redesign, please note the changes below.

In order to use these computers in the Heidelberg building you must create and activate your TMU Online Identity.

New Login Process Using RUAD System

- Use my.torontomu.ca USERNAME & PASSWORD to gain access to iMac computers.

- Note that passwords are case sensitive.
- Ensure no extra spaces before or after your USERNAME or PASSWORD
- If your my.ryerson.ca login works, so should your login for GCM iMac computers; if you are having issues with your account please use the following to address issues:
 - Report problems with account activation.
 - Report general problems with your account or the my.torontomu Portal
 - Report problems with the my.torontomu portal.

ThawSpace

- The ThawSpace is a public shared folder that is ONLY accessible once you have logged into a GCM iMac. The ThawSpace icon can be found on the Desktop.
- The ThawSpace is a public shared folder; please be aware of the following:
 - Files will be deleted from the ThawSpace NIGHTLY
 - ThawSpace is designed as a working/active file storage space when using

- applications
- Always backup your ThawSpace files to USB or Google Drive before logging out
- Always delete your ThawSpace files from the ThawSpace before logging out

Visitors and Guests

The labs are for the use of students registered in GCM courses only. Visitors are accepted into lab sessions only with prior permission of the lab instructor. Visitors are not permitted during open lab hours.

Enforcement of Lab Rules

Students who break the computer lab rules may be subject to disciplinary action. The type and severity of the discipline is governed by the severity of the infraction and any relevant university policies, including but not limited to policies on academic and non-academic

conduct.

Printing

Your ancillary lab fees cover the printing of **GCM lab-related projects and assignments only**. All other printing is disallowed unless prior consent is obtained. The use of GCM printing for student group projects must be approved by the faculty advisor for the group. All other requests to use the printing equipment for non-GCM work should be made to the Chair.

The colour printers are to be used as proofing devices only. Please do not use the colour printers to output the documentation for other papers or projects.

File Storage and Backup

You have file storage space on the GCM file server, but we suggest you also use an external hard drive or USB stick to make sure you don't lose anything.

Lost and Found

Please label all personal tools and materials that you use in the labs. If you leave something in the lab, check the lab access schedule and arrive to collect it when the next break occurs. Any items left in the lab are usually turned into the GCM office, where they are held securely for a limited period of time. Any items not picked up in a timely manner will be turned over to the lost and found in the security office at 285 Victoria Street. Note that lost USB drives may be with your lab instructor

Reporting Hardware, Software and Equipment Issues

Issues and concerns about any equipment or systems on the third floor can be emailed to: gcmithelp@torontomu.ca.

Issues with any of the equipment or systems in the basement should be

reported to Peter Roehrig at proehrig@torontomu.ca.

If you accidentally break a piece of equipment while using it, please report it. We know accidents happen and reporting it lets us fix the problem right away.

If you need to find another computer lab on campus, you can view a full list here: <https://www.torontomu.ca/ccs/services/labsandprinting/labs/>.

If you need to borrow a laptop, check out TMU's Media Services: <https://www.torontomu.ca/ccs/services/mediaservices/guidelines/>.

Print, Instrumentation and Bindery Labs

Housekeeping

Working with ink can get messy, and it's your responsibility to keep this workspace clean. Make use of the lab coats and cleaning supplies in the room. If you spill ink on the floor or test benches, please wipe it up immediately, or else it will stain the surface.

If you require additional instruction on how to maintain a clean and safe working environment, contact Peter Roehrig, Printing Processes Technician (HEI 02). If you observe any unsafe conditions in the printing processes or bindery and finishing lab, immediately report them to Peter or your instructor.

Lab Access

Students may use the instrumentation & press, and binding & finishing labs if they are registered in a course which uses these labs. Outside of scheduled lab time and open hours, the lab doors will be locked. Open hours in labs are supervised by lab staff.

Lab access is available:

- During your own lab section's scheduled period
- During posted, supervised open hours

Emergency Situations

In the event of a fire alarm or other evacuation notice, students are required to leave the building until it is safe to return. If you are working in the lab during Open Lab hours, do not wait for printouts, scans, etc. Remove yourself and your belongings until it is safe to return. The fire wardens for GCM are Peter Roehrig and M. Khaled Ahmed.

Completion of Assigned Work

At the beginning of the semester, you'll be given a course outline, which will tell you everything you need to know about the class — assignment and test dates, required readings, weekly topics, etc. The outlines will be posted on D2L, TMU's learning management system, which you will find through my.torontomu.ca.

