

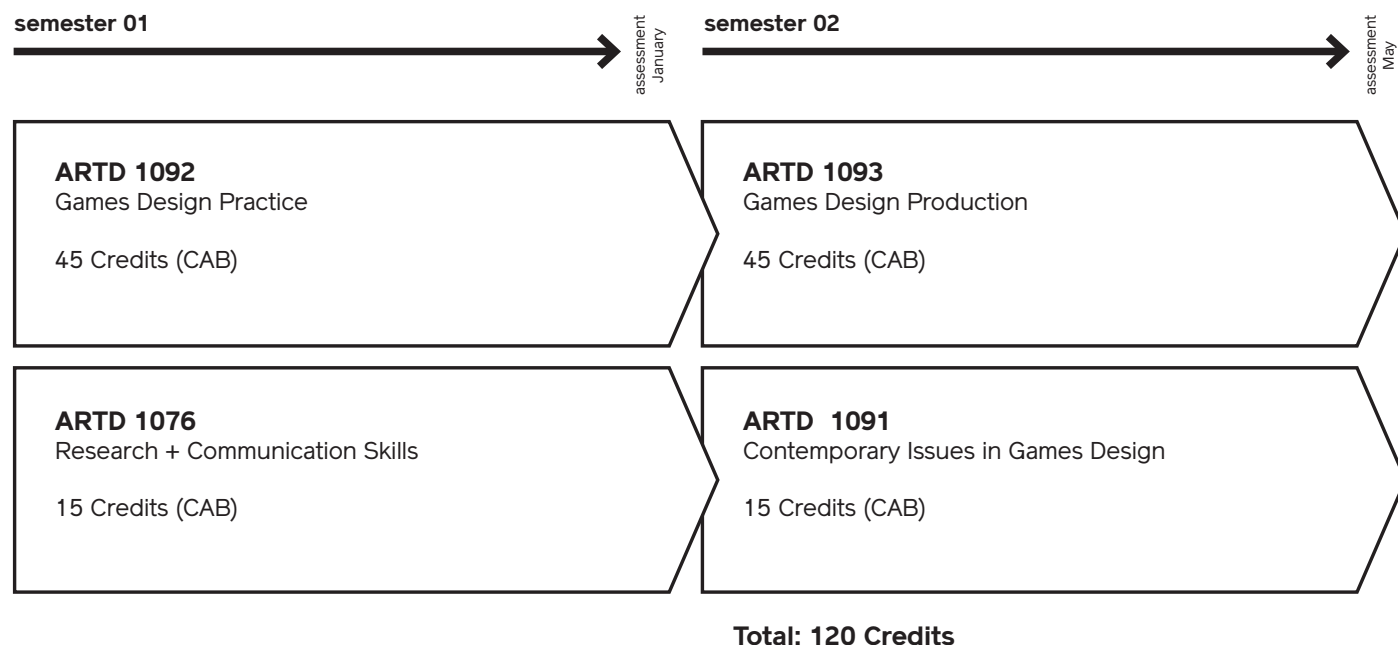
Level 4 Year Structure

Key Focus:

Establish: culture, skills, methodology, understanding, confidence, expectations, core knowledge, conventions, community & critical & contextual foundations.

Average Week

Mon.	Tues.	Weds.	Thurs.	Fri.
Tutorial Day	Research and Communication Skills. AM: Lecture PM: Seminar	Guest Speakers Hub sign up	Workshops: AM : Tech PM : Theory	Crits / briefings / events.



-

Tutorial System

A core component of the BA in Games Design & Art at WSA is a weekly tutorial. These tutorial sessions will provide an opportunity for discussion and an exchange of ideas and skills with a small group of your peers. They are designed to build your confidence by enabling you to talk about your work with people you see regularly and trust.

