EMILY CARR UNIVERSITY of Art + Design

Summer Institute for Teens

2027 Student + Family Handbook



Welcome to ECU!

Dear Students, Parents and Guardians,

Welcome to the Summer Institute for Teens at Emily Carr University of Art + Design! We're thrilled that you will be joining us in Vancouver, Canada, for an unforgettable summer of creativity!

At ECU, we prepare youth for the next step in their creative journey. Our Teen Programs in Continuing Studies offer excellent preparation for post-secondary education and future careers. Through hands-on art making under the direction of ECU instructors, students will have access to experienced instruction and ECU's amazing studios, equipment, resources and community.

The Student + Family Handbook lays out all information, policies and procedures for the Summer Institute for Teens, and it is the responsibility of all students to be familiar with the Handbook and abide by expectations and responsibilities specified. The information, policies and procedures within the Handbook are designed with the safety and security of ECU and its students in mind, and are intended to promote and foster an inclusive, respectful and open community of learning for all students, instructors and staff. With this in mind, please do not hesitate to reach out if you have any questions or concerns.

Warmest regards,



Arantxa (Cha-Cha) Ledda
Coordinator, Youth + Community Programs

Continuing Studies
Emily Carr University of Art + Design

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Emily Carr University of Art + Design

Founded in 1925, Emily Carr University is a world leader in art, media and design.

Merging studio practice, research and critical theory in an interdisciplinary and collaborative environment, ECU encourages experimentation at the intersections of art, design, media and technology. We're ranked as the top university in Canada for art and design, and 36th in the world.[1]

With more than 2,000 students enrolled in graduate and undergraduate programs, and thousands more taking workshops, certificate programs and individual courses every year, Emily Carr's faculty, staff and alumni are internationally recognized as award-winning creators and thought leaders whose work consistently advances the resilience and potential of both cultural sectors and the economy.

Emily Carr University of Art + Design is located at 520 East 1st Avenue, Vancouver, B.C. V5T 0H2. ECU is situated on the unceded, traditional and ancestral territories of the Musqueam, Squamish and Tsleil-Waututh peoples.

Continuing Studies

Come learn with us and take the next step in your personal and professional growth.

Be a part of Emily Carr's exciting learning community. Expand your knowledge, develop your creative vision and grow your skill sets. Whatever path you choose, ECU is a place to pursue your creative practice and enhance your career.

[1] QS World University Rankings for 2025, Subject: Art & Design

About the Summer Institute for Teens

Summer Institute for Teens (SIT) is an immersive, month-long art and design program that provides unique, hands-on learning experiences for young creatives. Each course is developed by ECU's team of expert educators and creative practitioners, carefully curated to a range of learning styles and discipline interests.

Students will connect their imagination and intellect in new, impactful ways, in a space that welcomes big questions and evolving practices, whether painting, illustration, animation or industrial design. Students will learn and be exposed to new perspectives, mediums, and methods that will challenge conventional ways of thinking and broaden their creative horizons.

Whether new to art and design or fast-tracking to their dream art school, students will be immersed this summer in a vibrant learning environment where their thoughts and ideas are valued and taken seriously. The program culminates in a public exhibition and celebration of student work in ECU's Michael O' Brian Exhibition Commons.

The Summer Institute for Teens is scheduled to run from July 5, 2027 to July 30, 2027, and will be hosted on campus for the 2027 calendar year. Upon completion, students will be awarded a Certificate of Completion.

Admissions

The Summer Institute for Teens is for students ages 16 to 18yrs, or who have completed Canadian Grade 10 by July 1, 2027.

Registration opens in the Fall prior to the upcoming Summer Teens programs. Seats are limited per studio, so registration is first come, first served. Students, parents, and/or guardians must fill out a registration application form online, which is then reviewed by our Registration team. A member of the Registration team will follow-up to confirm registration and payment of tuition.

There are no pre-requisites or previous learning experiences required to attend the Summer Institute for Teens.

Tuition + Fees

All tuition prices and fees are listed in Canadian dollars (CAD).

Summer 2027	Domestic Students	International Students
Early Bird Tuition	$2,567.46	$2,767.46
Regular Tuition	$2,983.62	$3,183.62

Early Bird pricing is available until February 28, 2027.

