

# COURSE SYLLABUS



COURSE TITLE: ART-161-Lens-Based: Images & Concepts

CLASS SECTION: 001 (Mondays)

TERM: 2025 Winter

COURSE CREDITS: 3

DELIVERY METHOD(S): face-to-face: lecture (9:30pm - 1:20pm) and mandatory lab (2:00 - 2:50pm)

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

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## INSTRUCTOR DETAILS

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NAME: Nancy Yakimoski

EMAIL: [yakimosk@camosun.ca](mailto:yakimosk@camosun.ca) (add me to your contacts; begin new email rather than replying to group email)

OFFICE: Y101A

HOURS: during class time and/or lab—or by appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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The lens, with its exacting capacity to reproduce the world two dimensionally, has influenced the way we see and navigate the world. This theory-based and hands-on course examines contemporary photography and video production in relation to filmmaking. Students explore basic technical and theoretical aspects of making camera-based images (still or moving). Through lectures, group discussions, demonstrations and practical exercises, students focus on the common ground shared by lens-based, picture-making systems to better understand and further expand the possibilities of photography and filmmaking in the twenty-first century.

**PREREQUISITE(S):** One of:  
C in English 12  
C in Camosun Alternative

**CO-REQUISITE(S):** NOT APPLICABLE

**EQUIVALENCIES:** ART 264

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon completion of this course a student will be able to:

1. Examine fundamental theory and concepts related to contemporary photography and film and their relationship within studio application, filmmaking traditions, and contemporary culture.
2. Explore and discuss the interaction of movement with time, space, and stillness as a way to better understand the theoretical and experiential associations between film and photography.
3. Examine and apply the basic technical skills required to operate lens-based digital still and video cameras (including 'nontraditional' lens based cameras).
4. Examine and apply the basic technical skills of postproduction (editing) programs.
5. Create small projects demonstrating an understanding of the fundamental formal, technical and theoretical aspects of photography and film making in the 21st century.
6. Interpret and employ contemporary concepts and techniques of making pictures through exposure to the general history of lens-based media (photography and film).
7. Think critically within the realm of lens-based communication and be both thoughtful and confident when critiquing one's own work, as well as the work of others.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

**NOTE: additional materials (shopping list) hand-out will be distributed in class**

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### 1) TIME COMMITMENT (in class and outside of class)

Students are required to come to class on time, with pre-class work and homework completed, and required equipment (cameras, hard drive), and materials. It is expected students stay for both class and lab time. Also, **expect to come to campus on non-class days** to conduct research, use the computer lab, sign equipment in and out, etc.

### 2) RENTING A LOCKER (optional but recommended); locker rentals available through the Bookstore

With 25 students, the classroom needs to have enough space for everyone to move about safely. Large backpacks, skateboards, etc. are discouraged in the classroom due to potential safety issues (egress). Also, you will need a safe place to store signed out equipment.

### 3) MATERIALS, EQUIPMENT, and EQUIPMENT SIGN IN/OUT (materials list handed out in class)

It is the student's responsibility to have the necessary materials for each class and/or project(s). Not having the funds to purchase necessary materials is not a valid reason. **FOR EACH CLASS:** bring your camera, SD cards, hard drives, head phones, etc. Have your notes/hand-outs ready to use as well.

- **equipment sign in and out: Mon – Fri from 1:30 – 2pm in Y103**
- **To reserve/pre-book equipment:**

[https://docs.google.com/spreadsheets/d/1UX0\\_tCCTxNReAbi432uAmWqINtPm3GSRpach4dBv2fo/edit?gid=1893698792#gid=1893698792](https://docs.google.com/spreadsheets/d/1UX0_tCCTxNReAbi432uAmWqINtPm3GSRpach4dBv2fo/edit?gid=1893698792#gid=1893698792)

