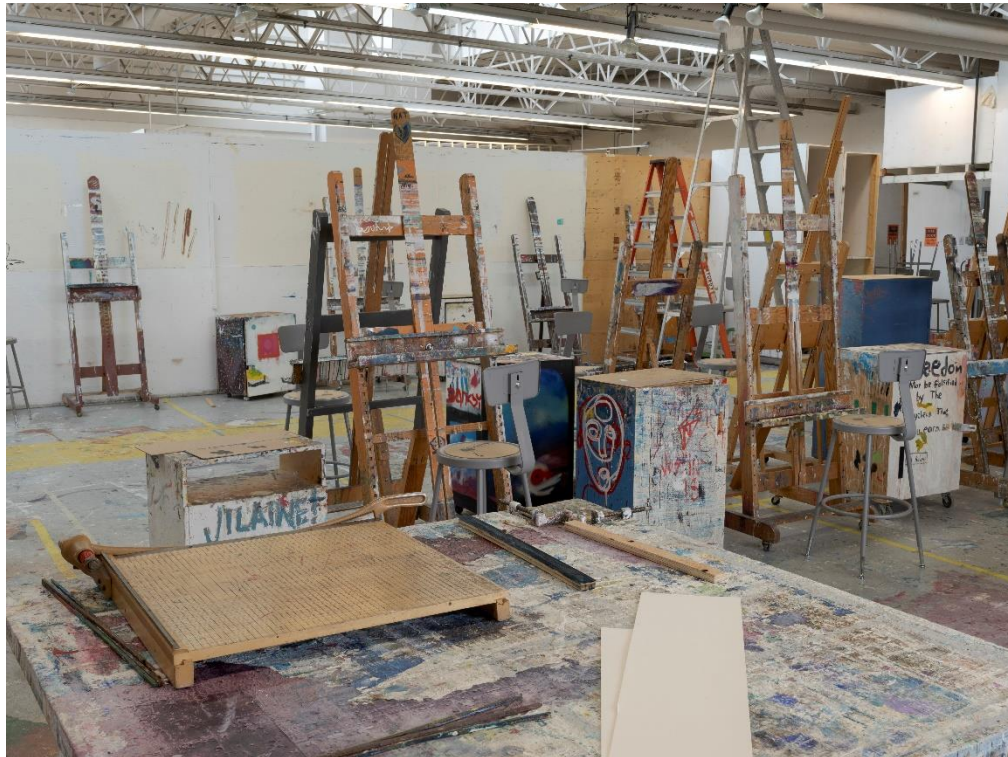




**UNIVERSITY OF CALGARY**  
FACULTY OF ARTS  
Department of Art and Art History

## **Undergraduate Student Handbook 2023-2024**



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 (DAAH)** 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 DAAH 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.

[Department of Art and Art History website](#)

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



## Administrative Office

The DAAH administrative office is shared with the School of Creative and Performing Arts (SCPA) and is in Craigie Hall D (CHD) 100. Please note that most of your student inquiries can and should be initially directed toward advisors at the Arts Students' Centre at [artsads@ucalgary.ca](mailto:artsads@ucalgary.ca).

## Key Administrative Contacts

Dr. Joelle Welling Department Head, Art AB 612C

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

Heather Leier

Undergraduate Program Director

Art AB 746

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

Department of Art and Art History

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

403.220.6260

## Student Centre Contact Information

All important correspondence will be forwarded to students throughout the academic year through your University of Calgary email account. It is important that you register for your 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](mailto:ucalgary.ca) account is your primary account, so check it often.**

## Announcements and Events

Important information is regularly posted on the DAAH website through the e-bulletin board on the main page. There you will find details about upcoming events, important deadlines, and announcements.

# Have a question about your BA ARHI / BFA VIST programs?

## Student advising:

For student advising, please contact the [Arts Students' Centre \(ASC\)](#).

