

New Media Student Handbook, Part II

Now That You Are Here – Things You Need To Know

Updated 2017

University of
Lethbridge



Faculty of Fine Arts
Department of New Media

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1. New Media Email List / Class Email Lists

The New Media email list (called listserve or newmedia L) is the main email resource to share important information with all new media students. Each semester, many urgent and pertinent notices of interest to New Media students, including job postings, Teaching Assistant positions, calls for submissions (student exhibitions, student competitions) and other news are shared. You are automatically signed up for the New Media email list when you enter the program and you can set your personal settings (or re-subscribe if needed) at:

<http://listserv.uleth.ca/mailman/listinfo/newmedia-l>

Access New Media email list archives at: <http://listserv.uleth.ca/mailman/private/newmedia-l/>

In addition, a class email list is automatically set up for each course at the University. Your professor may use the class listserves as a way of disseminating course materials or other information. You will be provided with information about the course email list by your professor.

2. Academic Information

2.1 Registration

A student must register for classes every semester and outstanding fees must be paid in full before registering. Registration is done online using “The Bridge” <http://www.uleth.ca/bridge/>

2.1.1 Process

First, determine your window of opportunity to register. The initial window of time when one is allowed to register is at least three or four days. Students receive at least one email informing them of the registration period.

Next, make a schedule using these documents.

- University Calendar (for in-depth course descriptions, including prerequisites):
<https://www.uleth.ca/ross/academic-calendar>
- Timetable (lists all sections of courses offered in the current semester):
<http://www.uleth.ca/ross/timetable.html>
- Your Program Planning Guide (indicates classes needed to complete degree):
<http://www.uleth.ca/ross/ppgs/ppg.html>

Once you have designed your schedule, wait until your designated registration time and sign into the Bridge to complete registration. The Registrar’s Office provides detailed instructions and advice should you need it: <https://www.uleth.ca/ross/registration/register/howto>.

2.1.2 Hierarchy and Reserved Courses

Registration periods vary to reduce demand on University servers that support The Bridge and also to give senior students priority for registering in classes needed to complete their degree. For example, a student with 60 credit hours of classes completed may have a registration date two weeks before a student with only 15 credit hours completed.

In addition, some classes are reserved or partially reserved for students majoring in that subject. These

reserves are removed later in the registration period so non-majors can register. Consequently, if you are interested in registering in a non-New Media course in, say, Computer Science, you might have to wait until the reserve is lifted before you can register.

2.1.3 What to do When a Class is Full

During the registration process, you might find that a class is full. The enrolment limit for a course is set by the professor or the department and might be restricted by the number of work stations or necessary equipment. When this happens, you have two courses of action:

- 1) Register in another class you want to take (and fills the gap in your schedule). You can then, after the initial registration period ends, make further attempts to register as reserves are lifted or other students drop the class.
- 2) If you really want the course (or it is a program requirement), visit the Faculty of Fine Arts Student Program Services Office (W660) and discuss your situation with an advisor, so you can be placed on a waiting list.

2.1.4 Prerequisite Waivers

To register for a course, you must have the stated prerequisite(s). In some circumstances, students may be eligible to have a prerequisite for a course waived by the course instructor. Prerequisite waiver forms are available from the Advising office.

2.1.5 Independent Studies

An Independent Study course allows a student to work for course credit under the supervision of a professor. In the Department of New Media, Independent Studies are designated by the course numbers NMED 3990 (roughly the equivalent to a 3rd year course) and NMED 4990 (equivalent to a 4th year course) and can be counted as an elective. Therefore, Independent Studies should only be considered by senior students (3rd or 4th year) and for subjects that build upon existing course offerings (either required courses or electives). Independent Studies cannot duplicate the content of regular course offerings (i.e. students cannot take an Independent Study in lieu of an existing course). Typically, an independent study allows a student to expand upon knowledge and training gained in previous senior level courses and to work in a more self-directed manner.

Students considering an Independent Study should begin the process well ahead of the semester in which they want to do course. A draft proposal for study should be submitted to a faculty member who will supervise the proposed independent study. The proposal should be one to two pages in length and outline the specific area of study, the nature of assignments, any special equipment requirements, a bibliography of readings, and the objectives the student wishes to attain. After the Faculty member agrees to supervise the Independent Study, the student, in consultation with the Faculty member, should finalize the proposal, including a list of proposed assignments and a completion date for each assignment. The student secures the necessary forms from the Fine Arts Advising office and obtains permission from the New Media department chair and Assistant Dean Student Services. The final proposal should be included along with the necessary forms.

2.2 Academic Advising

The Fine Arts Student Program Services Office(W660) is open from 8:30 a.m. to 12:00 p.m. and 1:00 to 4:30 pm Monday to Friday (except holidays) throughout the year. The standard advising schedule has appointment bookings Monday to Thursday mornings. Appointments can be made online:

<http://www.uleth.ca/finearts/advising/>. Drop-in advising is normally available Monday to Thursday

afternoons from 1:30-3:30pm, and Friday mornings from 9:30-11:30am. The standard schedule may be adjusted during busy periods.

