



Introductions to New Media Faculty and Staff:

Chong, Lance	Faculty	W876
Clearwater, David	Faculty	W886
Cooley, Dana	Faculty	W888
Cousins, Bob	Faculty (Study Leave: 2011/12)	
Elias, Leanne	Faculty	W880
Fulton, Matthew	Technical Specialist, Fine Arts	W700L
Graham, James	Faculty	W728
Luce, Emily	Faculty	W882
Olsen, Deric	Faculty	W862
Pickering, Anna	Faculty/Internship Coordinator	A414
Sirbu, Daniela	Faculty / Dept. Chair	W874
Smith, A William	Faculty	W889
Taylor, Aaron	Faculty	W864
Olson, Michelle	New Media Admin. Support	W666

University of Lethbridge Campus Directory: <http://directory.uleth.ca/>

Use the directory to locate office telephone numbers and email addresses of faculty and staff. While on campus, the directory can also be used to locate email addresses of other students.

NMED Program Requirements – Program Planning Guide (PPG)

- follow the PPG for **the year you entered the program** (2011-2012); you must declare your intention to follow a different calendar year if you want to take advantage of any future curriculum changes to the program.
- **be proactive** and keep track of courses and program requirements; try to follow the 'Sample Sequencing Plan.'

Program Planning Guide: http://www.uleth.ca/ross/ppgs/nmed_bfa.pdf

The Program Planning Guide helps ensure that you are fulfilling all degree requirements and that you are registering in the proper classes each semester.

- **Visit Fine Arts Advising** (James Dobbie, W660) in your third year and definitely before entering your final year to ensure you are on track to graduate.

Faculty of Fine Arts Advising: <http://www.uleth.ca/finearts/advising/>

If you need to discuss your academic performance or check about program requirements, you can book appointments online.



Electives, GLERs, and Attending a Liberal Arts University

- The UofL is a **Liberal Arts** Institution... what does that mean?
- experiment but also **choose elective/GLER courses wisely** so as to complement your New Media studies.

Navigating Year One

- Typically, **the first year (especially the first semester) is the most difficult** and stressful for the majority of students.
- **Pace yourself**... stay on top of deadlines and plan your time accordingly.
- If you have to, use Facebook/Twitter/Youtube/etc... but don't let those services use you... remember that many of these services are designed to occupy as much of your attention as possible. ****Time management is key****
- **Take care of your health**... good nutrition, sleep, and **wash your hands often!!!**

Technology Purchases for the New Media Program

- We recommend that you **wait until year two or three** to make a large computer purchase (that way, you'll have a better idea of your future career path and computing needs).
- **Over the 1st year:** use departmental computers/equipment/software.
- **Today:** purchase a **8-16GB flash/USB/thumb drive** (remember that flash memory will degrade over time so these need to be replaced, especially during heavy use) and a larger (250-500GB) **portable (rugged) hard drive** for transferring files between labs and home/school; also good **headphones** for use in the labs.
- **Soon:** Large **internal or external hard drive for the archiving of your work**... devise a system to back up your data (data redundancy best practice: make sure you have more than one copy in more than one place). ****Your portable hard drive is not suitable as a back-up drive.**
- **Software:** educational versions of most software packages can be ordered through the bookstore/IT... but remember that there are often restrictions on educational software/equipment (i.e. these cannot be used for commercial applications). Also, open source (often free) software may be available too.

New Media Student Handbooks:

<http://www.uleth.ca/finearts/departments/new-media/student-handbook>



The handbooks provide students with a variety of information about the program, the university and other aspects of university life.

Getting Involved

- ask other New Media students for advice.
- There are a variety of **campus clubs**... New Media Students Society, New Media Film Society.
- In the past, New Media students have also been involved with JAMS (Japanese Anime and Manga Society), the Meliorist (student newspaper), CKXU/88.3FM (Campus Radio Station).
- watch out for departmental events and exhibitions (especially through NMED 3700: Event and Exhibition Design), organized trips to conferences, events/exhibitions organized by the New Media Students Society, etc.
- **New Media Student Representatives:** one or two students are nominated/elected each year and act as official liaisons between the student body and the department.

New Media Student Reps.

- Ideas and concerns can be *officially* relayed through the student reps... of course, please feel free to approach faculty or the department chairperson too.

Main B5 Labs, W700, W426

- a tour of these facilities will take place after this orientation
- The '**B5 Labs**' (B519 and B520) are the main labs used by the New Media Department. The New Media department purchases computers and software for these labs (usually the IT department outfits computer labs). The B5 labs are open during regular lab hours and are normally closed during the summer months. Some New Media course take place in other labs. Please note that hardware/software will vary for each lab.

