Freshman Orientation Programme 2024

Media, Arts & Design
School

SP Singapore Polytechnic

FIRST POLY FUTURE INSPIRED
EST 1954

Welcome Message by Ms Tan Yen Yen
Senior Director – Media, Arts & Design (MAD) School

Hello!
A warm welcome to the freshman cohort of 2024. I am glad that all of you are **MAD** enough to join us here at the Media, Arts & Design School.

MAD is about **M**aking **A D**ifference. In the 3 years with us, you will become a competent professional who will be making a difference in the creative industry.

Here at **MAD**, our vision is to **M**ould **A**nd **D**evelop the creative talents of our students so that they can contribute to a more creative and imaginative Singapore. The caring and dedicated staff team are committed to creating learning experiences that will open up your minds. One thing that I can assure you is that you will never walk alone. We will journey with you in this new ed-venture and they are the catalyst that will help you uncover and unleash your creative potential.

Whilst you are building your professional skillsets with us, you should also seek out opportunities to give back to the community and develop yourselves through the many student activities available in campus.

Make the most of your time with us, **A**spire to be a creative and critical thinker, and **D**esire and dare to be different from the rest.

We are so happy to welcome you into our **MAD** family.

I wish you a **MAD**-nificient time with us.
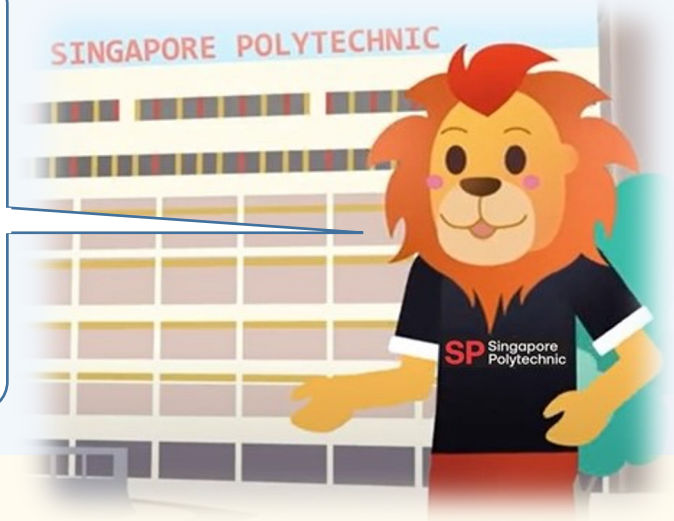
Tan Yen Yen
Senior Director, MAD School

Dear freshman,

Welcome to SP! We have many activities in store to make your orientation more enjoyable and meaningful.

Have a wonderful FOP week! ☺

Psst... If you are lost, please approach our information booth located in front of SP Convention Centre (SPCC) for help.

SINGAPORE POLYTECHNIC

Useful Information

1. **Complete** the **"Important things to do before coming to school"** on the FOP webpage: https://www.sp.edu.sg/ccas/our-events/freshman-orientation-programme
Remember to complete the modules in BrightSpace by their respective due dates.

2. **Dress code**: Tees, long pants/jeans, and covered shoes (compulsory for laboratory tours)

3. **Things to bring**:
   • your student matriculation card (you will need this for entry to SP)
   • a sweater, if necessary (for air-conditioned places)

4. **Read our Student Handbook** on the school rules: https://www.sp.edu.sg/sp/student-services/osc-overview/student-handbook

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CCA Carnival

Date: 9 & 11 April 2024
Time: 11am to 6pm
Venue: Food Court 5 foyer, Sports Arena (SPAR) Walkway and Rockwall Central Plaza, outside Student Development Office

Visit our two-day CCA Carnival to explore the CCA booths and sign up for your most favourite CCA! Enrich your student life and make your time in SP memorable!
https://www.sp.edu.sg/ccas/our-events/cca-carnival

SP Games

Date: 11 April 2024
Time: 2pm to 6pm
Venue: Multi-purpose field, Sports Complex, Poly Centre, Basketball Courts

A series of tele-match games to build camaraderie among freshmen. Do come down to support your school!

