

IMA

SCHOOL OF IMAGE ARTS

at FCAD

STUDENT
HANDBOOK
2016-2017



School of Image Arts
Faculty of Communication
& Design

STUDENT HANDBOOK 2016-2017
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If you have any suggestions or comments for future editions of this handbook, please put them in writing to:

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DEAN'S MESSAGE

Welcome to the School of Image Arts, and welcome to the Faculty of Communication & Design (FCAD).

As an FCAD student, you are part of a vibrant community of creators and designers, thinkers and doers whose talents and ambitions are diverse and boundless. You share a connection to nine leading schools in media and creative industries. You will have many opportunities to collaborate with fellow students, to take on challenges beyond the imagined, and to immerse yourself in new worlds that explore design, storytelling and creative leadership.

For seven decades, our unique programs have been at the heart of the evolution of cultural industries. Our mission is to equip you with the education, professional skills and the freedom to become leaders in the creative fields. I hope you will take pride in the rigorous and in-depth program you have chosen to pursue.

I encourage you to get to know other students and faculty across the FCAD schools. There are abundant exhibitions, performances and shows throughout the year to pique your curiosity in new disciplines and creative approaches. You can learn about them by following @RyersonFCAD on social media or by visiting ryerson.ca/fcad. The RCDS and numerous student-run clubs offer further year-round opportunities for creative exploration, professional development and socializing.

Whatever you do, I encourage you to take calculated risks and push creative boundaries in ways that resonate with your intellectual, artistic and cultural values; to engage with the students and community around you; and to be bold in your pursuit of excellence and creative expression. Get in touch with us anytime -- we're here to support you along the way.

Sincerely,

Charles Falzon
Dean, Faculty of Communication & Design

MESSAGE FROM THE CHAIR

Welcome to the School of Image Arts!

The School of Image Arts is a leader in film and photographic education at both the undergraduate and graduate levels. Home to a vibrant arts community, the students and faculty are actively engaged in film and photographic practice and in research to analyze, curate and archive traditional and contemporary image-based media.

The new Integrated Digital option, which is available in the third year of Film Studies and Photography Studies has welcomed its first cohort of students. This exciting specialization allows you to earn your discipline-based degree at the intersection of film and photography, including studies in digital design, soundscapes and sonic environments, microcinema, motion graphics and visual effects. Students in first and second-year will be hearing more about this flexible option soon and faculty and the academic coordinator are always available to discuss the option and its relevance to your curricular goals.

Our student-run initiatives, including the Ryerson University Film Festival (RUFF), and Maximum Exposure (MaxEx), are going strong. Our graduate program in Documentary Media (MFA) has just celebrated its eighth Doc Now festival. Be sure to attend these events, they showcase the exceptional talent of graduating students and provide a great opportunity to experience and celebrate their work in a public context.

Faculty members of the School of Image Arts are passionate about art practice and scholarship and about engaging in lively, creative discussions that advance our understanding of visual and media arts. Close to home, many have been honoured for their research, teaching and service. The faculty roll includes University Research Fellows, and Ryerson/Sarwan Sahota Distinguished Scholar Award recipients.

Beyond the Ryerson community, our school is recognized as a national and international centre for creative innovation in the study, production, exhibition and research of film, photography and digital art. The School is privileged to have scholars and artists of international renown, and many hold grants from prestigious national and international agencies, including Canada Council for the Arts; Social Sciences and Humanities Research Council of Canada; CFI Innovation Fund; Ontario Arts Council; and the governments of Canada and France. Our unique MA program in Film and Photography Preservation and Collections Management has earned an international reputation for excellence.

The Ryerson Image Centre (RIC), our neighbouring world-class photography and related media centre, hosts an outstanding calendar of openings, artist talks, exhibitions and activities. The RIC is a premier venue for exceptional student work, and many classes take advantage of its programming and extensive research collection.

Students are the heart of our community. We invite each of you to participate in the school and university activities throughout the year. We welcome your fresh ideas and new perspectives in the classroom every day. Most of all, we look forward to getting to know you and working together over the next few years—and beyond.

Dr. Blake Fitzpatrick, Chair

GETTING STARTED

RESOURCES

RYERSON CALENDAR

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

In particular you should familiarize yourself with these sections:

- Registration Procedures
- Fees/Financial Information
- Academic Standing
- Student Conduct Code
- Examinations
- Graduation and Convocation

Also, pay close 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.

RYERSON STUDENT GUIDE

You'll find 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 Ryerson student. Visit: <http://www.ryerson.ca/studentguide/>

TECHNICAL OPERATIONS HANDBOOK

What isn't covered in this School of Image Arts Student Handbook is covered in the Technical Operations Handbook - it can be found at www.imagearts.ryerson.ca. The Technical Operations Handbook tells you what you need to know about borrowing procedures, what kind of equipment and facilities are available to you and much more.

WEBSITES

You should have a look at the School's website:

www.imagearts.ryerson.ca

and the School's 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 Ryerson and within the broader community. Bookmark these pages and visit them often, as many new features and updates will be added over the coming year.

If you have ideas for the site or you think you might like to get involved on a volunteer basis, contact James McCrorie, the Academic Coordinator, via email at mccrorie@ryerson.ca.

Ryerson's main website can be found at www.ryerson.ca. Here you'll find everything from library listings, how to find housing in the city and all things related to academic matters.

Under my.ryerson.ca, when you log on with your matrix ID and a password you can look up your timetable, grade report, fees statement, check course availability and register for courses, using the Ryerson's Administrative Management Self Service (**RAMSS**). Here you can also verify and/or update your records, update your name, address and contact information; add, drop and swap courses (if spaces are available); request a Degree Progress Report; view grades, Academic Standing and Grade Point Average; view and print timetables; verify course enrollment and class sections; check for time, availability and location of courses; view Student Fees tables, etc. This website also has other useful administrative links and help menus.