Assignments may have different submission guidelines based on the type of work (essay, digital project, etc). It's your responsibility to ensure your assignment is submitted properly on or before the due date. Many of your assignments will be submitted through our Assignment Drop Box outside the GCM office.

Once you submit your assignment to the dropbox it **cannot** be retrieved, so ensure that your assignment is complete when you hand it in. If work is not submitted on time, it will be dated and time stamped as late. Late assignments are subject to penalties as described on your course outline.

Some instructors may require a copy of written reports to be submitted to Turnitin.com, a plagiarism-prevention service. Refer to <https://www.torontomu.ca/academicintegrity/> for details.

For on-screen computer grading of lab assignments the student must have their project completed, saved on removable media (e.g. USB) and available for loading and checking during their lab session in the week specified by the instructor. It is the responsibility of each student to retain back-up copies of all submitted material. When submitting a USB drive for marking, please ensure that the only files on the key are those to be marked.

Attendance and Class Participation

Students are expected to attend all class lectures and assigned labs. The lectures are intended to provide instruction and the labs are where you get to practice what you've learned and work on assignments. Failure to attend class may not only result in missed information and opportunities to engage with classmates and instructors but it may also result in lost marks. In some of your classes and labs, you may receive marks for attendance and participation. It's up to your instructor to decide how many marks, if any, are attributed to each, but this information will be included in your course outline.

Group Work and Academic Integrity

Group Work

Though some of your courses at GCM will incorporate some form of group work, no more than 30% of your final grade will result from work where you don't receive an individual assessment. It is up to your instructor to determine the total amount of group work in the course and the course syllabus will provide details about the amount of group work that's expected. Group work is an essential part of your educational experience, because many of your jobs will include it. However, it can present some unique issues. Instructors may require you to identify your individual contribution to these submissions or even rank your group members. It's your job to work out the problems within the group, but if it becomes too challenging, contact your instructor **promptly** for assistance.

By putting your name on a group project, you're accepting responsibility for the entire work. This means you know the content is original and meets academic integrity standards.

Academic Misconduct

All students must thoroughly understand Academic Integrity, Misconduct and TMU's involved policy and how it can affect you. You can learn more at:

<https://www.torontomu.ca/academicintegrity/students/>

Academic misconduct, including plagiarism, is not tolerated. Professors, instructors, academic assistants, and staff in the department are required to report each incident of plagiarism and/or academic misconduct.

Plagiarism includes, but is not limited to, copying, reproducing or paraphrasing from the work of a current or former student, from published or unpublished sources, including the internet, books, and periodicals, without proper credit. It also includes failure to cite sources in a report or other work. Knowingly aiding academic misconduct is in itself academic misconduct. This includes lending or offering for sale reports or other assignments with the intention that these works be copied and submitted for assessment. Further examples are described in the policy.

Penalties

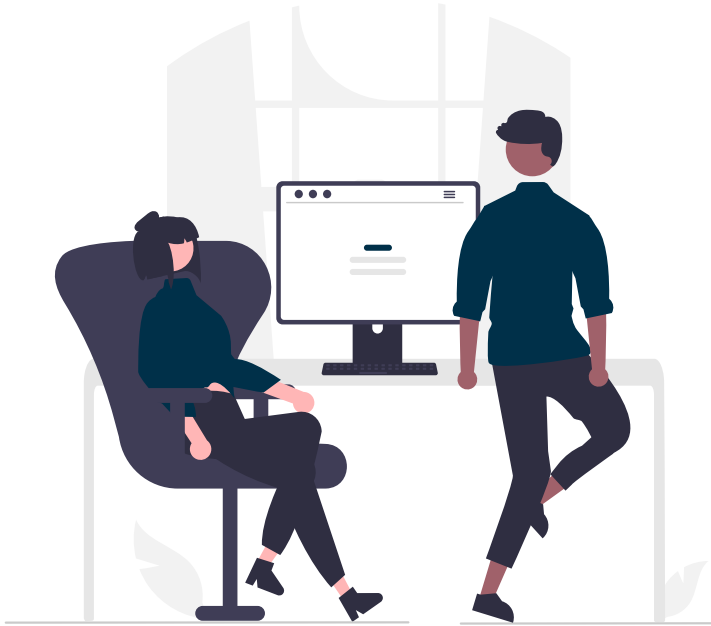
Penalties for Academic Misconduct are described in the Undergraduate Course Calendar and on the Senate website. Pay close attention to Policy 60: Student Code of Academic Conduct: <https://www.torontomu.ca/senate/policies/academic-integrity-policy-60/> and Policy 61: Student Code of Non-Academic Conduct: <https://www.torontomu.ca/senate/policies/student-code-of-non-academic-conduct-policy-61/>.

