

# INSTRUCTOR PACKAGE

## Digital Bootcamp 2024

March 25<sup>th</sup> – 28<sup>th</sup>



Welcome and thank you for assisting with 2024 Digital Bootcamp! For some of you this is your first experience with our Digital Bootcamp and for others you are veterans.

We are excited to have you all and appreciate your time and effort! If any of your Bootcampers ask for specific details about the program you are representing, such as tuition, scholarships, job prospects please answer them at a very high level and direct them to see a Program Advisor (Michael, Rachel or Judy). They can schedule an appointment with their Program Advisor by replying to the emails they've received, by phone 250.860.2787, at reception, or by emailing [inquire@digitalartschool.com](mailto:inquire@digitalartschool.com).

## In This Package You Will Find the Following:

- Important Contact Info
- Computer Login Info
- Instructor Responsibilities
- Parking for Student and Instructors
- Bootcamp Week Schedule
- Instructions for Saving Student Work
- Room Allocations
- Supplies Lists

# Important Contact Info

For all Bootcamp assistance and/or questions, please reach out to Jon Matlock or Tiffany Scifo.  
Issues with facilities, equipment, hardware or software please reach out to the Campus Services Team.

## **Jon Matlock**

Cell: 250.859.1195

Email: [jmatlock@digitalartschool.com](mailto:jmatlock@digitalartschool.com)

## **Tiffany Scifo**

Email: [tscifo@digitalartschool.com](mailto:tscifo@digitalartschool.com)

## **Campus Service Assistants (CSA Team)**

Cell: 250.870.2764

Email: [helpdesk@digitalartschool.com](mailto:helpdesk@digitalartschool.com)

## Computer Login Info:

### **Mac & PC Computers:**

Username – bootcamp

Password – bootcamp

## Washroom Codes:

**Womens:** 3952

**Mens:** 3261

# Instructor Responsibilities:

Ensure you are following ALL campus safety protocols. These are non-negotiable. These protocols also apply to any guests in your missions (ie. models, makeup artists etc.)

Ensure all the Bootcampers have a safe, fun and engaging experience at Bootcamp.

Take attendance on Monday morning. This will help you to get to know your Bootcamp students' names. Jon will come around and take attendance on Monday afternoon and all subsequent days of the camp.

Provide event and attendee feedback on our survey, linked from your Instructor Resource webpage. This information is used by our Program Advisors to identify rockstar students and provide conversation content for follow up meetings with them.

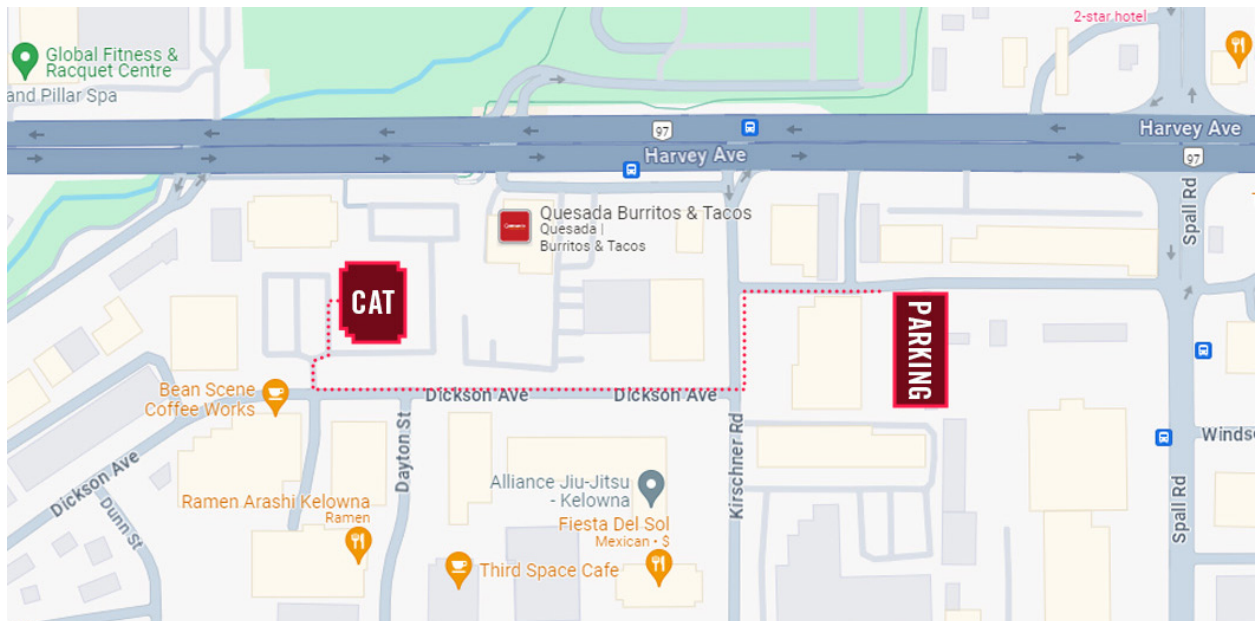
Use the file upload boxes to submit student work created in your mission. Upload boxes can be found at <https://digitalartschool.com/instructor-resources>

