Selkirk College

School of the Arts

Digital Arts Program Policies

APPROVAL:

1.	Next Policy Review:	*2024-04-01*
2.	Admissions & Standards Committee:	*2021-05-25*
3.	Education Council Committee:	*2021-06-11*
4.	Effective:	*2021-08-01*
5.	Minor Revisions:	
6.	Credential	*Diploma*

PROGRAM OUTCOMES

The Digital Arts Program is designed to prepare students for employment in the diverse field of Digital Arts. The program fosters innovation and creativity while challenging students to use critical thinking and problem-solving skills to address situations encountered in the profession.

Upon completion of this program, students will be able to:

- explain the foundational concepts of digital arts
- use current industry tools and technology to produce content
- communicate effectively and efficiently in various formats to a variety of stakeholders, consistent with industry expectations
- apply problem solving skills
- adhere to best practices and professional standards within the digital arts field
- demonstrate developing critical and creative thinking skills
- plan and execute a creative project

Students in the Digital Arts Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca)

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, as outlined in Policy 8611: *Admissions*; applicants to the Digital Arts program must meet the following requirements to be considered fully qualified:

1. <u>Academic</u>

    a) English 12, or equivalent, with a grade of 60% or better.

2. <u>General</u>

    a) Applicants must submit a completed admission application form and other required documents (i.e. secondary school and any post-secondary transcripts) to the Admissions Office.

    b) Applicants must complete the following:
        i. Applicant Information
        ii. Questionnaire
        iii. Portfolio Submission

The portfolio is a critical part of the application process and applicants should take care to ensure that their work is presented as strongly as possible.

A portfolio of original work is required from each applicant. The portfolio demonstrates the applicant's technical and creative preparedness for the Digital Arts program. The portfolio will contain no less that 10 pieces exhibiting the applicant's understanding of how to create both traditional **and** digital art. Digital artwork submissions will be created using applications from the Adobe Creative Cloud including Photoshop, Illustrator or Premiere, or similar programs.

The Portfolio Evaluation Committee is looking for a demonstration of visual awareness, creativity and technical skill.

Applicants should organize their work in a manner that demonstrates development over a period of time or organize their work by media type. Applicants must be prepared to rationalize the inclusion of each piece submitted.

Portfolios containing work copied from other artists will not be reviewed and the applicant's admission process will be suspended.

In some instances, applicants may be required to participate in an interview with a program instructor or School Chair Applicants must submit their portfolio prior to that interview.

<u>Submission Guidelines</u>

Examples of works that can be included in your Portfolio:

- Photography
- Digital art
- Traditional art
- Video or animation
- Music or sound design
- Websites or programming
- Graphic design
- Illustration

In addition to the required portfolio pieces, applicants may choose to scan sections of their sketchbooks or art journals and submit them as a multi-page pdf. Including school assignments is also be helpful to the Evaluation Committee.

Technical Guidelines:

Once an application to the Digital Arts program has been received applicants will be contacted by the College and given a 4-digit access code. This code is required to submit the portfolio at ***portfolio.selkirkmedia.com****.*

Please ensure to read the portfolio guidelines carefully as **submissions that do not meet the required guidelines or contain inappropriate or offensive content will not be reviewed.**

B.   APPLICATION PROCEDURE

1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions office:

   a) Completed application form.
   b) Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is currently a student).
   c) Official transcripts of all post-secondary education grades.
   d) Applicant information questionnaire
   e) Portfolio

   In some instances, an interview may be required. Applicants requiring an interview will be contacted.

2. Students wishing to enroll in the Digital Arts Program on a part-time basis may do so providing the same entry requirements as full-time students, as stated in Part 1.A, have been met. Part-time students are only accepted if space is available after all full-time students are scheduled and with permission of the School Chair.

3. In order to be considered "full-time", for the purposes of admissions, a student in the Digital Arts Program must be taking all the courses listed under Graduation Requirements (Part II, Section C) in any given semester.

C. ADVANCE CREDIT (see *Policy 8614 Advanced Standing – Transfer Credit, Prior Learning Assessment (PLA) and Course Challenge*).

D. RE-ENTRY

Any student who has left the program may be readmitted with the approval of the School Chair. See *Policy 8615*.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading and Evaluation

Grading will be based on the grades specified in the Standard Academic and Career Grading Table. To view the grading tables, see *Policy 8612: Grading*

2. Assessment

a) Students are required to submit all assignments by the published due date. Late submissions are subject to a 10% grade penalty for the first 24 hours following the due date and time. A further grade penalty of 2% will be applied for each 24-hour period thereafter, to a maximum of seven days. Assignments submitted after eight days will not be accepted or assessed.

b) In the case of illness, accident or family emergency, extensions for assignments can be granted. Students must notify their instructor(s) as promptly as possible to request an extension, or to schedule a missed assessment such as an exam. Suitable documentation, such as a signed and dated doctor's note, is required.

