Selkirk College

School of Digital Media and Music,

Digital Arts and New Media Program Policies

APPROVAL:

1.	Next Policy Review:	*2023-04-01*
2.	Admissions & Standards Committee:	*2018-06-12*
3.	Education Council Committee:	*2018-06-14*
4.	Effective:	*2018-08-01*
5.	Minor Revisions:	
6.	Credential	*Diploma*

PROGRAM OBJECTIVES

The Digital Arts and New Media (DANM) Program is designed to prepare students for employment in the diverse field of Digital Arts and New Media while challenging them to be innovative and creative and 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:

- Demonstrate the skills and proficiency of a working professional in the digital arts industry
- Communicate and contribute positively in a collaborative environment
- Recognize and define a problem in the context of Digital Media and offer a creative solution
- Apply critical thinking and aesthetic judgments in creating digital arts and new media
- Utilize knowledge of text, graphics, video and animation to communicate ideas and information visually in print, web, mobile media
- Create a portfolio of material showing proficiency in combining digital media and interactive techniques
- Be motivated and engaged in on-going and self-directed learning

Students in the Digital Arts and New Media 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 (www.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: Admission**; applicants to the Digital Arts and New Media program must meet the following requirements to be considered fully-qualified:

1. <u>Academic</u>

   a) High school graduation (or equivalent) with a grade of "C"+ or better in Math 11 (Apprenticeship and Workplace, Foundations, Pre-Calculus) and a grade of "C"+ or better in English 12

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, Selkirk College.

   b) Applicants are required to complete pre-admission College Readiness Tool in reading, writing and mathematics.

   c) Applicants must complete the following:

      (i) Applicant Information

      (ii) Questionnaire

   d) Portfolio - Applicants must submit a portfolio as part of the admissions process. An applicant's portfolio chronicles their experience and talent as an artist.

      A diverse portfolio showcases a comprehensive blend of technical and artistic skill including beginner knowledge of the Adobe Creative Cloud. Artwork should be recent and **must include a variety of traditional and digital media.**

      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. The Portfolio Evaluation Committee is looking for a demonstration of visual awareness, creativity and technical skill. Copying or including the work of another artist is not acceptable.

      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.

      Submission Guidelines:

      The portfolio must include 10 to 15 pieces of original work that represents skill and talent, with an <u>emphasis on diversity</u> and quality over quantity.

      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 and journals and submit them as a multi-paged pdf. School assignments and independent explorations will 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.**

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

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). Photocopied transcripts are not acceptable unless notarized or submitted directly from the school to Selkirk College.

c)   Official transcripts of all post-secondary education grades. Photocopied transcripts are not acceptable unless notarized or submitted directly from the school to Selkirk College.

d)   The results of the College Readiness Tool (CRT)

e)   Applicant information questionnaire

f)   Portfolio

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

2.   Applications may be submitted up to one year in advance of the commencement of the Program.

3.   A completed application file, (see Part B.1 above) should be submitted on or before April 30th for the best opportunity for entry into the program.

4.   Should an interview be required, applicants will be contacted by the School Administrative Assistant.

5.   Students wishing to enroll in the Digital Arts and New Media 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.

6.   In order to be considered "full-time", for the purposes of admissions, a student in the Digital Arts and New Media 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* and *Policy 8613: Student Evaluation*

2. 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.

3. 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 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 "C" 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 "I" grade must be converted to meet the terms in B.1.

C.   GRADUATION

In order to qualify for the Selkirk College Digital Arts and New Media 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 and New
Media PROGRAM *

Semester 1			Semester 2		
Course	**Name**	**Credits**	**Course**	**Name**	**Credits**
DA 101	Introduction to Digital Media	3	DA 112	Photoshop Projects	3
DA 103A	History of Art	1	DA 113	Intermediate Digital Art and Design	3
DA 103B	History of Design	1	DA 121	Video and Stop Motion Animation	3
DA 103C	From Motion Pictures to Digital Cinema	1	DA 122	Digital Video I	3
DA 104	Introduction to Digital Photography	3	DA 132	Interactive Design	3
DA 110	Introduction to Photoshop	3	DA 141a	3D Modeling	1.5
DA 111A	Art fundamentals 1	2	DA 141b	3D Modeling and Rendering	1.5
DA 111B	Art fundamentals 2	1			
DA 131	HTML, CSS and the Foundations of Web	3			
Semester Credits		**18**	**Semester Credits**		**18**
Total Year Credits					**36**

Semester 3			Semester 4		
Course	**Name**	**Credits**	**Course**	**Name**	**Credits**
TWC 266	Introduction to Technical Writing and Communication	2	DA 233	Content Management Systems	2
DA 210	Typography and Graphic Design Communication	3	DA 266	The Art of Making	1
DA 251	Digital Audio and Sound Recording	2	DA 291A	Professional Practices	1
DA 299a	Capstone 1	4	DA 291B	Portfolio & Presentation	2
			DA 299B	Capstone 4	4
			DA 289	Problem Based Learning & Critical Thinking	1
Elective	**Choose a Minimum of 4 elective**		**Elective**	**Choose a Minimum of 4 elective**	
DA 221a	Editing and Mastering in Premiere	1	DA 222C	Expression Controls in After Effects	1
DA 231a	Web Scripting with PHP	1	DA 223A	Typesetting, Printing and Publishing	1
			DA 223B	Advanced Project: Design	1
DA 242a	3D Modeling & Character Rigging	1	DA 221B	Studio and Live Event Streaming	1
DA 242b	3D Animation	1	DA 232a	Web Application Development	1
DA 231b	Relational Databases & mySQL	1	DA 234	iOS Application Development	1
DA 222a	Character Animation in After Effects	1			
DA 222b	Compositing and Animation in After Effects	1			
DA 231c	Building Database Driven Websites	1			
DA 242c	3D Compositing	1			
Total Semester Credits		15	Total Semester Credits		15
Total Year Credits					30
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 doctor or medical professional's certificate to substantiate claims of illness or injury.

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

   6.   The **Digital Arts and New Media Program will not** undertake to provide substitute learning experiences in Digital Arts and New Media 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 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