INSTRUCTOR PACKAGE
Digital Bootcamp 2026

March 23-26

Welcome Bootcamp Instructors!

We are thrilled to have you join us for Bootcamp 2026. This document contains everything you need to succeed as a Bootcamp Instructor. Please see the contents list below followed by Quick Links and Info sections. The details found in this document can also be found online at
collegeforartsandtech.com/instructor-resources/

In This Package You Will Find the Following:

- Important Contact Info
- WIFI and Computer Logins
- Washroom Codes
- Instructor Responsibilities
- Week Schedule
- Parking for Bootcampers and Instructors
- Room Allocations
- Supplies Lists
- Addressing Questions
- Instructions for Saving Student Work

Important Contact Info:

For all Bootcamp assistance and/or questions, please reach out to Jon Matlock.

Jon Matlock (Bootcamp Overseer)
T: 250.859.1195
E: jmatlock@collegeforartsandtech.com

Issues with facilities, equipment, hardware or software please reach out to the Campus Services Team.

Campus Service Assistants (CSA Team)
T: 250.870.2764
E: helpdesk@collegeforartsandtech.com

WIFI and Computer Log Ins:

WIFI Network: student_better
Password: seat belts save lives

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 online on the Instructor Resources page.

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, 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.

Instructor Survey

We have prepared a survey for all instructors to complete at the end of the week. These surveys can be found online, linked through your Bootcamp Instructor Resource page. To make filling out the form as smooth and easy as possible, we recommend visiting this link on a desktop.

collegeforartsandtech.com/instructor-resources

Instructor Week Schedule:

DAY 1 - Monday March 23rd

8:00am | Instructors Arrive on campus

Please plan to arrive at 8:00 am on 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 classrooms to await the arrival of your students. Bootcampers will also be arriving at 8:30am, checking in at Main Reception, then proceeding to class. You will be expected to give out the Bootcamp bags to students (bags will be waiting for you in your classroom). You will also have to deliver a brief Bootcamp Orientation presentation to your students in the first 15 minutes of class. The Orientation PowerPoint will be preloaded onto the instructor computer in your classroom. Once you have given out all the Bootcamp bags, taken attendance and delivered the PowerPoint, you may begin your planned lessons for the day.

9:15am – 12:00pm | Morning Classes

12:00pm – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and cafes. You have one hour for lunch, and you must inform your Bootcampers to be back in class at 1:00 pm. 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 Classes

Jon will come around to take attendance.

4:00pm | Bootcamp Day 1 Concludes

DAY 2 - Tuesday March 24th

9:00am – 12:00pm | Morning Classes

Jon will come around to take attendance.

12:00pm – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and cafes. You have one hour for lunch, and you must inform your Bootcampers to be back in class at 1:00 pm. 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 Classes

Jon will come around to take attendance.

4:00pm | Bootcamp Day 2 Concludes

6:00pm | Industry Night

An opportunity for Bootcampers and family to connect directly with industry leaders. This is not a mandatory event, but you are welcome to attend! Not all missions will be hosting an Industry Night panel, please inquire for details on your mission.

Instructor Week Schedule:

DAY 3 - Wednesday March 25th

9:00am – 12:00pm | Morning Classes

Jon will come around to take attendance.

12:00pm – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and cafes. You have one 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 Classes

Jon will come around to take attendance.

4:00pm | Bootcamp Day 3 Concludes

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6:00 pm | PARTY!

We will be hosting a fully chaperoned party for our Bootcamp students. Games, music and pizza! Instructors are not required to attend the party.

DAY 4 - Thursday March 26th

9:00am – 12:00pm | Morning Classes

Jon will come around to take attendance.

12:00pm – 1:00pm | LUNCH

You and your students are responsible for bringing your own lunch or money to purchase from the surrounding restaurants and cafes. You have one hour for lunch, and you must inform your Bootcampers to be back in class at 1:00 pm. 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 Classes

Jon will come around to take attendance.

4:00pm | Bootcamp 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.

Parking for Bootcampers and Instructors:

Instructors with either a CAT staff or CAT student parking pass may continue to park where you normally would. If you have any guests coming to your mission classroom, they can park in short-term, visitor spots. Visitors must register their vehicle with Indigo for 3-hours of free parking.

Bootcamp Students must park in the lot used by our current students located at 1515 Kirschner Rd. and must register their vehicle with Indigo for free parking.