SP Cares

Date: 8, 9 & 11 April 2024
Time: 10am-5pm
Venue: SPCC Foyer

Please bring 1-2 food items on Thur 11/4/24 for
SP Cares food donation as a class.
https://www.sp.edu.sg/ccas/our-events/sp-cares

Orientation Programme – MAD School

Welcome to Media, Arts & Design School Orientation Programme!

This is a **compulsory orientation** programme, comprising an **online application for your pre-specialisation modules**, and **in-campus programmes** on Tue 9/4/24 and Thur 11/4/24 (you must attend both days).

The programme will provide you with important and useful information on your course of study, academic and administrative matters. You will also get to meet your personal tutors and classmates.

Some Useful Information to Prepare you for in-campus FOP

MAD School Reporting Date, Time and Venue:

Tue, 9th April 2024, 10 am @ respective MAD School venues
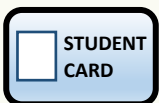
As you enter SP from Dover MRT Gateway, you will be greeted by our friendly MAD Student Leaders (with placards) who will direct you to MAD School until 10.00 am. Please arrive early as it takes about 15 mins to walk from Dover MRT gateway to your FOP venue.
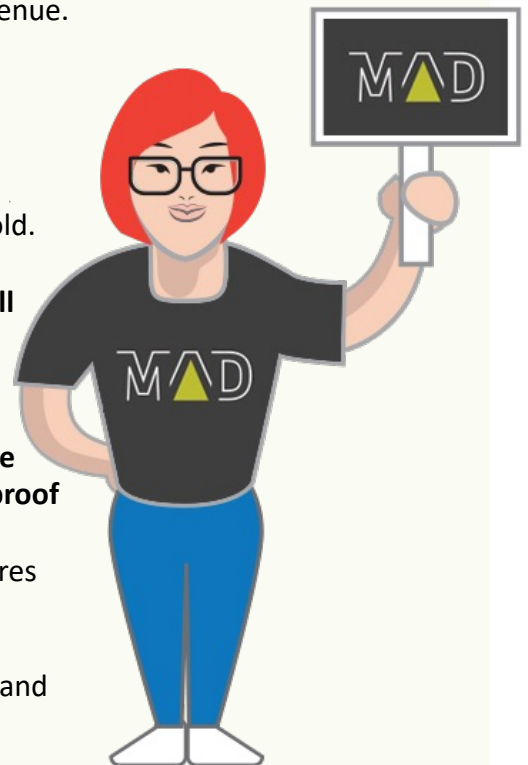
What to Wear:

Tee-shirt and long pants/jeans with covered shoes.
You may choose to bring a sweater or cardigan in case some venues get too cold.

What to Bring:

STUDENT CARD

- **Student Matriculation Card – You will need this for entry to SP.** Get ready your Student Matriculation Card for tapping in to enter SP at Dover MRT gateway. **If your card is not ready, use the right-most gantry lane or show proof of your acceptance.**
- 1-2 food items for donation for SP Cares
- Mobile phone
- Personal water bottle
- Coloured markers(any type, medium and broad) for class activities.

SP App:

SP MOBILE

- **Download SP Mobile app v2** before coming to SP. This will give you a single point of access to commonly used apps in SP. Eg Calendar(timetable), Attendance Taking, CCA Record, e-Services/e-Resources, Campus Map

Diploma in Media, Arts & Design

Programme

Day 0 | **Before FOP**

Time	Activity	Venue
Before coming for FOP	**1. Complete "important Things to Do before Coming to School"** **Life@SP FOP:** click here	
From 30/3/24 **2/4/24** 8.00 am – **9/4/24** 11.59 pm	**2. View PackPack 24** The online MADPack contains critical information for you to start school. The password to access the MADPack will be emailed to you from 30 March 24, 3 days after your acceptance of offer. **MADPACK 24:** click here **"Making my Pre-specialisation Choices" Video** **Please watch this video in the online MADPack 24 and go through the section on "Foundry and Pre-Specialisation Modules" in MADPack 24, before making your Pre-specialization modules selection.** **MAD Pre-specialisation Modules Application** **Your ranking of the pre-specialisation modules will affect the Specialisation that you wish to pursue. You must put the Specialisations' pre-requisite modules as top choices.** 1. You will need your Gmail address and SP student card or offer/enrolment email if you have not received your student matriculation card. 2. Key in your choices. Once successfully submitted, a return receipt will be emailed in case you need to amend your choices BEFORE the deadline on 9th Apr, 12.59 pm. There will be no more changes after this deadline. 3. Please DO NOT submit a new selection, **duplicated entries will void all your selections.** 4. For EAE and EAE(I) students, do ensure to rank your 1st choice Pre-specialisation module as relevant to your EAE/EAE(I) application. * For over-subscribed modules, posting will be subject to available vacancies by the system.	(via application link in MADPack)

