Welcome to the BACHELOR OF MEDIA PRODUCTION AND DESIGN PROGRAM Academic Orientation Day!
Faculty of Public Affairs

SCHOOL OF JOURNALISM AND COMMUNICATION

Chris Waddell
Program Director
Leigh-Ann Butler
Undergraduate Administrator
Victoria McArthur
Faculty Member
Katelyn Graham
Faculty Member
Ben Simmonds/Chris Chow
BMPD Student Society

MEDIA PRODUCTION AND DESIGN
Agenda

9:30 am – 10 am  Shirt Pick up
10 am – 12 pm  Presentation
12 pm – 1 pm  Lunch/BBQ
1 pm – 4:30 pm  Carleton Expo
Contents

CU 1001

Academic Support

Student Support

Student Experience
## CU 1001

### Media Production and Design

### Transitioning to Carleton

<table>
<thead>
<tr>
<th>High School</th>
<th>University</th>
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<tbody>
<tr>
<td>Mandatory Attendance</td>
<td>Voluntary Attendance</td>
</tr>
<tr>
<td>Free (Usually)</td>
<td>Pay Tuition</td>
</tr>
<tr>
<td>Designated schedule</td>
<td>Self-arranged schedule</td>
</tr>
<tr>
<td>Need permission for activities</td>
<td>Choice of activity participation</td>
</tr>
<tr>
<td>Actions are monitored &amp; corrected</td>
<td>Responsible for own actions</td>
</tr>
</tbody>
</table>
CU 1001

CULEARN

- Navigating
- Assessments
- Grades
- Messaging
- Calendar

Media Production and Design
CU 1001

MYCARLETON ONE

• Setup through **Carleton Central**

• Visit **IT Services** for support
  *(Discovery Centre, 4th Floor, MacOdrum Library)*
What does your campus card do?
• Rent library books
• eLaundry on residence
• Access to athletics facilities
• Access to meal plan
• Make purchases around campus

What does your UPASS do?
• Access to OC Transpo and STO services
• Tap your UPASS on the card reader when boarding the bus
EMAILING PROFESSORS

professor@carleton.ca

Subject

Hey

I'm a student in one of your classes but I don't know how to find the textbook LOL. Where do I find this book?

Also, I missed the first class because I was sick. Can you send me all your notes from the class for me?:)

Jane
TIPS AND TRICKS TO EMAILING YOUR PROFESSOR

1. If you think the information is readily available, make sure to look for it before you ask.
2. Be courteous.
3. Identify yourself, your student number and the course you are in.
4. Be precise and specific.
5. Proofread your email before sending it.
6. Use your Carleton email address.
7. Use the subject line well so its relevant and useful.
8. Thank your instructor for their response and help.
<table>
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<th>Grade points for 1.0 credits</th>
<th>Grade Points for 0.5 credits</th>
<th>Percentage Equivalency</th>
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<td>A+ = 6.0</td>
<td>90-100%</td>
</tr>
<tr>
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<td>A = 5.5</td>
<td>85-89%</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>F = 0.0</td>
<td>F = 0.0</td>
<td>0-49%</td>
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</tbody>
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CU 1001

CALCULATE YOUR CGPA

Check your Audit!

Overall GPA

Major GPA
Graduating students in any undergraduate degree will have exceptional academic achievement recognized if the student:

- Completes 10.0 credits at Carleton University
- High Distinction = Overall CGPA above 10.40
- Distinction = CGPA between 9.80 to 10.40
- These successes will be recorded on transcript and diploma.
To get onto the Dean’s Honour List, you must achieve a CGPA of 10.0+

Candidates will be considered for scholarships and the Deans’ Honour List based on the grade point average (GPA) of all Carleton credits/courses taken in the 12-month period May to April.
CU 1001

CHECKLIST FOR SUCCESS

- Collect all syllabuses, usually found online or given out in the first week of class
- Record down all professor and TA email addresses and office hours
- Write down a list of all the textbooks you need so you can buy them at the Bookstore, Haven Books and Café and other vendors
- Compile all due dates in a calendar planner
- Attend class
CU 1001

CHECKLIST FOR SUCCESS

• Complete your readings
• Know and use the resources and services available to you on campus
• Set goals for yourself for the semester:
  • What steps can you take toward your goal?
  • What issues might you face and how might you overcome them?
  • What campus services can help you achieve your goal?
Contents

CU 1001

Academic Support

Student Support

Student Experience
Academic Support

REGISTRARS OFFICE

300 Tory Building

• Manages the academic activities of all Carleton University students.