Tutorials will also allow you to build a relationship with a member of staff who is personally responsible for the development of your learning. Your personal tutor is your key point of contact on the course and should be the first person you call on if you have anything you need to discuss. They will be able to offer you advice in accessing learning support and guide you toward professional help if you are having other problems that might be affecting your learning. They will also go through assessment requirements with you and will be the first marker of your practical modules.

A major aim of the course is to develop practitioners whose making is informed by analysis and conceptual investigation. Your personal tutor has a key role in helping you connect the critical, contextual and practical aspects of your study. The structure of each semester is built around a 45 credit (CATS) practical module that is focused on practical activity and another, smaller, 15 credit (CATS) module that is focused on developing contextual understanding. In your tutorial sessions you will be encouraged to link and synthesize these different strands of your learning. Your tutorial group will also support you in managing the necessary self-direction of your learning, in accessing activities led by the Graphic Arts research hubs and also your use of online learning tools such as Lynda.com.

In short, tutorial sessions are essential to the development of your learning on the BA in Games Design & Art course and it is vitally important that you make full use of them.

For this reason your attendance will be closely monitored and your progress recorded in a tutorial file that will be kept in your tutor's office.

-

Attendance Monitoring

Each week staff will keep notes of the key points from each tutorial session in your tutorial file. A note of any student not attending will also be made in this file. We may refer back to this later in the term for reference.

At the end of the week your tutor will provide the University admin team with a full record of attendance.

The following outlines the process regarding poor student attendance:

- 1 If a student fails to attend four consecutive tutorials without explanation as to their continued absence, an initial email should be sent to the student.

The email should include a 'return receipt' to ensure the student has read the email. The School may also wish to contact students who give reasons for their absences but who appear to be missing too many sessions.

1.2 Having already received an email following poor attendance on four key consecutive occasions, if a student fails to attend a further four key sessions, the student should be sent a letter.

1.3 If, having been sent an initial email and the letter, a student fails to attend without explanation four further key learning events, or has failed to meet with the level coordinator, the student should be sent a final letter.

-

Tutorial activities

Your tutorial will normally last for 4 hours each week and will normally be with a small group of your peers.

You will meet with your tutor in the morning to introduce the days activities and there will normally be some concluding activities at the end of the day.

There is no one set way of doing tutorials on the Games Design & Art course, it is the responsibility of your tutor to plan and conduct sessions that are appropriate to each stage of your course of study. However, here is a description of some of the activities that you might engage with:

- > Tutor led seminars and discussion groups
- > One to one tutor/ student discussions
- > Small group critiques
- > Portfolio reviews
- > Skills sharing sessions
- > Student led workshops
- > Brainstorming sessions and problem solving discussions
- > Quick practical creative exercises
- > Mini workshops to develop technical skills
- > Peer assessment exercises
- > Assessment preparation workshops
- > Tutor led discussions related to a relevant artifact, film, online material or design outcome
- > Discussion stimulated by film, TV, radio or online material
- > Readings delivered by students and/or staff
- > Pecha-Kucha

-

Contacts & Useful Information

WSA Technical Services & Digital Resources

A dedicated specialist team of onsite technicians (WSA Technical Services) and Serviceline (iSolutions) the University's central support team support Winchester School of Art (WSA).

The WSA Technical Services team is on hand to help with the use of equipment, software and training. Throughout your course you will probably get to know all the technicians. Although each member of support has their specialised areas of knowledge, they have a broad understanding of many issues across the whole curriculum – if they cannot help then they know a (wo) man that can. This introduction is designed to let you know whom we are, how to get support and some information to get you started.

We offer a large variety of specialist services for WSA students, which include:

- > Dedicated computer network storage for each student.
- > Short-term loan of specialist equipment, ranging from welding equipment, digital audio recorders, cameras, tripods, lighting and much much more.
- > On site digital colour printing facilities for all types of work from essays to large format artwork.
- > Specialist offsite printing submission and delivery service from Southampton Print Centre.
- > Apple Authorised Training Centre with SAN-based video edit suites.
- > Photography Darkrooms and Photo Studios.
- > Screen Printing, Dyeing and Fabric workshops.
- > Laser Cutting, 3D Printing and Scanning.
- > Specialist on site Mimaki Digital Textile Printing.
- > Specialist on site Shima Seiki Digital Knitting.
- > Dedicated fine art, design and fashion studios and workshops.