Diploma in Media, Arts & Design

Programme

Day 1	**9 April 2024 (Tuesday)**

Time	Activity	Class	Venue
10.00 am	**Arrival & Attendance Taking** - Give your MAD tee size - Collection of SP & MAD Welcome Gifts	All	Designated venues (ref Annex 1)
10.15 am	**Ice Breaking** - Led by student leaders	All	Designated venues
10.30 am	**Briefing by Personal Tutor (PTN)**	All	Designated venues
11.30 am	**SP70 Tree Wishes** - Contribute your special wish on a leaf on SP's 70th year! - SP70 Phototaking **Pre-specialisation briefing for newly enrolled students** - Attend if you have yet to apply for your pre-spec modules.	All New enrollees only	Designated venues and MAD Foyer T2239
12.00 pm	**Entrepreneurship Booths** - Visit booths from BrightSparks, UOB, Mediacorp 987 Radio - Gifts while stocks last **Lunch** - Prayer rooms for Muslims (optional) - Enjoy music entertainment by MAD students outside FC4	All	T18B L2 SB Foyer (12 pm – 1 pm) Foodcourts 1-5 Prayer Rooms @MAD Innovation Studios (Male: T1913A-C. Female: T1913D-F)
2.00 pm	**Class bonding games** - Led by student leaders	All	Designated venues
5.00 pm	**CCA Carnival /** **Dismissal for Muslim Students**	All	FC5 foyer to PolyCentre
6.00 pm	**Ends**	All	

Diploma in Media, Arts & Design

Programme

Day 1	9 April 2024 (Tuesday)

Time	Activity	Class	Venue
By 11.59 pm	**MAD Pre-Specialisation Modules Application** - If you are newly enrolled or wish to change your Pre-specialisation modules selections, please select/re-select your modules by 11.59 pm.	Newly enrolled students	Online. Please refer to Day 0 programme.

Diploma in Media, Arts & Design

Day 2 | **11 April 2024 (Thursday)**

Time	Activity	Class	Venue
10.00 am	**Arrival & Attendance Taking** - Wear MAD tees, MAD socks and SP70 bandanas - Deposit 1-2 **SP Cares** food items - Student leaders to check on compulsory modules completion	All	Designated venues
10.15 am	**Class Bonding Activities** - Led by student leaders - SP 70 Phototaking	All	Designated venues
11.00 am	**SP70 Heritage Campus Tour** - Led by student leaders - Continue SP70 Phototaking - Deposit SP Cares donation to SPCC	All	SP Campus including MAD facilities and SP Library
12.00 pm	**Lunch** - Enjoy music entertainment by MAD students outside FC4 - Complete FOP survey	All	Food Courts 1-5
2.00 pm	**SP Games Telematch** - Inter-SP schools Telematch **CCA Carnival** - Student leaders to lead freshmen to venue for self-exploration - Self-dismissal	MAD Telematch Team & supporters All freshmen not involved in Telematch	Multi-purpose field beside Sports Arena Food Court 5 foyer to Poly Centre
6.00 pm	**Ends**	All	

MAD FOP Designated Venues

Annex 1

Day 1 & 2 — **9 April & 11 April 2024 (Tuesday & Thursday)**

Class	Venue
DMAD/FT/1A/01	T19334
DMAD/FT/1A/02	T19335
DMAD/FT/1A/03	T19339
DMAD/FT/1A/04	T19336
DMAD/FT/1A/05	T19337
DMAD/FT/1A/06	T19340
DMAD/FT/1A/07	T2236
DMAD/FT/1A/08	T2237
DMAD/FT/1A/09	T2238
DMAD/FT/1A/10	T2243
DMAD/FT/1A/11	T2244
DMAD/FT/1A/12	T2245
DMAD/FT/1A/13	T2246
DMAD/FT/1A/14	T2251
DMAD/FT/1A/15	T2252
DMAD/FT/1A/16	T2253
DMAD/FT/1A/17	T2254
DMAD/FT/1A/18	T2255
DMAD/FT/1A/19	T2256
DMAD/FT/1A/20	T2257

To find your **class assignment:**
Click to find your class assignment or go to https://www.sp.edu.sg > e-Services/e-Resources > Personal > My Info

MAD Tees Exchange Centre: T2239

MAD Tee / MAD FOP

Day 1 | **9 April 2024 (Tuesday)**

Check your tee-size!

