

# Department of Art

## Undergraduate Student Handbook

### 2020-2021



This handbook is designed to help you navigate the Department of Art and your degree. Please take the time to read this practical advice and enjoy your time at the University of Calgary. We look forward to working with all of you.



UNIVERSITY OF  
CALGARY

# Re-Entry Etiquette

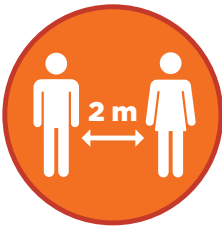
Let's help keep our community healthy.



Cough or sneeze  
into your elbow



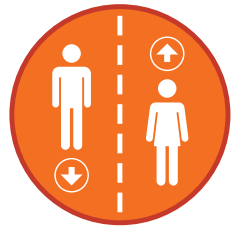
Wash your hands



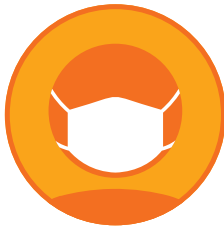
Maintain a physical  
distance of 2m



Avoid touching  
your face



Follow directional  
signage



Wear a face mask



Use the hand  
sanitizer stations

 **Be Kind**   
to yourself and others

# Welcome to the Department of Art

The faculty and staff of the Department of Art would like to welcome you to another wonderful year at the University of Calgary! As you immerse yourself in scholarly and artistic pursuits, we encourage you to take some time to explore the **Department of Art website** and review the key information for your program. While here we encourage you to get involved with in-house exhibitions, art openings and events, as well as our visiting artist program.

The Department of Art is composed of three main areas of study:

- Studio Art, which accounts for classes that start with ART;
- Art History, which includes all classes that start with ARHI;
- and Museum & Heritage Studies, which are classes that start with MHST.

We offer seven different degree options:

- BFA in Visual Studies;
- BFA Honours in Visual Studies;
- BA in Art History;
- Concurrent BFA (Visual Studies)/BEd;
- Concentration in Art Education;
- Minor in Visual Studies and Art history;
- and Minor in Museum & Heritage Studies.

We understand this year brings many new and unique challenges to your university experience because of COVID-19. The Department of Art and the University of Calgary take your health and safety very seriously and have implemented many precautions to safeguard you and your learning experience as much as possible. As you have surely been made aware, many classes for the Fall 2020 semester have changed their teaching approach: some classes are being taught entirely online, while others a mixture of online lectures with on-campus labs. Please be sure to check your schedule and be aware of the requirements for each of your classes.

**[arts.ucalgary.ca/art](https://arts.ucalgary.ca/art)**

The Department of Art website is your primary link to program information, to upcoming events, to important forms, to contact information, and to connect you with resources.

# Department of Art Administrative Office

The Department of Art administrative office for Visual Studies, Art History, and Museum & Heritage Studies is in the Art Building, Room 612.

**Please note:** Due to COVID19, the office itself is not open, but administrative staff are available via email from Mon-Fri, 8.30 a.m.-12 p.m. and 1-4:30pm. They will not be available on statutory holidays.

## Announcements and Events

Important information is regularly posted on the Bulletin Boards, which are located outside the Department of Art administrative office in AB 612. Here you will find details about upcoming events, important deadlines and announcements.

**Please note:** Due to COVID19, this bulletin board will not be active. Announcements and information will be available online through the Department of Art's [website](#).

## Student Centre Contact Information

Because important correspondence will be forwarded to students throughout the academic year, it is important that you register for your UCalgary email account and ensure that the contact information in your Student Centre is current. Students are responsible for the accuracy and validity of their contact information. Your ucalgary.ca account is your primary account, so check it often.

## Key Administrative Contacts

**Please note:** Due to COVID19, many faculty and administrative staff members are working remotely. The best way to get in contact with someone is through email.

