

Image Arts

at The Creative School

STUDENT HANDBOOK **22/23**

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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.

As a member of this creative community, you have unique transdisciplinary opportunities at your fingertips that are not available anywhere else. You have access to instructors, mentors, spaces, services, initiatives and events that provide you with a unique, unparalleled educational experience.

I encourage you to explore The Creative School's four Innovation Hubs: [The Innovation Studio](#), [The Design + Technology Lab](#), [The Catalyst](#) and our newly launched Red Bull Gaming Hub.

Integrate hands-on experiences into your learning by taking advantage of cross-disciplinary courses, [global opportunities](#) and industry collaborations and boost your skills and kickstart your career with support from the [Student Success Centre](#).

I encourage you to take full advantage of The Creative School and engage with the richness of our schools, programs, innovation hubs and international centres.

Follow @thecreativeschl on [Instagram](#) and [Twitter](#) and @thecreativeschool on [TikTok](#) and bookmark torontomu.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
Toronto Metropolitan University

CHAIR'S WELCOME

Welcome to [Image Arts in The Creative School](#) for the 2022-2023 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 possess the passion and the talent and we provide you with a rich and supportive learning environment to develop your skills. The faculty and staff are here to encourage and guide you as you pursue your goals in Image Arts at TMU*. 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.

We are looking forward to offering the vast majority of our courses in person this year. As announced in [an update from our President](#), TMU is planning for a full return to campus in fall 2022. Faculty and staff have worked very hard over the summer to plan for our return to campus. We are confident that the return to in-person classes will be tremendously beneficial to our students given the hands-on nature of our programs.

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. The Image Arts Student Handbook supplements the [TMU Academic Calendar](#) and the [Current Students webpage](#), all three of which should help you answer the majority of questions which will arise during the school year. Please make sure you read them and keep them close at hand as necessary references.

The School is recognized nationally and internationally as a 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 modeling 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 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 in organizations throughout the world.

In all of our programs, we prepare our students to become leaders in the rapidly changing world of image-making and storytelling. We have carefully designed our programs so that students develop creative and technical skills which they can apply in a wide range of media and industries. At the same time, our programs emphasize critical thinking informed by theory and research so that students are attuned to changing organizational and social contexts of contemporary photography and film.

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 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 and 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 our annual [Film Festival](#) (IMAFF) and [Maximum Exposure](#) (MaxEx) in the spring. 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.

John Shiga, Interim 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.

TMU 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.torontomu.ca/covid-19/

Student FAQ's: www.torontomu.ca/covid-19/students/

Resources: www.torontomu.ca/covid-19/resources/

Fall 2022 Update: All Covid-19 restrictions have been lifted by Toronto Metropolitan University. We are excited to support and welcome everyone back to campus.

WHAT TO EXPECT WHEN YOU ARRIVE AT IMAGE ARTS

Technology Resource Centre

Located in B-18

- At the start of each year of your studies, to gain access to the Technology Resource Centre, 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 Technology Resource Centre via the online form <https://forms.gle/by5cZ9t39d2DrAhm7>
- Your One Card is required to access labs and equipment relevant to your production courses. Access will not be granted without this card.
- Equipment can be reserved using the online Patron Portal which can be accessed at <https://ryerson.webcheckout.net/sso/patron#!/>. Login with your TMU credentials.
- Reservations can be made at least one day in advance, and up to a maximum of fifteen days in advance. Drop-in requests are permitted during regular Centre hours but reservations will take priority.
- Reservations are requests only. Once the booking has been confirmed, you will receive a confirmation email from the Technology Resource Centre.
- The standard loan period is three days. Requests for longer loans will be accommodated when possible, and depending on equipment availability and demand.
- All purchases and fines must be paid with your OneCard.

DIGITAL PRINTING 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)

- Files can be submitted with our online submission form or dropped off on a USB stick to the facility. Work submissions will be connected to the DPF email address, which is dpf@ryerson.ca.
- Communication about your submission and pick up will be via your TMU email address.
- Hours for the student printing and scanning facilities will be posted on the Image Arts website and on the facility door.
- Website link: www.torontomu.ca/image-arts/production-facilities
- To book a printer, email print@ryerson.ca
- To book a scanner, email pic@ryerson.ca

16mm MOTION PICTURE LAB

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

Film lab services require use of an [online order form](#), which provides up-to-date info. A QR code to this form is posted by the lab door. Basic procedures include:

- Each film box must be CLEARLY identified on the back with the name & email used on your online form and your prof's name when applicable.
- Lab orders should be dropped off through the red dropbox beside the lab door.
- Orders are run twice a week as per cutoff times on the form. Results are available by 6PM the day after each cutoff.
- Online forms & films must BOTH be received on time or the order will be bumped.
- The lab technician can help with camera and film related inquiries.