Scholarships

ECU Continuing Studies offers tuition scholarships for students of Indigenous ancestry. We offer two scholarships for students in the Summer Institute for Teens program. Students must apply online and submit their application by February 28, 2027. Following the deadline, our selection committee will review applications and select recipients. Successful applicants will be notified by the end of March.

The scholarship may only be used towards the cost of tuition; it does not apply to costs associated with transportation, accommodation, supplies or meals.

Withdrawals + Refunds

Withdrawal requests must be submitted in writing to the Registration team at csreghelp@ecuad.ca.

Withdrawal requests received prior to February 28, 2027 for a full tuition refund, less a $45.00 administrative fee.

Withdrawal requests received between March 1 – June 20, 2027 are eligible for a tuition refund, less a $500.00 administrative fee.

Withdrawal requests received June 21, 2027 onwards are not eligible for a tuition refund.

Materials + Software

Studio courses require various materials and/or software for students to work with to experiment with new ideas and create amazing projects. Specific information about studios can be found on the Course Syllabus.

Materials

Student Material Lists are made available prior to the program start. Materials differ between studios, and we do our best to consider “must-haves” versus “nice-to-haves.” Depending on the course, students can expect materials to cost up to $180.00. Tuition does not cover the cost of materials.

Software

Information about software required for studios will be made available prior to the program start. For courses that require software as part of their curriculum, students will have access to required software in ECU computer labs.

To provide students with access to software, ECU will need to use personal information. Consent to use students’ personal information must be given in advance; please make sure to review all consent information in the registration application form.

All students will be assigned a locker on the first day of the program. Lockers will come with a lock and key that students must keep on them for the duration of the program. Tuition covers the cost of locker rental. Students will review and sign locker rental agreements on the first day.

Program Schedule

The Summer Institute for Teens runs from 9:00 AM to 4:00 PM, Monday to Friday, July 5, 2027 to July 30, 2027.

An unsupervised lunch hour is provided each day from 12:00 PM to 1:00 PM. Students are responsible for bringing their own meals for lunch. During this time, there may be special presentations from ECU Admissions, the Library, alumni and guest artists, which students may sign up for. Participation in all lunch hour activities and presentations is encouraged, but optional. A full calendar of lunch hour events and activities will be released closer to the program start.

ECU has two on campus food services, The Caf (on the 2nd floor) and Tuck Shop (on the 1st floor). In addition, there is a Nemesis Coffee Café outside on the plaza off Great Northern Way (red building).

Instructional Design + Activities

Students will complete a 120-hour studio course that focuses on technical, creative and collaborative skills. Learning activities consist of lectures, interactive demonstrations, group assignments and independent study, as well as hands-on, technical and practical projects, allowing students to explore their creative practice.

Students will have the opportunity to work independently and in groups, be introduced to professional, practicing artists and designers, learn from their peers, and develop their creative skills. Students are encouraged to participate in all activities in the classroom.

Some studios in the Summer Institute for Teens may include off-campus activities. The activities are designed as part of the program to enhance the educational experience for students. Some examples include visits to local galleries, professional studios and public art sites. If there are off-campus activities planned for a studio, ECU will provide advance notice and consent forms for parent/guardian review and signature. All off-campus activities will have two adult supervisors.

Studio Courses

Students will choose one of the following studio courses as their concentration for the Summer Institute for Teens. Once the program starts, students are not permitted to transfer studios and must stay in the studio they are registered in for the entire duration of the program.

Drawing + Mixed Media NEW

Embark on an artistic exploration like no other, where we celebrate the diversity of creative expression through the art of drawing. Our drawing course is more than just a class; it's a community of young artists who share a passion for visual storytelling. You'll engage with like-minded peers, connect with mentors, and foster lifelong relationships with fellow creative individuals. Through hands-on assignments and personal exploration, you'll dive into a rich tapestry of traditional, technical, and experimental drawing techniques. From the subtlety of graphite to the boldness of charcoal, the vibrancy of pastels and the versatility of mixed media, you are encouraged to explore diverse tools to bring your creative vision to life. At the heart of this course is a commitment to peer and instructor-led feedback. Learn from experts while also benefitting from the fresh perspectives of your creative peers. Together, we'll help each other grow as artists. This course is designed for teens, whether you're new to drawing or looking to uncover new pathways to creative expression.