• Services Offered
  • Transcripts
  • Letters of enrolment
  • Registration assistance
ACADEMIC ADVISING CENTRE

302 Tory Building

- Meet one-on-one with an academic advisor to discuss your path to academic success
- Discussion topics:
  - Changing program elements
  - Develop a plan to stay on track
  - Review your academic audit
  - Understand academic rules
DEPARTMENTAL ADVISORS

- Undergraduate Administrator: LEIGH-ANN BUTLER
- Can help you with course sequencing and other important elements
- Can answer program specific questions such as:
  - Assist with course selection
  - Information on prerequisites
  - Graduate study opportunities
MACODRUM LIBRARY: LAYOUT

1st Floor
Maps, Data and Government Information

2nd Floor
Research Help Desk

3rd Floor
Silent Study

4th Floor
Discovery Centre
Centre for Student Academic Success

5th Floor
Graduate Floor
ROLE OF A LIBRARIAN

Library Services Desk
• Answer any questions you may have related to the library
• Help find library materials

Research Help
• Specialists help you navigate the library archives to find journals or resources to help with your research or studies
Library Resources

Borrowing
• Houses a collection of over 3.4 million books, journals, government documents, maps, newspapers and many more

Laptop Loan Program
• Borrow one of our laptops to use anywhere in the library

Group Study Rooms
• Book a study room to do work with your classmates

Discovery Centre
• Interactive learning space equipped with state-of-the-art technology that works to cultivate immersive learning
Academic Support

Centre for Student Academic Support

CSAS

4th floor of MacOdrum Library

Writing Services

Learning Support

Peer Assisted Study Sessions
CSAS Writing Services

Supporting students in learning how to write for their academic disciplines

Services

- One-on-one consultations with a trained writing consultant
- Workshops for undergrad and in-grad students
- Customized class workshops
CSAS ENGLISH CONVERSATION SESSIONS

Weekly small group sessions that help students practice conversational English while learning about resources available to be a successful student.

Activities
- Teamwork tasks
- Debates
- Practice Presentations
- Elevator Pitches
- Q&A
CSAS LEARNING SUPPORT

Supporting students in developing effective learning strategies and study habits needed for academic success

Services
- Group Workshops
- (+ the Incentive Program)
- 1-on-1 individualized sessions
- Customized in-class workshops
- Online workshops via cuLearn
CSAS PASS SESSIONS

Regular study sessions focusing on course content and study skills, available in select courses

Students work on:
• Discussing readings
• Comparing notes
• Working together to predict test items
• Sharing ideas for deeper understanding class material
Academic Support

MATH TUTORIAL CENTRE
4302 Herzberg Laboratories

- Individual or group study space available to students in math and statistics courses
- One-on-one meetings with teaching assistants
- TAs can help with specific questions and key concepts

MEDIA PRODUCTION AND DESIGN
**Carleton University Online**

D299 Loeb Building

- Flexible learning platform offering university credit courses online

<table>
<thead>
<tr>
<th>Recorded classes</th>
<th>Web-based Courses</th>
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<tbody>
<tr>
<td>Recorded lectures that students can watch at home or on the go</td>
<td>Online course made up of different modules (recorded presentations, discussion forums and online assessments)</td>
</tr>
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Contents

- CU 1001
- Academic Support
- Student Support
- Student Experience
Student Support

MEDIA PRODUCTION AND DESIGN

STUDENT SUPPORT
Paul Menton Centre for Students with Disabilities

Designated department at Carleton coordinating disability services on campus

Services offered:
- Assistive technology
- Individual learning support
- Captioning
- Transition support
- Notetaking services
Counselling Services

- Open Monday to Friday 8:30 a.m.– 4:30 p.m.
- Counselling for personal, emotional and mental health problems
HEALTH AND COUNSELLING

Medical Services

• Appointment Hours: Monday to Friday 8:30am - 4:30pm
• Walk in Hours: Monday to Friday 8:30am - 3:45pm
  (closes when max capacity reached)

Health Promotion

• Resources, pop-up events, workshops and activities to promote student wellness & health
FIRST YEAR CONNECTIONS

- Get paired with an upper year student
- Help ease transition to university
- Focus on academic success and personal growth
FROM INTENTION TO ACTION

- Supports undergraduate and graduate students
- Stress management and improving academic performance
- Students meet with their coordinator for one hour, once a week for 12 consecutive weeks
ISSO: INTERNATIONAL STUDENTS

International Student Services Office

- Strives to provide positive international experiences for all Carleton students

Services:
- Immigration advising
- UHIP University Health Insurance Plan
- Exchange and other international opportunities
- Pre-departure support
- Orientation & transition support

128 University Centre
EQUITY SERVICES

• Promote equity, welcome and accommodate diversity, prevent discrimination and constructively address conflict.

• Services Offered
  • Sexual Assault Support Centre
  • Centre for Indigenous Initiatives
  • Human Rights Policies and Procedures
SEXUAL ASSAULT SUPPORT CENTRE

• Alcohol is the #1 drug used to facilitate sexual assault.

• 15-25% of female students will experience some form of sexual violence throughout their academic career.

• 1 out of 6 men and 1 out of 4 women experience sexual violence in their lives. The rates are higher for those who identify as LGBTQ+.