Denis Jacques Gadbois  
Department Head, Art  
AB 612C  
[dgadbois@ucalgary.ca](mailto:dgadbois@ucalgary.ca)

Vaughan McMillan  
Undergraduate Program Administrator  
AB 612F  
[vaughan.mcmillan@ucalgary.ca](mailto:vaughan.mcmillan@ucalgary.ca)

Dr. Susan Cahill  
Undergraduate Program Director, Art  
AB 612  
[susan.cahill@ucalgary.ca](mailto:susan.cahill@ucalgary.ca)

Denise West-Spencer  
Administrative Assistant  
(Front Desk) AB 612  
403.220.5251  
[dwestspe@ucalgary.ca](mailto:dwestspe@ucalgary.ca)

For assistance with registration (add/drop/swap), paying fees, deferred exams, awards, transcripts and navigating issues with your Student Centre, contact **Enrolment Services**. MacKimmie Block (MB) Lobby (working remotely)

[esdocs@ucalgary.ca](mailto:esdocs@ucalgary.ca)

Phone: 403.210.7625 or 1.855.246.7625 (toll-free in Canada & the US)

[Visit website](#)

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**.

Taylor Family Digital Library (TFDL), 3rd Floor

[success@ucalgary.ca](mailto:success@ucalgary.ca)

Phone: 403.220.1381

[Visit website](#)

For information on all student wellness services on campus: counselling, health care, health promotion and peer support, please connect the **Wellness Centre**.

[Visit website](#)

## Academic Advising

### Department of Art

The Undergraduate Program Director (Dr. Susan Cahill) and Undergraduate Program Administrator (Vaughan McMillan) in the Department of Art assist undergraduate students with program-specific inquiries. For example, they provide advice for students on:

- program-related questions
- course-related questions
- details about the Major field
- transfer-credit assessment
- overloads
- credit by special assessment
- initial grade appeals
- prerequisite waivers

Art Building, Room 612

[artdept@ucalgary.ca](mailto:artdept@ucalgary.ca)

[Visit website](#)

**Please note:** Currently, staff in the Department of Art are working remotely and are available through email from Mon-Fri, 8.30 a.m.-12 p.m. and 1-4:30pm. All appointments will be held via Zoom.

## Arts Students' Centre (ASC)

The Faculty of Arts program advisors in the Arts Students' Centre (ASC) assist undergraduate students in planning their overall degree programs. For example, they provide advice to students on:

- course audit forms
- changes of program and registration
- graduation checks and guarantee
- academic requirements
- after-degree program
- international exchanges
- contextual questions about Major and Minor programs in the Faculty of Arts
- ASHA and Co-op programs
- INDG, SAST and WMST courses
- academic probation and misconduct

Social Sciences Building, Room 102

[artsads@ucalgary.ca](mailto:artsads@ucalgary.ca)

Phone: 403.220.3580

[Visit website](#)

Program advising hours (working remotely):

M/T/W/F: by appointment only, 9 a.m.-12 p.m., 1-4 p.m.

TH: by appointment, 1-4 p.m.

Appointments will be held via Zoom.

## Academic Requirements and Checklists

Academic Requirements (AR) is a tool for academic program planning, accessed through your MyUofC quick links. Students should also check with Arts Students' Centre advisors to make sure you are receiving the most accurate and complete information about your degree progression. Advising contact information can be found [online](#). Students wishing to pursue the concurrent BFA (Visual Studies)/BED degree program should also consult with an advisor at the Werklund School of Education. Advising contact information can be found [online](#).

We also strongly encourage all students to inform themselves on the specific degree and program requirements, which are available in the [University Calendar](#). Information on degrees offered by the Department of Art, including required courses, can be found [here](#).

## Directed Studies

Senior-level undergraduate students may undertake a directed studies course (ART 513, ART 595, or ARHI 511) to delve more deeply into a topic not covered by other courses, with the approval of the Undergraduate Program Director. You must have a faculty member who will supervise you. You will also be required to complete an application for directed study form, including a course outline. Once the student and instructor have signed and submitted the application, the Undergraduate Program Director reviews the proposal and makes the decision whether or not to approve the directed studies course. Completed forms must be submitted to Undergraduate Program Administrator. Forms are available on the Department of Art [website](#).

## Graduating

Applications for graduating are available online. Before you apply to graduate, schedule an appointment with the advisors in the Arts Students' Centre to complete an official grad check. Visit the [registrar website](#) for more details and a graduation checklist.