Tips for Preventing Academic Misconduct in Group Work

The following suggestions are provided to help you avoid situations of academic misconduct when participating in group work.

1. Know your group members well. Expect high standards of them and yourself.
2. Accept responsibility and ownership for the content and quality of the entire work. Take pride in your work.
3. Begin the work early. Avoid procrastinating.
4. Participate fully in all planning, research, and rough work. Never copy directly from other sources, including other students' work, publications, books or websites, unless you properly cite the source.
5. Insist that all group members keep all rough work, notes and lists of sources consulted. Do not throw out rough notes.
6. Avoid splitting and delegating large tasks without thorough follow-up as to the source of research, statements, diagrams, figures and quotations.
7. All members of the group should check or proofread the work of all other members. If the work of another member is questionable in source or quality, ask the person about it and ensure it is corrected.
8. Use the correct APA (or other approved) format for all quotations, citations, and references.
9. Consult the TMU Writing Center or the instructor if you need help with correctly citing sources. There are also writing and style manuals in the library and the bookstore.
10. Complete and assemble the final work as a group.
11. Check the report, assignment, project, or work, in its final form before it is submitted. Ensure it is complete with footnotes or endnotes and references. Every member of the group should do this.
12. If you have concerns about the academic integrity of the work produced by any of your group members, discuss them with the person. If your concerns are not resolved, discuss them without delay with the instructor. This is to be well in advance of the due date, before the work is submitted or presented.

13. It is each student's responsibility to protect the integrity of their work. Do not leave your files or hard copies where others may access them. Ensure you LOG OFF! Any student providing their work to others may be guilty of plagiarism.



Non Academic Conduct

Exams

Please refer to Appendix A in this document for the TMU Exam Policy and Procedures.

Religious, Aboriginal, and Spiritual Observances

If you'll have religious, aboriginal or spiritual observance obligations that will make you miss school, consult your instructor at the start of the semester, ideally within the first two weeks.

You can find additional details about doing this at: <https://www.torontomu.ca/senate/policies/accommodation-of-student-religious-aboriginal-and-spiritual-observance-policy-150/>.

Academic Consideration: Medical Documentation

If you have justifiable medical grounds for missing an assignment, test or exam, you must notify your instructor in advance or as soon as reasonably possible, preferably by email. This will enable you and the instructor to make alternate arrangements for you to complete the required course work. Medical circumstances do not exempt students from completing course work.

Students are required to submit the TMU Health Certificate through the Senate Portal within 3 business days of a missed assignment. Learn more at: <https://www.torontomu.ca/senate/resources/>.

The approved TMU Standard Health Certificate is available online here: <https://www.torontomu.ca/content/dam/senate/forms/Health.pdf>.

Academic Consideration: Compassionate Grounds

Compassionate grounds normally refers to unexpected or tragic circumstances beyond a student's control which affect their ability to complete academic work.

Similar to medical consideration, consult your instructor by email as soon as reasonably possible.

You may be required to submit documentation to your instructor and a copy to the GCM office. The documentation must be submitted within 3 working days of the missed deadline, test, or exam. Learn more at: <https://www.torontomu.ca/senate/policies/academic-consideration-policy-167/>.

Accommodation of Students with Disabilities

GCM is committed to accommodating students with disabilities. The disability services office works with students who have temporary or permanent disabilities that can impact their academic life. These issues can include physical mobility issues to sensory impairments and ADHD and mental health. Don't hesitate to contact the disability services office or your instructor if you require an accommodation. The office is located in the Student Learning Centre on the 4th floor.

You can read the handbook for students who require accommodation of disabilities. See: <https://www.torontomu.ca/accommodations/>.

You may also refer to Policy 167: Academic Consideration <https://www.torontomu.ca/senate/policies/academic-consideration-policy-167/>, and Appeals and Policy 159: Academic Accommodation of Students with Disabilities at <https://www.torontomu.ca/senate/policies/academic-accommodation-of-students-with-disabilities-policy-159/>.