The Student Program Services Office offers the following to students, free of charge and completely confidentially:

- Assistance with academic program planning for New (High School), Transfer, Continuing, Returning, Post-Diploma, Second Degree, and prospective U of L Students
- Assistance in determining program of studies and Major
- Course selection
- Course sequencing
- Explanation and interpretation of University and Arts and Science Academic Regulations
- Assistance with academic program progress and accurate completion of Program Planning Guides
- Graduate school advising
- Referrals to other Faculty/School Advising Units and/or Student Services
- Assistance with course add/drops
- Assistance with course withdrawals
- Assistance with program changes and completion of the Program Change form
- Registration Assistance (wait list services for required courses)
- Approval of Independent Study applications
- Assistance with and approval of requests for visiting student status
- Registration assistance for students on academic probation
- Assistance for students planning to return after being required to withdraw
- Undergraduate Thesis form and application

2.3 Lab and Class Etiquette

A certain standard of behavior is expected of students in class or when working in the labs. Students are expected to behave in a mature and respectful manner. Excessive noise can be disruptive and may be treated as an academic offence. The subsequent topics discuss specific considerations.

2.3.1 Instructor Stations

In the labs, please do not use the computer marked "Instructor Station" as this is the computer reserved for professors. If there are no seats left in a computer lab being used for the course, notify the professor.

2.3.2 Use of Lab Computers During Class

When taking a course in a computer lab, the professor might ask that all typing cease or that monitors be turned off during demonstrations or tutorials.

2.3.3 Preparation for Class and Taking Notes

You are expected to arrive *before* the class starts and having completed all required readings/assignments as indicated on the course outline. During lectures, full participation is expected. Taking notes usually results in a higher level of comprehension of subject matter and serves as a personal reference source. While you are not required to take notes in class, it *is* highly recommended.

2.3.4 Forms of Participation

Many New Media and other subject classes use class participation as a part of the mark the student receives and participation is an integral component of the University learning environment. It is important to know that while vocally contributing to class (through the answering of questions, posing questions, etc.) is the most direct and obvious way to participate, many other acceptable ways of adding to the learning environment exist so check the course outline or ask your professor. Some of these are listed below:

- Mature and considerate conduct in class
- Punctuality (arriving to class before the official start time)
- Sending pertinent information (links, articles, tutorials, or other interesting discussion items) to the class listserv or providing handouts to the class
- Presenting outside research to the professor for possible use in class (interesting audio-visual examples, articles, etc)

2.3.5 Rendering Etiquette

If you need to use a lab computer for an extended period of time (ex, to render a scene or model), attach a sign on the computer monitor. Also, please ensure you are not interfering with other classes and are cognizant of times when the computer will be needed. If you use a computer to render, you should do so during non-peak hours. It is best to render in the evening, on weekends or overnight. If you leave a computer to render overnight, the computer must be made available for use *before* the first class in the morning.

2.3.6 End of Class Routines

At the end of each class, please follow these guidelines:

- In a computer lab, quickly save your work as there may be another class entering.
- Remove any personal garbage and put it in the garbage bin.
- Generally ensure the classroom or lab is left in the same or better condition than you found it.

2.3.7 External Hard Drive

All students are expected to have an external hard drive to save and backup their files from the lab computers.

2.4 Academic Integrity

2.4.1 New Media Academic Policies

The Department of New Media requires that students adhere to a general set of Academic Integrity Guidelines as well as general University policies. Such policies ensure a safe, fair, and stimulating learning environment for all students, faculty and staff. Below are specific New Media policies and a list of students' rights and responsibilities outlined by the University.

1. Use of Copyrighted Materials without Permission

New Media students must ensure that copyrighted materials are not used in the creation of projects or assignments. The use of copyrighted materials without significant modification (for the purposes of quotation or social commentary) is plagiarism.

2. Using Non-Copyrighted Materials

New Media students are encouraged to create their own original works in all cases. However, it is becoming more and more common for authors/creators to provide materials that are copyright free. The use of non-copyrighted materials is allowed (i.e. use of non-copyrighted music in a student-created video or animation). However, the use of original but non-copyrighted material created by others must not form a majority of a student's work and all such materials must be clearly acknowledged (as outlined by the original work's creator) in the credits of the student's work and in the description of the assignment.

3. Non-Commercial Use of University Equipment and Software

The U of L and the Department of New Media purchase equipment and software at educational discounts. As such, students are to only use University equipment (hardware, software) for educational purposes. Therefore, students cannot use University equipment for commercial purposes or for any paid service. The only exception to this rule is the use of University equipment to create projects that may later be submitted to student competitions or festivals where there may be financial awards.

2.4.2 General University Academic Rights and Responsibilities

The Department of New Media and the U of L aim to provide a fair and stimulating learning environment for all students and faculty. Consequently, students have certain rights and responsibilities under such a system and these are outlined in Part 4 of the U of L Calendar (<http://www.uleth.ca/ross/calendar/part04.pdf>). Pertinent information regarding these rights and responsibilities are outlined in the section of the University Calendar titled 'Academic Regulations.' Although important aspects are excerpted below, students are encouraged to consult Part 4 of the University Calendar for more detailed information about University policies governing rights, responsibilities, and procedures.

2.4.3 Academic Offenses (Part IV, University Calendar)

1. Plagiarism

No student shall represent the words, ideas, images, or data of another person as his or her own. This regulation will affect any academic assignment or other component of any course or program of study, whether the plagiarized material constitutes a part or the entirety of the work submitted.