Immediately inform Jon if a Bootcamper is hurt, ill or needs to leave campus

Bootcampers are NOT ALLOWED to leave campus during Bootcamp hours without approval from Jon, Tiffany, or you, the Bootcamp Instructor. If your students wish to leave campus for lunch, they MUST let you know they are leaving, along with where they plan to go.

# Parking for Bootcampers and Instructors:

**Bootcamp Students** must park in the lot used by our current students located at 1515 Kirschner Rd. Parking passes are required and are available through Jaime or the front desk.



<https://goo.gl/maps/tnKb2qW3ysGHj52v7>

**Instructors** who have either CAT staff or CAT student parking passes may continue to park where you normally park (i.e., the staff lot areas or the student parking lot). If you have a CAT staff parking pass and you find the parkade or regular staff spaces full, there is limited additional parking on Dickson Avenue. If you are having any guests in your classrooms, they can park in the visitor spaces or for longer term parking, they will need to park in the student lot with a parking pass.

# Instructor Week Schedule:

## DAY 1 - Monday March 25th

### 8:00am | Instructors Arrive on campus

Please arrive at 8:00 Monday morning and check in with the Bootcamp team (Jon Matlock) at Main Reception. You will be provided with your Attendance sheets and USB drive and can then proceed to your classroom to be ready for when Bootcampers arrive between 8:30 and 9:00am. You will be expected to provide a brief Orientation presentation to your group in the first 15 minutes of class. PowerPoint is attached for your use.

### 8:30am | Bootcampers Arrive on Campus

Bootcampers will arrive and be checked in by Marketing at the front desk and walked to class. Once you have greeted everyone, given out the Bootcamp bags (in your classrooms), taken attendance and completed the brief Orientation, you may begin lessons for the day.

### Noon – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and café. You have 1 hour for lunch, and you must inform your Bootcampers to be back in class at 1:00pm. If any of your students wish to leave campus for lunch, they must let you know they are leaving, along with where they are going.

### 1:00pm – 4:00pm | Afternoon Bootcamp Classes

Jon will come around to take attendance.

### 4:00pm | Bootcamp Day 1 Concludes

## DAY 2 - Tuesday March 26th

### 9:00am – Noon | Morning Bootcamp Classes

Jon will come around to take attendance.

### Noon – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and café. You have 1 hour for lunch, and you must inform your Bootcampers to be back in class at 1:00pm. If any of your students wish to leave campus for lunch, they must let you know they are leaving, along with where they are going.

### 1:00pm – 4:00pm | Afternoon Bootcamp Classes

Jon will come around to take attendance.

### 4:00pm | Bootcamp Day 2 Concludes

---

### 5:30pm | Animation & Acting Industry Panels

We have put together two separate industry panels (animation and acting) that will both start at 5:30pm on Tuesday. You are invited to attend, but your attendance is not mandatory.