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 2022 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.lammirato@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://ryerson.webcheckout.net/sso/patron#!/>. Login with your TMU credentials.
- Safety/How-To videos will be made available to accompany Open Space tool usage.

INTERNAL PHONE DIRECTORY

RECEPTION (416) 979-555167

EMAIL imagearts@ryerson.ca

***TMU MAIN SWITCHBOARD** (416) 979-5000

TECHNOLOGY RESOURCE CENTRE

IMA-B18

(416) 979-5000 ext. 556845

LABS

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

NAME	OFFICE	EXT
MFA Graduate Lab	IMA-B23	552252
Documentary Media Admin (CHIERA, Mauro)	RCC-357-E	557608
Film+Photo Preservation & Collections Management Admin (GARCIA, Daniel)	RCC-357-F	552411
Digital Printing Facility (DPF)	IMA-230	552253
F+PPCM	KHS-144	554289

STUDENT GROUPS

Image Arts Course Union	IMA-306	556517
Function	IMA-335	556444
Maximum Exposure (MaxEx)	IMA-335	556444
Image Arts Film Festival	IMA-335	556444

CHAIRS & PROGRAM DIRECTORS

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

TITLE	NAME	ROOM	*EXT	EMAIL
Interim Chair	Dr. John Shiga	IMA-201	556855	jshiga@ryerson.ca
Program Director, Film Studies	John Tarver	IMA-361	552236	john.tarver@ryerson.ca
Program Director, Photography Studies	Katy McCormick	IMA-237	557327	kmccormi@ryerson.ca
Option Coordinator, Integrated Digital	Dr. Owen Lyons	IMA-319	556874	owen.lyons@ryerson.ca
Program Director, Documentary Media	Dr. Samantha Wehbi	EPH-210	6221	swehbi@ryerson.ca
Program Director, F+PPCM	Dr. Thierry Gervais	KHS-155	552779	gervais@ryerson.ca

OPERATIONS & ADMINISTRATIVE STAFF

TITLE	NAME	ROOM	*EXT	EMAIL
Manager of Operations, Finance & Administration	Aseel Kafil	IMA-202	556849	aseel.kafil@ryerson.ca
Acting Academic Coordinator	Stephanie Law	IMA-206	556851	stephanie.law@ryerson.ca
Finance and Administrative Coordinator	Hongen Nar	IMA-207	556850	hnar@ryerson.ca
Acting Technology and Facilities Lead	Darren Cerkownyk	IMA-205	556844	dcerkownyk@ryerson.ca
Facilities Assistant	Nicole Torres	IMA-B18	556892	nicole.torres@ryerson.ca
Equipment Distribution Technician	Jonathan Duder	IMA-B17	557107	jduder@ryerson.ca
Booking Assistant	Dina Sinan	IMA-B18	554838	dina.sinan@ryerson.ca
Maintenance & Repair Technician	Ted Dyke	IMA-B18	556846	tdyke@ryerson.ca
Digital Imaging Technologist	Michelle Fletcher	IMA-224	556861	mfletche@ryerson.ca
Digital Imaging Assistant	Jane O'Donnell	IMA-230	552253	jodonnell@ryerson.ca
Film Production & Preservation Technician	Mark Loeser	IMA-327 -A	556869	mwloeser@ryerson.ca
Project Space Technician	Joseph Lammirato	IMA-305 / IMA-117	553073 / 544441	joseph.lammirato@ryerson.ca
Department Network Administrator	Fred Payne	IMA-225	556912	fpayne@ryerson.ca

GETTING STARTED

RESOURCES

TMU Calendar

Toronto Metropolitan 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 TMU Calendar for full-time studies, which you can find on the TMU website at www.torontomu.ca/calendar. It is your official source for curriculum and course information at TMU.

In particular you should familiarize yourself with these sections:

- Registration Procedures
- Student Conduct Code
- Fees/Financial Information
- Academic Standing
- 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.

TMU Student Guide

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 TMU student. Visit: www.torontomu.ca/studentguide

Equipment, Facilities, Health & Safety

For updated information on equipment, facilities and health & safety that isn't covered in this [Image Arts Student Handbook](#), visit www.torontomu.ca/image-arts/production-facilities. 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.

School Websites

School's Official Website: www.torontomu.ca/image-arts

School's Official Blog: 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 TMU and within the broader community.

If you have ideas for the site or would like to get involved on a volunteer basis, contact imagearts@ryerson.ca.