2. Cheating

a. In the course of an examination, no student shall obtain or attempt to obtain information from another student or other unauthorized source, or give or attempt to give information to another student, or knowingly possess, use or attempt to use any unauthorized material.

b. No student shall represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other evaluated activity.

3. Duplication

No student shall submit in any course or program of study, without both the knowledge and approval of the person or persons to whom it is submitted, all or a substantial portion of any academic assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere. (This clause is not intended to prevent the integration of learning but, rather, to prevent duplication of credit for a body of work.)

4. Confidential Materials

It is an offence knowingly to procure, distribute or receive any confidential academic material such as pending examinations or laboratory notebooks.

5. Misrepresentation

It is an offence knowingly to misrepresent material facts to another for the purpose of obtaining academic advantage or credit. This offence is committed whenever a student submits in any course or program of study any academic assignment containing a statement of fact known by the student to be false or a fabricated reference to non-existent sources or documents.

2.4.4 Non-Academic Offences (Part IV, University Calendar)

1. Disruption

a. Students should maintain the freedoms of others including thought, beliefs, opinion, expression, peaceful assembly and association. Behavior contravening or limiting these freedoms constitutes disruption.

b. Student conduct which unduly interferes with instruction including scheduled lectures, seminars, tutorials or other instructional activities, or with course examinations or other evaluation procedures will also be considered a disruption.

2. Physical Abuse, Harassment and Dangerous Activity

a. A student shall not threaten physical abuse or engage in physical abuse of any other person, or his or her property. No member of the University community shall be placed in a situation of fear of physical abuse or fear of damage to his or her property. A student shall not knowingly incite others, by whatever means, to threaten by physical abuse or engage in physical abuse of individuals or groups of individuals.

b. A student shall not harass or discriminate against any other person on the basis of age, race, colour, ethnicity, national origin, philosophical or religious affiliation or belief, sex, sexual orientation, marital status or physical disability.

3. Misuse or Misappropriation of University Equipment, Facilities or Services

a. A student shall not convert, damage or destroy any University property, equipment, facility or service.

b. A student shall not deface the exterior or interior of any building, structure or facility of the University.

c. A student shall not misuse a facility by gaining unauthorized entry or by remaining in a facility without appropriate authority. Facilities include, but are not limited to, all University buildings, structures, parking lots, athletic playing fields and lands.

d. A student shall not misappropriate any University equipment, facility or service.

3. University Living

3.1 Health

Attending university is a rewarding and stressful experience. Academic requirements, living on your own for the first time, and being confronted with a completely new social sphere are all a part of the university experience. During this time, it is equally important to pay attention to your mental and physical well-being.

Here are some strategies for staying happy and healthy while at university, offered by past New Media students:

- Take the time to take care of yourself: enjoy a healthy meal, go for a walk, take a nap.

- Exercise regularly. Bike to school, go for a walk after class, go the gym . . . regular exercise will increase your energy level, reduce stress and keep your body happy.
- If you are sitting (at a desk or in front of a computer) for long periods of time, make sure to take a short break and stretch (arms, legs, back, neck).
- Wash your hands often! A simple action can prevent you from contracting colds and flu! Remember that the university is a public place and many people are touching and using various equipment (keyboards, mice, hand rails, etc.). Get in the habit of washing your hands multiple times throughout the day and especially before meals or breaks. For this reason, it is not a good idea to eat while working at computer stations (even if it is allowed).
- Establish good sleep habits. Try to establish a pattern in which you sleep and wake up at the same time every day. Steady circadian rhythms help your body maintain good sleep habits.

The Health Centre (Level 0, Students' Union Building, SU020) is open Monday to Friday 9 a.m. to 4 p.m. and provides personal and confidential health services and offers the services of a nurse, chiropractor, dietician, and doctor. See: <https://www.uleth.ca/hr/health-centre>

3.2 Services

The U of L provides a wide variety of services to students

3.2.1 Library Services

UofL library promotes personal learning through rich and relevant collections, innovative technologies, exemplary assistance and instruction and quality study facilities. The Library's website <http://www.uleth.ca/lib/> provides access to resources and services which are available both on and off campus.

Research Assistance - The library offers various academic and research assistance, ranging from help in locating research materials to assistance in using citation styles. The library has many research guides, class guides, equipment and technology guides.

Interlibrary Loans – It is possible to access books and materials from other libraries in Canada.

Computers – The library has over 100 computers scattered throughout the library, which can be accessed during regular library hours.

Study Spaces – The library provides numerous individual study spaces and about a dozen group study rooms.

Writing Centre – Get individual help with assignments like essays, reports or other written assignments.

Equipment Borrowing – The Library allows students to borrow, at no cost, projectors, laptops, screens, portable stereo systems, and many other items for varying lengths of time.

3.2.2 Safewalk

Safewalk is a volunteer-run program that provides escorts (teams consist of one male and one female) to any individual who would like the added comfort and protection of company when walking around campus in the evening.

Safewalk hours are: Monday to Friday: 8:30 pm to 12:30 am and Sunday: 8:00 pm to 11:00 pm. An information table is usually set up in the LINC building (library) near the Security office. Call Safewalk at 403-380-1888 to arrange for an escort. The program runs from late September until late April.

Security Services (403-329-2345) provides escorts outside of the regular Safewalk hours.