REGISTRATION AND COURSE SELECTION

The Course Enrollment period for all Ryerson students runs from August 24th until September 18th. 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 Sept 8th. 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 but if for some reason they weren't, see Daniel Garcia in IMA206 or James McCrorie in IMA203 for assistance right away.

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 and make sure that you are registered in the courses you need for the Fall term first then the Winter. But 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. ONE Card - Student Identification Card

Make sure you get it before the start of classes.

The Ryerson OneCard is Ryerson'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.

<http://www.ryerson.ca/onecard>

4. Ryerson Calendar

The Ryerson Calendar is available on the University's website at

www.ryerson.ca/calendar.

5. Ryerson Student Guide

You can find it online here: <http://www.ryerson.ca/studentguide/>

6. Equipment Access

Bring your ONE Card to the Cage 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.

8. RAC Access

The Ryerson Athletic Centre has two locations the **RAC** lies beneath the open field that is known as the 'Quad' in the middle of the campus and

the other **MAC** is the Mattamy Athletic Centre at The Gardens. The fees are included in your tuition fees.

9. RSU Health Card

You can pick-up the RSU care card, the Green Shield pay direct card, at the Member Services Office, located in the Student Centre Lobby or you can download the benefits brochure (<http://rsuonline.ca>); claim forms and all necessary materials are also available from the Member Services Office or on the Green Shield website.

<https://www.mystudentplan.ca/rsu/en/home>

GENERAL INFORMATION

ABOUT THE FACULTY OF COMMUNICATION & DESIGN

The Faculty of Communication & Design attracts talented students from across the country and around the world to its programs in media, design, and fine arts. The Faculty includes the following schools: Creative Industries, Fashion, Graphic Communications, Image Arts, Interior Design, Journalism, RTA school of media, Professional Communication and Theatre. An intensive curriculum combines in-depth professional practice with theory and contextual studies, emphasizing experimental learning in and beyond the classroom. Each of the faculty's programs enjoys a strong reputation and provides much of the new talent for Canada's cultural and communications fields.

To learn more about FCAD go to www.ryerson.ca/fcad.

CORRESPONDENCE

EMAIL ACCOUNTS

It is required that you activate your Ryerson 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 are posted on:

<http://www.ryerson.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 Ryerson 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 Ryerson 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 Ryerson E-mail account is received and read.

ADMINISTRATIVE SERVICES

ADDRESS CHANGES

It is crucial 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 or any number of things that could make your life difficult if left unanswered. If you move visit my.ryerson.ca (**RAMSS**) and make the change. Most departments, like ours, 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 IMA 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)
- Room Bookings
- Appointments with the Chair
- Postering Intake (main bulletin board)

Much of this information resides in a large black binder labeled 'Student Information Centre' in the front office.

ROOM BOOKINGS

Some rooms in the Image Arts Building may be booked for course-related activities such as holding auditions, film shoots and screenings, large group meetings, etc.

To book a room, consult with the Image Arts Administrative Office staff to confirm availability, as rooms are heavily booked in the day and for evening Continuing Education programs. Note that CE courses have priority during evenings and Saturdays. While booking you will be required to complete a Room Usage Contract which outlines the guidelines for use. Once the contract is signed, the room will be booked. You may pick up a key in the Cage with the form provided by the Admin Office.

POSTERS

There is limited poster space available throughout the building. Please bring all postings to the Image Arts Administrative Office to be date-stamped – otherwise it will be immediately removed by the cleaning staff. Please be aware that posters are removed by cleaning staff on the 1st of each month.

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 used typically as 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, home phone number and the reason for the appointment to make the booking.

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 Ryerson courses.

Please refer to the Course Management Policy (145) at

<http://www.ryerson.ca/content/dam/senate/policies/pol145.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 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.

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? Ryerson does not have a mandatory attendance rule. However, it is a good idea to maintain regular attendance to make the best of your academic performance as regular attendance at classes, seminars, and workshops is expected of all students. Students should make themselves aware of specific attendance regulations, since in many courses, participation by the student in the classroom or laboratory is part of the total evaluation.

Full details are found at:

<http://www.ryerson.ca/senate/PoliciesNمبر.html>.

Some programs and/or some courses do have attendance regulations which you will be expected to comply with. Usually this includes regular attendance. If you have missed classes/assignments/exams due to medical reasons please notify your professors within 3 working days of the absence. You may need a medical certificate to verify your absence so please contact your family physician or the Ryerson Health Centre at the start of the illness and use the form found here:

<http://www.ryerson.ca/senate/forms/medical.pdf>

For details on Alternate Arrangements for Missed Examination and/or Assignments based on Compassionate grounds see Policy 134:

<http://www.ryerson.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:

<http://www.ryerson.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

<http://www.ryerson.ca/content/dam/senate/policies/pol135.pdf>

STUDENT CODE OF ACADEMIC & NON-ACADEMIC CONDUCT

There have been extensive revisions to the Code which are effective for the academic year. Please refer to the complete Ryerson University Code of Conduct at:

<http://www.ryerson.ca/content/dam/senate/policies/pol60.pdf>
and/or

<http://www.ryerson.ca/content/dam/senate/policies/pol61.pdf>

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy. Information on Academic Integrity can be found at:

<http://www.ryerson.ca/academicintegrity/>

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 do not only outline the beginning and end of term, but also contain many important deadlines that you must be familiar with.

<http://www.ryerson.ca/calendar/2016-2017/dates.html>

STUDENT SERVICES

During the course of your stay here at the School 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, and other times you could feel that 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?).

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 Ryerson Calendar and the Student Guide. For the official University Policy on Appeals (134) please visit:

www.ryerson.ca/senate/policies/pol134.pdf or
<http://www.ryerson.ca/ombuds/faq/appeals.html>

STUDENTS WITH DISABILITIES

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.