TMU Official Website

www.torontomu.ca

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

TMU Administrative Management Self Service (RAMSS)

Log-in with your matrix ID and a password at 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 TMU students runs from **August 22nd, 2022 until September 16th, 2022**. 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 6th, 2022**. 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). 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 (Acting Academic Coordinator, stephanie.law@ryerson.ca, IMA-206) for assistance,

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 enrollment 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 TMU OneCard is TMU'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.torontomu.ca/university-business-services/onecard/student-onecard

4. TMU Calendar

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

www.torontomu.ca/calendar

5. TMU Student Guide

You can find it online here: www.torontomu.ca/studentguide

6. Equipment Access

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

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.

www.library.ryerson.ca/services

8. TMU Athletic Facilities - Access

The [TMU Athletics & Recreation](#) has two locations:

1. The **RAC TMU Recreation & 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.

9. RSU (TMU Student Union) Health & Dental Plan

RSU Member Services Office is located in the lobby of the TMU 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.

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.

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.torontomu.ca/the-creative-school.

CORRESPONDENCE

Email Accounts

It is required that you activate your TMU 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.torontomu.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 TMU 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 TMU 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 TMU 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 (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 Image Arts 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)
- Appointments with the Chair
- Postering Intake (main bulletin board)
- Student Health & Wellness resources

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 apply for a room reservation, please complete this [Special Request Form](#). We require a minimum of 5 business days notice as rooms are heavily booked in the day and for evening Continuing Education (CE) programs. Note that CE courses have priority during evenings and Saturdays. You will receive an email with further details once the request has been considered. With the submission and approval of your request, you are agreeing to comply with the guidelines for safe and proper use.

Posters/Notifications

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 removed by the cleaning staff.

Posters are NOT to be taped or pinned to painted surfaces or to windows. All posters must be placed on appropriate pinboards designated for posters and notifications.

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.

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

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 TMU courses.

Please refer to the Course Management Policy (166) at www.torontomu.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 Toronto Metropolitan University Course Management Policy #166: www.torontomu.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.torontomu.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 TMU Discrimination and Harassment Prevention policy: www.torontomu.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 [TMU Academic Accommodation of Students with Disabilities Policy #159](#). For more information on support services please visit [Academic Accommodation Support](#).

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](#) on the Current Students section on the Image Arts website 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 Toronto Metropolitan University, Image Arts Administration, and Faculty/Instructors will be through TMU e-mail. Therefore, all students must activate and regularly check their TMU email account.

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

Students are responsible for monitoring their TMU email 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 TMU 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 [TMU Policy #134: Undergraduate Academic Consideration and Appeals](#).

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 TMU Student Health Certificate AND an Academic Consideration Request form within 3 working days of the missed date. Both documents are available at www.torontomu.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.torontomu.ca/senate/forms/reobservforminstr.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 TMU Calendar to review policies, procedures, and examination dates before finalizing holiday and employment plans. Please consult [TMU 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 [Toronto Metropolitan University Course Management Policy #166](#).

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. TMU 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 prerequisite for another.

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

Academic Integrity

[TMU'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 offense, 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 Instructor's approval, can also be considered a form of plagiarism.

Suspensions 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, including 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 tutorials and quizzes.

Turnitin.com

[Turnitin.com](https://turnitin.com) is a plagiarism prevention and detection service to which TMU 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? TMU 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.torontomu.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.torontomu.ca/senate/resources/.

You may need a medical certificate to verify your absence, so please contact your physician or the TMU Health Centre at the start of the illness. Complete the form here: www.torontomu.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.torontomu.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.torontomu.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.torontomu.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 TMU's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Toronto Metropolitan University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students enrolled in courses at the University.

TMU students are responsible for familiarizing themselves with this policy. Information on Academic Integrity can be found at: www.torontomu.ca/academicintegrity.

Student Code of Non-Academic Conduct

Please refer to the complete Toronto Metropolitan University Code of Conduct at:
www.torontomu.ca/content/dam/senate/policies/pol60.pdf
and/or
www.torontomu.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.torontomu.ca/calendar/2022-2023/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 [TMU Calendar](#) and the Student Guide. For the official University Policy on Appeals (134), please visit:

www.torontomu.ca/senate/policies/pol134.pdf or
www.torontomu.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.torontomu.ca/content/dam/senate/policies/pol159.pdf or
www.torontomu.ca/accommodations/.

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

Academic Coordinator

The School's Acting Academic Coordinator, Stephanie Law (stephanie.law@ryerson.ca), is 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 she will often go above and beyond to advise or counsel students, you should remember that there is only one of her and almost 800 of you.

Generally, you can contact Stephanie via email, phone, Zoom, or in-person from Monday to Friday (9AM - 4PM). It is recommended that you book an appointment in advance.