3.2.3 Accommodated Learning Centre

If you have been diagnosed with a disability, there is no need to face the challenge of university without support. The ALC strives to accommodate those students whom have documented disabilities in the hopes of enhancing their chance of success at our great institution.

Core services include: learning plan development, exam accommodations, assistive technologies, alternate format resources, funding assistance, general advising as well as personalized support staff including, Educational Assistants, Academic Strategists, Tutors and Note takers.

Learn more: <https://www.uleth.ca/ross/accommodated-learning-centre>

3.2.4 Other Services

Security - The U of L Security Services operates 24 hours a day, 7 days a week. Security operation is comprised of a combination of preventative patrol, CCTV surveillance, intrusion alarms, and response to calls. Uniformed Security Officers patrol all buildings and parking lots. Security Services also provides first response to requests for medical assistance. Contact Security by activating an emergency telephone on campus, or by dialing the **Emergency Number (2345)**.

Printing Services - Printing Services is a full service printing operation, providing services in offset printing, high speed black and white or color copying and convenience copiers. Printing Services is in the Parkway Service Complex. Visit their website to place an order: <http://www.uleth.ca/printing/>.

The International Centre - assists international students in adapting to campus life socially, academically, and culturally. They provide services, teaching, and guidance within a supportive, respectful, welcoming and collaborative environment including: English for Academic Purposes (EAP), English Language Services, and Study Abroad/Exchange.

3.3 Societies, Clubs and Students' Union

Clubs are an essential part of the community atmosphere and provide opportunities to meet people, have fun and expand your involvement in your studies. Club membership is open to all full-time and part-time students, professors, staff and the community. In the past, New Media students have been active as members of CKXU (campus radio station, www.ckxu.com) and *The Meliorist* (student newspaper, www.themeliorist.ca).

For more information about societies, clubs, organizations and other aspects of campus life, visit U of L Students' Union website: <http://clubs.ulsu.ca/>

3.3.1 New Media Student's Society

The New Media Students' Society is dedicated to encourage the creation of content and providing opportunities for students to grow through their work. Contact nmssuleth@gmail.com for more info.

3.4 Technology Services

3.4.1 ULink

ULink serves as your gateway to many University services like The Bridge, Moodle, Email, Library and more. It is designed to provide centralized access to all the information students need when interacting with the University by consolidating the most commonly used features all into one location.

3.4.2 University of Lethbridge Mobile App

Available for both iOS and Android devices, the free UofL Mobile App gives you even easier access to

many of the same features in the ULink from your mobile device. Download here:
<http://www.uleth.ca/information-technology/services/ulethbridge-mobile-app>

4. Labs and Facilities

4.1 Overview

Over the past decade, the U of L has invested heavily in technology for students, staff, and faculty. Email stations are located through the campus, an extensive wireless network is available (open or guest access and secure access), and numerous computer labs are located across campus. As well, the Department of New Media continually invests in computer hardware and software as well as a variety of video and audio equipment, which is available to New Media students through specialized computer labs and the New Media equipment pool.

4.2 Lab Profiles

New Media student have access to a variety of labs, classrooms, and work areas.

The B5 Labs (B519 and B520) – These two labs are the main New Media teaching spaces and are also open to students when classes are not in session. Consequently, New Media majors spend a lot of time in these labs, which provide specialized hardware and software that are not available in other labs on campus. B519 and B520 are intended for processor-intensive or specialized tasks relating to New Media. As a result, for word processing and other, simple computing needs, you should make use of other labs on campus.

It should also be noted that while these labs are accessible to all students from 8am to 6pm, 24 hour access requires swiping your student ID card in the card-reader to the left of the door.

Note: B519 and B520 are restricted to enrolled students when classes are scheduled.

B519 Lab hours: <https://www.uleth.ca/information-technology/labs/stats/schedules/B519.html>

B520 Lab hours: <https://www.uleth.ca/information-technology/labs/stats/schedules/B520.html>

The B5 labs have an extensive suite of industry-standard software packages on the computers. Here's a list: <http://www.uleth.ca/information-technology/resources-labs/computer-lab-software#b520>

Asper Centre for New Media (W700) – The Asper Centre for New Media (W700, W700B, W721) is composed of a shared general space with Digital Audio Arts, a dedicated New Media Lab, a digital art gallery, and the New Media Equipment Room. 24-hour access is provided to W700 and W700B by swiping your student ID card in the card-reader to the left of the main door.

The W700 lobby is a shared general space for any students with access, so long as they are not disturbing work in the adjoining spaces

The W700B lab is a dedicated New Media lab with 19 PCs (with the same software suit as the B5 labs). This lab generally remains open to students to work on projects outside of scheduled class time.

New Media Equipment Checkout (W721) – The New Media Equipment Checkout provides New Media students with access to a pool of equipment for use a multitude of classes as well as personal work. After receiving the requisite training in class, students can borrow DSLR cameras, lighting kits, audio

recorders, tripods, and other accessories.

W721 is also where keys can be picked up for using the Digital Cinema Suite and Cove Studio. It is accessible from the W700 lobby as well as the North level 7 hallway in the University Center of the Arts building.