You'll be receiving 2 MAD School tees, totally complimentary. So be sure to **give your tee size** to the student leaders of your class.

Size	Chest (A)	Body Length (B)	Sleeve Length (C)
XXS	34"	25"	6.0"
XS	36"	26"	6.5"
S	38"	27"	7.0"
M	40"	28"	7.5"
L	42"	29"	8.0"
XL	44"	30"	8.5"
XXL	46"	31"	9.0"
XXXL	48"	32"	9.5"
4XL	50"	31.5"	10.0"
5XL	52"	32"	10.0"

SP Cares / MAD FOP

Annex 3

Day 2 — **11 April 2024 (Thursday)**

SP Cares

MAD embraces the culture of serving and caring for the community.

Please bring 1-2 food items in the list below to your class on 11/4/24. Freshmen who donate will earn 2 CCA points (community service)!

READY. SET. DONATE RIGHT!

FOOD FROM THE HEART

IT'S GOOD TO DONATE EXCESS FOOD!

FOOD WISH LIST

We require all donations to be dated at least

3 MONTHS BEFORE EXPIRY

Please do not bring opened and/or repackaged items eg loose rice in open/tied/resealed plastic bags.

RICE **1 - 2.5 KG**
COOKING OIL **1L**
CANNED MEAT **SARDINES, FRIED DACE, CHICKEN, PORK**
CANNED VEGETABLES/MUSHROOMS
CANNED SOUP
EVAPORATED/CONDENSED MILK
BREAD SPREADS
BISCUITS **200 G - 500 G**
INSTANT BEVERAGES, IN SATCHETS **MALT, TEA, COFFEE**
INSTANT NOODLES
RICE VERMICELLI

MAD Thursday / MAD FOP

Day 2 | **11 April 2024 (Thursday)**

MAD Thursday!

All MAD freshmen, on **Thur 11/4/24**, adorn your **MAD tees, MAD socks and SP70 celebratory bandanas**. Yes, you're the special batch who will get all these freebies!! Make an impact for **SP70 Photography taking**, and when you cheer for MAD fam at SP Games Telematch!

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*Pssst: when you see **SP70 logos** around on campus, take lots of **photos of it by yourself or with your classmates**, and use these photos to take part in the **SP Tik Tok Campaign** when semester starts, for attractive wins!*

SP Tik Tok Campaign

How to participate!

Step 1: Film a **entry** of yourself or with a group of friends **with the SP70 logo** in the background wishing SP a happy birthday!

Step 2: Search the hashtag **#spcelebrates70** on your tiktok account

Step 3: **Post** your special images/video to SP using the relevant hashtags

Step 4: Add in a heartfelt message to SP in the captions (optional) and include **#sptiktokcampaign #sptiktokcampaign to qualify for the campaign**

Step 5: **Share** your video on your public Tiktok account around for friends to like and encourage them to participate too!

❖ **All current full time SP Students are welcome to participate**

❖ **Campaign Dates**
  ➢ Round 1 (Photos): 15 April to 3 May 2024
  ➢ Round 2 (Videos): 24 June to 12 July 2024

❖ **Find more information on**
  ➢ Instagram @singaporepoly
  ➢ Tiktok @singaporepoly
  ➢ School Email
  ➢ SP App

❖ **Prizes**
  ➢ E-capita Vouchers as prizes for top 7 entries each round
  ➢ Multiple entries are accepted but prize will be limited to a single winning entry only

❖ **Judging Criteria**
  ➢ Audience Engagement
  ➢ Creativity
  ➢ Shortlisting Requirements
    → Meet requirements of Campaign

About the School

I CAN USE MY IMAGINATION TO MAKE A DIFFERENCE

Media has the power to influence people's perceptions and ideas. The Arts ignite our senses and expand our minds. Design can change the way we shape, perceive, understand, enrich and experience life.