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

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 [TMU Student Guide](#) for a description of each, along with contact information.

- School Council
- Course Union
- TMU Students' Union (RSU)
- Canadian Federation of Students (CFS)
- Ontario Federation of Students (OFS)
- TMU Student Services
- TMU 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.torontomu.ca/senate/.

HEALTH & WELLNESS

Stressed? Confused? Concerned. You're not alone. There are valuable resources and supports at TMU 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.torontomu.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 TMU, including academic, career, health and wellness, and extra-curricular resources. Contact a Student Counselor: success.creative@ryerson.ca or (416) 979-5000 ext. 543223. Please visit: www.torontomu.ca/the-creative-school-students/.

Centre for Student Development and Counseling

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. Please visit: www.torontomu.ca/student-wellbeing/counselling/.

24/7 Resources

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

For emergencies, please visit 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 a healthcare 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.torontomu.ca/senate/resources

For the official University Policy on Undergraduate Academic Consideration and Appeals (Senate Policy 134): www.torontomu.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 TMU 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.torontomu.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.torontomu.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 Acting Academic Coordinator, Stephanie Law (stephanie.law@ryerson.ca). There are many factors to consider before withdrawing temporarily or permanently from your program, and Stephanie 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 TMU 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 TMU One Card. Funds in your card can be reloaded using the machine located next to the Technology Resource Centre IMA B-18. Cash will not be accepted for supplies. In addition, the Technology Resource Centre is the pick-up and payment centre for all processed 16mm film.

Part-time Employment

If you are interested in working while studying at TMU, you should visit the [TMU Career & Co-Op 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 Technology Resource Centre, as well as teaching and research assistants for faculty members. Most positions are hired through the Career Boost program. Visit the website at www.torontomu.ca/career-coop/students-alumni/job-search/on-campus 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

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 TMU. International students are encouraged to visit ISS in POD50A or contact them at 416-979-5000, ext. 6655 or by email at issask@ryerson.ca for more info 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.torontomu.ca/current-students/scholarships-awards/). 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 an 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

(may not be issued on an 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.

First Year Proficiency Award

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

InterAccess Membership Scholarship

(may not be issued on an annual basis)

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 an 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 an 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 the 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.

Picture Shop 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.

The Iris Award For Best Achievements in Innovative Cinematography

Intended to assist student recipients with their 4th year production costs and continue to emphasize excellence in the field of cinematography.

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.torontomu.ca/current-students/scholarships-awards/

EQUIPMENT & FACILITIES

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: www.torontomu.ca/image-arts/current-students.

The School's Technical Operations team of 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 Manager of Operations, Finance & Administration, Aseel Kafil (aseel.kafil@ryerson.ca, IMA-202), can answer your questions and point you in the right direction to the staff who can best assist you.

Image Arts Technology Resource Centre

Students gain access to equipment and facilities through the Technology Resource Centre, 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 Technology Resource Centre. See detailed list below.

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

(For a detailed list: www.torontomu.ca/image-arts/current-students/equipment).

The following technical support staff operate this facility:
Jonathan Duder, Equipment Distribution Technician, IMA B-17
Dina Sinan, Booking Assistant, IMA B-18

ACCESS

Your TMU 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 Technology Resource Centre 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 Technology Resource Centre also requires a copy of your TMU [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 for the exclusive use of enrolled Image Arts students. However, some editing facilities are located in the Rogers Communications Centre (RCC). Your instructor will confirm how to access these facilities if necessary. Also note that the Computing lab in IMA234, The Creative School Open Space, and the Recording Facility in IMA-302 are shared facilities with other students and courses from The Creative School.

Here are some examples of the facilities and equipment Image Arts has to offer:

- 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 hand processing, colour printing, and B&W film and print processing machines.
- Specialized historical & alternative processes labs
- 4" x 5" & 8" x 10" large format cameras/lenses
- Medium format cameras and accessories
- 16mm motion picture cameras & accessories
- Digital still 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

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 Technology Resource Centre 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 Processor (for RC paper)
- B&W 4x5 Film Processor

Print Finishing Room

This facility offers a clean space for print finishing. Including mat cutting, print mounting, paper cutting, and framing. It includes large format heat presses, a Fletcher mat cutter, a cutting table, guillotine cutters, and large format rotary trimmers. Access: All Image Arts students. (Fletcher accessories available for sign-out from the Technology Resource Centre.)

Photography Studio IMA 210

This is a large 4,500sq.ft. studio space with 13 independant shooting bays. The studio is supplied with a variety of professional lighting systems, product tables, fabric backdrops, rolling studio stands, grip and support systems, as well as softboxes and a variety of light modifiers. The studio is also home to a custom built-in white seamless “cyc” wall for trained students to use.