• Sexual assault affects people on our campus and in our lives.
OJIGKWANONG INDIGENOUS CENTRE

Carleton University’s Centre for Indigenous Initiatives
• Supporting Indigenous peoples working and studying at Carleton

Aims to:
• Inspire
• Encourage
• Empower

228 Patterson Hall
Carleton Therapy Dogs

- 7 dogs on campus with more coming soon!
- Staff and faculty handlers
- Classroom visits and professor office hours
- “Pawsitive Support”
Meet one-on-one with a career advisor to get support with career options, changing majors and furthering your education.

Services:
- Resume and Cover Letter Reviews
- Job search
- Networking
- Interview prep
AWARDS AND FINANCIAL AID

- Administers and oversees various forms of financial aid to all Carleton students

- Assists with
  - Scholarships
  - Bursaries
  - OSAP
  - Work Study
  - Budgeting
Student Support

@CUBEBETTER

Be Smarter. Be Safer.

CU Be Better

MEDIA PRODUCTION AND DESIGN
SAFE ALCOHOL CONSUMPTION

- The effects of alcohol vary from person to person
- Alcohol can reduce inhibitions, increase aggressive behaviours & poor decision making

One standard drink:

- 12 ounces of beer
- 5 ounces of wine
- 1 ounce of liquor
UNDERSTANDING CANNABIS

**Brain**
- May cause drowsiness
- May cause paranoia
- Effects motor coordination

**Lungs (if smoked)**
- Irritates airways
- Tar is deposited into lungs

**Heart**
- Increases heart rate
- Decreases blood pressure

**Liver**
- Smoking can cause fibrosis
SAFE CANNABIS USE

- Cannabis use and/or sales is prohibited on campus
- Individuals in Ontario 19+ can possess up to 30 dried grams of cannabis

Lower Risk Guidelines:
- Start low and go slow
- Limit your use to no more than once a week
- Avoid combining cannabis with other substances including alcohol
Student Support

CAMPUS SAFETY

Addresses needs of the community for personal safety, protection of property and parking needs

Consists of:
- Carleton University Student Emergency Response Team
- Student Safety Patrollers and Special Constables
- 24/7 Communication Centre
- Parking Services
CAMPUS SAFETY SERVICES

M E D I A  P R O D U C T I O N  
A N D  D E S I G N

Student Support
STUDENT EXPERIENCE OFFICE
430 Tory Building

• Offers services and resources to provide a holistic university experience
• Supporting personal, academic and social growth
• Gain learning experiences and build communal relationships both on and off
The Co-Curricular Record (CCR) is an official record of students’ out of the classroom, on campus involvement.

**Benefits**

- Record and track your campus activities
- Market your skills to prospective employers and graduate schools
- Use it as a database to search for opportunities for involvement
Campus to Community

Community engaged learning program combining hands-on service work with reflection

• Help make an impact in the local Ottawa Community
• Great opportunity to get involved, gain new experiences and meet like-minded peers
Student Experience

SOAR LEADERSHIP CONFERENCE

- Annual leadership conference for student leaders at Carleton University
- Challenges and inspires students to develop leadership skills through information, interactive workshops and presentation
Student Experience

CAMPUS ACTIVITY BOARD

Student organization that provides innovative programming for students

Highlights

• On-campus movies
• EPIC Bingo
• Amazing Race
• Coffee houses
WELCOME TO CUSA

The Carleton University Students’ Association (CUSA) is an incorporated, not-for-profit, student-run organization, dedicated to helping you make the most of your Carleton experience.

Every Carleton undergraduate student is a member of CUSA and you are encouraged to take advantage of the services, events and programming we offer.

We are your undergraduate student government, your campus services, your student life, your community campaigns! Your Students’ Association!

Serving Students SINCE 1942

401 University Centre | cusa@cusaonline.ca | 613-520-6688
@cusaonline | f/cusaonline | www.cusaonline.ca
Student Experience

EXECUTIVE & COUNCIL
Your faculty representatives make decisions about the programs and services that matter to you. We strive to be an effective voice on student issues both on campus and in the community.

CLUBS & SOCIETIES
CUFA Clubs & Societies are a great way to meet people and get involved in campus life. With hundreds to choose from, it’s easy to find your best fit.

HEALTH & DENTAL PLAN
Every undergraduate student is eligible to enroll in the CUSA Health & Dental Plan. Take advantage of the plan to save money on prescription drugs, dental and vision care, and more.
Student Experience

EVENTS & CAMPAIGNS
Your student life starts here. We’re committed to bringing students the best concerts, sports events and parties. CUSA is also taking action on the issues that matter to you, whether it’s awareness initiatives or campaigns for change. Visit our office for tickets and exclusive offers.

CUS A BUSINESS ES
Student owned, student run, and student staffed. Whether you’re looking for cheap textbooks, great food and drinks or the essentials, we have you covered.

SERVICE CENTERS
CUSA Service Centres are student-run spaces committed to supporting and celebrating our diverse campus communities. Stop by for peer support, resources and a variety of events.
Thank you!

carleton.ca/seo
@CarletonSEO
facebook.com/CarletonSEO