Painting

Painting is a language without words. It's your unique way of expressing thoughts, feelings, and experiences. It's not just about colours on canvas; it's a practice that encourages self-expression, creativity, and exploration of possibilities. You'll learn various painting techniques, experiment with different materials, and create your own artwork from start to finish. This course is more than learning how to paint; it's about finding your unique voice as an artist. Through guided projects and inspiring prompts, you'll learn the power of colours, shapes and forms to craft captivating paintings that reflect your personality.

Whether representing the experience of nature, crafting abstract compositions, capturing personality in a portrait, or expressing the depths of your imagination, painting offers endless inspiration. With the expert guidance of our instructors, this course will help you discover your passion, explore your creativity, and create paintings that showcase your perspective, growth and distinctive style as an artist.

Illustration

Are you passionate about telling stories through art? Illustration is a dynamic and versatile method of communication, transcending language barriers and connecting people through visual narratives. Prepare for an immersive journey into the world of traditional, hand-drawn illustration. From line drawing to shading techniques and the application of colour, you'll delve into character development, scene composition, and narrative illustration, breathing life into your artwork. Your creative journey is enriched by practical, hands-on projects. Experiment with illustration techniques, guided by expert instructors, and receive constructive feedback from peers, shaping your skills and your unique artistic voice.

The skills you gain are a gateway to diverse career opportunities, from graphic design and animation to concept art and beyond. Whether you dream of illustrating children's books, contributing to animated productions, or exploring a new path, this course will open doors to your creative future. Collaborate, exchange ideas, and create lasting bonds with fellow, budding illustrators.

Digital Illustration

In our digital world, visual storytelling transcends traditional boundaries, reaching global audiences through websites, social media, mobile apps, animations, and video games. Learn how to apply storytelling principles to the digital canvas, turning your imagination into captivating visuals. Building on your foundation in *Illustration*, or as an exciting evolution of your drawing practice, you'll make a seamless transition from traditional media to industry-

relevant digital tools. Explore an extensive array of brushes, textures and effects, all while developing your skills in styles ranging from traditional to stylized and experimental. Alongside your peers and led by expert instructors, discover new avenues of creative expression as you venture into character design, digital painting, concept art, and illustration for interactive applications.

Whether your dream is to create concept art for video games, design digital marketing materials that captivate audiences, or produce stunning digital comics, this course will set you up with the knowledge and hands-on experience to excel in the dynamic world of digital illustration.

Experimental Animation NEW

Build your animation skills in unexpected ways, frame-by-frame! Learn animation terminology and foundational techniques through hand-drawn animation, then push beyond the familiar with stop-motion experiments using unconventional materials like transforming paint or shifting sand to create dynamic, moving images. Make scenes evolve through charcoal erasure and cut-paper collage, or build optical devices such as zoetropes or thaumatropes to explore visual illusions. Through hands-on projects, discover how timing gives your animations personality and helps tell engaging stories or express abstract ideas. Share experiments and exchange feedback with your instructor and peers, and leave with a collection of short animations and the creative confidence to bring your animation to the next level.

Digital Animation

Animation is the art of transforming static images into dynamic, captivating creations. It's a versatile and immersive medium that empowers artists and storytellers to breathe life into characters and imaginary worlds. From enchanting short films and whimsical cartoons to epic, feature-length movies and persuasive advertisements, animation has the extraordinary ability to captivate and connect with audiences of all ages. Guided by experienced animators, you and your peers will embark on an exciting journey into the principles of digital animation. Explore movement, timing and character development through a blend of hands-on projects and interactive lessons. Dive into the foundations of digital animation, laying the groundwork for a variety of creative passions and career pathways, from film and advertising to game design and beyond. Exploring the dynamic realm of 2D digital animation, this course caters to all levels of experience. Whether you aspire to become an animator, concept artist, lighting designer, or are curious about new mediums of expression, this course opens the doors to the world of animation in the digital era.