In a world that is volatile and complex, imagination can transform workplaces, communities and so, the world itself. Creativity and imagination open up pathways to careers in the fields of media, arts and design.

At the **Media, Arts & Design School**, we are MAD about:
- Developing creativity using pedagogical methods – from studio-based learning to out-of-classroom learning activities
- Tapping the experience of our lecturers – all industry experts – to equip students with skills and knowledge to solve problems
- Providing learning spaces modelled after real-world work environments for authentic learning
- Collaborating with industry partners and academic institutions to prepare students for employment

Here at MAD School, our students are in the business of taking what they imagine – and turning it into reality – to make a difference in the creative industries.

For enquiries on Freshman Orientation Programme, please contact :
Telephone: 67751133
Email: contactus@sp.edu.sg

Check out MAD School and student life here:
https://www.flowcode.com/page/sp_mad

Getting to know SP

1. **What is the acronym of my School?**

School	Acronym
Media, Arts & Design School	**MAD**
School of Architecture & the Built Environment	**ABE**
School of Business	**SB**
School of Chemical & Life Sciences	**CLS**
School of Computing	**SoC**
School of Electrical & Electronic Engineering	**EEE**
Singapore Maritime Academy	**SMA**
School of Mechanical & Aeronautical Engineering	**MAE**
School of Mathematics & Science (Poly Foundation Programme)	**MS (PFP)**

Please click on > **School and Course Information** for more information.

2. **Where do I go for my lesson?**
   Venue codes
   LT = Lecture Theatre, e.g. LT4A
   MLT = Main Lecture Theatre, e.g. MLT8
   T = Teaching Block, e.g. T3A
   W = Workshop, e.g. W5

   Classroom and Office Location
   Example 1 : **T3**34
   Location : **T**eaching Block **3**, Level **3**, Room **4**
   Example 2 : **T3A**21
   Location : **T**eaching Block **3A**, Level **2**, Room **1**

Getting to know SP

3. **Where is my School Admin Office?**

ABE	-	**T3A** Level 4
CLS	-	**T11A** Level 6
EEE	-	**T14** Level 7
SB	-	**T18B** Level 7
SoC	-	**T19** Level 4
SMA	-	**T1A** Level 7
MAD	-	**T19** Level 4
MAE	-	**T18** Level 6
MS	-	**T7** Level 4

4. **Where can I find information on IT Support and Services?**
   Please click on > **IT Support and Applications**

   IT Service hotline: 67721260

5. **I am an international student, where can I find information to help me settle into SP?**
   Please click on > **Resource Information for International Students**

6. **Where can I find information on CCAs in SP?**
   For information on CCA, please click on > **CCA Information, Events and Programmes**

7. **I need financial assistance for my studies, where can I find information or assistance?**
   Please click on > **Course Fees, Scholarships and Financial Assistance Schemes**

8. **What are the sports and recreational facilities available in SP?**
   Check out the following facilities to take a break from studies or to keep fit :

   1. Swimming Pool
   2. Gym@Pool
   3. Tennis Courts
   4. Badminton Courts
   5. Squash Courts
   6. Basketball Courts
   7. Running Track

   For more information and booking procedures, please click on > **Sports Facilities**

9. **Be part of Go Green SP**
   Pledge here to support SP's sustainability efforts

10. **SP Campus Map**
    View our campus map at **https://www.sp.edu.sg/map**

Getting to MAD School

■ MAD FOP VENUES

T19 Levels 1, 3

T22 Levels 3 -5

SP Media, Arts & Design SCHOOL

T20

T21

SPICE SERVICE DESK @T1711 Level 1

SP Convention Centre (SPCC)

EW22 Dover

Telematch

CCA Carnival

▪▪▪ Enter SP from Dover MRT Link on L2, and walk past SPCC until you reach a forked path.

◆◆◆ Turn right to Hilltop Link on L2, and walk through Aerohub and Business School to MAD school at hill top.

MAD

Singapore Polytechnic

You can view photos of SP facilities via the SP Campus Map link.