PROGRAM HANDBOOK

ACADEMIC YEAR 2015-16

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This is a companion document to the current Conestoga Student Guide.
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## PROGRAM HANDBOOK GUIDELINES

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PROGRAM HANDBOOK GUIDELINES

The purpose of this handbook is to provide students with program specific details and other important information. The material in this handbook is accurate at the date of posting, and is applicable for the current academic year. Students will be informed of handbook changes that occur, if any, through college email. Program handbooks are updated yearly and students must check their program handbook for the current edition.

WELCOME

Thank you for choosing Conestoga’s School of Media+Design for the next step of your academic experience. Our programs offer high levels of integration, with each course contributing to a comprehensive graduate toolkit that will prepare you for the world of work or further academic studies.

We’re passionate about helping you explore your academic and creative potential. Our skilled faculty, technologists and support staff bring specialized academic credentials as well as the street smarts and professional network to help you launch your career.

Recognizing the demand for practical experience, we have embedded work experience opportunities into our programs. Work experiences allow you to demonstrate your personal toolkit of skills and knowledge to potential employers. In fact, some of the programs in SOM+D see in excess of 70% of our students gaining full-time employment as a result of the work experience.

Our programs demand tremendous commitment, energy and hard work. Our school asks you to actively seek learning and take personal responsibility for deadlines, work quality and professionalism. We are here to help you learn, but it starts with you.

Once again, welcome to SOM+D. I hope you’ll agree that what you do here truly does count out there.

Mark Derro
Dean
School of Media+Design
Liberal Studies
In addition to the core complement of full-time program faculty, other faculty will work with students for the duration of this program. (i.e faculty from other schools for breadth and/or general education courses, as well as faculty with particular expertise in specific areas of program focus) Contact information for faculty will typically be provided on the first day of related courses.
PROGRAM OVERVIEW

Program Description
Our exciting two-year Radio Broadcasting program features the largest college radio station in Canada - 88.3 CJIQ FM. Radio Broadcasting students learn from broadcast professionals in classes that offer a mix of practical theory and hands-on learning.

Radio Broadcasting students learn critical skills with specific attention to on-air performance, announcing, audio production, creative writing, research and interviewing, news presentation, sales, marketing, and promotions. Our facilities feature state-of-the-art broadcasting studios, allowing students to learn on equipment and software used by professionals.

In second year, radio students bring together their first-year skills in broadcast performance, technical operations, news and creative areas to become fully immersed in the operation of 88.3 CJIQ FM. Our radio station broadcasts 24 hours a day, seven days a week and gives students a real-world learning experience.

Program Design
Students can find their program design on the Student Portal by following the steps below:

1. Log in to Student Portal
2. Click on ‘My Courses’ tab
3. Select ‘View Progress Report’ button

Courses are listed by level/semester. Students can also view courses for the most current program design for this academic year on the Conestoga College website. To find these courses, students need to scroll down the page to the ‘Program Courses’.

Program Learning Outcomes
• Collaborate in the planning and preparing of accurate radio programming.
• Produce radio programming in an efficient manner.
• Correctly operate broadcast technology software.
• Function effectively as part of a team in the delivery of radio programming.
• Apply organizational, cost control, marketing, and time management skills to complete tasks efficiently and meet deadlines in the workplace.
• Ensure that all work is presented in compliance with applicable laws, statutory obligations, regulations and industry principles and practices.
• Develop strategies for ongoing personal and professional development to enhance work performance and maintain currency with technological changes.
• Critically evaluate the quality of product being presented for broadcast.
**PROGRAM INFORMATION AND REQUIREMENTS**

**Academic Assistance**
Academic assistance is available to students through a variety of avenues. The program coordinator/academic advisor and faculty can advise students on specific program and course information such as adding/dropping courses, special timetabling, etc. Access the Conestoga website for assistance provided through [Accessibility Services](https://www.conestogacollege.ca/accessibility). Access the [Learning Commons](https://www.conestogacollege.ca/learning-commons) website for detailed information on the academic services they provide, including Learning Skills, Peer Services, Math and Writing assistance.

**Academic Dates**
Program start and end dates, holidays and deadlines for course add/drop and withdrawal are located in the [Student Guide](https://www.conestogacollege.ca/student-guide). Course changes (add/dropping) may also be made through the Student Portal under the “My Courses” tab.

**Academic Probation**
Academic probation consists of a set of terms and conditions that must be met by a student in order to remain in the program.

Students must maintain a weighted grade point average of 2.0 in each semester to advance within the program and graduate. If your grade point average (GPA) in any single semester drops below 2.0 you will be placed on academic probation by the program.

Students may also be placed on academic probation for any of the following reasons:

- violation of the Student Code policy as outlined in the Conestoga College student guide
- violation of the Academic Integrity policy as outlined in the Conestoga College student guide

Students on academic probation will need to fulfill probationary conditions in the subsequent semester in order to be removed from probation and continue in the program.

**Academic Standing and Promotion**
Core courses are essential to your understanding of radio production theory and practice. In general, core courses require a 55% grade to pass. Please refer to your course outlines for confirmation of the passing grade requirements for each course.

Please pay careful attention to your program map. Many of your courses require prerequisites from prior semesters. If you fail a prerequisite, you cannot advance to the follow-up course[s]. This may result in your status dropping to part-time, which will affect your financial aid eligibility and eligibility to continue in residence. If you fail more than one core course, you will be discontinued from the program.

The Broadcast Radio program has only one intake, so students will not be able to make up missed courses until the following year. As a result, you may end up off track and unable to proceed to graduation with your classmates. Monitor and track your progress carefully and communicate any concerns to your course instructors early in the semester.