Sculpture, Materials, and Textiles NEW

Transform textiles and everyday materials into imaginative sculptures! Through guided demonstrations and hands-on experiments, you will assemble materials in new ways to create pieces such as textured wall hangings and three-dimensional mixed-media structures. Explore how texture, form, and contrasting surfaces can give your artwork personality and express your ideas. Creative prompts will challenge you to repurpose materials and give them new meaning as you investigate themes and ideas that are important to you. Along the way, you will share ideas and engage in construction challenges with your instructor and peers as you build technical skills, develop your artistic voice, and push the possibilities of your work!

Zines and Bookmaking NEW

Turn your ideas into something you can hold, share, and flip through! Through step-by-step instruction, explore traditional and unconventional bookmaking techniques, including preparing, folding, stitching, and binding pages, and use them to create everything from quick-fold zines and accordion structures to bound hardcover books. Discover how the way a book folds, opens, and unfolds can shape a story and invite readers to engage with your ideas. Fill your pages with personality through text, illustration, images, collage, and mixed media as you explore themes and tell stories that matter to you. Share your works in progress and exchange ideas with peers as you embrace self-publishing as a creative outlet for your interests, experiences, and unique perspective.

Industrial Design and Product Design NEW

Turn everyday challenges into inventive product designs! In this hands-on course, explore how a product's appearance and function shape the way people use it. Through guided design challenges, investigate people's needs and develop original ideas through concept sketches and material experiments. Bring your ideas to life by making physical models and prototypes, testing how thoughtful design and sustainable material choices can make products more imaginative, comfortable, accessible, and easy to use. Exchange feedback with your instructor and peers to refine your prototypes and present your product proposals to show how your ideas evolved from initial concept to functional designs.

University Prep – Visual Art Studio

If you already have some foundational knowledge in visual arts like fine arts, media arts, or design, this course is for you! Experience what it's like to learn, experiment, and create in a university art studio! This course is designed to help you level up your art skills and prepare for the expectations of university-level visual art programs. You will explore the creative process and learn how to use your artistic voice as a guide for idea development, experimentation, and personal expression. By working with a range of materials, you will explore how your unique perspective can influence your creative choices and artistic style. Studio sessions will include one-to-one consultations, mini-seminars, demos, critiques, and group discussions, giving you a true taste of a university studio course. By the end of the course, you will walk away with portfolio-ready artwork, stronger creative thinking, studio habits, communication skills, and the confidence to thrive in future visual art courses.

University Prep – Design Art Studio NEW

Take on a design challenge in a university studio! Made for teens interested in design, this course explores how you can use design to ask questions, research ideas, and respond thoughtfully to real-world challenges. With your instructor's guidance, you will engage in self-directed projects and turn your ideas into concept sketches and working prototypes in areas such as product design, visual communication, interactive experiences, and more. You will make, test, and revise your creative designs to make them more useful, accessible, and sustainable. You will collaborate in group discussions and work creatively on solutions. You will leave with portfolio-ready pieces and process documentation that show how your ideas have evolved. Get a preview of university-level design education while building stronger studio habits, presentation skills, and confidence in future studies in design.

Instructional Staff

All courses and studios offered in the Summer Institute for Teens are developed by ECU's team of expert educators, designers and creative practitioners, carefully curated to cater to a range of learning styles and interests. Our roster of practicing and professional artists and designers bring fun, engagement, and encourage curiosity in the classroom to take students' creativity to the next level. All instructional staff have undergone a criminal records check and are confirmed to have clear records.

A full roster of instructional staff that teach Teens Programming in Continuing Studies can be found online on our website.

Student Exhibition

Students across all Summer Teens programs (Junior Arts Institute and Summer Institute for Teens) are encouraged to participate in the public Summer Teens Exhibition, taking place in the Michael O'Brian

Exhibition Commons at ECU. The Exhibition runs from July 30, 2027 to August 11, 2027, with an opening reception on July 30th, the last day of the Summer Institute for Teens program. The exhibition features the work of students from all studios across all Summer Teens programs.

Once student work is installed in the exhibition, it will not be deinstalled until after the exhibition ends. Artwork pick-up schedule and details will be communicated to students towards the end of the program. We respectfully decline all requests for early deinstallation and artwork pick-up.