Grades

While some instructors will use numeric percentages (example, 80%) to grade an assignment, your final course mark is recorded as a letter grade. Each instructor uses their own system to arrive at final grades and will communicate this in the course outline. Your final grades will automatically be added together to calculate your overall GPA, which you can find on RAMSS. If you repeat a course, you'll need to do a GPA Adjustment, which can be done through this form: <https://docs.google.com/forms/d/e/1FAIpQLSePX29TJYKQk-F0cy1r3WBMVh2sv0RNX-9zsWKad0I2PWiXerA/viewform>. Note that failing a course three times can result in being withdrawn from the program.

If you have a hold on your account due to owed fees, outstanding library books, or other issues, you will not be able to see your final grades until the issue is cleared. Please contact the department listed in MyServiceHub to resolve the hold on your account.

Return of Graded

Assignments, Tests and Exams

Graded assignments are normally available for pick-up in the GCM office. You may pick up only your own individual or group assignment, and not the assignments of other students. **Do not leave your graded work in the GCM office for an extended period of time.** It's important that you receive and act on feedback from your instructors.

Feedback on tests is provided by your instructors. If you wish to review your test with your instructor individually, please make an appointment to do so promptly after the test is graded.

Final exams are not returned to students, but are kept by the School for a period of time. If you wish to see your graded final exam, you must make an appointment with your instructor.

Grade Point Averages and Academic Standing

Your academic standing is established at the end of each semester using your cumulative GPA (CGPA), which considers each class you've completed at TMU.

In order to maintain a “clear” academic standing, you need a CGPA of 1.67 or higher (approximately a 61% or C-). A clear standing is required in order to graduate. Students whose CGPA is lower may be placed on Probation or be Required to Withdraw. A low GPA can also hurt your eligibility chances for awards and could cause you to lose current scholarships.

Students with a “Probationary” academic standing are required to sign a probationary contract at the start of each term, and are limited in the number of courses they take. The choice of courses must be specified in the contract and is subject to approval by the School of GCM. Students on probation may not add or drop courses without permission.

Please carefully note the pattern of prerequisites (courses you must take before advancing) within our program. This pattern may prevent some students with a “Probationary” standing from proceeding with a normal course load. More info on Academic Standing is available in Appendix C in this document.

Academic Appeals

Please refer to Appendix D in this document for information regarding the Appeals Policy and Process.



Study Abroad - International Opportunities

Through GCM and The Creative School, you have the opportunity to study abroad at one of our partner schools in South Korea, Germany, Sweden, Denmark, Belgium and England! Selected students generally go abroad in the Winter semester of 3rd year.

If you're considering an international exchange, you should advise the Academic Coordinator early in your second year. Participation in an exchange is not guaranteed, and is a competitive process. Outbound exchange students must meet minimum GPA requirements and should be on pace or ahead in their studies. Information sessions for interested students are usually in the Fall each year.

You can also learn more about studying abroad and other international opportunities such as courses and shorter intensives through The Creative School website: <https://www.torontomu.ca/the-creative-school/current-students/international/>.

Awards and Scholarships

You're eligible for a variety of awards and scholarships within GCM and around TMU, many of which are attainable after your first year. We'll send out deadlines and application information in the Fall semester.

For more information on TMU-wide scholarships, awards, bursaries or other financial assistance (OSAP) visit the Student Financial Assistance office at POD 59, or online at <https://www.torontomu.ca/student-financial-assistance/>.

See this year's individual and industry sponsored awards at GCM on the next page (subject to change)!



AWARD NAME	AMOUNT	CRITERIA
Canadian Printing Industries Scholarship (multiple recipients; can be renewed up to four years).	\$1500	Awarded to 1st year students upon admission – must maintain a 3.00 GPA average to keep scholarship. This scholarship is renewable for four years.
Gary Hanna Graphic Communications Award	\$8000	This award is presented to a student enrolled in third or fourth year of the GCM program, with a minimum 3.00 CGPA and demonstrated financial need. Students will need to answer, “how and in what ways will receiving this award allow you to contribute to the GCM community and the related printing industries?” in their application on AwardSpring.