All courses in the program design, including electives, must be successfully passed in order to graduate with a Broadcast Radio Diploma.

**Attendance**
The course texts and lecture slides that may be shared with students constitute only a fraction of the learning that is made available in this program. The lectures themselves and the interaction that happens in the classroom are the most important source of the knowledge that will allow you to succeed in the program and, eventually, in your career. Your attendance in class will
also allow the professor to observe and evaluate your maturity, thoughtfulness and assess professionalism as you interact with others in the room. Lack of attendance, will make it much more difficult for you to succeed in the program and will limit the return on the significant investment you are making in your education.

Attendance at scheduled tests and exams is mandatory. Failure to attend will result in an automatic F grade on the test or exam, unless the professor is notified of the absence in advance and proper documentation is presented at the start of the next meeting of the class (i.e., proof of illness and inability to perform the test or exam from a medical clinic or proof of bereavement).

Lack of attendance due to work obligations does not constitute an acceptable explanation for your absence. The program is demanding and requires a considerable commitment of time and energy. Students need to schedule their work around the program and not vice versa. In general, successful students limit their work obligations to fewer than 15 hours per week.

**Awards**
Conestoga has more than 400 awards, bursaries, scholarships and academic grants available to Conestoga students. These funds are made available to our students through the partnerships we have established with local business and industry leaders. To be considered for an award, complete the General Application available through your Student Portal. Notifications and instructions to complete the application are sent to all full-time students’ email accounts in the fall semester (Deadline: first Friday in October) and winter semester (Deadline: first Friday in February). Visit the [Financial Aid and Student Awards Office](#) on Conestoga’s website.

**Clearance of Academic Deficiency**
As per college policy, the School of Media and Design recognizes the requirement for supplemental assessments. The following establishes the standards associated with clearance of academic deficiencies.

A student may be eligible for a supplemental opportunity if the student’s final grade in a course is no more than five percentage points below the minimum passing grade stipulated for the course AND it is the student’s only course failure that semester. It is up to the student to monitor his/her own academic standing and submit a supporting request.

Supplemental opportunities occur at the end of an academic semester once a final grade has been posted for a course. The student completes the Application for a Supplemental [RO 479] within five working days after the final grade is posted for the course and submits the form to the faculty member teaching the course in which the student received the failing grade.

The faculty member determines the terms of the supplemental evaluation, whether it is a supplemental exam (comprehensive or modified version of the final examination) or the requirement for the student to undertake supplemental work (submission of a final project or assignment – inclusive of capstone evaluation).

All decisions are documented on the Application for a Supplemental [RO 479]. The student, faculty member and program coordinator sign the form.

**All the terms and conditions published by the college (Registrar’s Office) apply, with the following stipulations as determined by the School of Media and Design:**

1. There will be an opportunity for student/s to undertake one Supplemental per year of their program design. (i.e. two year program would allow for two supplemental opportunities, three year program would allow for three supplemental opportunities)

2. Students will only be allowed a supplemental in those semesters whereby one F grade was awarded. If the student fails two or more courses within a semester they will not be allowed any supplemental opportunities.

3. Any failures in courses which initially had group work evaluations (i.e. capstone) will require students to undertake individual work for grading. There will be no provision for group work assessments/evaluations in supplemental opportunities.
4. Supplemental opportunities, and the type of supplemental evaluation/s, will be determined by the faculty member in consultation with the program team.

5. Students that fail the same course twice will be discontinued from the program.

6. Copies of the completed supplemental form (RO 479) will be filed by the program administrative assistant in the office of the School of Media and Design.

Supplementals will not be granted in instances where an academic offence has occurred.

**Communication and Emailing Requirements**
Conestoga College student email accounts are used to communicate with students. Students are expected to regularly check their student email accounts. Faculty will not respond to emails from non-Conestoga email addresses.

**Course Add/Drop**
You can add, change and drop courses from your portal depending on the dates and which program you are in:

1. Log in to the [Student Portal](#)
2. Click on the “My Courses” tab
3. Scroll over the icons to the right of individual course listings

It is strongly recommended that students consult their program coordinator/academic advisor prior to dropping a course.

**Credit Transfer/Exemptions**
Please review the Conestoga Student Guide for information regarding credit transfers/exemptions.

**Discontinuance**
Students who fail two or more courses in a semester or fail the same course twice will be discontinued without first being placed on academic probation.

Students who do not fulfill the terms of their academic probation may be discontinued. While on academic probation, a student may be discontinued if they violate the college academic integrity policy and/or fail an additional course in the probationary semester/period.

**Equipment, Supplies and Texts**
While we encourage students to take advantage of learning opportunities available by using the equipment, we remind you that equipment in the Broadcast Radio area is intended for use during the school year for course related projects and CJIQ only. You must strictly adhere to the Broadcasting Student Agreement with respect to every Radio assignment.

Some equipment is in use during class time. Classroom use of equipment takes priority over all other bookings. Specific guidelines about equipment use will be discussed with you during your broadcasting classes and labs. You should also be aware that from time to time, equipment and studios become unavailable. Please refer to the following sign-out policy.

Please see course outlines and instructional plans for details on course supplies and texts.
Equipment Sign-out Policy

Priority
The priority for access to equipment is as follows:

1. In-class instruction
2. Other program delivery requirements
3. All SOM+D attending students may borrow equipment, for which they have received training, on a first come, first serve basis, for curriculum-based projects. The equipment and technology available are dependent on the program.