Program Assessment + Grades

Studios in the Summer Institute for Teens are graded as Complete (C) or Incomplete (IC). Students are evaluated through the completion of assignments and projects that take place in the classroom, as well as attendance and participation. Instructors and program assistants will provide feedback throughout the program, to support students with their work and encourage experimentation and exploration, and to challenge students to expand their skill set.

Teens who successfully complete the program will receive a Certificate of Completion. To receive the certificate, students must successfully complete the program by demonstrating consistent engagement, attendance, and completion of assignments and projects. Grades received during the Summer Institute for Teens will appear on official ECU student transcripts.

Accessibility Services

ECU Accessibility Services provides supports to the learning environments of students with speech, hearing, visual, physical, mental health and neurological disabilities, as well as chronic health conditions, acquired brain injury and temporary disabilities.

If students would like to access these services, they must visit the ECU Accessibility Services webpage and download and complete the *Accessibility Request Form*. The form must be submitted via email to Accessibility Services as early as possible before the program start date. Once documentation is received and reviewed, a Student Resource Coordinator will follow up to set-up an appointment.

If students would like more information about support in the classroom, please contact Accessibility Services at accessibility@ecuad.ca or 604-844-3081 for information about learning supports and accommodations.

Students and their families are also welcome to complete the *Medical + Exceptionalities Information Form* for the program, indicating whether the student has allergies, medication, or physical and behaviour exceptionalities that program staff need to be aware of, in order to support the student's participation and learning experience. Completing and submitting this form is optional.

Campus Resources

ECU offers many campus resources to Summer Teens students that support the level of excellence, quality of education and peer engagement.

Campus Resources	Summer Teens Students
Designated Classroom Spaces	Yes
ECU Email Address	Yes
Moodle Course Website	Yes
OneCard Student ID	Yes
Library + Archive	Yes
Instructor Support	Yes
Administrative Support	Yes
Public Lectures + Events	Yes
On Campus Social Spaces	Yes
On Campus Food Services	Yes
Counselling Services	No
Student Union	No

Students in the Summer Institute for Teens have access to ECU's Library as Community Borrowers; all that is needed is their OneCard or piece of ID. Students are encouraged to use the library before and after class, and during the lunch hour; the library is a place to hang out and make new friends, make noise, laugh, play a game, make art, use a hammock chair and read.

Borrowing from the Library

Students will have a library account from the first day of the program up to the end of ECU's Summer Semester. ECU is a fine-free environment, but we do charge the replacement cost for lost items. Students are welcome to borrow books, exhibition catalogues and graphic novels for 3 weeks at a time. Games, embroidery kits and other items from the *Creative Tools and Wellness Collection* can be borrowed for 7 days. All Community Borrowers have a limit of 25 items checked out at any given time. Library staff are there to assist students with using the library and finding items, and research help is available on demand during library hours.

Printing in the Library

ECU's Library as computers, scanners and printers that students are welcome to use during the Summer Institute for Teens. Please note that payment will be needed to use these services. Students simply present their OneCard to library staff, who can assist in collecting and adding money to student accounts and showing students how to use the self-serve stations. ECU does not offer free printing services anywhere on campus.

Duty to Report

All members of the public in the province of British Columbia, including Emily Carr University of Art + Design and its staff and employees, are subject to provincial laws regarding the reporting of child abuse and neglect. Please visit the B.C. provincial government's website on *Protecting Children* for more information.

All students in the Summer Institute for Teens program are classified as youth under the *B.C. Age of Majority Act*. The *B.C. Child, Family and Community Services Act* requires that anyone who has reason to believe that a child or youth has been or likely to be abused or neglected, and whose parent/guardian is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to the B.C. Ministry of Children and Family Development.