https://goo.gl/maps/tnKb2qW3ysGHj52v7
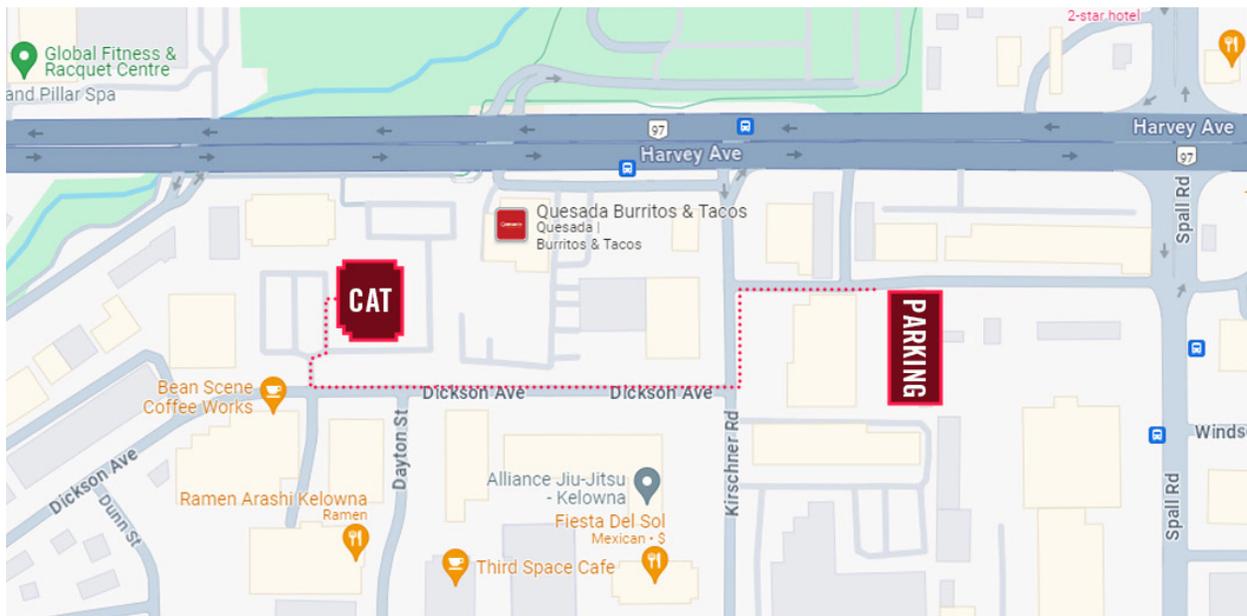
Room Allocations by Mission:

Acting | MS3

Animation | M104 and B106

Audio | B104

Filmmaking | B107, M105, SS, SS1 and Edit Suite

Interior Design | S201

Photography | SS1 & B107

LANDMARK 3 | MAIN FLOOR

REAR ENTRANCE

ANIMATION

FILMMAKING

M104 M105

M106

CAFE

NO ACCESS

FM PA

PA

PA

LOBBY

PA

SCHED

SIDE ENTRANCE

CAGE

E

NO ACCESS

ED

MS3
ACTING

FRONT ENTRANCE

LANDMARK 3 | BASEMENT FLOOR

KITCHEN

AUDIO

B103

B104

NO ACCESS

NO ACCESS

NO ACCESS

SS

ANIMATION
B106

FILMMAKING

B107

PHOTOGRPAPHY/
FILMMAKING

LIVE ROOM

B108

NO ACCESS

IT+ F

B110

SUTHERLAND | UPPER FLOOR

PHOTOGRAPHY/
FILMMAKING
SS1

BACK ENTRANCE

INTERIOR DESIGN
S201

NO ACCESS

NO ACCESS

Bootcamper 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 B106
- Pencil Sharpeners B106
- Capture Stations B106
- Autodesk Maya M104
- PC Computers M104
- 1 Instructor USB

Bootcamper Bags Will Have:
- (2) 2B Pencils
- (1) Eraser
- (1) USB
- Marketing swag

Audio Mission

Room Supplies: N/A

Bootcamper Bags will Have:
- (1) USB
- Marketing swag

Filmmaking Mission

Room Supplies: N/A

Bootcamper Bags Will Have:
- (1) USB
- Marketing swag

Interior Design Mission

Room Supplies:
- Trimble SketchUp on PCs
- Adobe Photoshop on PCs
- PowerPoint on PCs
- (2) rolls of white duct tape
- (1) package of straight pins
- Hot glue sticks
- (2) bottles of white wood glue
- (2) rolls of double-sided tape
- (1) sheet of foam core for each student

Bootcamper Bags Will Have:
- (1) 2B Pencil
- (1) White eraser
- (1) large matte knife
- (1) small matte knife
- (1) glue stick
- (1) USB
- Marketing swag

Photography Mission

Room Supplies: N/A

Bootcamper Bags Will Have:
- (1) USB
- Marketing swag

Addressing Questions - Program Questions and Program Advisor Appointments

If you have Bootcamp students who ask you questions about our full-time programs, (tuition, how to apply etc.) it is very important that you direct their inquiries to our Admissions Department. They can connect with our Program Advisor, Michael Thorpe, by speaking with Nicole, by using the Book a Meeting link below or calling the front desk at 250-860-2787.

[Book a Meeting Link]

https://meetings.hubspot.com/mthorpe/inpersonmeeting-dbc2026

Saving of Student Work

Please use the appropriate link on the online Instructor Resource page 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 the USB that was provided to you.

collegeforartsandtech.com/instructor-resources

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 campus. 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 23rd at 8:00am!