## Registration Exemption Requests

Students may submit a request for the following exemptions from the registration regulations:

1. Requests for a late withdraw (W) from a course(s), provided a student has not attempted the final examination/assessment. Requests must normally be submitted within 30 calendar days of the last day of the term in which the course was taken or in exceptional circumstances up to one year from the start date of the course.
2. Requests for a late add/drop/swap for a course. These requests will be granted only in exceptional circumstances. A student must outline the exceptional circumstances for the request and provide supporting documentation. In the case of a late add/swap, a student must also provide written support from the Dean, or designate, of the Faculty offering the course.
3. Requests to exceed the number of units permitted as an Open Studies students. Requests must be submitted at least 30 calendar days prior to the start of the term in which a student wishes to take additional courses.

Requests and supporting documentation must be submitted to the Office of the Registrar for decision at [rgappeal@ucalgary.ca](mailto:rgappeal@ucalgary.ca) within the timelines noted above, if any. Requests will be reviewed in the order they are received, and decisions will be provided within 30 calendar days. Decisions will be sent by email to the students UCalgary email account.

Should a student wish to appeal a decision of the Office of the Registrar, they may do so within 15 calendar days of date of the communication providing the decision. Appeals will only be considered on procedural grounds or based on new information that was not

available at the time of the original request. Appeals must be submitted to the Vice-Provost (Student Experience) for decision at [vpse@ucalgary.ca](mailto:vpse@ucalgary.ca). The decision of the Vice-Provost (Student Experience) is final.

Tip: For full-year courses, remember to register in part A (fall term) and part B (winter term).

## Transfer Students and Transfer Credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary; students must normally complete a minimum of two full years of study at the University of Calgary in order to qualify for a degree. Copies of course outlines are required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta); these course outlines must include a detailed list of topics covered, textbooks used, grading practices, number of weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the Arts Students' Centre and visit [arts.ucalgary.ca/current-students/undergraduate](https://arts.ucalgary.ca/current-students/undergraduate) for more info.

## Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, **connect** with the Department of Art Undergraduate Program Administrator for advice, answers, and referrals.

**Audit forms:** These forms are available **online**. Students are responsible for collecting all the instructor signatures and submitting the form to the Arts Students' Centre (SS 102) for the Faculty Advisors signature.

**Requesting pre-requisite waivers:** Please contact the instructor directly to explain your situation. If they agree, ask the instructor to send the **Undergraduate Program Administrator** an email stating their consent, your student information (full name, UCID), and the course information. The Undergraduate Program Administrator will add the enrollment permissions and send you an email to let you know that you can register for the course.

**Requesting a course substitution:** Please email the **Undergraduate Program Administrator** with details about which courses you want to substitute and why. The UPA will review the request with the Undergraduate Program Director, and we will contact you with the result of the review.

**Course-specific questions:** Please contact the instructor directly. Current and archived course outlines are available **online**.

Can't find a course in your class search? When you search for classes, make sure that you UNCHECK the box that says 'show open classes only' (on the first screen where you select the term, subject) so that you can see all of the courses that are being offered during a term regardless of whether they are at full capacity or not.



# Department of Art Facilities and Resources

## Galleries

### Little Gallery

The Little Gallery provides weekly exhibition space for students, faculty and art classes. Popular annual exhibitions such as the B.F.A. Post Miniature Exhibition and Silent Auction provide an opportunity for student fundraising and faculty-student interaction.

### 621 Gallery

The 621 Gallery provides weekly exhibition space for students, faculty and art classes. Popular events include the annual Print Sale and the B.F.A. Post Miniature Exhibition and Silent Auction.

### Nickle Galleries

Nickle Galleries, formerly The Nickle Arts Museum, is a university museum with an established history of challenging, relevant and successful exhibitions and public programs. The Nickle has three areas of concentration for its exhibitions and collections: modern and contemporary art, with a focus on Western Canada; numismatics, with strength in ancient coins and modern paper money; and textiles, with an emphasis on Asian carpets. The Nickle presents a full complement of temporary exhibitions and ongoing public programming to engage students and scholars and to collaborate both nationally and internationally. Museum staff, following the highest professional museum standards, aim to foster critical thinking and discovery through their research, exhibitions, publications and outreach.