Web site: <http://ryerson.ca/studentlearningsupport/academic-accommodation-support/>

E-mail: aasadmin@ryerson.ca

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 with detailed information about these services are available at the CSDC, located on the Lower Ground floor of Jorgenson Hall in JOR-07C .

www.ryerson.ca/healthandwellness/counselling

ACADEMIC COORDINATOR / ADMINISTRATIVE ASSISTANT

The School's Academic Coordinator, James McCrorie & Administrative Assistant, Daniel Garcia are available first and foremost to help you meet all your academic requirements each year and to make sure any changes to your timetable such as adding or dropping courses is done by the book and to your best advantage. Though they will often go above and beyond the call of duty and advise or counsel students at great length, you should remember that there are only two of them and almost 700 of you.

You can find James in IMA203 and Daniel in IMA206 during office hours for drop-in consultation. You don't need an appointment; however, it is a good idea to call ahead and let them know you are coming if you are desperate to see them regarding a time-sensitive matter that only they can help you with.

Note: Most information can be found either in the Ryerson 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 **Student Guide** for a description of each, along with contact information.

- School Council
- Course Union
- Ryerson Students' Union (RSU)
- Canadian Federation of Students (CFS)

- Ontario Federation of Students (OFS)
- Ryerson Student Services
- Ryerson 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:

<http://www.ryerson.ca/senate/index.html>

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 Ryerson 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 Ryerson One Card. Funds in your card can be reloaded using the machine located next to the Cage IMA B-18. Cash will not be accepted for supplies such as 16mm film, reels, and other items you may require. In addition, the Cage is the pick-up and payment centre for all processed 16mm film.

PART-TIME EMPLOYMENT

If you are interested in working while studying at Ryerson, you should visit the **Career 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 IMA, assisting administrative and technical staff in darkrooms and labs, and as teaching and research assistants for faculty members. The Equipment Cage employs students during the regular school year, with most hiring done in early September. If interested, see one of the Cage Technicians and bring your timetable.

The School of 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.

The blog is updated regularly. Check it out here:

<http://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 Ryerson. International students are encouraged to visit ISS in POD50A or contact them at 416-979-5000 extension 6655 or by email at issask@ryerson.ca for more information and advising.

AWARDS & SCHOLARSHIPS

Every year the School of Image Arts is able to present 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 and/or application information will be emailed and/or posted on the bulletin board across from the elevators on the 2nd floor. 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:

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.

IKE MORGULIS FIRST YEAR PROFICIENCY AWARD

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

UNIVERSAL STUDIOS CANADA SCHOLARSHIP IN FILMMAKING

Awarded to students with the highest GPA in 1st and 2nd year film.

CONSULAT GÉNÉRAL DE FRANCE & ALLIANCE FRANÇAISE FESTIVALS IN FRANCE

(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.

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.

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.

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.

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.

JAMES DUTTON MEMORIAL AWARD

Recognizing a Photography student in second or third year for their best produced digital photographic prints from their current or previous academic year.

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.

TECHNICOLOR 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.

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.

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.

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.

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.

HSBC CANADA AWARD

Presented to students in the first, second and third year of the film program with high academic standings.

GRAEME BIRD MEMORIAL FILM AWARD

Presented to students in the third and fourth year film studies program who demonstrate high academic proficiency and creative potential in film production.

DEAN'S LIST

Recognizes outstanding and consistent academic performance for full-time day students in each year of the three programs.

FACULTY OF COMMUNICATION AND DESIGN AWARDS FOR EXCELLENCE

To the top returning, full-time degree students across all academic programs, based on a combination of academic and creative excellence.

Note: Not all awards may be represented here, please refer to: '<http://www.ryerson.ca/registrar/students/scholarships.html>

EQUIPMENT & FACILITIES

The following is a brief summary of the School of 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 it thoroughly so as to become familiar with all policies. Understanding how the technical services are provided will allow you to complete your course work without any setbacks.

The School of Image Arts Technical Operations Handbook is available in full detail by visiting the school's website:

www.imagearts.ryerson.ca.

The School's Technical Operations team of 11 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 Operations Manager, Janice Carbert, can be found in IMA 205, to answer questions and point you in the right direction to the staff who can best assist you.

IMAGE ARTS EQUIPMENT CAGE

Students gain access to equipment and facilities through what is known as the **Cage**. 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, film stock and editing supplies. Keys for all labs, studios and classrooms are also signed out here. There are special booking periods for certain film and video production equipment.

(For a detailed list, please see the **Technical Operations Handbook**).

Hours of Operation:

Monday - Thursday 8 am - 10 pm

Friday 8 am - 6 pm

Saturday 9 am - 6 pm

Sunday 12 pm - 5 pm (October to April)

Telephone: 416.979.5000 ext. 6845

The following technical support staff operate this facility:

Philip Taylor, Cage Technician, IMA B-17

Jonathan Duder, Cage and Booking Assistant, IMA B-18

ACCESS

Your Ryerson 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 Cage 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 Cage also requires a copy of your Ryerson **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 and for the exclusive use of enrolled IMA students. However, some editing facilities are located in the Rogers Communications Centre. Your professor will confirm how to access these facilities if necessary. Also note that the IMA 234 Computing lab and the IMA 302 Recording Facility are sometimes shared with students and courses from other FCAD schools.

- Fully equipped Photography studio
- 4" x 5" & 8" x 10" cameras/lenses
- 35mm digital cameras and lenses
- Tripods
- Studio electronic flash & lighting equipment
- Analogue darkrooms
- B&W film processing rooms
- B&W film and print processing machines
- Historical processes specialized labs
- 16mm motion picture cameras & accessories
- 16mm film editing stations and rooms
- 16mm Film lab
- Music and sound effects CD library*
- Presentation equipment
- Laptops and iPads
- Film and video library
- Video digitization capabilities
- Professional video camera equipment
- Extensive film/video location and studio lighting and grip equipment
- Sound stage
- Digital printing Facilities
- Student scanning and printing facilities

LABS AND STUDIOS

ANALOGUE PHOTOGRAPHY LABS

During the day and evening, analogue photography labs are reserved for specific classes. When there is no class scheduled, these facilities are free to students with access on a first-come, first-served basis. Access is granted to labs, studios or equipment only after the student has attended a Student Safety Orientation. Labs must be signed out at the Cage before using.