Note: SOM+D reserves the right to adjust the order of equipment sign-out requests and to amend the contents of equipment sign-outs to ensure in-class instructional equipment is available and other program delivery requirements are first met.

Access to Equipment
Equipment is available free-of-charge to all SOM+D attending students for curriculum-based projects ONLY.

Prior to sign-out, students must have received adequate training on the equipment by an instructor or technologist.

Note: The Equipment Room Technician, SOM+D Technologists, faculty and staff reserve the right to query the student on correct and safe use of equipment and the location where the equipment will be used. The Equipment Room Technician, SOM+D Technologists, faculty and staff reserve the right to deny student access to equipment at their discretion.

Reserving Equipment for Sign-out
For in-class instruction and other program delivery requirements, instructors must reserve the equipment at least two weeks (10 business days) in advance of the class or project for which the equipment is required. Last minute requests may result in equipment not being available.

Student Access to Equipment and Facilities
When a project is assigned, a Project Equipment/Facilities Request form will be completed by the instructor and posted on eConestoga. In addition, instructors will forward the completed form to the Equipment Room so that the Technician is advised of the upcoming booking requests.

The Project Equipment/Facilities Request will allow the student (or student group) to book out specified equipment or facilities, for a specified number of times, during a specified window of time. Students will print out a copy of the form and take it to the Equipment Room within the project time frame in order to request and to collect equipment.

If for any reason, a student, or group of students needs additional bookings, or other variance from the project form, they must contact the project instructor to receive an amendment. If the project instructor feels an amendment is warranted, they will email the specifics of the amendment and the affected student(s) to SOMADEquipmentroom@conestogac.on.ca through an official Conestoga College email account. The Technologist/Technician is empowered to amend the form as indicated in the received email.

Note that the Project Equipment/Facilities Request or instructor amendments are not a reservation of equipment. The form and/or instructor amendments only give students permission to take out the equipment. Equipment availability remains on a first-come, first-serve basis. Leaving projects to the last minute can result in equipment not being available.

All sign-out of equipment is for overnight use only. Equipment signed out overnight must be returned before 9:30 a.m. the next business day. If the equipment is signed out on a Friday it must be returned on Monday morning before 9:30 a.m. (or the next business day if Monday is a holiday).

Should circumstances dictate that the equipment is required for a longer period of time, the faculty member, student and the Lead Technologist must agree to the exception in writing.
Equipment Room Hours of Operation
The Equipment Room is open to SOM+D students from Monday to Friday. Specific hours will be posted based on program and course requirements at the beginning of the Fall semester.

For any in-class instruction and other program delivery requirements, instructors must make arrangements with the Equipment Room technician to schedule the pick-up and return of equipment.

Student Responsibility
It is the responsibility of the student to check the operation of all gear at the time of sign-out and to make sure that the correct gear and accessories (lights, batteries etc.) are included in the sign-out before leaving the Equipment Room.

The student who signs out the equipment is fully responsible for the equipment during the length of time it is signed out and for its return. If the student chooses to lend the equipment to another student, the student who initially signed out the equipment remains fully responsible. Many projects that are assigned will be group projects. If the group wants to share responsibility for the equipment, everyone in the group should sign out the equipment.

It is the responsibility of the student to never leave the equipment unattended, either on campus or at off-campus locations, as it will be stolen. If the equipment is found unattended, a fee of $50 will be charged to the student and the sign-out is immediately revoked.

Return of Equipment
All equipment must be returned before 9:30 a.m. on the next business day. Note: If the student has an 8:00 a.m. class, the student should first report to the class. The instructor will designate an appropriate time to return the equipment before the 9:30 a.m. deadline.

It is the responsibility of the student to return equipment that is operational for the next user. If it is not operational or if batteries require recharging, the student must inform the Equipment Room technician. In the case of non-operational equipment, the student must complete an Equipment Report Form which can be found on eConestoga.

It is the responsibility of the student to make sure that the correct gear and accessories (lights, batteries etc.) are returned clean and undamaged, in the provided carrying cases. Any equipment returned dirty or damaged must be reported by completing an Equipment Report Form.

Compliance with all equipment sign-out and return policies is required. Sign-out privileges will be suspended for students with outstanding equipment returns, unpaid late fees, or repair/loss of equipment charges.

Late Returns
Late returns of equipment will cause delays for others who wish to sign-out that equipment and will adversely affect planned in-class instructions or other program delivery requirements.

Students who return equipment late will be charged a late fee of $25 per business day.

1. If the equipment is not returned after four (4) business days, having accrued a late fee of $100, the student will be notified by an email to their Conestoga account that their after-hour and weekend access to facilities is suspended until the equipment is returned and all late fees have been paid.

2. If the equipment is not returned within four (4) weeks or twenty (20) business days, having accrued a late fee of $500, the student will be notified by an email to their Conestoga account that unauthorized use of Conestoga equipment is occurring and a Student Code of Conduct Incident Reporting Form will be completed and submitted to the Office of the VP of Student Affairs for action.

3. If the equipment is not returned by the end of the semester, grades will be withheld and forward progress in the program will be suspended until the equipment is returned and all late fees have been paid. Security will be informed and a police report will be completed.
**Loss or Damage**

Should a student return non-operational, dirty, or damaged equipment, the student must complete an Equipment Report Form. If the loss or damage is determined to be a result of lack of respect for the equipment or maliciousness, a Student Code of Conduct violation will be implemented.