- 4) **ACCESS TO A FUNCTIONING DIGITAL SLR (DSLR) CAMERA that shoots video (we use manual mode)**  
If you have your own DSLR, I recommend you use it. Video shooting capabilities would be an asset. If you do not have your own DSLR, you may sign one out from our department. Everyone must supply their own SD cards.
- 5) **SMART PHONE CAMERA (or any kind of point-and-shoot DIGITAL CAMERA that you know how to use)**  
The camera in your smart phone will be useful for quick art projects on class days—as well as test shots for assignments/projects. The bulk of the course work will be with a DSLR.
- 6) **ACCESS TO A COMPUTER, THE INTERNET, and D2L**  
All course material is on D2L; there will be quizzes through D2L as well. There are computers with internet access on campus if you do not have your own.
- 7) **(free) SUBSCRIPTIONS to the following (we'll cover this in class)**
  - Office 365**; it's free for Camosun students; you need your C number to subscribe. Here's the link: <https://legacy.camosun.ca/services/its/other-services.html>
  - Creative Cloud Suite** (free); we will opt in during class/lab time
- 8) **MATERIALS (SD card, headphones, etc.—see materials list hand out) (BUDGET FOR \$150+)**
- 9) **PRINTING COSTS (BUDGET FOR ABOUT \$50 - \$100+)**
  - Note: there is no textbook for this course
  - Printing (printing course material such as readings, assignments, etc.)
  - Colour printing digital images (London Drugs)
  - Large colour prints (through the department and/Camosun's print shop)
- 10) **OTHER THINGS (BUDGET FOR \$50+)**
  - binder for course material
  - index tabs (at least 8 tabs) to keep information organized
  - loose leaf paper for note taking
  - thick, clear sheet protectors (letter-sized for 3 ring binders)—from Staples, Office Depot, etc.
  - pens, paper, scissors, fine point, permanent ink sharpie
  - expenses associated with assignments, for example, props, batteries for the camera, etc.
  - Please set aside some additional funds for unforeseen expenses
- 11) **KEEP YOUR CAMOSUN EMAIL CURRENT**; this is the only way I can contact you on short notice. I also post notices on D2L (as a news item). Add my email to your contact list so you don't miss my emails.
- 12) **VISITING ART GALLERIES, ATTENDING ARTIST TALKS, FIELD TRIPS, ETC.**  
You may be required to participate in field trips, attend artist talks, etc. This may occur outside of class time. Details will be provided ahead of time. Any costs incurred are the student's responsibility.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are **subject to change** with reasonable advance notice, as deemed appropriate by the instructor. If in doubt, refer to D2L.