The first thing to understand is the distinct difference between Serviceline and WSA Technical Services. Serviceline provide support for WSA with regards to general IT and AV issues where as WSA Technical Services provide support for the curriculum and your creative activities.

A good example of this might be: You cannot log into your University computer account - Serviceline You need to adjust a digital photograph - WSA Technical Services

Serviceline:

<http://www.soton.ac.uk/ithelp>

25656 (internal calls)

+44 (0)23 8059 5656 (external calls)

For all your general IT/AV related support students and staff can contact Serviceline from the conveniently placed university phones or online. ServiceLine is open Monday to Friday from 8.30am to 6.00pm on each day that the University is open. Serviceline endeavour to answer queries immediately. If your query does require specialist WSA technical support, you can be assured that you will be pointed in the right direction for the best possible support.

-

Subscribing and Enrolling

<https://subscribe.iss.soton.ac.uk/subscribe.html>

Whether you are a new member of staff or a new student to the University, you need to create your computing account using the web self-registration system Subscribe. Once you have subscribed you will have access to your University email account, be able to log onto a University computer and have access to a wide range of other services provided by Serviceline and the University. Subscribe is available from any networked computers on or off campus and only takes about 10 minutes to register your details. Your email address is based on your username taking the format of username@soton.ac.uk. For new students, please follow the Enrolment procedure issued with your University joining instructions.

-

SUSSED

<http://sussed.soton.ac.uk>

As well as your user account and email, access to the University portal, SUSSED is another important service. This provides you with a personalized view of the web resources that are available to you as a member of the University. Once you have logged in, you can use email, e-learning resources (Blackboard), or any of the University administrative services that are available to support students and staff. Selecting the school tab within SUSSED will display resources and links to information and documents specifically for WSA Students.

-

Purchasing your own Computer whilst at WSA

http://www.southampton.ac.uk/isolutions/services/computer_purchase_agreement/index.php

The University of Southampton has nation-wide agreements for purchasing computers at WSA we would recommend that you purchase an Apple Computer.

-

WSA Technical Services - Digital Support:

<http://wsa.wikidot.com>

WSA Technical Services offer on site support for digital resources in a broad range of hardware and software, specifically from a creative point of view. Throughout WSA you will find over 100 computers, numerous laser printers and other digital equipment for use by any WSA student. We have a number documents online just for WSA at the WSATechShop: Wiki - <http://wsa.wikidot.com>

The wiki is a resource that contains open access to online documentation specifically created for WSA students, students are also encourage contribute there own findings to the wiki.

Your studio will be the first port of call for your computing needs however see the campus map for open access Computer Centres 1 & 2 and the Mac suite locations.

The following information relates to some of our key digital resources at WSA. This is not an exhaustive list of our services.

-

Digital Printing

<http://wsa.wikidot.com/printing>

Digital printing at WSA could not be easier. We have a number of services on site and have links to our own Southampton Print Centre and local businesses. Printing is campus and university wide and so no matter what computer you log into you will always be able to print out that much needed essay or full colour poster.

-

Laser Printing. (Self service) - Managed by iSolutions

We have two virtual laser print queues 'WSA Colour' and 'WSA Black & White'. A well prepared PDF is the best way to print, all you need to do is send your PDF to the queue and log on to any of the numerous printers around campus and your file will be printing immediately, you have up to 4 hours to release the print, so you can send a number of files to print and pick them up later, very helpful for sending prints to the library for example. This service is designed for high end laser printing up to A3 for presentations of art work, colour proofs, essays and general day to day printing. There is a small charge per print. You can also use your own papers and acetate as long as it is designed for laser printers.