The Lead Technologist will arrange for the equipment to be assessed and, in the case where repairs or replacement of parts or in whole is necessary, will request an invoice with a breakdown of charges. The SOM+D Chair, Lead Technologist and Program Coordinator will review the incident as reported on the Equipment Report Form and will determine the amount owed by the student based on a fair assessment.

Should there be any resulting dispute, SOM+D will ask that a Conestoga reviewer, external to SOM+D, be brought in to review and determine the outcome.

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<th>Incident Assessment</th>
<th>Payment Required</th>
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<tr>
<td>Student is fully responsible for damage or loss. e.g. Lack of respect of equipment or maliciousness resulted in damage or loss; left unattended resulting in damage or loss.</td>
<td>100% payment required</td>
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<tr>
<td>Student is partially responsible. e.g. Unforeseen accident; in-class training on proper use was inadequate.</td>
<td>50% payment required</td>
</tr>
<tr>
<td>Equipment damaged or lost due to Act of God. e.g. a natural event such as an earthquake, tornado, or flood, resulting in death such that the student was unable to fulfill the commitment to return the equipment. Written confirmation/documentation is required.</td>
<td>0% payment required</td>
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The student, or group of students, who signed out the equipment is responsible for paying any damage repair charges or replacement costs that occurred while the equipment was signed out in their name, regardless of who caused the damage or loss, or whether the equipment was loaned to another student.

**Recording Media**

SOM+D does not provide or sell recording media to students. Students must provide their own recording media. It is recommended that students have at least three x 16GB, class ten, SDHC cards.

**Site Permissions**

It is the student’s responsibility to ensure that they have permission to record photos/video/audio at all locations. In the event that students are recording at an off campus location that is not a public property/space, students must have prior approval in writing. Location Permission Forms are available at the Equipment Room or on eConestoga.

**Individual Permissions**

It is the student’s responsibility to ensure that they have permission to record photos/video/audio of all individuals appearing in their productions. Consent Forms are available at the Equipment Room or on eConestoga.

In the event that students are shooting in a public property/space, permission to record photos/video/audio of passersby using the space, is not required unless the individuals are under the age of 18 and/or have recognized special needs. In these instances, consent forms must be signed in advance by an appropriate family member or caregiver.

**Special Permissions**

In instances where a student project necessitates mock scenarios, unusual behaviour, or other disturbances to regular day-to-day activities that may cause members of the public to contact emergency or police services [e.g. No real weapons, no prop weapons, no gunfire, no pyro, no cranes, no car mounts, no street work, no action or people in the street, no people in water, no fistfights, no foot chases, no police cars in the scene, no actors in police uniforms, no nudity, no minors/children, no questionable action (e.g. drug deals, kidnapping), no night shooting, no loud scenes in public, no special permissions].
blocking the sidewalk, no special parking permits, no generators), a written request must be sent in advance to the applicable emergency and police services. Special permission must be received in writing. It is highly recommended that students go door-to-door in the affected area and provide written notice of the date and time when the activity will be occurring.

In instances where a student project necessitates any of the above, students must sign off on a Due Diligence form and follow through with informing any applicable emergency service, police service, and members of the public that may be affected. Non-compliance could result in the issuance of a ticket to the student under the City of Kitchener Nuisance Bylaw, or applicable other municipality bylaw.

Computers and Printers

Design Programs in C Wing:
Computers in the C wing log into the college server for storage of student work. In order to ensure safe storage of their work, students must possess their own data storage i.e. portable device, cloud. For printing, students in designated programs are assigned a printing code by the School of Media+Design.

Media and Communications programs:
Computers in these facilities have a college-wide generic log-in. Students are 100% responsible for safe data storage and backup. For printing, students are assigned a printing code; IT sets the printing quota per term.

Evaluations (deadlines, tests, examinations)
All written assignments handed in for any course in the broadcasting program, unless otherwise specifically stated, should be computer generated (not hand written), double-spaced, single side only, submitted with a title page and placed in a folder (binder, report cover or duo tang).

For audio assignments, read your instructions carefully. You may be asked to save an audio assignment to a hard drive, compact disc or eConestoga. Be sure you submit your assignment in the correct audio file format. You may be asked for a WAVE file or an mp3 file. Make sure you know and respond accordingly.

Student copies of projects
Each student is responsible for maintaining copies and backups of all their work. Hard drives fail. Files can become corrupted. Save multiple versions and back-up often.

Unless specifically outlined by the instructor, no email submissions will be accepted. Assignments must be submitted on-time, by you.

Plagiarism
While plagiarism is covered in detail in the college’s student guide, it bears special mention here, because you are entering a field in which protection of intellectual property is of paramount concern. Plagiarism involves knowingly presenting someone else’s work as your own. It is easily avoidable by giving credit to the source of the material. Paraphrasing, (putting someone else’s ideas into your own words) does not exempt you from giving credit to the source of the expressed idea. Giving this credit shows that you did research. It is a good thing! You can provide this credit through a recognized citation format, like APA or MLA as directed by your professor.

Penalties for plagiarism can be very severe and include receiving an F for the entire course. Do not plagiarize. There are many resources that can be used to help you with proper citation. If you have any doubts, see your professor during office hours for assistance.

Copyright
Submitted work must conform to copyright requirements provided by your instructor. Copyright is an extremely important issue in the media and design fields and it is essential to develop proper working habits right now. No one is exempt from copyright laws. Not even students. Keep in mind that these laws will protect the content you produce, so it deserves your attention.
Late Submissions of Assignments/Projects

The School of Media+Design has programs directly associated with industries that require commitment to deadline. As part of our role as an educational institute, we emulate the real world of work to provide students with the opportunity to recognize the essential skills required to be successful in their future career/s.