A report must be made if any child or youth:

- Has been, or is likely to be, physically harmed, sexually abused or sexually exploited by a parent or another person and the parent is unwilling or unable to protect the youth;
- Has been, or is likely to be, physically harmed because of neglect by the youth's parent;
- Is emotionally harmed by the parent's conduct;
- Is or has been absent from home in circumstances that endanger the youth's safety or wellbeing;

- Has been abandoned and adequate provisions have not been made for the youth's care;
- Is living in a situation where there is domestic violence by or towards a person with whom the youth resides;
- Is likely to have seriously impaired development by a treatable condition and the youth's parent/guardian refuses to provide consent to treatment;
- Has a parent that is unable or unwilling to care for the youth and has not made adequate provisions for the youth's care; or,
- Has a parent that is no longer alive and adequate provisions have not been made for the youth's care.

Student Expectations + Responsibilities

Attendance

Students are required to attend for the entire duration of the program. Students are expected to participate in scheduled class activities and discussions. All students are required to attend the Welcome Assembly on the first day of the program.

Attendance is taken twice daily at the beginning of each class and after lunch. Students that are absent when attendance is taken will activate the *Missing Student Protocol*, unless previously notified and approved by program staff.

Any exceptions to student attendance, such as arriving late, leaving early, or planned absences must be communicated to program staff as early as possible. Unexplained, routine attendance exceptions may prevent students from officially completing the program and receiving their Certificate of Completion.

Missing Student Protocol

The threshold of student absences and lateness is 15 minutes after attendance is taken. If students are absent from class 15 minutes after the start of class and after attendance is taken, the student is reported as missing. All missing student incidents are reported by instructors and program assistants to program staff immediately. When a student is reported missing at any time for the duration of the program, the following procedures will be implemented by the program staff that has received the missing student report:

- The program staff will call the student and parent/guardian phone numbers on file;
- The program staff will notify Campus Security of the missing student;
- The program staff and all available Continuing Studies staff will check bathrooms, hallways, stairwells, elevators, classrooms, conference rooms, and outside campus grounds;
- The program staff will contact the student's parent/guardian a second time to inform them of the situation;
- In the event the student has gone missing while attending a field trip, program staff will notify location staff of the field trip for assistance, and travel to the location of the field trip to assist with finding the student;
- If the student cannot be found after taking all appropriate steps and measures, program staff will call 911.

All attendance exceptions must be communicated to program staff at teens@ecuad.ca or 604-844-3879.

Academic Expectations

Emily Carr University of Art + Design values academic integrity at all levels:

- Integrity of the learning process;
- Integrity of academic research in our courses and programs; and,
- Integrity of creative production and expression, both material and textual, in our courses and programs.

At ECU, academic integrity means acknowledging the influence and contributions of others in coursework according to the conventions outlined in each course or program. It means honestly representing the relationship between the work we create for courses and programs and the work of those who have influenced or participated in its making.

Students are responsible for upholding the principles of academic integrity during their participation in the Summer Institute for Teens. If expectations arising during a course are unclear, students must ask questions or seek additional information from instructors and program assistants.

For more information, please refer to *4.17 Academic Integrity Policy* of the University Policies.