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

Access: all Photo and MFA students who have undergone the Studio Safety Orientation.

Student Printing and Scanning (PIC) - IMA 233

The PIC facility houses photographic quality inkjet printers that can produce 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 to request the time you would like to print. Your requests will be answered by return email.

Also available are high end film scanners, allowing students 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 Scanners is booked by emailing pic@ryerson.ca to request the time you would like to scan. Your requests will be answered by return email.

Hours of Operation:

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

Access: All Image Arts Undergraduate and Graduate Students

The following technical support staff operate this facility:

Michelle Fletcher, Digital Imaging Technologist, IMA 224

Jane O'Donnell, Digital Imaging Assistant, IMA 230

Digital Printing Facility (DPF) - 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.

Files can be submitted with our online submission form or dropped off on a USB stick to the facility. Work submissions will be connected to the DPF email address, which is 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 at the time of pick-up.

More details here:

www.torontomu.ca/image-arts/21-22/

Hours of Operation:

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

Access: All Image Arts Undergraduate 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

The Creative School Graphics Lab - IMA 234

35 iMac stations with five flatbed scanners.

Access: All students in the Creative School. Your One Card is required to access this facility.

Film and Digital 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 16mm black & white film processor, a Peterson 16mm contact printer, a darkroom, and a ScanStation Personal film scanner.

Lab orders require completion of an [online order form](#), regularly updated with procedures, pricing, etc. The form can also be found via a QR link posted by the lab door.

The following technical support staff operates this facility:

Mark Loeser, Film Production & Preservation Technician, IMA 327, ext. 556869.

Contact him at mwloeser@ryerson.ca or during hours posted on the lab door.

Oxberry Animation Studio - IMA 332

This 2D analog animation studio holds an Oxberry animation stand, interchangeable cameras for 16mm or digital capture, a rotating animation light table, a cell punch, and a

Mac running Dragonframe for digital capture. Training is a prerequisite for use of this facility.

Contact Mark Loeser, Film Production & Preservation Technician, at the Motion Picture Lab, IMA 327 for info.

Sound Stage – IMA 301

The Image Arts Soundstage features almost 3,000 sq.ft. of open, sound-insulated workspace with custom seamless 'cyc' walls, green screen, a dedicated silent ventilation system, Joy 50A and Twist-Lock 20A circuits, fixed and movable elevated lighting grids, a Colourtran programmable lighting board, 9 floor-to-ceiling sound-baffling travelers, an Arri articulated camera dolly, a film air jib, 20' x 15' projection screen with a Christie projector, a 40' moveable scaffold, and a full complement of props, 10'x4' flats and set pieces. There is a complete supply of lights, stands and ancillaries, and a fully equipped set construction workshop adjacent to the sound stage.

The Soundstage is a bookable facility available to Film students who have completed Cinematography courses and the Sound Stage Safety Orientation Seminar. Students must complete a Sound Stage Application prior to booking this space for periods greater than 1 day. Scheduled day and evening classes retain priority for Soundstage 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 Skyjack aerial work platform can only be operated by individuals trained and certified at a ministry level.

All other policies and procedures for the Sound Stage can be found online: www.torontomu.ca/image-arts/current-students/facilities.

Recording and Mixing Facilities – IMA 302 , IMA302A

These multi-track digital recording and mixing facilities include a "whisper room" soundproof booth, 2 Avid triple deck control boards, sound panner, 7.1 audio system, approx. 20' projection display, and a Foley Pit for sound effect recording. Space is booked through the Technology Resource Centre 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 designed for 4k video editing and colour grading. It has a 4 display setup including a Flanders Scientific monitor, 2-channel studio monitors, upgraded Mac Pro, and an Eclipse video editing controller. It is booked through the IMA Technology Resource Centre and is a shared space for students in The Creative School who have been trained and cleared on its use.

Integrated Digital Facility - IMA 322

This facility serves as a classroom for the Integrated Digital program, as well as a production studio for all Image Arts students. Half of the room can be signed out for 4 hours at a time per student/production group through the Technology Resource Centre when classes permit and cannot be booked for special presentations. The room can be divided with a curtain to separate different productions as the entire room cannot be booked for a single production. For this reason, this space is not ideal for recording sound if both sides of the room are booked at the same time.

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 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 by arranging in advance with Joseph Lammirato, Workshop 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 is a small audition and rehearsal space for "greenlit" student film productions. It may be signed out by students via the Technology Resource Centre after approval and completion of the [Special Request Form](#).

