



# *Faculty Guide to* **On Campus Services** at Emily Carr University of Art + Design

## **ACADEMIC OFFICE (D2320)**

- Central point of contact for instructors
- Course outline examples + support
- Support for field trips, guest artists, supplies, funding
- Faculty offices + studio space allocation
- Meeting information + academic calendar
- Course scheduling + room bookings

Art: Chelsea O'Byrne, [chelseaobyrne@ecuad.ca](mailto:chelseaobyrne@ecuad.ca)

Design: April Milne, [amilne@ecuad.ca](mailto:amilne@ecuad.ca)

CAC: Jennifer Dickieson, [jdickieson@ecuad.ca](mailto:jdickieson@ecuad.ca)

## **TEACHING + LEARNING CENTRE (LIBRARY)**

- Course planning + design: online, hybrid + in-person
- Assignment planning, design + grading
- PD opportunities: workshops + events
- Communities of practice
- Learning technology support + training

[tlc@ecuad.ca](mailto:tlc@ecuad.ca)

## **STUDENT SERVICES (B2110)**

- Support for student registration + waitlisting
- Academic advising for students
- Accessing class lists through myEC
- Grade submissions through myEC
- Support for responding to students in crisis
- Student bullying + violence prevention
- Accommodations for students with disabilities

Advising: [advising@ecuad.ca](mailto:advising@ecuad.ca)

Accessibility: [accessibility@ecuad.ca](mailto:accessibility@ecuad.ca)

## **ACCESSIBILITY**

## **FACILITIES (D2351)**

- ID Cards + card access
- Office keys
- Parking passes

[facilities@ecuad.ca](mailto:facilities@ecuad.ca)

## **IT SERVICES**

- Email + calendar systems
- On-campus printing
- Media resources (equipment)
- Software support (Office 365, Adobe Creative Suite)

[ithelp@ecuad.ca](mailto:ithelp@ecuad.ca)

## **COLLABORATIVE TECHNOLOGIES SUPPORT**

- Classroom AV systems
- Video conferencing support (Zoom)
- Webinars + events

Phone: 604.630.4559

## **WRITING CENTRE (LIBRARY)**

- In-class workshops on reading, writing + research skills
- Faculty writing support (1:1 or writing groups)
- Writing assignment design
- Ideas for incorporating writing into curriculum

[writingcentre@ecuad.ca](mailto:writingcentre@ecuad.ca)



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## **LIBRARY**

- Library + Archives research instruction
- Creating course reserves of library materials
- Course resource guides
- Media bookings
- Special Collections access
- Copyright information

[library@ecuad.ca](mailto:library@ecuad.ca)

## **TECHNICAL SERVICES**

- Material + digital production support + instruction
- Studios, labs + shops
- Tool checkout + material resale
- Class demos and workshops

[technicalservices@ecuad.ca](mailto:technicalservices@ecuad.ca)

## **COUNSELLING**

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## **WELLNESS (D2380)**

- Working with emotionally distressed students
- Referring a student to Counselling
- Student wellness
- Policy navigation
- Using the Support Messaging System

Counselling: [counselling@ecuad.ca](mailto:counselling@ecuad.ca)

Support Messaging System: [src-support@ecuad.ca](mailto:src-support@ecuad.ca)

## **ABORIGINAL GATHERING PLACE (AGP)**

- Support for Aboriginal students
- Aboriginal art + culture events + workshops
- Information about Aboriginal funding, scholarships + awards

[agp@ecuad.ca](mailto:agp@ecuad.ca)

## **GALLERIES + EXHIBITIONS**

- The Libby Leshgold Gallery
- READ Books
- Michael O'Brian Exhibition Commons / RBC Media Gallery
- ECU Urban Screen

## **IMPORTANT NUMBERS**

### **RECEPTION:**

1-604-844-3800

[reception@ecuad.ca](mailto:reception@ecuad.ca)

### **SECURITY:**

1-604-844-3838 (direct line)

Phones in hallways: 3838