As such, the School of Media+Design has a zero tolerance rule for unsubstantiated late submissions of assignment/projects.

In cases whereby there is an unsubstantiated late submission of an assignment/project the student will be awarded a zero grade for the assignment. Students are advised to meet with the respective faculty member to discuss how the zero grade will impact their overall academic standing.

Cases whereby the submission was not to deadline, due to medical illness [doctor’s note required], an accident [police report and/or medical forms], or a death in the immediate family [copy of death certificate] require supporting formal documentation to be included with the late submission and personally delivered to the appropriate faculty member and/or program coordinator.

This process ensures that all students within the School of Media+Design are following academic/industry protocol and are all treated fairly and equally in their evaluations.

If you require further information and/or clarification on the process for late submission/s please contact your program coordinator.

Facilities Use Policy

Priority

The priority for access to facilities is as follows:

1. In-class instruction
2. Other program delivery requirements
3. All SOM+D attending students may book facilities, for which they have received training, on a first come, first serve basis, for curriculum-based projects.

Note: SOM+D reserves the right to adjust facility booking requests and to amend the equipment contents of a facility to ensure in-class instructional equipment needs and other program delivery requirements are first met.

Access to Facilities

Facilities are available free-of-charge to all SOM+D attending students for in-class activities and curriculum-based projects ONLY.

On introduction to a facility, all faculty are responsible for first spending a few minutes with their class to identify any hazards in the space in which they are teaching e.g. overhead work/staging, electrical [if working with lights], etc.

Students must receive comprehensive training on the use of the facility and all equipment therein by an instructor or technologist prior to any use. The comprehensive training must include training on health and safety within the facility and instruction on how to respond in cases where first aid or other emergency response [e.g. fire response] is required. The instructor and/or technologist will provide an email notification, listing the student’s name and student number, to the Equipment Room indicating that training in the specified facility has occurred.

SOM+D attending students using the facilities must comply with all health and safety regulations and procedures. Non-compliance will result in loss of after-hour and weekend access to facilities and may result in a Student Code of Conduct violation.

Only School of Media+Design students and their pre-approved talent may use the facilities. Security Officers have the right to ask others, and students who are violating the rules, to leave.
Note: SOM+D Technologists, faculty and staff reserve the right to question the student on correct and safe use of the facility and equipment. The Technologists, faculty and staff also reserve the right to deny student access to the facility and equipment at their discretion.

**Access Hours to Facilities**

Access to all SOM+D classrooms and facilities for SOM+D attending students is from time of confirmation of comprehensive training completion to the last day of semester (15 weeks).

Extended access after the last day of semester is determined on a case-by-case basis by the Coordinators, the Lead Technologist, and Chair of SOM+D. Any granting of extended access will be posted on facility doors.

Every semester, the student access hours and methods of access is posted on the outer doors of each facility. In general, daytime access is either Open Access or via keypad or FOB. In-class instruction and other program delivery requirements have priority access to facilities.

After hour access (11pm to 7am or 6pm to 11pm) and weekend access requires that all SOM+D students sign-in with Security.

**Keypad or Fob Access**

It is the responsibility of the student to check the operation of the Fob at the time of sign-out.

The student who signs out the Fob is fully responsible for the Fob during the length of time it is signed out. If the student chooses to lend the Fob to another student or provide access to a facility to another student using their Fob, the student who initially signed out the Fob remains fully responsible for any activity, loss, or damage that occurs in the facility.

A student who loses their Fob must report the loss to the Equipment Room technician IMMEDIATELY in order to have the Fob deactivated and to prevent others from gaining access to facilities and potentially causing loss or damage under the name of the student who originally signed out the Fob. The lost Fob replacement fee is $100 and must be paid before a new Fob is issued.

The student who signs out a Fob takes responsibility for ensuring the Fob is returned at the end of the academic year unless academic activity is concluded early, at which point the Fob is returned to the Equipment Room. An unreturned Fob replacement fee is $100 and must be paid before grades will be released.

**Reserving/Booking of Facilities**

Regular class time is block booked ahead of the semester of study. For additional one-off in-class instruction and other program delivery requirements, instructors must reserve the facility at least two weeks (10 business days) in advance of the class or project for which the facility is required. Last minute requests may result in facilities not being available.

Only the Broadcast Studios and the Photo Studios are available to be booked for rehearsals or production use in the evenings and on weekends. Bookings are on a first come, first serve basis with some limitations in order to allow everyone access. Students must see the Equipment Room technician or send an e-mail to SOMADequipmentroom@conestogac.on.ca in order to book facilities.

Note: The booking is not complete until a confirmation email is received. This confirmation email is copied to Security in order to inform them that permission to use the facility at a particular time has been granted to a student.

Students may book the facility up to two weeks (10 business days) in advance to ensure that the facility is available for use. Last minute requests may result in the facility not being available.

All facility bookings are limited to two hour blocks. Should circumstances dictate that the facility is required for a longer period of time, the faculty member, student and the Lead Technologist must agree to the exception in writing. Students will provide a copy of the agreement to the Equipment Room Technician in order to override the standard booking length.
Student Responsibility
The student who booked the facility takes responsibility for ensuring:
• the time frame is respected;
• the facility and the equipment are used in a safe, respectful and professional manner; and
• the facility is returned to its original clean and organized state for the next scheduled production.

The student who booked the facility is fully responsible for the facility and equipment during the length of time it is booked. If the student chooses to book the facility for another student or loan equipment from the facility to another student during the time of the booking, the student who initially booked the facility remains fully responsible.