## Drawing and Painting

Both the drawing and painting facilities include studios with storage areas, a still life room and a collection of art prints and an anatomical plastic human skeleton. These facilities are mainly on the 7th floor. Drawing is located in rooms 710 and 743 and Painting can be found in rooms 721, and 792.

## Printmaking

There are separate studios for intaglio/relief, lithography, screen print, and darkroom processes. Equipment includes vacuum screen print tables, exposure units, spray booths, 17" Epson printer for photo positives, multiple standard etching presses, 1 automatic etching press, lithography presses and various lithographic stones. These rooms are located on the 7th floor in AB 747, 749, 770 and 771.

## Sculpture

The sculpture area is made up of studios for three-dimensional work in a variety of media including wood, metal, plastics, ceramics, plaster, cement and stone. The area also contains an in-house student exhibition space, the Arnatt Gallery. These facilities are located on the 6th floor in AB 633 and 637, adjacent to the Wood and Metal Workshops.

## Wood and Metal Workshops

The Workshops are maker spaces where the Department of Art's students and personnel can go for technical consultations, training and practice. The services are centred on a fully equipped woodshop and tool-room (AB 693), a metal shop with resources for a broad range of metal-working processes (AB 697), and a foundry set up for investment and sand casting of bronze and aluminum (AB 119). The facilities also include a spray room (AB 694), a CNC router for wood and plastics, FDM 3D printers, and a CO2 laser engraver. The shops also carry a variety of materials available for purchase by Departmental students, faculty and staff. For more information on these workshops, contact the Department of Art's Workshop Technician **Steve Nunoda**.

## Photo Lab

The Photo Labs offer film and digital based production space for students in Art and Photography classes. The photo labs consist of four facilities: The Photo Studio, Black & White negative processing room, Black & White print darkroom, and film scanning and digital printing room. These are all located on the 6th floor of the Art Building. To get access and training for the Photo Labs, email the Department of Art's photography technician, **Kevin Jordan**.

## Digital media

The digital media needs of students in the Faculty of Arts, including the Department of Art, are primarily met by the Integrated Arts Media Lab (IAML) (see more information below). The Department of Art also has a ShopBot Buddy CNC Router available in its Woodshop. This 3-axis router is a computer-controlled system that accepts files from various 2D design and 3D modelling programs; it can accommodate foam, wood and plastics up to 24"x48"x5".

## Integrated Arts Media Labs

The Integrated Arts Media Labs (IAML) are a dedicated digital arts education and production environment located on the 6th floor of the Art Building (Parkade), created specifically for students in Art, Dance, Drama, and Music. The IAML consists of the Main Lab (AB 659, 20 stations) and the Small Lab (AB 605, 10 stations). Each station is equipped with a Mac computer, MIDI keyboard, and a colour-calibrated display(s). It offers a full range of creative software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring. Equipment for short-term loan (e.g., audio recorder, DSLR) and printing services are also available for Art and SCPA students. Visit the **IAML website** for more information.

Majors can gain access to the Main Lab seven days a week from 7 a.m. until 11 p.m. by simply tapping their UNICARD on the proximity pad outside the door. (Note that the Art Building is locked at 10 p.m. daily.) If your card does not open the front door or if you are pursuing a

minor in Art, you may need to have your UNICARD replaced or activated.

**Please note:** Some restrictions on card access may be put in place in the 2020-21 academic year due to COVID-19, so you may not have access as shown. For more details, visit the [website](#). Staff hours are Monday-Friday 9 a.m. to 4 p.m. excluding lunch. (Staff may be working remotely at times but will be accessible via [email](#).)

## **Taylor Family Digital Library (TFDL) Resources**

The University of Calgary Libraries and Cultural Resources supports the Department of Art with an Art Librarian, James Murphy, and extensive collections and services. These include support for assignments and research, and access to materials including audio/visual, books, periodicals, and online databases. The collections and services are a valuable resource for students and faculty so feel free to explore them [online](#). If you have questions, connect with [James](#) or schedule an [online appointment](#).

# Other useful resources

## Lockers

Locker rentals are handled by the Students' Union in Mac Hall. Visit the [website](#) for more information, or connect by [email](#).