BLACK AND WHITE DARKROOMS IMA 136 – 155

ADVANCED AND HISTORICAL DARKROOMS (IMA B03, B08)

This facility consists of 16 analogue darkrooms fully equipped with enlargers capable of printing all film formats up to 4x5, with both RC and Fibre based printing. Individual darkrooms are also specially equipped to allow for production of larger prints, and Darkroom B-03 has capability for 8x10 work.

B&W Processing Machines located in IMA 135, with B&W paper (RC) Processor and B&W 4x5 Film Processor

Film Loading and Processing Darkrooms IMA 123 – 129

MOUNTING AND MAT CUTTING AREA

Basement outside of Equipment Cage.

Mat cutting, print mounting, paper trimming equipment is all located in this area.

PHOTOGRAPHY STUDIO IMA 210

This is a large studio space which can handle up to 20 students working simultaneously. The studio is supplied with a variety of daylight and electronic flash systems, as well as professional softboxes. The studio contains a Cove, or seamless “cyc” wall, that allows students to do portraiture and fashion-related photography. All students in the Image Arts program who have undergone the Studio Safety Orientation have access to these studios. The studios also serve as a working space for students to show their work in critiques that are an integral part of their production courses. Bays must be signed out from the Cage before using.

PHOTOGRAPHIC IMAGING CENTRE (PIC) - IMA 233

The PIC facility houses photographic quality inkjet printers that can produce test prints and up to 13x19 prints. Students bring their digital files to this facility and print themselves. Note: 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* to request the time you would like to print. Your requests will be answered by return email, usually the same day.

Print's email address: print@ryerson.ca

Also available are high end film scanners, allowing students in all undergraduate and graduate programs, 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 PIC is booked by emailing *PIC* to request the time you would like to scan. Your requests will be answered by return email, usually the same day.

PIC's email address: pic@ryerson.ca

Hours of Operation:

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

Access: 2nd, 3rd, and 4th year Image Arts students 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

DIGITAL PRINT FACILITY- 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. There is a charge for all prints made. A price list is posted at the facility.

You are welcome to come by during our open hours and we will be glad to answer any questions you may have about papers, file specifications and price. Payment for prints is handled two ways:

1) Through a voucher called a PIC Voucher, which you can obtain from the Cash Office in Jorgenson Hall.

2) Through the use of your ONE CARD. No cash or credit. Prints are only given out upon receipt of payment. To load funds in your card, a ONE CARD deposit machine is located beside the Cage, IMA B-18.

Hours of Operation:

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

Access: All Image Arts Students

The following technical support staff operates this facility:

Michelle Fletcher, Digital Imaging Technologist, IMA 224

Jane O'Donnell, Digital Imaging Assistant, IMA 230

FCAD GRAPHICS LAB IMA 234

35 iMac stations with five flatbed scanners.

Access: All students in the Faculty of Communication and Design.

FILM EDITING AND EDITING FACILITIES

These professional digital and analogue video/audio editing suites (non-linear) are accessible to all Film and senior IMA students with training.

FILM EDITING ROOM IMA 122

16mm editing benches including a splicer and film viewer.

Access: All Film and Senior students (with training).

NON-LINEAR DIGITAL EDITING SUITES IMA 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 this facility.

Access: All Film and New Media students.

The facilities are booked and keys are signed out through the Equipment Cage when classes permit.

MOTION PICTURE LAB - IMA 327

This facility houses a black and white motion picture film processor, a 16mm printer and a dark loading room. 16mm digital transfer service – from negative or work print - is done at an outside facility.

Lab envelopes, film stock and supplies are obtained from the Cage IMA B-18. Finished film orders are also picked up at the Cage, usually on the Wednesday and Friday mornings following drop-off. Lab price lists and information about film are posted on the Lab bulletin board, and a technician is available for any procedural questions students may have. Students may request to use the darkroom any time it is not in use. Contact the Lab in person at IMA327A, call extension 6869, or send email to mwloeser@ryerson.ca

Hours of Operation:

Monday to Thursday 8 am - 6:00 pm

The following technical support staff operates this facility:

Suzanne Naughton, 16mm Processing Technician, IMA 327

For further information and rules regarding film processing, see the **Technical Operations Handbook**.

SOUND STAGE – IMA 301

The Ryerson Image Arts Sound Stage features 2800 sq. ft of open, sound-insulated workspace with seamless 'cyc' walls, green screen, a dedicated silent ventilation system, Joy 50A and Twist-Lock 20A circuits, fixed and movable lighting grids, a Colourtran programmable lighting board, 9 floor-to-ceiling sound-baffling travelers, an Arri articulated camera dolly, a 20' x 15' projection screen, a 40' moveable scaffolding, a film loading room and a full complement of props and 8'x4' flats and set pieces. There is a complete supply of lights, stands and ancillaries, as well as a fully equipped set construction workshop adjacent to the sound stage.

The Sound Stage is a bookable facility available to 2nd, 3rd, and 4th year students who have completed the Sound Stage Safety Orientation Seminar. Instructor approval is required prior to booking this space for periods greater than 1 day. Scheduled classes, including Continuing Education courses, retain priority for Sound Stage 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.

Hours of Operation:

Monday to Thursday 8 am - 9:30 pm

Friday and Saturday 8 am - 5:30 pm

The following technical support staff operates this facility:

Bryn Chamberlain, Facility Technician, IMA B-18

All rules and regulations for the Sound Stage can be found online in the **Technical Operations Handbook**.