Digital Cinema Suite (W402) – The Digital Cinema Suite houses a trio of editing rooms for visual production work. DCS A, the ‘online’ finishing suite, is equipped for professional color correction, 5.1 surround sound mixing, and high end hardware for editing and producing HD video. DCS B and DCS C, the ‘offline’ editing suites, are equipped for HD video editing and stereo mixing.

Students enrolled in courses that utilize the suites will be granted access. Students not currently enrolled but have received the appropriate training may still use the suite.

Cove Studio (W426) – This studio houses specialized lighting equipment and a green-screen cyclorama for photography and compositing work.

New Media students are given access to the studio for film and photo courses, but may book time for other projects once they have received the required training in class.

Game Research Lab (W560) – The Game Research Lab is a New Media lab space that contains videogame consoles, games, TVs, and other miscellaneous equipment. The space is primarily used to support gaming-related courses in the Department of New Media. Access is given to students enrolled in specific, gaming-related courses. New Media majors with a minimum third-year standing may request access through authorized faculty or the Chair of the department.

Motion Capture Lab (PE240) – The Department of New Media has access to the University’s Vicon Motion Capture system. New Media students interested in character animation and modeling can get hands-on experience with the motion capture system and data clean-up through NMED 3830 (Theory and Practice of Motion Capture). In addition, the system is sometimes used by faculty for research or other projects and New Media students may have the opportunity to work with faculty on these special projects. Note: the motion capture system is for use in Faculty research and is not available to students for independent projects.

Other Computer Labs of Interest – The University of Lethbridge provides a variety of computer labs for general student use and you can find more information about these labs—including location, lists of hardware/software, hours of operation and availability—from the Information Technology (IT) website: <http://www.uleth.ca/information-technology/resources/lab-resources>

4.3 Logins

Your user name and password are needed for email, computer, and general login. The username or email login name is usually, *firstname.lastname*. You’ll get a default password, which should be changed promptly after logging in for the first time.

4.4 IT and New Media Policies

A brief summary of the U of L Information Technology (IT) department policies is provided below,

- Students must take reasonable steps to safeguard their passwords

- Students must make an effort to prevent the spread of all computer viruses or other malicious software/processes
- Students must take reasonable steps to protect University computer and network resources from damage
- Students are not allowed to infringe copyrights, trademarks, trade secrets, patents, or any other protected intellectual property
- Students must comply with software license agreements
- Users must not deliberately perform acts that waste computer resources or unfairly monopolize University network or computer resources
- The U of L respects the privacy of authorized users of its computer and network resources

New Media students are asked to take an active role in safeguarding University equipment, software and labs so that the learning environment is open to all.

Complete IT policy document:

http://www.uleth.ca/policy/sites/policy/files/policy/Computer%20Use_November%2020,%202003.pdf

4.5 HOH – Hierarchy of Help

When you encounter difficulties while working with hardware or software, the following steps can be taken to troubleshoot a problem. Please follow them in the order listed below.

- 1) Program Documentation – All programs include a help guide and this is the first place to look when encountering difficulties with software or when trying to figure out a software issue.
- 2) Peers – Ask friends! Fellow New Media students are an incredible resource and chances are they have had the same problem at some point.
- 3) Internet Sites and Online Tutorials – Internet sites and forums exist for all major software packages, use Google or another search engine to find these and locate an answer.
- 4) Instructors – Don't be afraid to ask professors for help, just ensure that you have exhausted the resources listed above before doing so. Profs are often very busy with research, course preparation, marking and administrative work.

Major Hardware Problems: Should you encounter major hardware problems (i.e. network problems or a specific lab computer is malfunctioning) you should report the problem to your professor. If a professor is not available, report the problem to the NMED Technical Specialist (W700L, 403-394-3958) or IT staff.

4.6 Wi-Fi/Wireless Access on Campus

The U of L maintains a central wireless infrastructure with two different networks. General access can be gained through the GUEST@UOFL wireless network.

GUEST@UOFL Wireless: This wireless network is meant primarily for student and guest access. General Internet activities are best served by using this network. There is limited access to trusted campus resources through this network.

Your laptop or device should automatically pick up the GUEST network. If you experience connection problems, contact IT Help Desk (403-329-2490 or email help@uleth.ca).

4.8 Lab Etiquette

4.8.1 Bandwidth and Transfers

The U of L devotes much in the way of resources to ensure that students, faculty and staff have computer resources and Internet connectivity they require to be productive and successful. It is vital we keep in mind that one person's actions online can effect others' experiences. When using the U of L Internet connection please refrain from using the connection for 'bandwidth-thirsty' applications and purposes such as distributed computing projects and torrent-style file sharing.

4.8.2 File Naming Conventions

An important concept to learn while in University is that computer files often need to be shared (with other students or with professors). Consequently, care needs to be taken when naming files. For example, if you hand in a file as part of a class assignment, problems arise if most students name their file `Assignment1.pdf` as this will become confusing for the professor.

When naming a document that other students or professors will see, please use a naming convention and stick to it. A proper naming convention includes the name of the project/assignment, date, and author's name. Using the underscore symbol to separate each word or number ensures it is readable by all operating systems and programs. For example:

`Firstname_Lastname_assign1_May2009.pdf`

More generally, it is always advisable to make sure the person you are sharing files with has the same version of software or can open the file type you are sending. A good rule to follow is never assume the person you are sending a file to has the same software or even the same version of the software you are using.