-

Specialist Printing. (Bureau) - Managed by WSA Technical Services

We offer online submission of PDF files for either the WSA Printing service 'Snowwhite' or the University Print Centre both systems are convenient and easy to use. These services are run as print bureau's and due to the high quality of these services all printing has a minimum turn around time. These services are for high end ink jet printing, large format, specialist papers, fabric printing, 3d printer, laser cutting, ridged materials, wallpaper and other special items. This service is designed for high end finished products. There are varying costs depending on output.

-

Winchester Printing

<http://wsa.wikidot.com/external-printing>

We also have student discount with various local printers in Winchester, so if you just require some digital snaps from your digital camera perhaps visiting the local shops may be the best and most affordable solution.

Creative Services Centre:

1071 Eastside

Opening Times: See local notices

The Creative Services Centre is the collection point for submitted specialist digital prints and laser cutting via either 'Snowwhite' or the Southampton Print Centre. You will also find the Creative Services Centre open throughout the year to offer support on all kinds of digital work.

Digital 3D Scanning and Printing 1071 Eastside

We have our own onsite state of the art digital scanning and 3d printing.

Mimaki Digital Textile Printing 1019 Eastside

We have our own onsite state of the art digital textile printing.

Shima Seiki Digital Knitting 2025/2043 Eastside

Our state of the art digital knitting machine allows trained students to take any number of digital designs into knitted garments.

Digital T-Shirt Printing 1064 Eastside

We have our own onsite state of the art digital textile printing.

Media Stores 1195 Westside

Opening Times: See local notices.

Our Media Stores loan a vast array of IT media equipment and resources. Depending on your course of study and training received you will be able to loan equipment at no cost to use on your projects. Failure to return equipment on time will affect other students. Late returns of equipment will incur a penalty. You will also find the Media Stores open throughout the year to offer support on all kinds of digital work.

Time Based Media (Apple Authorised Training Studio) 1193 Westside

Our official Apple Authorised Training Centre has dedicated SAN network editing Apple Mac Pro computers and Final Cut Studio, these cutting edge facilities are used both for open access and training sessions.

-

Blackboard

All learning materials related to BA Graphic Arts can be found on the University learning platform: <https://blackboard.soton.ac.uk>

-

Health & Safety

<http://wsa.wikidot.com/healthandsafety/>

It is the duty of all students to work in a safe & healthy manner and to have a duty of care unto yourself and others. Please ensure that you are aware of the relevant health & safety requirements for all activities that you undertake during your study. In particular you must refer to Studio & Workshop codes of practice, attend all mandatory & relevant training and refer to the traffic light system for equipment use. Please check with your academic staff if you are required to complete a project proposal form and/or a specific risk assessment form.

-

Know Your WSA Technical Services Team

We support over 1600 students, over 150 staff, various computers, numerous and diverse pieces of equipment so sometimes you may have to be patient for your support, please check the support links for documents, guides or advice that might help you. Always ask you peers, Google search it and check out the library books! If your still stuck please post an open question on the WSA TechShop:Wiki and we will answer it as best we can – we may even make a brand new guide for it to benefit others.

Name Room Expertise:

Mark Adams	2113w	Exhibitions & Fine Art
Andy Brook	1049e	Fine Art
Celeste Carleton	1071e	Digital Media
Lawrence Mutisya	1071e	Digital Media
Caroline Appleby	1009e	Digital Textiles
Adrian Baxter	1197w	Time Based Media
Chris Carter	1049e	Fine Art
Dave Clark	1197w	Photography & Media Stores
Claire Mantell	2031e	FTD Technician
Leesa Miller	3003a	Fashion
Andy Reaney	1009e	Print Making
Jane Smith	2031e	Textile Printing
Natalie Thompson	1009e	Digital Textiles
Alison Wescott	3003e	Fashion