Student Lounge Areas

"The Pit" - IMA B20C (Across from the Technology Resource Centre)

The Pit is an IMA-dedicated study, social, and exhibition space. The space includes a custom print hanging system, dimmable track lighting, and Forbo walls for pinning prints or group brainstorming sessions. With wifi access and seating for 19 at tables and 4 couches the space is suitable for a variety of uses.

1st floor Student Study Space - IMA 100-108

This is a shared TMU student space with wifi access and comfortable seating runs along the east windowed hallway on the 1st floor. This bright and open space with large tables, chairs, and couches is conducive to group projects and is open to all Toronto Metropolitan University students during normal operating hours. Access: An active OneCard is required to access this space. The seating includes 25 seats at tables and 5 couches.

2nd floor Student Study Space - IMA 235 (North-East Corner)

The second floor study space is dedicated to quiet study for Image Arts students only. The space is bright with 2 standard height tables and 10 chairs ideal for studying and quiet work. This space is equipped with a large television (Image Arts promotional material) and can be booked for displaying special digitized student projects.

2nd floor Students Study Space - IMA 250 (North-West Corner)

An alternate second floor study space in the north-west corner contains tall seating and tables better suited for group work for a maximum of 12 people. The space has a daylight calibrated print viewing board for calibrating photography prints and is also equipped with a large television (Image Arts promotional material) and can be booked for displaying special digitized student projects.

3rd floor Student Study Space - IMA 365 (North-East Corner)

The third floor study space is dedicated to quiet study for Image Arts students only. The space is bright with 6 low comfortable lounge chairs, 2 coffee tables, and a couch. It is ideal for reading, computer work, and quiet study. This space is equipped with a large television (Image Arts promotional material) and can be booked for displaying special student projects.

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 coursework, 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 Toronto Metropolitan University WHMIS Quiz Certificate to the Technology Resource Centre 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 TMU Username and Password. Go to www.torontomu.ca/facilities-management-development/environmental-health-safety/mandatory-safety-training/whmis/ and follow instructions.

Your certificate will be valid during your standard academic tenure.

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 Technology Resource Centre when needed. Various other PPE is available in applicable facilities or upon request. 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 be approved prior to use on campus and include a valid SDS form provided to the Health and Safety Officer for inclusion into the SDS directory. Speak to Darren Cerkownyk at dcerkownyk@ryerson.ca for any questions about chemistry or SDS's.

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

1. Material name
2. Ingredient amounts or %
3. Student's or instructor's name
4. Date made or in use
5. Safe handling procedures - e.g. If you need to wear gloves or use a mask when working with the chemical.
6. Ingredients - (If the solution or mixture has more than one Safety Data Sheet (SDS), see below) list the ingredients and the percentage of each ingredient in the solution or mixture.

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

First Aid

Most technical staff are trained and certified in First Aid & CPR. Basic First Aid kits are accessible throughout the school with larger, more extensive kits kept with staff in primary locations should additional First Aid supplies be required. Please note, you should *always contact 911 in the case of an emergency*.

First Aid kits are located in the Technology Resource Centre (B-018), Darkrooms (IMA 123, B03, B08), MFA labs (B22/23), FPPCM lab (B02), Open Studio (IMA 117), First Floor locations (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 potentially life threatening or serious emergencies, dial “911”
- If you call ‘911’ give them your exact location in Image Arts if possible. They will contact TMU Security to direct emergency vehicles to the scene.
- For non-911 situations, call TMU 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, corner of Shuter & Victoria St.

Fire Safety

If you see, smell, or detect a fire:

- Pull the closest fire alarm.
- Dial 911 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 TMU 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 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.

Walk Safe Program

This service provides TMU’s community with a protected escort by security officers or supervisors 24 hours a day to any location on the TMU 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 or email .

www.torontomu.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 all undergraduate Image Arts students. Lockers can be registered by scanning the QR codes that are posted around the locker areas, and completing the linked form. 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 TMU 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 TMU parking lots please visit: www.torontomu.ca/university-business-services/parking/.

Studio & Production Space Rules

Photo studio (IMA 210) & Studio 322 rules:

- No food or drink in any studio areas except in designated areas
- Access for current Image Arts students only
- Never attempt to use any equipment you have not been instructed on
- DO NOT hang anything off the ceiling pipes in the Photo Studio
- Wear PPE where necessary and appropriate clothing and footwear.