On entering the facility, the student who booked the facility will check the following:
• The facility is in a clean and organized state
• Equipment appears to have been properly put away and undamaged by the previous user
• All equipment normally kept in the facility is accounted for

When the student is satisfied that all is in order, the student will sign off on the Facility Checklist.

Equipment Faults, Damage or Loss
Damage to the facility or equipment faults, damage or loss must be immediately reported by the student. Send an email to somadtech@conestogac.on.ca attaching a completed Equipment Report Form and a photo of the evidence.

During after-hours access or on the weekend, if the fault, loss or damage is minor, the student should immediately report it via email to somadtech@conestogac.on.ca attaching a photo of the evidence. The Equipment Report Form must be completed and submitted during regular work hours. Should the damage or loss to the facility or equipment be major or dangerous, the student must immediately inform Security ext. 3357 who will contact the SOM+D Lead Technologist and the Facilities Management emergency on-call representative, as required.

Note: A Student Code of Conduct violation investigation may result if the damage or loss is determined to be a result of malicious behaviour by prior users.

Technical equipment faults will not necessarily result in extensions to project deadlines. Students will be asked to show work completed prior to the equipment fault in order to determine whether or not an extension is warranted. A student is not demonstrating proper production planning if the shoot or edit is occurring only a day or two before deadline.

Damage Assessment
The Lead Technologist will arrange for the damage to be assessed by an appropriate contractor or repair company and, in the case where repairs or replacement of parts or in whole is necessary, will request an invoice with a breakdown of charges. The SOM+D Chair, Lead Technologist and Program Coordinator will review the incident as reported on the Equipment Report Form and will determine the amount owed by the student based on a fair assessment.

Note: Should there be any resulting dispute, SOM+D will ask that a Conestoga reviewer, external to SOM+D, be brought in to review and determine the outcome.
Incident Assessment | Payment Required
---|---
Student is fully responsible for damage or loss. e.g. Lack of respect of equipment or maliciousness resulted in damage or loss; left unattended resulting in damage or loss. | 100% payment required
Student is partially responsible. e.g. Unforeseen accident; in-class training on proper use was inadequate. | 50% payment required
Equipment damaged or lost due to Act of God. e.g. a natural event such as an earthquake, tornado, or flood, resulting in death such that the student was unable to fulfill the commitment to return the equipment. Written confirmation/documentation is required. | 0% payment required

**Graduation**
Students are eligible to graduate upon completion of all academic requirements in their program of study, including co-op and work placements if applicable. Students are expected to respond to their invitation through their Student Portal. Convocation ceremonies are held in the spring and fall of each academic year. Students, who take longer than the advertised program length, are responsible for completing any new or additional courses due to a program design change. Students who complete their program after the scheduled completion date are required to fill out an Application to Graduate form and submit it with payment to the registrar’s office. Students who are discontinued or have withdrawn and then return to the college will be placed in the current program design and must meet all requirements to graduate.

**Health & Safety Policy**

**Student Health & Safety Responsibility**
As members of the School of Media+Design, students have a responsibility to keep the workplaces safe and healthy. The Ontario Health and Safety (OHS) Act applies to all persons, including those who are on co-op work terms, internships, unpaid work placements, and work study.

If you walk by someone who is NOT following the posted requirements, or is acting in a way that may cause injury to her/himself or others, or if you notice equipment that is not working properly, and you do nothing about it, you are NOT doing what the law requires. Please be a good role model and have others follow your example.

You have the right to refuse to do unsafe work and you have a duty to report unsafe conditions.

**Health and Safety Regulations and Procedures**
SOM+D implements the RACE process, whereby the Technologists Review the type of work done in all SOM+D facilities, Assess the likelihood of injury, Control the hazards, and Evaluate the outcomes.

Note: In order to implement the RACE process, the Technologists reserve the right to question the student on work being done in a facility (Review), appraise the situation (Assess), and stop the activity e.g. remove the ladder (Control the hazard) at their discretion.

Signage is posted that identifies the health and safety requirements in each facility, such as protective clothing e.g. closed-toe shoes and safe practices such as No Food and Drink. The process for alerting Security and Emergency Contacts and Crisis Intervention Charts are also posted.

**Contacts:**
- For assistance call: Security ext. 3357 (state location and/or room number)
- For all injuries requiring First Aid call: Security ext. 3357 (or press button on VOIP phones)

**Incident Reporting**
In the case of injury or accident, contact Security IMMEDIATELY at ext. 3357 and request medical attention, indicating that a 911 call is required.
For all minor first aid treatment, please go directly to the Security Services (Room 2B10-6 on the Doon Campus). They are trained to assist in minor first aid.

Report all security concerns and threats IMMEDIATELY to the Security Office by calling ext. 3357.

All incidents must be reported using an Incident Report Form. Your coordinator, faculty or supervisor must complete the form and send it to safety@conestogac.on.ca. The form can be found on the Conestoga Occupational Safety Forms webpage here.

After hours and on weekends, the Security officer will complete and submit the report. Your coordinator, faculty or supervisor will be notified on the next business day.

**Lockdown**

In the case of lockdown, students and faculty must follow the lockdown procedure available on the Conestoga Security Services webpage.

**Safe Practices**

**Personal Protective Equipment**

The Broadcast Studio requires that all faculty, staff and students wear closed-toe shoes and pants in the facility. Non-compliance will result in loss of after-hour and weekend access. On-camera talent is exempt from this requirement as long as they are not involved in set-up or tear-down of staging and equipment.