<p>William Somerville Memorial Award</p>	<p>\$500</p>	<p>The William Somerville Memorial Award is presented to the GCM student who demonstrated excellence in electronic prepress technology with the highest GPA in their first three years of the program. Courses include: Design and Layout (GCM 130), Digital Premedia Workflows (GCM 260), Colour Management (GCM 360), and Web and Cross Media (GCM 362).</p>
<p>David and Anna Bulmash Innovation Award for International Exchange</p>	<p>\$4000</p>	<p>Awarded to a student embarking on an international exchange in the upcoming winter semester</p>
<p>Cliff Hawes Memorial Scholarship</p>	<p>\$200</p>	<p>This award recognizes a student in the School of Graphic Communications Management who best exemplifies Toronto Metropolitan University spirit through scholastic leadership, initiative and community service. See AwardSpring for more details</p>

<p>C.J. Graphics Inc. Award</p>	<p>\$1000</p>	<p>To apply you must write a short, 250 word, statement describing your community involvement at GCM, The Creative School and/or TMU (examples include involvement in clubs, volunteering on a committee or student group etc.). Students must also be enrolled in second year or higher and have a minimum cumulative GPA of 3.3. Please go to AwardSpring for more information.</p>
<p>Konica Minolta Digital Embellishment Award</p>	<p>\$1000</p>	<p>Awarded to a student with the best project in digital embellishment, as determined by a panel of Toronto Metropolitan University faculty and staff, coordinated by the School of Graphic Communications Management. More information about the requirement and application process can be found on AwardSpring.</p>

<p>PAC Awards of Excellence</p>	<p>\$5000 (5 awards)</p>	<p>Awarded to 5 students in the Graphic Communication Management program who show an interest in joining the Canadian Packaging Industry. Students must submit a written statement addressing these two points: 1. Explain your interest and commitment to joining the Canadian packaging industry; and 2. Write about an obstacle you have had to overcome to pursue your education (e.g. working several jobs while in school). Please find more information on AwardSpring.</p>
---------------------------------	------------------------------	--

<p>PAC IOU Scholarship</p>	<p>\$1000</p>	<p>A new scholarship supported by Kellogg's is to be awarded to a GCM student in packaging who identifies as being part of a marginalized group, aligning with PAC IOU's mission of inclusive packaging design. Applicants should submit a statement on AwardSpring detailing their approach to inclusive packaging innovation and design, emphasizing its significance and their contributions. Include images of previous projects. Learn more on AwardSpring.</p>
<p>Cliff Hawes Memorial Scholarship</p>	<p>\$200</p>	<p>This award recognizes a student in the School of Graphic Communications Management who best exemplifies Toronto Metropolitan University spirit through scholastic leadership, initiative and community service. See AwardSpring for more details</p>

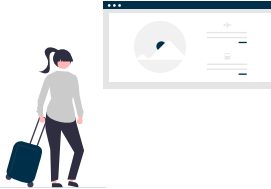
GCM Service Award	\$1000	Awarded to a third or fourth year GCM student who has contributed to life at GCM and TMU while maintaining a cumulative GPA of 2.8 or higher. A personal statement explaining the applicant's suitability for the award must be submitted as an application.
Canon PRISMAsync Colour Management Scholarship	\$1000	Awarded to the GCM student who completed GCM 360 in the previous academic year and attained the highest GPA in the course. The student must also have a minimum CGPA of 2.67 and be registered full-time.

For a complete list of available scholarships, visit <https://www.torontomu.ca/gcm/current-students/awards-scholarships/>.



Third Year Internship

In the year between 3rd and 4th year, you'll complete a 300 hour internship. **Internships must be paid and you're responsible for finding your own placement.** However, we do help through GCM's Career Fair event and an electronic job board with postings from around the industry. You must complete all prerequisite courses and have your internship approved by our Internship Coordinator before you start working. For your internship you need to register in the course WKT 608 available in either Fall and Winter Semester.



Internship and International Exchange

If you're studying abroad, we encourage you to ask your host university about internship options in that country. Working abroad is a great experience that can open up many doors for you.

Connect with The Creative School's Exchange Coordinator about approvals, legal requirements and the process.

Due to differences in the semester start and end dates for our exchange partner schools, it may not be possible for you to return to Canada in time to participate in our normal internship period. Prior to departure, you should meet with our Internship Coordinator to make arrangements, especially if you want to intern in Canada. Plan ahead to ensure you don't miss out on an opportunity.

Internships Outside of Canada

Even if you're not going on exchange, you can still intern abroad. From past experiences, we recommend seeking internships in regions where you have relatives or family friends.

If you want to intern outside of Canada, consult the Internship Coordinator as early as September of third year, so you have time to figure out passport, visa and work permit requirements. <https://www.torontomu.ca/international/student-support/>.

