

# Department of Art and Art History

## **Undergraduate Student Handbook**

### **2021-2022**



This handbook is designed to help you navigate the Department of Art and Art History and your degree. Please take the time to read the practical advice contained in these pages. Enjoy your time at the University of Calgary. We look forward to working with all of you.



# Welcome to the Department of Art and Art History

The faculty and staff of the **Department of Art and Art History** 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 and Art History 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 and Art History 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.

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

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

## The Department Art and Art History during COVID-19

We are excited to see everyone in-person again this fall! The university continues to work very closely with Alberta Health Services to ensure our return to campus strategy aligns with the latest health guidelines. As it has been since the start of the pandemic, your safety is our top priority. For more information about return to campus, check out the [Fall 2021 FAQ](#) web page.

As you have surely been made aware, many classes for the Fall 2021 semester have changed their teaching approach: some classes are in person, some are being taught entirely online, while others are 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.

We hope that together, we can create a strong community of caring by making sure that

we all stay safe and healthy, and by looking out for one another.

- Stay updated! Monitor your UCalgary email frequently and regularly check the **UCalgary's COVID-19 response website**
- Stay home if you are sick and make sure to contact your instructor.

With care and attention, let's make this year safe and successful.

## Administrative Office

The Department of Art and Art History administrative office is shared with the School of Creative and Performing Arts and is located in Craige Hall D (CHD) 100. Please note that most of your student inquiries can and should be answered by the Arts Students' Centre.

### Key Administrative Contacts

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

Department of Art and Art History  
**[artdept@ucalgary.ca](mailto:artdept@ucalgary.ca)**  
**403.220.6260**

Dr. Susan Cahill  
Undergraduate Program Director  
Art AB 663  
**[susan.cahill@ucalgary.ca](mailto:susan.cahill@ucalgary.ca)**

## 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.**

## Announcements and Events

Important information is regularly posted on the Bulletin Boards, which are located outside the Department of Art and Art History 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 and Art History's **[website](#)**

# Academic advising

## Arts Students' Centre (ASC)

The Arts Students' Centre (ASC) is your "one stop shop" for all Arts program advising and questions. You can speak with their knowledgeable advisors about course planning, course selection, registration, program progression, degree requirements and more.

To accommodate the wide variety of student schedules there are several ways you can reach the ASC team:

Remember to include your student ID and use your [@ucalgary.ca](mailto:ascarts@ucalgary.ca) email.

### General questions?

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

The virtual reception desk is available Monday, Tuesday, Wednesday, and Friday.

[Visit website](#)

### Program advising and registration questions?

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

### Telephone

**403.220.3580**

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

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

[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)

[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 Requirements and Calendar

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 and Art History, including required courses, can be found **here**.

## Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, **connect** with the **Arts Students' Centre** for advice, answers, and referrals.

**Audit forms:** These forms are available **online**. Students are responsible for collecting all instructor signatures and submitting the form to the Arts Students' Centre for the Faculty permission.

**Requesting pre-requisite waivers, overloads, or course substitution:** Please contact **Arts Students' Centre** directly to explain your situation. Remember to include your UCID.

**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 the courses that are being offered during a term regardless of whether they are at full capacity or not.

## Transfer Students and TransferCredit

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, weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the **Arts Students' Centre** for more info.

## 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.

## 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 Department Head reviews the proposal and makes the decision whether to approve the directed studies course. Completed forms must be submitted to [artdept@ucalgary.ca](mailto:artdept@ucalgary.ca). Forms are available on the Department of Art and Art History [website](#).

# Department of Art and Art History 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.

### **Arnatt Gallery**

This gallery is located within a studio space and offer MFA and BFA students an additional internal option.

## **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 and Art History'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 metalshop 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 and Art History'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 and Art History's photography technician, **Louie Villanueva**.

## Digital media

The digital media needs of students in the Faculty of Arts, including the Department of Art and Art History, are primarily met by the Integrated Arts Media Lab (IAML) (see more information below). The Department of Art and Art History 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, 22 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, contact the Head Technician during staff hours to obtain access.

**Please note:** Some restrictions on card access may be put in place in the 2021-22 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 12 p.m. and 1 p.m. to 4 p.m. (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 and Art History 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 and Art History 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 and Art History. 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 2021-22, 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 2021 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

## UCalgary Student Wellness Services

With a student-centered approach, the **UCalgary Student Wellness Services** offer 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.

### How to book?

Call 403.210.9355 to book an appointment. The SU Wellness Centre is located in Room 370 of the MacEwan Student Centre and is open from 9 a.m. to 4:30 p.m. from Monday to Friday.

## Counselling Services

Counselling and mental health support services are offered through Student Wellness Services. Single Session Counselling appointments are available on a bookable basis. Book an appointment by **email**.

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

The Students' Union offers competitively priced health and dental plans for all full-time students. Visit the **Students' Union** website for detailed information.

# Opportunities

Students normally have many opportunities to exhibit their work in the Department of Art and Art History 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 2021 semester and it is difficult to predict when this will return to normal. The Department of Art and Art History will continue to provide updates as they become available.

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