4.8.3 Food/Drink/Garbage and Lab Cleanliness

Great care, time, and resources have been invested in creating a learning and working environment for students. It is essential for students to maintain this environment to their working benefit.

Food and drinks are not allowed at or near computer stations or may not even be allowed in the lab in some cases (check lab policy). It is permissible to have a closed container drink at your work station. In some cases a separate table may be designated within the lab to place drinks on. Any food should be consumed outside of the labs in the common area.

When you leave, please pick up any garbage and place it in the receptacles around the labs. It is also helpful if all cans, bottles and juice boxes are recycled. Please look for the large blue recycle bins and use them. You can also recycle used batteries in the white battery recycle bins scattered across campus. Chairs should be pushed in and computer accessories should be left in a reasonably tidy state.

Introductory Technical Concepts

5.1 Data Redundancy

Data redundancy is defined as securing your valuable data so it is less likely to be lost by ensuring there are *at least* two copies on two independent systems. This way, if one system fails, no data is lost. This is a vital concept to both understand and practice, as projects and assignments may represent massive hours of work. This work is far too valuable to be compromised by a simple mistake, error, or hardware failure.

- Use a consistent file naming convention with the date so you know which copies of your file are current. For example, call the project file `c1own_face_3d_may12.3ds` since it identifies the subject matter, date, and uses underscores to ensure the title reads the same on any operating system. If you submit the file as part of an assignment, include your name and other necessary information as described in 4.8.2.
- Purchase and use flash memory (memory key, USB drive, memory stick, thumb drive). You should have as much of your project saved on flash memory as possible (depending project size).
- If a project cannot fit on flash-based media, purchase and use an external, portable hard drive. Any USB 2.0 portable hard drive will do, but it is recommended that you purchase a portable or 'ruggedized' hard drive that can withstand the wear and tear of being carried around.
- When affordable, in addition to your mobile hard drive for current work, it is best that you also have a backup hard drive on which to save a second copy of all your course work. The backup hard drive should be updated at least twice per week, but updating it daily is the safest solution.
- Files can be temporarily saved on the D:\ drive of computers in B5 labs or W700B, but this storage is not secure and files can be accessed and deleted by other users. Computer lab hard drives are erased at the end of each semester so make sure to archive files you want kept before the end of the semester. Smaller files can be stored on the P:\ network drive (each student is assigned space on this drive). Network drives are backed-up by IT, however, any files stored on these drives use up your total quota of storage space.

If all students practice proper data redundancy, many difficulties can be avoided, and it becomes much less likely that you'll lose data or assignments.

5.2 Email and Forwarding

U of L students are issued an email account, with the default email address of *firstname.lastname@uleth.ca*. (If more than one person has the same name, the newest student's email address is suffixed with a single digit, ascending as multiples of this name, i.e. john.doe2@uleth.ca.)

Email address of fellow students, faculty and staff are at: <http://directory.uleth.ca/>. The search option 'Name in entire University E-mail Directory' (includes all current students) is, for reasons of personal security, only accessible by using a computer connected to the campus network system.

New mail can be checked on any computer with access to the Internet, navigate to <http://webmail.uleth.ca/> and login to access your mail. This method ("Webmail") can be accessed from anywhere in the world and is fully functional.

Note: if you forward your uleth email to another email service or if you use another email account, it is advisable to use an email address that closely resembles your full name. Using informal nicknames (i.e. superdude@gmail.com) may lead to problems as your email might be mislabeled as spam. This is also important to remember when applying for jobs, design competitions, etc.

5.3 Personal Storage Restrictions

The default space for student storage on the P:\ drive can be increased by contacting the IT help desk (403-329-2490).

5.4 Software Piracy

Software piracy is a prominent and complex issue. When persons pay for software, they do not become the *owner*, rather they purchase a *license* to use the software. Paying for the license does not give the right to distribute software to peers. Software piracy has a severe effect on the global economy and the companies (especially smaller companies) that created that software.

Please take into consideration the cost of software when considering buying a new computer. Student pricing is available for all major software suites and can be as much as an 80% discount of the normal retail price.

U of L students are eligible to receive a substantial discount on educationally-priced software when available. IT sometimes enters into agreements with hardware and software manufacturers to provide educational discounts to students, staff and employees. Get info at: <https://www.uleth.ca/information-technology/store/purchase>.

Free, open source software can also meet your various needs. Open source software has been developed by an open community of users. They encourage participation in the design of these products and, increasingly, the software packages rival commercial software. Open source software is available for most operating systems. Get more info at: (<http://www.osalt.com/>). Programs including Firefox (web browser), GIMP (similar to Photoshop), Open Office (office applications), Blender (3D modeling), Inkscape (vector graphics software similar to Adobe Illustrator) are notable examples.

5.5 File Sharing

Sharing copyrighted material (especially uploading copyrighted material) on peer-to-peer networks is illegal in Canada. Consequently, make an effort to become familiar with these complex and interesting issues. For example, there is a levy on recordable media to help combat some piracy in this sense. The “blank media levy” was introduced in 1997 and is still in effect today. As a side note, the tax that was formally enforced on all new MP3 players (such as iPods) was removed in 2004, and there is no tax on new MP3 players. Most ports that major file-sharing applications use are blocked on campus and in residence.