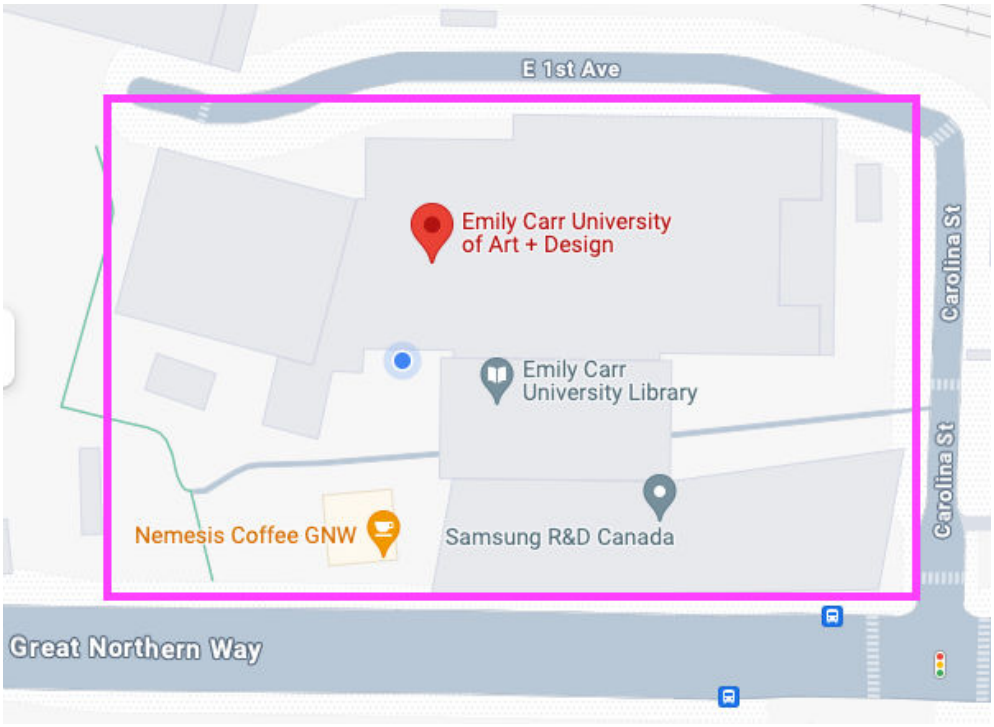
Accommodations + Transportation

ECU does not provide on campus or off campus housing accommodations. Students are responsible for finding their own, appropriate housing. If students are joining us from outside of Vancouver, they may choose to stay with a family member or friend, or find temporary housing with a parent/guardian for the duration of the program. For more information on local housing options, neighbourhoods and homestay resources, visit ECU's *Off Campus Housing* webpage.

Students are responsible for transportation costs to and from campus, as well as to any offsite activities that require public transit.

Campus

Emily Carr University of Art + Design is located at 520 East 1st Avenue, Vancouver, BC V5T 0H2 in Canada. The campus is composed of one building and two plazas. The campus boundaries are noted in the below map, in pink.



We encourage students to stay on campus for the duration of the lunch hour, though recognize that lunch options are limited for those that are not bringing lunch. It is recommended for students to stay in the general neighbourhood and come back to campus in time for the afternoon part of their courses.

For more information regarding our campus please visit the *Campus Maps* webpage.

International Students

The Summer Institute for Teens accepts enrolment and registration from students regardless of their citizenship or immigration status. ECU does not provide student visas or information about how to obtain visas for travel to Canada. We encourage international students to contact their country's embassy/government office for this information. ECU can provide letters confirming enrolment in the Summer Institute for Teens, upon request.

If students are travelling unaccompanied to Vancouver, please be advised that students under the age of 18 must have a pre-arranged, appointed custodian/guardian who will be responsible for them during their stay, in order to enter Canada. Please visit the Government of Canada's *Minor Children Travelling to Canada* webpage for more information.

The primary language of instruction is English. Language proficiency is not considered in a student's application for the Summer Institute for Teens; however, it is necessary for students to be proficient in written and spoken English in order to participate in group discussions, presentations, and following emergency and safety protocols. As a guideline, we would expect students to have proficiency that is equivalent to an IELTS score of 4.6 to 6.0.

Health + Wellness

The Summer Institute for Teens is an immersive, fast-paced program in which students are responsible for maintaining and managing their personal health. It is highly encouraged that students and their families discuss and prepare for the potential challenges of attending the program and if applicable, being in an unfamiliar environment far from home. This preparation should include arranging for any counseling needed prior to the start of the program. ECU does not provide counseling services to students attending the Summer Institute for Teens, but does provide mental health support and is prepared to handle emergency situations.

Statement on Wellness + Safety

Emily Carr University of Art + Design is committed to supporting students with their education and ensuring that all who participate in our program contribute to a safe and healthy environment. All program staff, instructors and program assistants are required to participate in a series of pre-service training addressing adult principles for interacting with youth students, emergency protocols and procedures, field trip protocols and procedures, and recognizing the duty to report.

Campus Security are the university's certified first aid attendants, located on the 2nd floor of campus, behind Reception.

Health Insurance

ECU requires all students to have valid medical insurance while in Canada.

Illness and Routine Illness

ECU encourages students to stay home if they are unwell or feeling sick. Students are expected to communicate their absence via email to program staff at teens@ecuad.ca and their expected return date. In the case of a student experiencing a routine illness, program staff will contact parents/guardians for consultation of appropriate care, including the option of accompanying students to urgent care or hospital facility, and remaining in contact until the issue is resolved.