**No Food and Drink**

SOM+D requires that all faculty, staff and students comply with the No Food and Drink regulation i.e. in the Broadcast Studio, CJIQ, and the Photo Studio. No food or liquids of any type are permitted in these studios. Non-compliance will result in loss of after-hour and weekend access. On-camera props are exempt from this requirement but they must be disposed of outside of the studio space immediately after the shoot/scene.

In all other SOM+D classrooms and facilities, faculty and students may bring with them non-leaking resealable drink containers. Other containers, such as the paper with plastic lids Starbuck’s/ Tim Horton’s/ McDonald’s/etc. coffee cups, are not permitted. Food is also not permitted. Non-compliance will result in loss of after-hour and weekend access. On-camera props are exempt from this requirement but they must be disposed of outside of the facility space immediately after the shoot/scene.

**Special events**

On occasion, faculty and students may wish to hold a special event that includes food and drink in a classroom or facility e.g. a class on food/drink photography, for a guest speaker or for an end-of-semester celebration. As food and drink are not allowed in SOM+D spaces, a Special Event activity requires that the Program Coordinator sign a SOM+D Special Event Form signifying approval and the form must be submitted to the Lead Technologist a minimum of two (2) days in advance of the date of the activity. The Lead Technologist will arrange for a SOM+D Special Event sign to be placed on the door of the classroom or facility for the duration of the event.

SOM+D Special Event Forms are available in the main office Room 2E02. Non-compliance will result in loss of after-hour and weekend access.

**Modelling Sessions**

On occasion, a class will be required to draw live figures for in-class work. The drawing may entail nude models for some of the modelling sessions. It is the instructor’s responsibility to inform all of the class members a minimum of one week in advance that this activity will be taking place. The instructor will post Modelling Session signage on the door of the facility during the scheduled modelling session and ensure that windows are appropriately blocked for that period of time. Modelling Session signage can be picked up at the main office Room 2E02.

It is a student’s right to choose not to participate in the drawing of nude models. Instructors will provide these students with other make-up drawing assignments to be completed during the class time but outside of the modeling session facility.
Ladder Safety
As all of the SOM+D programs require students to shoot photos or video at some point, Coordinators will arrange a class time during the first few weeks of the semester for all students to receive ladder training. Ladder training takes a very short period of time and the result is that all SOM+D attending students will be secure in the knowledge that any student in SOM+D is eligible to use, or supervise the use of, a ladder in SOM+D facilities. Students should not be using tables or chairs in lieu of a ladder as this contravenes health and safety procedures at the college.

With their class, instructors will read through the procedure and review the pre-use inspection items. On completion, students will sign off on the Ladder Safety Sign-Off Form acknowledging that they have read and understand the procedure. Signed forms are submitted to the Lead Technologist who will keep these on file.

No student will be allowed to use a Conestoga ladder unless they have reviewed the manual and completed the Ladder Safety Sign-Off Form. Non-compliance will result in loss of after-hour and weekend access.

Use of WHMIS Controlled Products
Spray paint, rubber cement glue, liquid latex, solder, and other similar products may only be used under a suitable, certified Fume Hood with the user wearing a portable dust mist mask. Non-compliance will result in loss of after-hour and weekend access.

In instances where a large quantity of material is being used simultaneously by a class e.g. a number of spray paint cans, it is the instructor’s responsibility to ensure that the material is being used in a well-ventilated space with an appropriate fume-venting system and that all students are wearing portable dust mist masks.

All faculty, staff and students intending to use WHMIS (Workplace Hazardous Materials Information System) controlled products/chemicals must first complete WHMIS training as required by the Ontario Health & Safety Act.

Any faculty, staff or student intending to use WHMIS (Workplace Hazardous Materials Information System) controlled products/chemicals in any SOM+D classroom or facility must get approval in writing from the Chair and the Lead Technologist before bringing the material onto campus. The material must be accompanied by an MSDS (Material Safety Data Sheet) and both the Occupational Safety and Security Offices must be informed before bringing the material onto campus. Non-compliance will result in loss of after-hour and weekend access and may result in a visit by the Ministry of Labour.

Once approved, any such material brought onto campus should be removed from campus immediately after use. Any material bearing a hazard label that is kept on campus must be stored in a locked fire cabinet. Both the Occupational Safety and Security Offices must be informed in writing of the material, the amount, and the storage location using a Hazard Identification and Assessment Form.

Maintaining Student Files
As a condition of program review and accreditation, School of Media+Design is required to retain examples of student coursework in each of the courses of the curriculum. Each student is required to complete the “Permission to Retain Material” form. In doing so, students grant Conestoga permission to retain coursework over the duration of the student’s enrolment in the Program. The course work we retain will be used for the purpose of program accreditation, review, student recruitment and/or marketing purposes.

Professionalism
The course learning materials that may be shared with students constitute only a fraction of the learning that is made available in the program. The lectures themselves and the interaction that happens in the classroom are the most important source of the knowledge that will allow you to succeed in the program and, eventually in your career. Your attendance in class will also allow the professor to observe and evaluate your maturity and thoughtfulness as you interact with others in the room and assess professionalism. Lack of attendance, will make it much more
difficult for you to succeed in the program and will limit the return on the significant investment you are making in your education.

You are here because you want a high performance career in broadcasting. So please utilize the program’s resources and your time wisely, show up and take part. Treat classroom and lab time as though you are going to the job you love. If you cannot attend a class or lab, contact the faculty via email or phone well in advance. Your success in the program will be largely influenced by your participation, attendance and professionalism.