5.6 Torrents and Online Games

“Torrents” and “BitTorrent” are common names of a popular method of file sharing. BitTorrent is a second-generation, decentralized file sharing system with no central server. Using torrents can be an effective way to legally distribute content as it is much quicker than a direct download from a single server. Consequently, you may encounter the need to use torrents in your work. However, BitTorrent is often (and most prominently) used for piracy.

Ports 6881-6889 are blocked on campus and downloading torrents anywhere on campus will not work. Likewise, ports for online games and MMORPGs (Massively Multiplayer Online Role-Playing Games) are also blocked on campus.

6. Courses and Program Planning

6.1 Program of Study

The BFA-New Media program has requirements that must be fulfilled. You are responsible for registering for courses in the proper sequence (consult the Program Planning Guide, see below), ensuring you have the proper pre-requisites to register in a specific course, and fulfilling all program requirements. If you need assistance, contact the Fine Arts Advising Office.

During your studies, be sure to make periodic appointments with the Fine Arts advising office to review

your program status. At the beginning of year three and year four have the Fine Arts advising office review your transcript to make sure you are fulfilling all the program requirements so you can graduate.

You fulfill the program requirements according to the Calendar year in which you entered the program. For example, if you entered the New Media program in 2009/2010, you fulfill the program requirements as listed in the 2009/2010 program planning guide. New Media is constantly growing and evolving and, therefore, slight changes to the program may be introduced while you are a student. Even if a change is made to the program, you still follow the Program Planning Guide for the year you entered the program. You can officially changing your Calendar year if you want to follow new changes to the program but, in this case, make an appointment with Fine Arts Advising to discuss such a change.

Current BFA-New Media Program Planning Guide:

http://www.uleth.ca/ross/ppgs/fine_arts/bfa_newmedia.pdf

Archive for all Program Planning Guides: <https://www.uleth.ca/ross/ppgs/index.html#step1>

6.2 Writing 1000

Writing forms the heart of your university experience and, despite the focus on visual and aural material in new media, written communication is an integral skill for all kinds of careers, including those in new media. If you struggle with formal aspects of writing (spelling, grammar and sentence structure, composition) or just want to improve your skills, it is highly recommended to take Writing 1000 (Introduction to Academic Writing) early in your academic career to help with both critical reading and writing at the university level. **Please Note:** Writing 1000 counts as an elective in the BFA-New Media program.

6.3 Electives and GLER Courses

6.3.1 Electives

The U of L is a Liberal Arts institution, which means the learning environment is structured so students receive instruction in their specific area of study (i.e. New Media) and also take courses in related fields from other departments and faculties. This approach to higher education produces well-rounded students who are knowledgeable about their field of study and understand how similar issues are approached in other fields. In the BFA New Media program, students learn about new media and broaden their creative and analytical skills by taking required and elective courses in Art, Music and Drama. This is a tremendous opportunity. For example, students interested in character animation can take specific courses in New Media and also take drawing, screenwriting, painting, and acting courses; all of which are integral to the creation of animated characters.

In addition, many New Media courses can be taken as electives. These second, third, and fourth-year options include both studio courses and seminars. Some courses are offered on a regular basis while others, such as special topics classes, might be offered every second year. Courses offered in the upcoming semester are posted on bulletin boards outside the Fine Arts advising office (W660).

Possible Electives Courses in New Media, including Special Topics Courses.

Studio Courses

NMED 2015 - Digital Drawing and Animation

CINE 3010 - Cinematography and Lighting

CINE 3110 - Postproduction and Visual Effects

NMED 3640 - Character Animation I

NMED 4520 - Advanced Web Design

NMED 3040 - Colour Theory and Digital Photo Manipulation
NMED 3820 - Information Design
NMED 3720 - The Dynamic Web
NMED 3310 - Game Design: Theory and Practice
CINE 4420 - Screenwriting
NMED 4830 - Theory and Practice of Motion Capture
NMED 4710 - Video Game Production

Seminar Courses

NMED 3560 - Popular Narrative
NMED 2040 - Function and Culture of Design
CINE 3001 - Film Authorship
NMED 3250 - Media, Advertising, and Consumer Culture
NMED 3300 - Theory and Aesthetics of Digital Games
CINE 3550 - History of Animation (special topics course)
CINE 3810 - Expanded Cinema
CINE3850 - Film Noir (special topics course)
NMED 3200 - Film Genres (Series)
CINE 3850 - Film Theory (special topics course)
NMED 3650 - Modern Media, War and Propaganda (special topics course)

Required (*) and Possible Elective Courses in Art, Drama & Music

Art

ART 1000 - Introduction to Art*
ART 2030 - Visual Foundations*
ART 3004 - Photo-Arts I & II
ART 3010 - Drawing (Principles and Practices)
ART 3026 - Photo Arts I
ART 3060 - Media Arts (Introduction to Digital Studio)
ART 3061 - Media Arts (Video Sketchbook)
ART 3160 - Drawing II (The Body)

Music

MUSI 1000 - Introduction to Music
MUSI 1011 - Materials of Music*
MUSI 2500 - Music and Computers*
MUSI 3030 - Film Music

Drama

DRAM 1000 - Introduction to Dramatic Arts
DRAM 2340 - Movement I
DRAM 2750 - Playwriting I
DRAM 2811 - Stagecraft I

DRAM 3040 - Exploring Creativity
DRAM 3750 – Playwriting II

DRAM 4312 - Acting for the Camera

6.3.2 Liberal Education List Requirements Courses

General Liberal Education List Requirement component is part of your degree requirements. In the Liberal Arts tradition, students can choose from a variety of courses offered by other departments and faculties.