For more information about GCM's Internship program, please refer to the Official GCM Internship Handbook: https://www.torontomu.ca/content/dam/gcm/images/Community/JobFair/InternshipHandbook_21.pdf

GCM Connect & Collect

The GCM Connect & Collect app is a new way for you to record your connections with industry and immediately collect credit

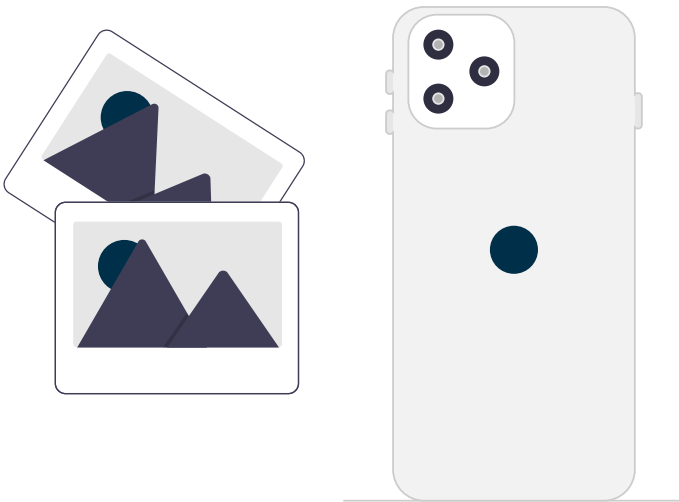
towards your internship hours. Think of it like earning points on a credit card that you can trade in for great stuff later on. Connect and collect at www.gcmcc.ca today!

Opportunities where you interact directly with industry (whether for course credit or in an extracurricular capacity) will qualify for CC points. There is no minimum or maximum amount of points that you can earn. Your CC points can be redeemed for a maximum of 60 internship hours, with each point having a value of one hour. Your CC points have a value of 1% per point and can be used for up to 10% of your grade in WKT 608, GCM Internship.

The GCMCC app has been created for you to quickly and easily submit information about the events you attend. All you need to do is log into <https://www.torontomu.ca/gcm/current-students/connect-and-collect/>, enter basic information about the event, and include a “selfie” from it. If the information provided is accurate, complete, and valid, their submission will be approved and you’ll see your points value increase on their GCMCC app dashboard.

OPPORTUNITIES THAT QUALIFY:

Students can collect points on approved GCM industry-related events. At the beginning of each semester, check this website for the official, up-to-date list of events that qualify. In addition, students may qualify for points on events not listed, providing they obtain pre-approval. These events may be part of a course (course credit), or extracurricular events (activities outside of class time).



Graduation Information

- You must successfully complete all program requirements as prescribed by TMU's Senate in order to graduate with a degree, diploma, or certificate.
- You must submit an [Application to Graduate](#) via RAMSS in order to determine if you are eligible to graduate.

If you are eligible to graduate, you will be invited to attend Convocation. These graduation ceremonies are held in the Spring and Fall of each year. More information regarding Convocation can be found online at <https://www.torontomu.ca/convocation/>.



Social Media and Newsletter

Be sure to follow GCM on social media! This is a great way to stay informed about GCM news, events and other important information. All our social media channels are updated regularly, and the content shared is relevant and carefully selected. When should I register for courses next semester? When can I apply for international exchange? When is the next industry trade show I can attend? All these questions will be answered on these channels!



INSTAGRAM: @gcmtmu

A fun, visual way to keep up with GCM news and events, and to see awesome examples of student work and success stories. Our Instagram Story is updated regularly with important academic dates and opportunities around campus.



FACEBOOK: facebook.com/gcmtmu

Communicate with students from all years on our Facebook page, where we share events from GCM and all our student groups. Don't miss out on events such as acoustic night, mock interviews, Colloquium, and much more.



LINKEDIN: linkedin.com/groups/1822645

Over 1000 students, alumni, and industry members have joined the GCM group on LinkedIn. LinkedIn is the leading social media platform to connect professionals and it's highly recommended to join for networking and internship/career opportunities.

It can be difficult to stay on top of all the email communication you'll receive as a student. To assist, we've created the In the Loupe newsletter. This carefully curated resource is your monthly guide to making the most out of your GCM experience.

Included in each issue: GCM news and important academic dates; a listing of GCM and TMU events; scholarship and employment/internship opportunities; Connect & Collect opportunities; and fun photos of recent GCM events. As a GCM student, you are automatically signed up to receive the newsletter. Keep an eye out for each issue in your TMU inbox and be sure to read through each one!