MODULE 1: DIGITAL PHOTOGRAPHY	
Week 1 Jan 06	<ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome; territorial acknowledgement; introductions; Intro to course (syllabus; materials to purchase)</li> <li><input type="checkbox"/> <u>Lecture</u>: Exposure basics; making meaning with the photographic medium (part 1)</li> <li><input type="checkbox"/> <b>Shooting assign #1</b> (using smart phone): composition basics</li> <li><input type="checkbox"/> LAB: sign out procedures for borrowing dept equipment</li> <li><input type="checkbox"/> LAB: opt in to Office 365 &amp; opt in Adobe Creative Suite (access Lightroom, Photoshop, Premiere Pro)</li> </ul>
Week 2 Jan 13	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Lecture</u>: making meaning with the photographic medium</li> <li><input type="checkbox"/> Demo: using DSLR camera: using manual mode; white balance; shooting large JPG format</li> <li><input type="checkbox"/> Demo: transferring images from SD card to desktop</li> <li><input type="checkbox"/> <b>Shooting assign #2</b>: in small groups, hands-on practice photographing still life</li> <li><input type="checkbox"/> intro to <u>Photoshop (part 1)</u>: import files; Lightroom to view; digital contact sheet (Photoshop)</li> <li><input type="checkbox"/> Homework: <b>Shooting assign #3</b></li> </ul>
Week 3 Jan 20	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Lecture</u>: still life/tableau/sequence/typology as approaches; discuss the creative process</li> <li><input type="checkbox"/> <b>assign Project 1</b> (research, brainstorm, test shots—homework)—instructor feedback via D2L</li> <li><input type="checkbox"/> all about light &amp; lighting; over and under exposure; bracketing depth of field</li> <li><input type="checkbox"/> <b>Demo</b>: shooting in RAW format; manually setting white balance; lighting a still life with 1, 2, and 3 lights; bouncing light from wall/ceiling</li> <li><input type="checkbox"/> Lab: hands-on practice with DSLR; open RAW files and adjust; <b>Assign #4 (lab work)</b></li> </ul>
Week 4 Jan 27	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Lecture</u>: photos in conversation with each other: diptychs, triptychs, sequences/rows; use of text</li> <li><input type="checkbox"/> <b>Project 1 next steps</b>: finalize concept and approach; next test shots for next class crit</li> <li><input type="checkbox"/> Demo &amp; hands-on work: <u>Photoshop, part 2</u>: (post-production basics)                             <ul style="list-style-type: none"> <li><input type="checkbox"/> crop, adjust levels, colour corrections; healing tool; burning &amp; dodging</li> <li><input type="checkbox"/> image resize; how to output to London Drugs (8x12; 8x14 test prints)</li> <li><input type="checkbox"/> criteria for assessing prints</li> </ul> </li> <li><input type="checkbox"/> lab: Photoshop and send Project 1 image to London Drugs for printing</li> </ul>
Week 5 Feb 03	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>exam #1 overview</b></li> <li><input type="checkbox"/> <b>Project 1 critique (conceptual)</b>; upload to course media &amp; view on computer screens</li> <li><input type="checkbox"/> <b>Project 1 critique: technical</b> aspects of print(s)</li> <li><input type="checkbox"/> <b>Project 1</b>: What is an artist statement and how to write one. Things to consider when creating a title</li> <li><input type="checkbox"/> <u>Lecture</u>: image appropriation in contemporary photography; typologies; dead pan photography</li> <li><input type="checkbox"/> Demo: <u>Photoshop, part 3</u>: how to make a grid; canvas; working in layers; how to output</li> <li><input type="checkbox"/> <b>Assign #4: making a typology</b> of 9 appropriated images taken from online marketplaces</li> <li><input type="checkbox"/> <b>Lab</b>: work on Assign #4; Mike's help colour correcting prints</li> </ul>
Week 6 Feb 10	<ul style="list-style-type: none"> <li><input type="checkbox"/> Last <b>Project #1 critique</b>: concept, prints, image arrangement/presentation, use of text; title; how to install</li> <li><input type="checkbox"/> More work time for Assign #4 (printed and ready to hand in next class)</li> <li><input type="checkbox"/> Options for printing large (Assign #4): prints due Feb. 24</li> <li><input type="checkbox"/> Nancy grades students' binders</li> <li><input type="checkbox"/> <b>Exam #1</b> in computer lab from 2 – 2:50</li> </ul>
<b>Week 07</b>	<b>Feb. 17</b> (Family Day; College is closed) <b>Feb. 18 – 21</b> is Reading week (College is open but no classes)
Week 08 Feb. 24	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Project #1 due (with artist statement)</b></li> <li><input type="checkbox"/> <b>Assign #4 (typology) print is due</b></li> <li><input type="checkbox"/> <u>Lecture</u>: photography and time: long exposures in contemporary art (still images)</li> <li><input type="checkbox"/> demo: using DSLR to take long exposures (full seconds to 10 minutes); using HD filters; painting with light</li> <li><input type="checkbox"/> <b>Assign #5</b>: long exposures (in groups); then post-production and 1-8x10 print for next class</li> <li><input type="checkbox"/> <b>Group 1 install Project 1</b> in library mezzanine (Mike's assistance)</li> </ul>