RECORDING AND MIXING FACILITIES – IMA 302 , IMA302A

These multi-track digital recording and mixing facilities include a sound booth and a Foley Pit. Space is booked through the Equipment Cage when classes permit. This is a shared space for FCAD students who have been trained in this facility.

NEW MEDIA STUDIOS - IMA 322

This facility is a multi-purpose production studio for 4th year students, with a lighting grid and digital projection capability, space for assembly and light construction, and an installation space. Tools and Soldering kits can be signed out at the Equipment Cage.

New Media students have access to the studios once they complete a Safety Orientation. This facility is signed out by students through the Equipment Cage when classes permit.

CARPENTRY 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:

It is open under supervision two days per week. A schedule will be posted at the beginning of each term.

The following technical support staff operates this facility:
Joseph Lammirato, Workshop Technician, IMA 305.

STUDENT AUDITION/REHEARSAL SPACE - IMA 329

This space may be signed out by students for auditioning, rehearsing and meeting use. Contact the office staff to book and you will be required to complete a Room Usage Contract which outlines the guidelines for use. Once approved, the space is booked and the contract signed; you may pick up a key in the Cage upon presentation of a form provided by the Office.

STUDENT LOUNGE AREAS

First Floor Student Lounge IMA 100

This is a shared student space with wifi access, work tables and comfortable seating, so feel free to use the space and make it your own.

STUDENT MEETING AND STUDY AREAS IMA 235, GAL 210, IMA 365

Three study areas are located at the northeast/northwest corners on the 2nd floor of the IMA building, as well as the northeast corner on the

3rd floor. The spaces include monitors for students to use with a laptop and media player for demos, post-production and works-in-progress. Contact the Cage to gain access to these.

THE PIT IMA B-20C

The Pit is an open space located across the Cage for students and professors to use for study sessions and class demonstrations.

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 course work. Your instructor is responsible for providing specific training on the hazardous materials and/or processes that you are required to use in a course. 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. For your protection and the protection of others, the Cage will not let you sign out equipment without the appropriate clearance. Training is crucial, as certain equipment such as studio lighting could seriously injure you or someone else if used improperly. If you damage something, you are responsible for the cost of repairs and you will lose access to Cage privileges until payment is received. It is important that all students read and understand the [Technical Operations Handbook](#).

The Health & Safety Officer for the School of Image Arts is Darren Cerkownyk at IMA B-18, ext. 7591, dcerkownyk@ryerson.ca. Contact him for any health and safety questions.

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 Ryerson University WHMIS Quiz Certificate to the Cage in order to use the Image Art's facilities and /or equipment.

<http://www.ryerson.ca/irm/training/whmis.html>

MATERIAL SAFETY DATA SHEETS (MSDS)

All chemicals brought into the school must include a valid MSDS to be given to the Health and Safety Technician for inclusion into the MSDS Book, Send a PDF to Darren Cerkownyk at dcerkownyk@ryerson.ca. You can check to see if the chemicals you wish to bring into the school

already have a Material Safety Data Sheet (MSDS) in the database by going to the Cage and checking the MSDS Book.

It is your responsibility to read and understand the MSDS for all chemistry you will be working with. If a substance is not in the MSDS Book you cannot bring it into the Image Arts building until the Safety Technician has OK'd its use.

All chemicals that you use or mix **MUST** be store in appropriate containers and **MUST** be properly labelled. (Do not use empty juice or water bottles.) You will be fined for using any chemicals that are not labelled correctly or do not have a valid MSDS in the database.

Check with your instructor on the correct procedure to dispose of your chemistry.

CHEMICALS

Image Arts is a studio based program and you may be working with various substances that could be harmful to your health if not used properly. It is your responsibility that your work environment is safe as the majority of chemicals you will come in contact with will be your own.

Keep your work area clean and organized to reduce accidental spills or splashes. Each darkroom area is equipped with an emergency eye wash kit that works quickly to alleviate eye or skin damage if splashing does occur. Read the instructions so you know what to do if it ever happens to you or someone else in a neighbouring darkroom.

FIRST AID

Operations staff are trained and certified in First Aid/CPR.

First Aid kits are located in the Equipment Cage (B-018), the Administrative offices, Darkrooms, MFA labs (B22/23), PPCM lab (B02), First Floor (IMA 121), Studio (IMA 210), PIC (IMA 233), Sound Stage (IMA 301), Design Room (IMA 321), New Media (IMA 322), Film Lab (IMA 327), Operations Manager (IMA 205).

GENERAL PRECAUTIONS

EMERGENCY

- Ryerson Security: dial "80" on an internal phone for medical or personal safety.
- Ryerson Security: dial 416.979.5040 on cell phones or external land lines they will come immediately and contact emergency vehicles to the scene.
- If you call '911' give them your exact location in IMA or on campus or Emergency vehicles will go to 350 Victoria St.

- St. Michaels Hospital Emergency is 2 blocks south to Shuter and then one block west (right), corner of Shuter & Victoria St.
- See details for locations of First Aid Kits above.