# Instructor Week Schedule:

## DAY 3 - Wednesday March 27th

### 9:00am – Noon | Morning Bootcamp Classes

Jon will come around to take attendance.

### Noon – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and café. You have 1 hour for lunch, and you must inform your Bootcampers to be back in class at 1:00pm. If any of your students wish to leave campus for lunch, they must let you know they are leaving, along with where they are going.

### 1:00pm – 4:00pm | Afternoon Bootcamp Classes

Jon will come around to take attendance.

### 4:00pm | Bootcamp Day 3 Concludes

## DAY 4 - Thursday March 28th

### 9:00am – Noon | Morning Bootcamp Classes

Jon will come around to take attendance.

### Noon – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and café. You have 1 hour for lunch, and you must inform your Bootcampers to be back in class at 1:00pm. If any of your students wish to leave campus for lunch, they must let you know they are leaving, along with where they are going.

### 1:00pm – 4:00pm | Afternoon Bootcamp Classes

Jon will come around to take attendance.

### 4:00pm | Bootcamp Day 2 Concludes

---

### 4:00pm – 5:00pm | Student Pick Up & Showcase

Bootcamp concludes at 4:00pm on Thursday, however parents will have the opportunity to come into your classroom to view finished works. Unless your students have other plans, please encourage them to stay in class so their parents can come and view their work. Parents will be met at reception by Marketing and given directions to get to the appropriate class. Please expect to stay on campus until 5:00pm.

---

## ATTENDANCE SHEETS:

Please take attendance on Monday morning. Jon from Marketing will take all other attendance, for the rest of the camp (twice daily). If a student goes missing or must leave due to illness, please inform Jon immediately.

# Saving of Student Work

Please use the appropriate link on the Bootcamp Instructor Resource webpage to upload files created by your Bootcamp students. Please note, maximum file upload size is 134 MB. For files larger than 134 MB, please use your Instructor USB.



<https://digitalartschool.com/instructor-resources>

## Room Allocations by Mission:

**Acting** | MS3

**Animation** | M104 and B100

**Audio** | B104

**Filmmaking** | SS1 and Edit Suite

**Graphic Design** | M105

**Photography** | SS2 and S104

# Student Equipment & Room Supplies Lists:

## Acting Mission

**Room Supplies:** N/A

**Bootcamper Bags will Have:**

- Marketing swag

## Animation Mission

**Room Supplies:**

- (150) Sheets animation paper per student
- Animation Desks B100
- Pencil Sharpeners B100
- Capture Stations B100
- Autodesk Maya M104
- PC Computers M104
- 1 Instructor USB

**Bootcamper Bags Will Have:**

- (2) 2B Pencils
- (1) Eraser
- (1) Gig Stick
- Marketing swag

## Audio Mission

**Room Supplies:** N/A

**Bootcamper Bags will Have:**

- (1) Gig Stick
- Marketing swag

## Filmmaking Mission

**Room Supplies:**

- 1 Instructor USB

**Bootcamper Bags Will Have:**

- (1) Gig Stick
- Marketing swag

## Graphic Design Mission

**Room Supplies:**

- Working projector
- Adobe CC on all computers
- 1 Instructor USB
- Packs of Pencil Crayons **to share**

**Bootcamper Bags Will Have:**

- Pencil
- (1) Gig Stick
- Marketing swag

## Photography Mission

**Room Supplies:**

- 1 Instructor USB
- Lightroom Photoshop on MACS

**Bootcamper Bags Will Have:**

- (1) Gig Stick
- Marketing swag

---

Thank you again for all your help with Bootcamp. It really is a fantastic way for students to test drive our programs and check out the school. Please make an extra-large effort to welcome the students warmly and help them have a fantastic time at the school. We really value your contributions and insight so please feel free to send notes about how we can improve these missions for future events.

**See you Monday the 25th at 8:00am!**