Module 2: moving images/digital filmmaking (with audio)	
Week 09 Mar 03	<input type="checkbox"/> <u>Lecture</u> : photography and time (durational photographs) <input type="checkbox"/> Demo: shooting DSLR in <u>video mode</u> using existing light; white balance; transferring footage to hard drive <input type="checkbox"/> Demo: <u>Premiere Pro, part 1</u> : workspace; bringing in clips; name clips; trim clips, exporting <input type="checkbox"/> <b>Assign #6</b> : in groups, shoot different durational photos (inspiration: Adad) <input type="checkbox"/> homework: <b>Assign #7</b> (inspiration: Kydd) <input type="checkbox"/> <b>Group 1 strike show</b> ; Group 2 install show in library mezzanine (with Mike's assistance)
Week 10 Mar 10	<input type="checkbox"/> <u>Lecture</u> : overview of types/styles of film: realism; formalism <input type="checkbox"/> <u>Lecture</u> : creating meaning in films: lighting; camera angles; types of shots <input type="checkbox"/> Demo: <u>Premiere Pro, part 2</u> (Assign #6 and #7): add title and credits; export as MP4; upload to D2L <input type="checkbox"/> LAB: additional help using DSLR in video mode and/or using Premier Pro <input type="checkbox"/> <b>Lab: Group 2 strike show</b> in library mezzanine <input type="checkbox"/> Homework: <b>Assign #8</b> prompts for Bowie's unconscious intelligence ( <i>Out of the Grey</i> films)
Week 11 Mar 17	<input type="checkbox"/> <u>Lecture</u> : creating meaning through editing: 4 types of cuts; 2 transitions; duration; Kuleshov effect <input type="checkbox"/> DEMO: <u>Premiere Pro, part 3</u> : 4 types of cuts; 2 transitions; duration <input type="checkbox"/> Hands-on work on editing (Assign #8): 4 types of cuts; 2 transitions; duration <input type="checkbox"/> <b>assign Project #2</b> (concept and make a plan)
Week 12 Mar 24	<input type="checkbox"/> Exam 2 overview <input type="checkbox"/> Film summary sheet (for Assign #8 and Project 2) <input type="checkbox"/> <u>Lecture</u> : Creating meaning though audio <input type="checkbox"/> DEMO: ways of collecting sound (Zoom mic; smart phone voice memo) <input type="checkbox"/> <b>Assign #9</b> : in pairs, collecting sound clips on campus <input type="checkbox"/> Demo: Premiere Pro (part 4): working with sound: layering, speed, etc. <input type="checkbox"/> Begin considering audio with formalist film <input type="checkbox"/> Work time on Project #2 formalist film and/or Assign #8 for <i>Out of the Grey</i>
Week 13 Mar 31	<input type="checkbox"/> Work on Project #2 (visuals and audio); check in with Nancy re: conceptual; technical with Mike (if needed) <input type="checkbox"/> Work on film summary sheets (for Assign #8 and Project 2) <input type="checkbox"/> Hand in Assign #8 film and film summary sheet for <i>Out of the Grey</i> <input type="checkbox"/> <b>Exam #2</b> (from 2 – 2:50)
Week 14 Apr 07	<input type="checkbox"/> all dept. equipment must be returned today <input type="checkbox"/> work time on Project #2 (Nancy & Mike available for assistance) <input type="checkbox"/> Project #2 screened in class at 12:45 <input type="checkbox"/> Project 2 due today by 4pm: upload film and film summary sheet to D2L

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams).

<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

The CAL form to request exam invigilation: <https://webservices.camosun.ca/events/exam-invigilation>

- Regular exam length: 50 minutes
- Regular exam time: beginning at 2 pm (see next page for specific dates)
- Type of exam: on-line D2L

## EVALUATION OF LEARNING

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DESCRIPTION	DUE DATE	WEIGHTING
<b>MODULE 1: DSLR photography &amp; editing with Photoshop</b>		
Module 1 exam	<b>February 10</b> in Y111 (Y107) 2:00 – 2:50	10%
Assign #4 typology	<b>February 24</b> 9:30 am in class with print and uploaded to D2L	10%
Project #1	<b>February 24</b> 9:30 am in class with print and uploaded to D2L	25%
Completion grades for assignments #1, 2, 3, and 5	Weekly due dates; no extensions unless extenuating circumstances	5%
<b>MODULE 2: digital filmmaking (with audio) using Premiere Pro</b>		
Module 2 exam	<b>March 31</b> In Y117 (Y107) 2:00 – 2:50	10%
Assign #8 (unconscious intelligence) for <i>Out of the Grey</i> exhibition in April	<b>March 31</b> Film and film summary sheet uploaded to D2L by 4 pm	10%
Project #2: short formalist film with audio and summary sheet	<b>April 07</b> Screened at <b>12:45</b> to class; due by 4 pm	25%
Completion grades for assignments #6, 7, and 9	Weekly due dates; no extensions unless extenuating circumstances	5%
	<b>TOTAL</b>	<b>100%</b>