STUDIO RULES

- No food or drink in any studio areas
- Never attempt to use any equipment you have not been instructed on or may be unfamiliar with.
- Wear personal protective equipment where necessary and appropriate clothing and footwear.
- Always inspect all equipment for damage before using.
- Report any damaged or broken equipment immediately to a technician or to the cage. Do not attempt to repair equipment yourself.
- No spray painting or spray glues anywhere in the IMA building
- No sanding with power tools except in the Workshop
- Know where the machine emergency shut-off is located for all processors and shop equipment. Use the shut-off immediately if you suspect a problem, and then have a technician check the situation. Technicians can be paged from the cage or front office at any time.
- Read the WHMIS label and Material Safety Data Sheet for any chemical you are using and make sure you take precautions to protect yourself and those around you.
- Keep your work area clean – keep dust, dirt, scents and materials that might react when mixed to a minimum. Clean up when you leave and take all personal belongings with you.
- Clean up all paint/chemical spills and splashes – even small ones
- Do not rush or run in studios – do not work when you are overtired and hungry.
- If you don't know – ASK

FIRE SAFETY

If you see, smell, or hear a fire:

- Pull the closest fire alarm.
- Dial "80" 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

- 1) Whenever possible, do not work alone.
- 2) Notify Cage staff if you see someone suspicious in the building so they can investigate or call Campus Security (416-979-5040 or dial "80" for emergencies from internal phones).
- 3) Know where the nearest phone/emergency pull station is. All phones in the building indicate the numbers for Security in case of emergency or non-emergencies. There is an Emergency phone located on the 3rd floor next to the Workshop (IMA 305) that connects to Security and other internal Ryerson extensions.
- 4) Use your common sense. If someone who doesn't appear to belong in the building asks you for help, refer the person to the Cage or find someone near your work area to go with you (again, if you have suspicions, inform the Cage or Security). Do not engage in a confrontation.

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 IMA building. They are free and available to Image Arts students and must be registered at the Cage. 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.

BICYCLE ROOM

The Bicycle Room offers students, faculty and staff a secure indoor facility to park or store their bicycles. It is located behind 110 Bond Street behind the G. Raymond Chang School of Continuing Education.

www.ryerson.ca/ubs/parking/bicycle.html

PARKING

There are three lots nearby - at Church St and Gould St, Bond St and Dundas St, and Ryerson Parking Garage on Victoria St right behind the Image Arts building.

Link below provides information on how to obtain a monthly parking pass at any of the Ryerson lots.

www.ryerson.ca/ubs/parking/vehicle.html

INSURANCE

As a student of Image Arts, whether you are studying Film or Photography, you will be borrowing and/or accessing highly professional equipment on a regular basis. On the up side, the benefits of borrowing are obvious - it would be impossible for you to personally own even a fraction of the equipment used here and having been trained on it lets you compete in a highly competitive workforce once you graduate. On the down side, every time you sign out a piece of equipment, you are in fact signing a contract to assume full liability in the event of loss, theft or damage.

PROPERTY INSURANCE

Every student is covered by the same insurance policy at Ryerson. The policy has two components: property and liability. Equipment loss or damage falls under property, which currently has a deductible of \$50,000.00. This means that each time you sign out equipment from the Cage, you are responsible for paying the first \$50,000.00 for repairs or replacement if that equipment is lost, stolen or damaged.

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, contact is Judi Heron at 905.305.5938 .

LIABILITY INSURANCE

The liability clause of Ryerson'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 Ryerson and that the activity that caused the accident was directly related to course work, you will not be held financially accountable as Ryerson's insurance policy will 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 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 Carrol Scanlan in the Finance Department at ext. 6259. It takes 5 working days to prepare so make sure you notify Carrol 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. Off campus losses must be reported to police immediately in order for the insurer to accept liability. On campus equipment losses must be reported to both Campus Security and Carrol Scanlan.

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 IMA 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.

http://www.imagearts.ryerson.ca/wp-content/uploads/2016/07/Ryerson_Liability_Waiver.pdf

RESEARCH CENTRE

The Research Centre is part of the Ryerson Image Centre (RIC), and is located in RIC 201. 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 Ryerson Image Centre. Some course assignments will require use of the Centre while other assignments will benefit from its use. Students will get the most from the Centre 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 Centre and its staff during the first year of their program. Like everything else, access ends once you leave the School so make sure you take advantage of it while you can.

SLIDE LIBRARY

PLEASE NOTE: The Slide Library is in the process of being transferred to a digital version by the Ryerson Library. The imagery will be increasingly available on the FADIS database. Access is available through initiation by your instructor, who must set up an online permission for all students in a given course. Please encourage your instructor to do so through contacting the Ryerson Library directly.

PERIODICALS

The Centre maintains 30 active subscriptions to periodicals relevant to the program. These serve as supplements to the Ryerson 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. For this reason, the School relies on them heavily. Periodicals are for reference only and may not be signed out.

PHOTOGRAPHS COLLECTION

This collection of about 2,700 original 19th, 20th and 21st century 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. Thematic exhibitions which draw on these holdings are developed annually in a course on exhibition curation.

Access to works in the Collection requires setting an appointment in advance for viewing. Please see RIC staff to do this.

In 2005, the RIC acquired a major collection of photojournalism and documentary photography. Totalling 291,049 photographs, the Black Star Collection has joined the longstanding Photographs Collection and is available for research by faculty and students. Again, access is through advance appointment only.

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 Ryerson'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. 2642

Hours: 10:00 am – 5 pm Monday - Friday

STAFF

Head of Research: Thierry Gervais

Gallery Registrar: Chantal Wilson

Research Centre/PPCM Graduate Program Assistant: Jennifer Park

Media Collections Assistant: Anna Jedrzejowski

Archives Assistant: Charlene Heath

www.ryerson.ca/ric

BEYOND THE CLASSROOM

EVENTS

MAXIMUM EXPOSURE

Each spring every student in every IMA program has an opportunity to show their work during an exhibition known as Max Ex. 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, or for more information visit: www.imagearts.ryerson.ca/maxex/

RUFF

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.imagearts.ryerson.ca/ruff

NEW MEDIA FESTIVAL

Every March, the 4th year New Media students organize their own festival for the graduating class of the New Media department. The students taking part in the festival use both emergent technology and analogue formats to create cutting-edge and thought provoking work. It includes video work and audio/visual sculptures, web-based developments, such as games and online communities, interactive installations that use sculpture, photography and electronics, commercial design and emotive performance art. Office: IMA335
www.ryersonmeta.ca

FUNCTION MAGAZINE

Function is an annual publication showcasing the work of students of film, photography and new media. The magazine also features editorials and interviews with internationally acclaimed artists and image-makers such as: Jamel Shabazz, Harmony Korine, David Rokeby, Floria 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
<https://www.facebook.com/functionmagazine/>

CONVERGE LECTURE SERIES

Providing a stage to showcase professionals working in the contemporary photography, new media and film fields, Student Lectures play a critical role in enriching academics at The School of Image Arts. Student Lecture Series are run entirely by students, for students.