- Do not work alone
- Put sandbags on any stands where the top is 5' or above (lights, booms, ect.)
- No power cords across main walkways
- Move rolling flats with 2 people
- Use two people to carefully wind up fabric backdrops
- Be very careful when lowering light stands. It is recommended that you use proper hand protection when raising and lowering lights.
- Always loosen boom pivot lever when finished and stored (arm stands vertically) - Do not over tighten boom levers
- Do not allow seamless paper to crumple or crease
- Always inspect equipment before use and report any damaged equipment immediately to a technician. Do not attempt to repair equipment yourself.
- Use 'repair tags' in lockup and place equipment needing servicing in the 'repair area' (in front of cabinet in lighting lockup)
- No painting, spray painting, or sanding in the studios. We have a spray booth on the 1st floor if required.
- No strong scents
- No use of powders, fog, or smoke machines
- No rolling wheels, blocks, flats, carts, shoes, bags, equipment, or any damaging or dirty surfaces on Cove at all.
- Never sit or place heavy objects on Studio product tables, do not place 'hot' lights underneath and do not change the angle of the rear panel.
- Do not leave equipment unattended
- Tape MUST be removed if used. Some use pose safety risks if tape is not removed
- Nothing is to leave the studio... Chairs, booms, stands, lights, blocks, flats,...
- Do not place lights near any flammable materials, plastics, or fire sprinkler systems.
- Use available ladders when installing work. Do not stand on chairs, stools or tables.
- Children must be supervised and accompanied by an adult caregiver other than the photographer.
- No animals without approval and completion of authorization form
- Strict no weapons policy even as props
- Use extension cords and avoid tripping hazards. There should not be any tension on electrical cords or plugs.
- Return equipment according to photos in studio lockup
- Absolutely no open flames, smoke, toxic substances or dangerous materials.
- Dispose of prop foods properly ... Meats, fish, dairy...
- Cleanup any and all mess. Sweep and tidy when finished.
- Put away flats, boxes, and equipment when finished.

- Do not build "rooms" with flats unless absolutely necessary
- Do not place anything on the product tables that aren't being photographed.
- Do not rush or run in studios – do not work when you are overtired and hungry.
- If you don't know – PLEASE ASK!

Sound Stage (IMA 301) - In addition to above production space rules

- Proper use of the scaffold (outriggers, brakes and safety harness) must be understood and strictly adhered to and can only be used following approved training.
- Flats / set pieces must be securely attached and braced with jacks and sandbags. Only trained individuals are permitted to build sets.
- Knowledge of the safe and proper use of the grid is required. Never stand below the moveable grid as it is being raised or lowered. Safety chains must be used to secure lights hung from the grid. Barn doors must also be attached to the grid or the light.
- A basic understanding of electrical power and the dangers of equipment misuse is required - breakers, lights, electrical distribution boxes, etc.
- Knowledge of grip equipment is required before use.
- The Skyjack lift may only be operated by individuals trained and certified on this equipment.
- Wear appropriate clothing and footwear (ie. no open-toed shoes).
- If you are unsure, please ask!

Post-Production Facilities

Darkrooms and other chemical use rooms

- Only trained and authorized Image Arts students are permitted
- No outside guests or friends are allowed
- Know your chemicals and how to use them safely.
- Wear personal protective equipment and appropriate clothing and footwear, ie. goggles, gloves, no open-toed shoes).
- Never leave water running unattended
- Know where the Eye Wash Station is and how to use it
- Coordinate the disposal of chemicals with technical staff
- No headphones – you need to be able to hear what is going on around you
- Clean up all spills immediately
- Notify staff or emergency personnel of any hazardous chemical contact.
- Report any broken equipment, glass, or chemical spills

Print Finishing Facility (across from IMA B18)

- Trained and authorized individuals only
- You must know how to use the matte cutters, heat presses, and trimmers prior to use
- You must know and follow all safe work practices with regards to use and disposal of blades and sharp objects - Do not throw in garbages - use designated containers
- Be very cautious working with heat presses. There is the potential for serious burns.

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 TMU, 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 Technology Resource Centre, 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 Technology Resource Centre 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, Judi Heron at 905.305.5938.

Liability Insurance

The liability clause of TMU'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 TMU and that the activity that caused the accident was directly related to course work, you may not be held financially accountable as TMU's insurance policy should 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 an 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 TMU'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

THE IMAGE CENTRE

The Image Centre exists for the research, teaching and exhibition of photography and related media. We are an active partner within the academic fabric of Toronto Metropolitan 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 Image Centre 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 photo reportage.

THE IMAGE CENTRE STUDENT GALLERY

The Student Gallery showcases the art and curatorial practices of Toronto Metropolitan 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 Image Centre, along with students and faculty members from the School of Image Arts.

theimagecentre.ca

Instagram + Twitter + Facebook: @imagecentreTO

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

The Image Centre Address:

33 Gould Street
Toronto ON M5B 1W1
Canada

416.979.5164
ric@ryerson.ca

PETER HIGDON RESEARCH CENTRE

The Peter Higdon Research Centre (PHRC) is part of the The Image Centre,, 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 Image Centre. Some course assignments will require use of the PHRC while other assignments will benefit from its use. Students will get the most from the PHRC 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 PHRC 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 the imagecentre.ca/collections for more information and collection highlights.