All U of L students take at least four courses from three different areas: Fine Arts and Humanities, Social Sciences, and Sciences. A list of courses and information about Liberal Education List Requirements is in the Calendar (Part 4, Academic Regulations, Policies and Program Requirements).

<https://www.uleth.ca/ross/academic-calendar>

Note: Fine Arts and Humanities requirements are completed by taking required New Media courses. Therefore, Liberal Education List Requirements consists of four Social Science courses and four Science courses.

Be sure to use your Liberal Education List courses and electives wisely to supplement your New Media study. For example, if you are interested in character animation, you might take a Kinesiology course (i.e. KNES 2600 - Functional Human Anatomy), which focuses on human anatomy and movement.

These courses could be considered a Liberal Education list requirement or an elective. *Note: Some course may have additional prerequisites, so check the calendar.*

Anthropology

ANTH 2110 – The Anthropology of Popular Culture (Social Science)

ANTH 2510 - Language, Culture, and Communication (Social Science)

Computer Science

CPSC 1620 - Fundamentals of Programming I (Science)

Education

EDUC 4765 - New Media and Learning (elective)

EDUC 4766 - Web-Based Learning (elective)

English

ENGL 1900 – Introduction to Language and Literature

ENGL 2610 - Survey of Children’s Literature (elective)

ENGL 3010 - Literary Theory (elective)

Kinesiology

KNES 2110 - Biophysical Foundations of Human Movement (Science)

KNES 2600 - Functional Human Anatomy (Science)

Library Science

LBSC 2000 - Library Research and Information Systems (elective)

Psychology

PSYC 2320 - Cognition and Perception: Thinking and Seeing (Science)

PSYC 2800 - Social Psychology (Social Science)

Sociology

SOCI 3740 - Digital Culture and Society (Social Science)

Depending on your interests and career goals, you may could consider specific courses in Computer Science, English, History, Political Science, Philosophy, Religious Studies, Women's Studies, etc. Also, each department offers special topics courses not listed in the Calendar. Check each semester's timetable carefully.

6.4 Internship Education

New Media students have the option of choosing an internship placement during their final semester. The internship allows you to apply the knowledge learned during your university studies in a variety of fields in new media. Students have benefited a great deal from their internship semester and if you are considering an internship contact the Internship Program Coordinator by the start of your third year.

The New Media Internship objectives include:

- Providing opportunities to apply academic knowledge/skills
- Introducing students to various employment possibilities
- Helping develop self-directed job search skills
- Offering challenging and relevant work experience
- Assisting in making realistic and informed career choices
- Providing opportunities to build valuable contacts within the new media industry
- Assisting in the transition from university to the workplace

Important Aspects of the Internship

- Internship will be a minimum of 300 hours and not more than 400 hours (a student may remain for a longer period, if necessary)
- May be taken with educational institutions, businesses, new media companies, not-for-profit associations, and government
- Areas may include web and graphic design, interactive media, video production and post-production, animation, modeling and game design, visual effects and compositing, etc.

Internship Program Coordinator

Ryan Harper-Brown, Internship Coordinator

Office: W858 (University Centre for the Arts)

Phone: (403) 394-3913

Email: newmedia.internships@uleth.ca

The Internship Coordinator can provide you with:

- Help with identifying companies/organizations to suit your interests and/or qualifications
- Information about possible internship or employment opportunities
- Assistance with preparing cover letters, resumes, submission procedures, and contacting companies
- Assistance with visa, employment authorization, or other necessary documentation
- Liaise between you and the company during the internship placement

6.5 Advanced Studio

Instead of taking an internship, students can take Advanced Studio plus three other New Media courses during their final semester.

Advanced Studio (plus three other New Media courses) enables students to pursue more independent, creative research. This is an ideal option for those wanting to pursue graduate studies or for those

wishing to devote more time to a specific project or larger body of creative work. Advanced Studio is a 'double' (or six-credit) course, which provides a structured environment where students can pursue a creative project in an area of their choice, under the supervision of a New Media faculty member. Advanced Studio provides students with the opportunity to conceive, research, develop, and complete a large-scale new media project. Students are given the freedom to work independently while, at the same time, drawing upon the expertise and guidance of the professor and the creative and critical input of other senior students.

6.6 Career Planning

Through NMED 3900 - Portfolio and Professional Practice, NMED 4690 – Advanced Studio, NMED 4651 and NMED 4661 Internship, you are given the opportunity to refine your career interests and/or prepare yourself for future studies. In addition, Career and Employment Services (CES) assists students and alumni with their career exploration and work search needs. CES also serves employers and organizations by facilitating their recruitment of U of L students. For more info:

<http://www.uleth.ca/ross/ces/>

This is the end... but only of this document. You'll receive more information on a continual basis and if you have any other questions, do not hesitate to ask fellow students, professors, staff, or the department chairperson.

Also please note that policies, courses and procedures are in continual flux. While every effort will be made to keep this document updated, you should check with the Department Chair or the Advising Office for the most current information.