Classes may be scheduled between 8:00 am and 6:00 pm. However, because broadcasting is a 24 hour a day business, you will, from time to time, be required to participate in labs and independent productions outside of this time period. Independent study (homework) is required to maximize your learning. Assignments are designed to accelerate your learning. In order for you to become your best, you must invest in a lot of practice time outside of the classroom/lab. Planning and organization are two keys to your success in our program.

We understand that most students will need to earn income over the course of their college career. We strongly encourage you not to take on any outside commitments that will require more than 15 hours a week. Part-time jobs, sporting events and entertainment activities are not valid excuses for missing class and lab time. Likewise, every effort should be made to book appointments such as doctor and dentist outside of lab and class time. If an absence is unavoidable you are responsible for catching up on any missed material. Arrange for someone in your class to take notes or pick up extra handouts for you.

Radio is a deadline driven profession. Please organize yourself and plan to be ON TIME. Being late for class and labs is disruptive.

Program Advisory Committee (PAC)
Each program or cluster of programs at Conestoga has a Program Advisory Committee (PAC), which is made up of industry and academic representatives, as well as current students. They meet several times a year to discuss the direction in which that industry is heading and any improvements that can be made to keep the program current. This helps to ensure that students are learning material that is relevant to their industry.

At the beginning of each year, the coordinator of the program will ask for student volunteers to represent each year of the program. The Coordinator will determine the final representatives. The student representatives are expected to attend the PAC meetings, prepare and submit a report based on guidelines provided by the Program Chair/Coordinator, and present the report at the meeting. Students are expected to be professional, dress in business attire and engage in discussions.

Program Transfer
Prior to transferring to another program, it is recommended that the student meet with the program coordinator or academic advisor. Students who decide to change programs may do so by completing and submitting a program application form to the registrar’s office. If considering transferring to a program outside the school in which they are currently enrolled in, students may want to discuss options with a career advisor. When a student moves from one Conestoga program to another and where courses numbers/codes are identical or equivalent, automatic credit is given if passing grades are met.

Program Progression
Students actively registered in cohort delivered programs who take longer than the designed program length of time to complete their studies are accountable for completing any new or additional courses that may result due to changes in the program of study. Unless otherwise stated, students registered in non-cohort delivered programs must complete the program of study within seven years of being admitted to the program.

Re-admission Requirements
A student who has withdrawn or been discontinued from the program may apply to be readmitted after an absence of at least one semester. Students who voluntarily withdraw should not
assume automatic re-admission to the program. Such students may be re-admitted on the recommendation of the Academic Team.

Re-admission to the program by students who withdrew or were discontinued will be dependent upon:
• Competition with other candidates re-applying
• Availability of seats in the class
• Previous program performance
• Completion of recommendations for re-admission, if any see Re-admission Procedure - Post Secondary on the college website for further information.

Student Feedback
Student feedback is an essential component of our continuous improvement process. Our opportunities for student feedback include:

Key Performance Indicators
All college programs in the province are evaluated using Key Performance Indicators (KPIs) through the Ministry of Training, Colleges and Universities. This survey is conducted each academic year. Strategic goals to improve the programs are developed from these results. This data and other data specific to the campus and the program/school are collected so that Conestoga College can continually improve quality.

Student Appraisal of Teaching
The Student Appraisal of Teaching (SAT) allows direct feedback from students on teaching for a particular course. Completion of the SAT form gives teachers and academic managers valuable information, to use for improving teaching at Conestoga.

The SAT process occurs at semester-end. One-quarter of the faculty is appraised per term, and each has two courses selected by their academic managers for appraisal. All teachers have a SAT review at least once every two years. Students complete either an electronic or paper copy of the SAT. A summary of results is prepared by Institutional Research. The report is sent to the Academic Manager who shares the report with the faculty member AFTER all marks for the semester have been collected.

Continuing Education students may have an opportunity to complete a SAT form at the conclusion of each Continuing Education course.

Student Representation
CSI and Conestoga agree that a student has the right to invite a member of CSI to a student/faculty meeting, provided that 24 hours advance notice is given to faculty. This advance notice will ensure that all parties will have an opportunity to adequately prepare for the meeting.
STUDENT SERVICES

Refer to the Student Guide for information on Student Services including Accessibility, Counselling, Learning Commons, Student Financial Services and Student Life.

FACILITY INFORMATION

Refer to the Student Guide for information on after-hours parking, classroom and computer labs.

SAFETY INFORMATION

Refer to the Student Guide for Conestoga’s Safety and Security Services and procedures.
A Student Protection Acknowledge confirmation pop-up will appear once an applicant/student logs into the Student Portal. A PDF directs students to policies and procedures relevant to their academic responsibilities. Policies and procedures are searchable on Conestoga’s website. Students are advised to review and comply with all policies and procedures including the following:

- Academic Dispute and Resolution Policy/Procedure
- Academic Integrity Policy
- Academic Recognition Policy
- Academic Credential Procedure
- Clearance of Academic Deficiency Policy/Procedure
- Co-operative Education Policy
- Discontinuance Policy/Procedure
- Eligibility to Participate in Co-op Work Terms Policy/Procedure
- Evaluation of Student Learning Policy/Procedure
- Grading Procedure
- Graduation Requirements and Convocation Procedure
- Honours Policy/Procedure
- Program/Course (Cohort) Withdrawal Procedure
- Student Concerns and Issues/Procedure
- Student Fees Policy
- Student Feedback Policy
- Violation of Academic Integrity Procedure
PROGRAM HANDBOOK REVISION LOG

July 2015 - All sections updated