## Finding your way around

Visit [ucalgary.ca/map](http://ucalgary.ca/map) for a campus map or to use the interactive room finder. Rooms on campus use the first two or three letters to designate the building and the number to designate the room. A room with a number in the 100s is on the main floor, in the 200s is on the second floor and a room such as 004 or 012 is in the basement. For example: the main office for the Department of Art is AB 612. It's located on the sixth floor of the Art Building.

## Student Health and Safety

Safe practices are an intrinsic part of the studio culture in the Department of Art. All participants in visual studies courses have access to health and safety information and will receive safety training from our technicians. Please refer to the [our website](#) for more information or contact [Steve Nunoda](#) (Workshop Tech) with any specific questions of issues you may have.

## Student Safety Guidelines for Studios and Classrooms

Certain processes of artmaking within the department involve potentially toxic chemicals and heavy machinery. As such, the department has a set of guidelines and procedures to protect our community and must be followed by all art participants. Please visit [this website](#) for specific guidelines.

## Paid Services

There are various services and supplies available for purchase from our technical staff, such as woodshop materials and photographic prints. In 2020-21, you will have the option of paying for these items by Art Department Chit or Unicard. (In previous years, only Art Department Chits, purchased at the University Bookstore, were accepted for payment outside the IAML, and only cash was accepted by the IAML.) Unicard terminals will be installed early in the Fall 2020 Term. Once installed, Chit sales will permanently end. All existing Chits will be accepted for payment until the end of April 2021. You can add funds to your Unicard [online](#).

# Student Health Supports

## Student Union Wellness Centre

With a student-centered approach, the **SU Wellness Centre** offers comprehensive, holistic and accessible programs and services to foster all dimensions of wellness. Services include Medical services, Mental health services, and chiropractic, massage and walk-in clinic.

## Counselling Services

Counselling and mental health support services are offered through Student Wellness Services. **During COVID-19, you can access counselling services remotely via Skype for Business, Microsoft Teams and telephone.** Single Session Counselling appointments are available on a bookable basis. Book an appointment **online** or call 403-210-9355.

For access to mental health support, email **sar@ucalgary.ca**. If you are a student in immediate distress, please contact the centres after-hours partners:

### The Distress Centre:

- Call 403-266-4357, available 24/7.
- Visit the **Distress Centre website** to access online chat from 3-10 p.m. on weekdays and 12-10 p.m. on weekends.

For additional crisis support from **Wood's Homes Community Support Team:**

- Call 403-299-9699 or 1-800-563-6106, available 24/7.
- Text 587-315-5000 between 9 a.m. and 10 p.m.
- Visit **Wood's Homes website** for live chat between 9 a.m. - 10 p.m

# Health Coverage

## Students' Union Health and Dental Plan

For full-time undergraduate students enrolled in the Student's Union Health Plan:

- Services of paramedical practitioners are reimbursed up to \$20 per visit
- Each service (e.g., physiotherapy, massage) has a maximum of \$300 per benefit year (i.e., 15 visits)
- Practitioners must be registered and licensed in their field of practice.

### Practitioners covered

A physician's referral is required to receive benefit for the following services:

- Physiotherapist
- Registered massage therapist
- Psychologist or social worker

The following do not require a physician referral:

- Chiropractor, including 1 x-ray examination per benefit year
- Osteopath, including 1 x-ray examination per benefit year
- Podiatrist or chiropodist, including 1 x-ray examination per benefit year
- Naturopath

### Making a Claim

**Online.** Those with Alberta government student loans may qualify for some Alberta health funding.

### On Campus Care

SU Student Inquiries Line

T: 403.220.3906

SU Health and Dental Plan Office

MSC 352

[uofcalgaryplan@mystudentplan.ca](mailto:uofcalgaryplan@mystudentplan.ca)

# Opportunities

Students normally have many opportunities to exhibit their work in the Department of Art galleries, as well as creative spaces around the city, including events like “Art and Martinis” and “Push”. Unfortunately, due to COVID-19 restrictions, all our public gatherings have been cancelled for the Fall 2020 semester and it is difficult to predict when this will return to normal. The Department of Art will continue to provide updates as they become available.

---