3. Assessment Rewrites

a) Students who are absent from an examination due to illness, accident or family emergency may apply to the instructor for permission to be assessed at an alternate time.

b) Supplemental/re-writes must be written within the time period indicated by the instructor.

4. Cheating and Plagiarism

   a) Cheating and plagiarism will not be tolerated. Please refer to College *Policy 8618 Cheating and Plagiarism*.

B. PROMOTION

1. Admission to a given semester requires completion of all required courses with a minimum cumulative G.P.A. of 2.0 and no more than one (1) failure grade in the previous semester courses. Promotion from the first year to the second year also requires a minimum G.P.A. of 2.0 and no more than one (1) failing grade in first year courses. Any student with more than one (1) failure must have the School Chair's approval to progress to the next semester. Students receiving a final grade of "F" in a prerequisite course will not be allowed to register in a subsequent course requiring that prerequisite.

2. To be qualified for admission into a course which stipulates a prerequisite, a minimum grade of 60% must be achieved in the prerequisite course, unless otherwise specified.

3. Normally, two failed attempts in a required course is cause for withdrawal from the program. A third attempt in the same course may be made with the permission of the School Chair.

4. Students who have an Incomplete grade ("I") at the end of any term may be allowed to proceed into the following term on a "conditional" basis. Such "conditional promotion" status will normally be permitted to continue only for the specified period permitted for the conversion of "I" grades (within 30 business days). The converted "I" grade must meet the terms in B.1.

C. GRADUATION

In order to qualify for the Selkirk College Digital Arts Program Diploma, a student must complete all of the following courses with a minimum Final Grade of "P" in each course and an overall GPA of 2.00 or better.

COURSE OF STUDIES   Digital Arts Program

Semester 1			Semester 2		
Course	**Name**	**Credits**	**Course**	**Name**	**Credits**
DA 101	Foundations of Digital Arts	3	DA 112	Digital Image Making	3
DA 102	History of Art, Design & Film	3	DA 113	Design Narrative	3
DA 104	Introduction to Digital Photography	3	DA 121	Introduction to Animation	3
DA 110	Introduction to Photoshop	3	DA 122	Introduction to Video & Audio	3
DA 109	Art Fundamentals	3	DA 131	Fundamentals of Web	3
			DA 134	Motion Graphics & Compositing	3
Semester Credits		**15**	**Semester Credits**		**18**
Total Year Credits					**33**

Semester 3			Semester 4		
Course	**Name**	**Credits**	**Course**	**Name**	**Credits**
DA 210	Illustration and Typography	3	DA 228	Publication Design	3
DA 220	Film and Audio Production	3	DA 233	Portfolio Development and Design	3
DA 227	Character Design & Animation	3	DA 266	Production Design	2
DA 224	Motion Graphic Design	3	DA 292	Professional Practices	2
DA 225	Identity Design	3	DA 298	Capstone	5
DA 226	Multidimensional Design	3			
Semester Credits		**18**	**Semester Credits**		**15**
Total Year Credits					**33**
Total Program Credits					**66**

*The scheduling of courses into the semesters may change from year to year.

PART III STUDENT CONDUCT *(See also College Policy 3400: Student Code of Conduct)*

A.   ATTENDANCE

    1.   Attendance at all scheduled lectures, labs, examinations, projects, activities and other learning experiences is mandatory unless the student is given written instructions to the contrary.

    2.   Absence from learning experiences, for any reason, may preclude the student being able to meet the required objectives for that course.

    3.   Students claiming illness or compassionate reasons for absence from learning experiences must contact the instructor concerned directly.

    4.   Students may be required to supply a medical professional's certificate to substantiate claims of illness or injury.

    5.   Students absent from any Digital Arts course, for any reason, are responsible for the work missed, and must make up missed assignments.

    6.   The **Digital Arts faculty will not** undertake to provide substitute learning experiences in Digital Arts courses when students have been absent, for any reason.

B.   PROBATION *(Policy 8619: Student Probation)*

C.   APPEAL *(see College Policy 8400: Student Appeals)*

Part IV: COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS
Policy 3400: Student Code of Conduct
Policy 6010: Human Rights, Harassment, & Discrimination
Policy 6030: Sexual Violence Prevention & Response
Policy 6550: Protection of Privacy
Policy 8400: Student Appeals
Policy 8600: Pre-Admissions Basic Skills Assessment
Policy 8611: Admission
Policy 8612: Grading
Policy 8613: Evaluation of Student Learning
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
Policy 8615: Standards of Academic Progress
Policy 8616: Student Withdrawals and Refunds
Policy 8617: Credentials and Graduation
Policy 8618: Cheating and Plagiarism
Policy 8619: Student Probation
Policy 8620: Interdisciplinary Studies