For more information, please refer to University policy *4.13 Aftercare Policy for Students Following Hospital Treatment*.

Medical + Exceptionalities Information Form *Optional*

Students and families are welcome to complete and submit the optional *Medical + Exceptionalities Information Form* for the program, indicating student allergies, medications, physical or behaviour exceptionalities that program staff need to be aware of, in order to support the student with full participation and engagement in the program. Completing this form is optional, and all information provided on this form is destroyed upon the program's end.

Self-Administration of Medication

Parents/Guardians and students are responsible for any issues that may arise as a consequence of students self-administering their medications. Students must ensure that their medications are secure and not made available to any other student.

Medication Requiring Refrigeration

Students bringing medication that requires refrigeration should indicate this on the *Medical + Exceptionalities Information Form*. Program staff will have a small fridge available in the program office for student medications to be stored. ECU cannot be responsible for any student medication beyond refrigeration storage.

COVID-19

Students and families should familiarize themselves with ECU's COVID-19 information and protocols prior to the program start, including guidelines for masking and self-isolation.

OneCard Student ID

For all on campus studios and courses, students will be required to have an ECU OneCard student ID. OneCards provide students with access to campus facilities and library resources, as determined by the program level issued on the ID. Please review the *Campus Resources* section of this handbook to learn more about what access students will have on their OneCard.

Students will need to upload a headshot photo of themselves for their OneCard prior to the program start. To do this, students will need to go to the OneCard ID photo upload webpage listed on their program welcome letter and follow further instructions. OneCards will be made available for pick-up upon student check-in (on the first day of the program).

For returning students, OneCard IDs will be automatically reactivated. If previous students have lost their OneCard, they may submit a request for reprint at csonecard@ecuad.ca. Students will not be able to upload a new photo to the photo upload webpage. Any reprints of new OneCards will automatically deactivate old OneCards. Students will not be able to upload a new photo to the photo upload webpage. Any reprints of new OneCards will automatically deactivate old OneCards.

Personal Property

ECU is not responsible for any personal property that is lost, damaged, or stolen during the program. We highly encourage that students leave their valuables at home.

Cellphones + Electronic Devices

Students are permitted to bring and use cell phones, laptops, tablets and other electronic devices, as long as they do not disrupt others. Where a course requires the use of software, students will have access to computer labs and electronic equipment and are not required to bring these items with them.

Students are not permitted to utilize their personal devices during class time or at any time that requires their attention to be directed towards course activities and presentations. Instructors may request students to keep their personal devices turned off or out of sight in the classroom or during designated activities. Students are not permitted to record, tape, film or photograph in campus washrooms, or individuals that have not consented to having their image taken. Use of electronic devices for bullying, harassment, discrimination and academic dishonesty is prohibited.

Visitors

Visitation permissions are granted at the sole approval and discretion of program staff. All visitors are required to report to program staff in the program office. After signing in, visitors will be given a Visitor Badge to wear during their visit. All visitors must sign out with program staff upon departure. Visitors are expected to respect the teaching and learning environment.

If parents/guardians need to drop off items to their student throughout the duration of the program, they must do so at the program office.

Student Conduct

All students agree to abide by ECU's Student Conduct. For more information, please see University policy *4.6 Student Conduct*.

Further Education

Many students enrolled in the Summer Teens programs return to ECU to attend additional programs, courses and workshops for teens. Continuing Studies offers individual courses and workshops to complement student learning and skill development, as students explore different creative practices.

Some of our most popular courses for teen students are *Portfolio Development for Teens* and *Portfolio Review for Teens*. Both courses align with ECU Admissions Guidelines. *Portfolio Development for Teens* is for those students looking to start building a portfolio of work through creative prompts and activities provided by instructors, while *Portfolio Review for Teens* is for students seeking additional help and support in making sure their portfolio best reflects their creative identity and intention for attending post-secondary institutions. Some of our program alumni find themselves attending ECU full-time as a degree student, pursuing their dreams of becoming innovative artists and designers.

More information regarding our courses and workshops for teens

can be found at ecuad.ca/teens

Any questions regarding our program offerings for teens

can be directed to teens@ecuad.ca