As a GCM student, you are automatically signed up to receive the newsletter. Keep an eye out for each issue in your TMU inbox and be sure to read through each one!

Appendix A:

Toronto Metropolitan University's Examination Policy

The University has ultimate responsibility for the successful completion of the examination session, the maintenance of exam integrity, and for assisting students, departments, and invigilators to carry out their respective roles. See full policy (Policy #135 – Examination Policy) at <https://www.torontomu.ca/senate/policies/final-examinations-policy-135/>.

Appendix B:

Toronto Metropolitan University Student Medical Certificate Guidelines

When a student formally requests academic consideration for medical grounds, TMU requires that a Medical Certificate or letter from a physician be submitted. A certificate must be presented to your home program within 3 working days of a missed due date, test, or exam to receive consideration. The TMU Medical Certificate is available from: <https://www.torontomu.ca/content/dam/senate/forms/Health.pdf>.

Appendix C:

Academic Standing Information

In undergraduate degree and diploma programs, each student's academic standing will be established from the student's formal course grades at the end of each academic term on the basis of the following categories and criteria for overall academic performance:

CLEAR – a cumulative grade point average (CGPA) of at least 1.67. Students with Clear standing may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.

PROBATIONARY – a cumulative grade point average (CGPA) of 1.00 to <1.67. Students with Probationary standing may not continue their program studies until a Probationary Contract outlining a specific plan for studies and academic support has been authorized by their course registrations. Course intention requests will be canceled for the term in question. Students with a Probationary standing in the Winter, Spring, or Summer terms will be eligible to continue their studies as long as they achieve a term grade point average (TGPA) of 1.67 or higher. Students with a Probationary standing in the Fall term will remain on Probation in the Winter term provided they meet the terms of their Probationary Contract and do not violate approved Department/School standing variations. Failure to meet the terms of the Probationary Contract as set out by the School or Department will result in the student being required to withdraw from their TMU program. Students who raise their CGPA to 1.67 or higher will be placed on Clear standing.

REQUIRED TO WITHDRAW – Students will be required to withdraw from their program for one of the following reasons:
A CGPA of less than 1.00 (except students enrolled in their first semester); or
A term GPA below 1.67 while on Probation; or
Violation of any approved Department/School Standing

variation; or

Violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract).

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

Students **REQUIRED TO WITHDRAW** from their program will not be eligible for reinstatement in their program for 12 months. However, in cases where a further semester of study could result in a **CLEAR** standing by the end of the semester, students may request the permission of their Department/School to continue to take courses on **PROBATION** in the immediately following semester (or a later semester with the permission of their Department/School). If the student fails to achieve a CGPA of 1.67 at the end of the semester, they will be **REQUIRED TO WITHDRAW**.

Students who have been **REQUIRED TO WITHDRAW** from a TMU program may not continue their program studies. Applications for reinstatement to the student's original program or transfer to another program will be considered. In such cases, a student may not return to studies until 12 months have elapsed following the **REQUIRED TO WITHDRAW** standing. No courses taken between when a student is **REQUIRED TO WITHDRAW** and reinstatement or transfer to another program will be granted TMU credit.

Applications for reinstatement will be considered by faculty and/or program admission committees based on criteria, assessments and/or procedures developed by the faculty or program in consultation with the Registrar's Office. Past academic performance and space availability will normally be considerations. Students who are reinstated to their program

will be reinstated on PROBATION, and will be required to have a Probationary Contract.

Some programs may reinstate students with a Probationary Contract which may significantly restrict course load and require successful completion of specific program courses. Programs may also specify grades which must be achieved. Successful completion will allow the student to continue on PROBATION (or CLEAR standing if a CGPA of 1.67 or higher is achieved). Students who are unsuccessful will be permanently withdrawn from their program. Normally a student may not receive more than one Probationary Contract of this sort.



Permanent Program Withdrawal

Students will be permanently withdrawn from their program for the following reasons:

1. Any academic performance that would result in “Required to Withdraw” standing for a second time.
2. Failure of a course required by their program for a third time.

Students who are Permanently Withdrawn from a program may not apply for reinstatement into that program. Students who are Permanently Withdrawn from a program may apply to a different program for the Fall semester of the following calendar year.