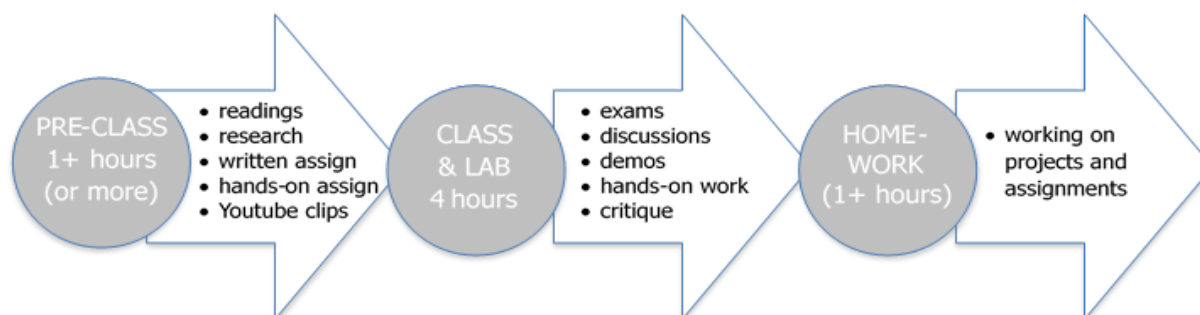
If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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The technical aspects of this course form the foundation for future courses in the Visual Arts program. You are creating your own technical manual to be used in Art 265 (Creative Photography) and Art 268 (Contemporary Video & Film Art)—as well as being applicable in other courses. Save this information!

This course uses aspects a “flipped classroom approach” which means that students encounter course material before coming to class. Think of each class as consisting of three separate—but interlocked—parts: **pre-class** (preparation for class); **class and lab** (the hands-on); **homework**. The three parts work together; missing one block compromises your learning and success in a project and the course.



## GUIDELINES & EXPECTATIONS for missed exams and late assignments

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### 1) UNABLE TO WRITE AN EXAM or MISS AN EXAM

- If you are unable to write an exam, you must notify me by email as soon as possible and explain your circumstances.
- Expect to provide verifiable documentation; for example, medical/professional documentation of anxiety or other conditions; medical appointments with professionals that are not easily rescheduled, etc.
- An exam is rescheduled once the circumstances have been determined to be unavoidable or extenuating.

### 2) LATE SUBMISSIONS (graded assignments and projects)

- Graded assignments and projects have specific due dates. Unless otherwise specified, everything is due 9:30am (at the beginning of class). If you want your work graded, you need to alert me as soon as you can about late submissions well before the due date to avoid grades being deducted.
- Project submitted on the day it is due but after the time it is due
  - No instructor or peer critique will be given
  - No grades deducted
- Project submitted for grading *the day after it is due (including weekends)*
  - No instructor or peer critique will be given
  - final grade will have **-10%** per day total deducted as penalty (unless verifiable/documentable proof of extenuating circumstances preventing from coming to class)
- Project will not be accepted **48 hours after due date and time (including weekends)** unless extenuating circumstances are communicated and discussed with instructor prior to deadline.

## THINGS TO KNOW BEFORE STARTING THE COURSE

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- There may be images, themes, terminology, and class discussions that some students may find uncomfortable, troubling, and/or controversial. If you feel this is going to adversely affect you and/or your ability to attend the lectures and/or complete assignments, please contact me as soon as possible so we can work together early in the semester to navigate this.
- This is a university-transfer course (UT class). It is taught at this level, and the assignments are assessed and graded according to a 100 level UT.