UofL Information Technology: Computer Labs: <http://www.uleth.ca/it/labs>

This website lists the hours of operation for all computer labs on campus, as well as providing equipment lists and the software available in each lab. You can also access other services and information relating to your IT account.



- **W700** is composed of a series of labs that are used by the New Media Department and the Digital Audio Arts program (Music). Access to these labs is reserved for senior New Media students (primarily students in their 3rd and 4th year).
- **W426** is the lighting studio Associated with cinematography and compositing courses. It consists of a lighting grid and large green screen.

New Media Equipment Pool

- Equipment pool contains various cameras, sound recording devices, tri-pods, lights, etc.
- **Some equipment is reserved** for use in specific courses or only after students receive **training** in specific courses.
- In order to take out equipment, a **\$50 deposit** needs to be made at the cash office (the form/receipt needs to be brought to the Proctor's Desk outside B519/B520 (takes one to two days to clear).
- If you have not accumulated any late fines nor are you responsible for missing/broken equipment, you can submit a **refund form** (usually in April) and get \$30 back. (\$20 is held to help offset maintenance, repair and replacement costs, etc.).
- **Take care of the equipment!!!** While the Department of New Media has substantial resources to purchase a variety of lab computers and hardware, equipment, and software, we do not have infinite resources. So, please take care of lab hardware and any other equipment available from the New Media Equipment Pool.

NewMedia-L (listserv), departmental email list

- you should be subscribed automatically but if not, please sign up as this is the main (and official) way for the department to communicate with the New Media student body.

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

If you have not been added automatically, all students are encouraged to subscribe to the New Media listserv (newmedia-L) by visiting the URL listed above. Newmedia-L is the major means of communication between the department and students and will regularly feature important news items, information on teaching assistantships and summer jobs, student design competitions, etc.



Internship Program / Advanced Studio

- during the very last semester, New Media students can take either the Internship Program or the Advanced Studio (along with two senior NMED courses)... so what is the difference?

Internship Program:

- good route to follow if you know you want to enter a particular field or a particular industry.
- allows you to “get a foot in the door,” to begin building a professional network, and to get hands on experience inside an operating business or organization.
- you should begin thinking more specifically about the process at the beginning of your third year... research interesting companies/industries and you can make an appointment Anna Pickering (New Media Internship Coordinator), who can help you get started.

Advanced Studio:

- Good route to follow if you want to pursue graduate studies or a specialized media training school.
- allows you to work on a large-scale creative project where you can focus on refining particular skill sets, techniques, and knowledge; you also take two extra senior NMED courses during the semester.

Academic Regulations and New Media

Please check out Part 4 of the UofL Academic Calendar so that you are familiar with academic regulations and the responsibilities of students.

In the context of New Media, certain concepts like Plagiarism, Duplication, Misrepresentation (again, see Part 4 of Calendar) take on additional meanings:

Plagiarism usually refers to not properly citing the work of others when, say, writing an academic paper... **what about creative media practice where sampling/borrowing is common?**



- you should **ask your professor** if sampling/appropriation is OK for each assignment... if you sample/borrow, then you **need to acknowledge** what you have borrowed (in the credits or documentation).
- you should also be aware of **intellectual property rights and copyright** and protect yourself accordingly... look for materials (i.e. background music or textures) that are in the **public domain** or where a **Creative Commons license** is attached that allows you to legally use that material... make sure you properly acknowledge that fact.

Duplication refers to the act of handing in work completed in one class as an assignment in another class (duplicating academic work) and would also include submitting work created, in part, by others (i.e. group work).

University Academic Calendar: <http://www.uleth.ca/ross/calendar/calendar.html>

The University Calendar contains policies and regulations pertaining to your academic career. It also contains lists of courses, awards and scholarships and university services.

New Media: Educational Software and Equipment

- The University and the Department of New Media most often purchases software and equipment under **Educational Licenses**... one of the stipulations of such a license is that the software/equipment **cannot be used for commercial purposes**.
- this will likely also apply to any software and hardware you purchase under a educational license.

Question: How many of you use illegal copies of software?

- this is an issue that you should begin thinking about in more depth... especially as you near the end of your degree and begin embarking on a professional career
- you should get in the habit of reading (and understanding) any license agreements, EULAs (End-User License Agreement), copyright law, etc.

Welcome to the Department of New Media
And have a great first-year university experience!