<https://www.facebook.com/convergelectureseries/>

RYERSON ARTSPACE AT THE GLADSTONE

Since 1990, the School of Image Arts has supported an off-campus gallery. The Ryerson Artspace at the Gladstone is located in the heart of the city's gallery district on Queen West at the Gladstone Hotel. 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 1214 Queen St West and is open Thursday to Friday from 1-6pm and Saturday & Sunday 12-5 pm. To find information about upcoming exhibitions refer to the website.

Faculty Director: Robyn Cumming ext. 6863.

PRINT SALE & EXHIBITION

The print sale and exhibition is an annual fundraising event that was started by students in the 1970's. The purpose of the event was to raise money for the School's Gallery and to have a large exhibition of work accessible to the public. The sale and exhibition, which usually runs for five days around Christmas, is organized by students, a percentage of each sale goes to both the collection fund and the student. Participation by students is greatly needed both in terms of organizing the event and submitting work. For more information call or visit the Ryerson Artspace.

OTHER EXHIBITION SPACES

The Gallery in IMA 310 has a mandate to provide exhibition space for the students, faculty, staff, and alumni of the school. The audience is the immediate Ryerson 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 Don Snyder (dsnyder@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 wall in the first floor Student Study area and the north wall on the third floor have a hanging system for students to exhibit framed works. Both of these spaces can be booked by contacting the front office staff. The cables and hooks required to hang work are available from the Equipment Cage. Security of artwork is your responsibility.

EXCHANGES

Over the years the School has developed a number of student exchange opportunities with universities abroad offering programs similar to ours. 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 see James McCrorie in IMA203 or visit:

www.ryerson.ca/ri/students/ryerson_students/index.html

Below is a list of Universities currently in exchange agreements with Image Arts:

Aalto University, Helsinki, Finland

www.aalto.fi/en/

Auckland University of Technology, New Zealand

www.aut.ac.nz/international

Curtin University of Technology, Australia

www.international.curtin.edu.au

Edinburgh Napier University, Scotland

www.napier.ac.uk/study/international

Fachhochschule, Stuttgart, Germany

www.hdm-stuttgart.de/english

Filmakademie Baden Wurttemberg, Germany

<https://www.filmakademie.de/#>

Hochschule für Fernsehen und Film München (University of Film and Television Munich), Germany

http://www.hff-muenchen.de/en_EN/home

Hong Kong Polytechnic University, China

www.polyu.edu.hk/web/en/home/index.html

Karlstad University, Sweden

<https://www.kau.se/en>

KEA Copenhagen School of Design and Technology, Denmark

www.kea.dk/en

Manchester Metropolitan University, England
www.mmu.ac.uk/international

Nanyang Technological University, Singapore
www.ntu.edu.sg/Pages/home.aspx

Nottingham Trent University, England
www.ntu.ac.uk/study_with_us/international_students

Queensland University of Technology, Australia
www.qut.edu.au/international

Roskilde University, Denmark
www.ruc.dk/en

Royal Melbourne Institute of Technology (RMIT), Australia
www.rmit.edu.au/international

University of South Australia (UniSA), Australia
www.unisa.edu.au/study-at-UniSA/International-students

University of South Wales, Wales
www.southwales.ac.uk

University of Technology, Sydney, Australia
www.uts.edu.au/future-students/international

University of Westminster, England
www.westminster.ac.uk

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.

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
348 Yonge St. / 416.977.3157

Adina Photo & Custom Frames - www.adinaphoto.ca
3 Grosvenor St. / 416.960.9252

Colourgenics Inc. - www.colourgenics.com
102-11 Davies Ave. / 416.461.3233

Creative Post - www.creativepostinc.com
510 Front St. West / 416.979.7678

Curry's - www.currys.com
490 Yonge St. / 416.967.6666
283 Dundas St. West / 416.585.9292

Downtown Camera - www.downtowncamera.ca
55 Queen St. East / 416.363.1749

Exclusive Film & Digital Media - www.exclusivefilm.net
721 Bloor St West / 416.598.2700

Film Plus - www.filmpius.ca
327 Symington Ave. / 416.535.3747

Frame Discreet - www.framediscreet.com
218 - 136 Geary Ave. / 416.901.5332

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

Henry's - www.henrys.com
119 Church St. / 416.868.0872

Lomography Toronto - www.lomography.ca

PIKTO - www.pikto.com
22 Gristmill Lane / 416.203.3443

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

Technicolor - www.technicolor.com

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

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

West Camera - www.westcamera.ca
514 Queen St. West / 416.504.9432

INTERNAL DIRECTORY

Reception (416) 979-5167
Fax (416) 979-5139
Email imagearts@ryerson.ca
*Ryerson Switchboard (416) 979-5000

* Use the Ryerson Switchboard to reach the extentions listed below
~ all e-mail addresses are followed by: @ryerson.ca

CAGE/LABS

NAME	OFFICE	EXT.	@RYERSON.CA
Equipment Cage	IMA B18	6845	
IMA Union	IMA 306	6517	
MFA Grad Lab	IMA B23	2252	
MFA/PPCM Admin	RCC 357D	2767	a2macleo
PIC Lab	IMA 230	2253	
F+PPCM Lab	KHS 144	4289	