Disciplinary Suspension

Students who have been placed on Disciplinary Suspension (DS) for Student Code of Conduct violations will not be permitted to register in any course at the University during their period of Disciplinary Suspension. Students who have served their period of Disciplinary Suspension must contact their program department to make arrangements for reinstatement. If your appeal is denied, you must apply for reinstatement to the program after at least one term of suspension. You should be prepared to show some “reasonable” evidence as to the prospect of successful study. You should be aware that courses taken while a student is suspended will not be credited towards GPA calculations, academic standing, or graduation requirements within the student’s program.

This is only a guide to the academic standing at TMU. If you have any questions about your academic standing, you should consult the current policy available at: <https://www.torontomu.ca/senate/policies/undergraduate-course-grading-academic-program-standing-and-eligibility-to-graduate-policy-170-a/> and speak with the Academic Coordinator in the GCM office.

Grades and Grade Point Average

You will be able to see your final grades on RAMSS roughly two weeks after the official end of term. Most of the time, your grades will follow the conventions of the following grading scale:

PERFORMANCE DESCRIPTION	LETTER GRADE	CONVERSION RANGE PERCENTAGE SCALE TO LETTER GRADES	TMU GPA
EXCELLENT	A+	90 - 100	4.33
	A	85 - 89	4.00
	A-	80 - 84	3.67
	B+	77 - 79	3.33
GOOD	B	73 - 76	3.00
	B-	70 - 72	2.67
	C+	67 - 69	2.33
SATISFACTORY	C	63 - 66	2.00
	C-	60 - 62	1.67
	D+	57 - 59	1.33
MARGINAL	D	53 - 56	1.00
	D-	50 - 52	0.67
UNSATISFACTORY	F	0 - 49	0

Appendix D:

Academic Consideration and Appeals

Please consult the Policy 168 Grades and Standing Appeals for details at <https://www.torontomu.ca/senate/policies/grade-and-standing-appeals-policy-168/>. Appeals instructions and procedures are available at <https://www.torontomu.ca/senate/resources/> and at <https://www.torontomu.ca/senate/appeals/>. Please note that all appeals for GCM courses must be submitted to the GCM office by the date listed in the TMU Calendar.

Your academic appeal may not be accepted under some circumstances.

Appendix E:

Students should understand the University's expectations of how they are to conduct themselves by becoming familiar with the Code of Non-Academic Conduct, Senate policy 61. <https://www.torontomu.ca/senate/policies/student-code-of-non-academic-conduct-policy-61/>.

Study Spaces Around Campus

Note that the HEI Building is designated as a quiet working space with many offices, classrooms, and labs. Your cooperation is appreciated in maintaining a quiet, professional environment for those working and studying.



Quiet Spaces

- SLC Student Learning Centre (Floor 6, 7, 9 and 10 are designated quiet floors), 341 Yonge St.
- LIB Library (Floor 6, 7, 9 and 10 are designated quiet floors), 350 Victoria St.
- SCC Student Campus Center, 55 Gould St.
- IMA building, 122 Bond St.
- ENG building, 245 Church St.
- TMU Quad (enter through Kerr Hall)
- Pop-Up Study Spaces in smaller classrooms, especially in VIC building
- Group Study / Meeting spaces
- SLC Student Learning Centre, multiple group study rooms (book online)
- SLC Student Learning Centre, Floor 8 designated for group study
- LIB Library, multiple group study rooms (book online)
- LIB Library, Floors 4 and 8 designated for group study
- HEI Building, Project Room, second floor

Computer Labs on Campus

- LIB Library, over 300 computers on Floors 2, 3 and 6. Visit the following link for availability: <https://library.torontomu.ca/services/facilities/computer/>
- LIB Library has 44 laptops (Mac and PC) for loan from the Circulation desk.
- HEI 302 and HEI 306 for GCM course-related work during scheduled open hours (GCM students only).
- Kerr Hall drop-in computer labs at KHW71, KHW 71A, KHW 71C, KHW 71F, KHW 377, KHW 379.
- Library drop-in computer labs at LIB 393, LIB 386L.

Places for Food and Drink

- SLC Student Learning Centre, 341 Yonge St.
- SCC Student Campus Centre, 55 Gould St.
- Oakham House Café, 63 Gould St.
- Ram in the Rye, 63 Gould St.
- The Hub Cafeteria, POD Building, 650 Victoria St.
- Balzac's Coffee Shop, IMA Building, 122 Bond St.
- POD Building, 350 Victoria St.
- VIC Victoria Building "The Exchange", main floor, 285 Victoria St.





[/GCMTMU](#)



[@GCMTMU](#)



[/GCMTMU](#)