## THINGS TO KNOW BEFORE STARTING THE COURSE, cont.

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- Because there is much in-class learning and each class builds upon the skills learned in the previous one, missing more than 2 classes and/or labs will seriously compromise your ability to be successful in this course.
- There are no additional exams, assignments, or opportunities to increase your grade.
- It is expected students take notes during class and lab
- Unless you have permission from the instructor or technologist, you may not record (audio and/or video) lectures or the demos.

## SCHOOL OR DEPARTMENTAL INFORMATION

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- If you are taking this course as part of the **visual arts diploma program**, you require a C grade or higher in this course.
- **Roles of the instructor and technologist.** While we work as a team, each has specific responsibilities:
  - The **instructor** is responsible for the course itself: the content, assignments, critiquing, assisting students with conceptual and print quality of assignments and projects, and grading.
  - The **technologist** is responsible for assisting students with technical aspects of the course: equipment, equipment sign-out, fixing equipment, class demos, assistance with using cameras and software, etc. Do not ask technologist to critique your ideas or images.

## SCHOOL OR DEPARTMENTAL INFORMATION: students activating their accommodations

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- ✓ **Students registered with CAL** (Centre for Accessible Learning), who wish to have academic accommodations active in their course:
  - You are required to know and understand the details of their accommodations and to be aware of CAL procedures.
  - In order to receive an **extension on an assignment**, students with accommodations must initiate a conversation with their instructor **at least 5-week days** before the deadline to negotiate and establish a new deadline. Students are reminded that all extensions for course work are limited to semester end date (last of day of class) there may be circumstances where a student experiences a quick onset of disability symptoms where such notice is not practicable. Have a conversation with your instructor.

## SCHOOL OR DEPARTMENTAL INFORMATION: for all students

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- ✓ **For all students regarding absence from class and/or lab.** If students need to leave a class or lab or are unable to come to class or lab because of illness, COVID, mental health, etc., it falls upon the student to contact the instructor about their absence. Students are required to take the necessary steps to get caught up in a timely manner on missed material including demos. Students may confer with classmates to learn missed material. Please know that instructors and technologists do not conduct one on one instruction with any student who has missed class/lab. However, instructors and technologist are available to answer specific questions.



- ✓ **Equipment & materials for sign out; sign out policy.** Before various equipment can be signed out, students must have been introduced to it during class/lab and understand the proper use and care of the equipment. To ensure everyone has access to the department's equipment, there is a specific borrowing policy in place. It is the student's responsibility to become familiar with it and abide by the rules.

### when is helping another student acceptable—and when is it a form of academic dishonesty?

Because learning is a collaborative activity with students assisting one another, what is the difference between helping and “helping” as a form of cheating?

**SITUATION:** the person next to you is unable to add a transition to their video—they ask you for help.

- **HELPING:** you remind/show them the hand-out or your notes OR you could also verbally walk them through the process OR you demonstrate on your own video
- **ACADEMIC DISHONESTY:** you sit in their chair and do the edit for them

*If students witness their peers doing each other's work (ie., shooting their assignments, editing their videos, etc.), you are required to alert the instructor immediately.*

### Academic honesty and the use of generative AI tools in my courses

It is my personal position that using any AI generative programs should be used as **a tool and not a crutch**. **For research and written work:** If you are very familiar with the material such as having a Master's degree in the subject matter and have the critical skills to assess and research the AI-generated information, then AI generative programs could be useful. However, when you are new to a field, AI does not assist learning and it does not provide shortcuts since you need to research the AI-generated material to determine if it is correct or not.

**In terms of image generation,** you will only be using AI tools available in Adobe Creative Suite for fine-tuning images not generating unique imagery.

For my courses, **students are not allowed to use AI tools to generate material** for any assignments or exams. If material submitted for grading appears to be AI generated, the work gets a **0 grade** until the student can show me the original source of the material.

### STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.