STUDENT GROUPS

Function	IMA 335	6444
MaxEx	IMA 335	6444
META	IMA 335	6444
RUFF	IMA 335	6444

FULL TIME FACULTY

~ all e-mail addresses are followed by: @ryerson.ca

NAME	OFFICE	EXT.	@RYERSON.CA
ALTER, Alex	MA 240	7589	aalter
ANDERSON, Alexandra	IMA 361	2236	alex.anderson
AYLWARD (DR.), Chris	IMA 360	2235	caylward
BRAUN, Marta	KHS 153	6875	mbraun
BRUCE (DR.), Jean	IMA 360	2235	jbruce
BURLEY, Robert	KHS 151	3676	rburley
CAMMAER (DR.), Gerda	IMA 364	6870	gcammaer
CONFORD, Michal	IMA 362	6879	mconford
DAMUDE, Brian	IMA 337	6877	bdamude
ELDER, Bruce	IMA 238	6859	belder
FITZPATRICK (DR.), Blake	IMA 201	6855	bfitzpatrick
GERVAIS (DR.), Thierry	KHS 155	2779	gervais
INGELEVICIS, Vid	IMA 209	6778	vingelevics
KEMP (DR.), Dave	IMA 317	7585	dkemp
KNELMAN (DR.), Sara	IMA 223	6864	sknelman
LESSARD (DR.), Bruno	IMA 363	6860	lessard
MCCORMICK, Katy	IMA 237	7327	kmccormi
PRUSKA-OLDENHOF, Izabella	IMA 239	6865	i2pruska
SLOPEK (DR.), Edward	IMA 319	6874	eslopek
SNYDER, Don	IMA 236	6852	dsnyder
TARVER, John	IMA 204	6866	john.tarver
THOM, Jessica	IMA 314	6872	j3thom
TREMBLAY, Pierre	IMA 208	6856	pierre.tremblay

PART TIME FACULTY (FALL 2016)

~ all e-mail addresses are followed by: @ryerson.ca

NAME	OFFICE	EXT.	@RYERSON.CA
BLANCHARD, Tom	IMA 318	3287	tblancha
CAMERON, Iain	IMA 226	6853	i4camero
CATES, Tara	IMA 315	6854	tcates
CORREIA-DAMUDE, Nicola	IMA 337	6877	nicola.correiadamude
CUMMING, Robyn	IMA 328	6863	robyn.cumming
DEAN, Max	IMA 402	2234	max.dean
ERICKSON (DR.), Kris	IMA 361	2236	kris.erickson
FLANDERS (DR.), Elle	IMA 315	6854	elleflanders
FLETCHER, Alicia	IMA 403	6868	alicia.fletcher
GLASSMAN, Marc	IMA 343	7586	marc.glassman
GONZALEZ, Elisa	IMA 342	6858	elisa.gonzalez
HUGHES, Dafydd	IMA 403	6868	d8hughes
IVANOV, Asen	IMA 350	6857	asen.ivanov
JAYE, Naomi	IMA 320	6873	njaye
JOOSSE, Angela	IMA 403	6868	ajoose
KAELIN, Valérie	IMA 351	6862	vkaelin
KIM, Michael	IMA 342	6858	m5kim
LEWIS, Mary	IMA 337	6877	mary.lewis
MacDONELL, Annie	IMA 326	2233	annie.macdonell
MANSON, Christopher	IMA 402	2234	christopher.manson
McCAMBRIDGE, Ryan	IMA 403	6868	ryan.mccambridge
MOREL, Gaëlle	RIC 248	2377	gaellemorel
MURPHY, David	IMA 318	3287	david.murphy
O'HARA, Jason	IMA 343	7586	jason.ohara
OWEN, Roz	IMA 315	6854	rozowen
PIRRIE-ADAMS (DR.), Kathleen	IMA 320	6873	kpirrie
PSAILA, Dee	IMA 403	6868	dpsaila
ROBINSON, Mike	IMA 343	7586	m5robins
ROCHE, Hilary	IMA 350	6857	hroche
SAMUEL, Clare	IMA 320	6873	c3samuel
SKYRME, Alison	LIB 492-A	4996	askyrme
STEWART, Christina	IMA 403	6868	christina.stewart
TILL, Adam	IMA 342	6858	atill
TOSTI, Tony	IMA 364	2233	ttosti
WARRACK, James	IMA 316	2237	jwarrack
ZAKRZEWSKI, Peter	IMA 342	6858	peter.zakrzewski

SUPPORT STAFF

~ all e-mail addresses are followed by: @ryerson.ca

FRONT OFFICE STAFF

GULLO, Cathy <i>Program Manager</i>	IMA 202	6849	cgullo
CARBERT, Janice <i>Operations Manager</i>	IMA 205	6844	jcarberr
McCRORIE, James <i>Academic Coordinator</i>	IMA 203	6847	mccrorie
GARCIA, Daniel <i>Administrative Assistant</i>	IMA 206	6851	d2garcia
KIM, Alice <i>Program Assistant</i>	IMA 207	6850	alice1.kim

TECHNICAL STAFF

CERKOWNYK, Darren <i>Processing Technician</i>	IMA B-18	7591	dcerkownyk
CHAMBERLAIN, Bryn <i>Facility Technician</i>	IMA B-18	6892	bchamber
DUDER, Jonathan <i>Cage & Booking Assistant</i>	IMA B-18	6845	jduder
DYKE, Ted <i>Maintenance & Repair Technician</i>	IMA B-18	6846	tdyke
FLETCHER, Michelle <i>Digital Imaging Technologist</i>	IMA 224	6861	mffletche
LAMMIRATO, Joseph <i>Workshop Technician</i>	IMA 305	3073	joseph.lammirato
LOESER, Mark <i>Film Prod. & Preservation Technician</i>	IMA 327-A	6869	mwloeser
O'DONNELL, Jane <i>Digital Imaging Assistant</i>	IMA 230	2253	jodonnell
PAYNE, Fred <i>Department Network Administrator</i>	IMA 225	6912	fpayne
TAYLOR, Phil <i>Cage Technician</i>	IMA B17	7107	ptaylor