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

Periodicals

The PHRC maintains active subscriptions to periodicals relevant to the program. These serve as supplements to the TMU 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 TMU'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. 552376

PHRC Hours: By appointment only

RICCOLLECTIONS@RYERSON.CA

www.theimagecentre.ca

BEYOND THE CLASSROOM

STUDENT INITIATIVES

Image Arts Course Union (IMACU)

The Image Arts Course Union is here to bridge the gap between the students and staff at Image Arts. The Union represents all 3 streams of Image Arts students, including Film, Photography and Integrated Digital. They enhance the social, professional, and academic experiences for Image Arts students by hosting various student-led events throughout the school year. Additionally, they advocate for our student body by raising concerns and facilitating communication between students and faculty/staff. If you are interested in collaborating with the Union, visit their office in IMA306.

www.linktr.ee/torontoimacu

Maximum Exposure

Each spring, every student in every Image Arts program has an opportunity to show their work during an exhibition known as MaxEx. 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

Image Arts Film Festival

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.imageartsff.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, Flavia 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

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

Artspace at 401 Richmond Street West

Since 1990, the School of Image Arts has supported an off-campus gallery. Artspace's new location is 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 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 TMU 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 TMU 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 TMU 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 Faculty Dave Kemp (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 Technology Resource Centre. 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.

GLOBAL LEARNING EXPERIENCES & EXCHANGES

Are you interested in studying abroad or participating in a virtual international activity? The Creative School offers exciting opportunities for students to gain global learning experience in a diversity of ways.

- Take part in the semester exchange program and study at one of 45+ partner institutions around the world
- Participate in a short-term travel intensives and take a course abroad for 2-4 weeks
- Our virtual intensives allow students to collaborate on online projects with peers around the world
- Join FCD 816: Global Campus Studio, an transdisciplinary course in which students work in international teams across multiple time zones
- Meet an inbound exchange student through our Global Buddy Program
- Travel to our summer campus in Cortona, learn about design thinking and collaborate with Italian industry partners

To learn more, visit The Creative School's International website:

www.torontomu.ca/the-creative-school/current-students/international/

For Exchange, The Creative School has developed a number of student exchange opportunities with universities abroad offering programs similar to ours at Image Arts. 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. Or, please see Stephanie Law, Acting Academic Coordinator, in IMA-206 (stephanie.law@ryerson.ca).

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

74 McCaul St. / 416.591.1601

1842 Queen St. East / 416.694.0440

Aden Camera - www.adencamera.com

382 Yonge St. - Unit 2 (Ground Floor) / 416.977.3157

Adina Photo & Custom Frames - www.adinaphoto.ca

2 Homewood Ave. / 416.960.9252

Colourgenics Inc. - www.colourgenics.com

102-11 Davies Ave. / 416.461.3233

Creative Post - www.creativepostinc.com

150 John Street / 416.583.1471

Curry's - www.currys.com

1153 Queen St. West / 416.536.7878

Downtown Camera - www.downtowncamera.ca

89 Queen St. East / 416.363.1749

Film Plus - www.filmplus.ca

327 Symington Ave. / 416.535.3747

Frame Discreet - www.framediscreet.com
96 Vine Ave., Unit 1B / 416.901.5332

FotoBox - www.fotobox.ca
936 The Queensway / 647.430.8499

Henry's - www.henrys.com

Lomography Toronto - www.lomography.ca

PIKTO - www.pikto.com
416.203.3443

Niagara Custom Lab - www.niagaracustomlab.com
182A St. Helens Ave. / 416.504.3927

Smokestack Digital - www.smokestack.ca/digital
270 Sherman Ave. North, Hamilton, ON / 289.799.5088

Superframe - www.superframe.ca
100 Geary Ave. (By Appointment Only) / 416.913.7590

Technicolor - www.technicolor.com
49 Ontario St. / 416.585.9995

The Paper Place - www.thepaperplace.ca
887 Queen St. West / 416.703.0089

Toronto Image Works - www.torontoimageworks.com
207 - 80 Spadina Ave. / 416.703.1999

Victor Galley (Pre-made Frames) - www.victorgallery.ca
799 Queen St. West / 416.504.1659

Vistek - www.vistek.ca
496 Queen St. East / 416.365.1777

FULL-TIME FACULTY

For Faculty biographies, please visit the [Image Arts](#) website.

PART-TIME INSTRUCTORS

For Contract Lecturer biographies, please visit the [Image Arts](#) website.