[>> E-mail](#)

[>> Make an appointment](#)

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## Prerequisite waiver:

If you are interested in taking a course, but do not have the required prerequisite courses, you can obtain a request form through ASC.

[>> Request for a Prerequisite Waiver](#)

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## Independent Study Course:

All independent study courses require an official proposal form to be completed in consultation with your faculty supervisor. Complete and submit a [Directed and Independent Study Proposal Form](#) to [daah@ucalgary.ca](mailto:daah@ucalgary.ca) for approval.

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## Overload request:

If you require a course to graduate that is currently filled, you can request permission to be overloaded into the class. To begin this process, contact the Arts Students' Centre (ASC):

<mailto:ascarts@ucalgary.ca>

## Registration:

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](#)

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## Learning Support:

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**, located in the Taylor Family Digital Library (TFDL), 3rd Floor.

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

[Visit website](#)

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## Student Wellness:

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

[Visit website](#)

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## Other inquiries:

For all other questions, please visit the ASC website. You can also contact [daah@ucalgary.ca](mailto:daah@ucalgary.ca) and we will direct your inquiry.



## 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 (ASC) 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 DAAH, 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 \(ASC\)](#) for advice, answers, and referrals.

**Audit forms:** You may request to [audit](#) a course, which means that you participate in classroom activities, except for lab or tutorial components, and do not complete any exam or course assignments nor receive a grade for the course(s). 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 the [ASC](#) 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 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 to qualify for a degree. Copies of course outlines are required 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 [ASC](#) for more info.

## Graduating

Applications for graduation are available online. Before you apply to graduate, schedule an appointment with the advisors in ASC 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 Head of the Art Department. 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 to approve the directed studies course. Completed forms must be submitted to [daah@ucalgary.ca](mailto:daah@ucalgary.ca). Forms are available on the DAAH [website](#).

## Department of Art and Art History Facilities and Resources

### Studio and Workshop Regulations

The studio spaces at the department are well-equipped, purpose-built spaces that enable students to engage in a variety of mediums and approaches. The studios have been set up for the benefit of all of those registered in classes and are intended to foster a positive, community-based, learning environment.

- **Sixth Floor Studios:** The first-year Fundamentals studios are multi-purpose AV-equipped rooms, close to the workshops. They are located on the sixth floor in rooms 673 and 677. An additional multi-use clean studio is available for intermediate and senior classes in room 628. Electronics and Animation Studios are in rooms 626 and 698.
- **Painting and Drawing** - These studios include storage areas, controlled lighting, still life room, with a collection of anatomical specimens of human skeletons. These facilities are on the 7th floor. Drawing is located in rooms 710 and 743 and Painting can be found in high-ventilation rooms 721, 792A and 792B. The area includes a spray booth in room 721A.
- **Photography** - The photography labs offer analog film and digital production space for students in Art and Photography classes. The photo labs consist of four facilities:
  1. AB 671—Photo studio complete with professional photo and video lighting equipment.
  2. AB 676—Black & white film processing room.
  3. AB 686—Black & white print darkroom with small to large format enlargers.
  4. AB 689—Digital printing room with an Epson P900 printer, film scanning, and print mounting equipment.

These are all located on the 6th floor of the Art Building. To get access and training for the Photo Labs, email the DAAH photography technician, [Louie Villanueva](#).

- **Printmaking** - Separate studios for relief/etching, lithography, screen print, and darkroom processes. Equipment includes vacuum silkscreen tables, plate and silkscreen exposure units, aquatint spray booths, 17" Epson printer for photo positives, multiple etching presses, vertical ferric chloride etching tanks, lithography presses and lithographic stones of many sizes. These rooms are located on the 7th floor in AB 747, 749, 770 and 771. For more information contact [Alex Linfield](#), the Multi-Disciplinary Technician.
- **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, stone, wax, and metal casting. Centered around the studios in AB 633 and 637 on the sixth floor, sculpture also includes an in-house exhibition and installation space – The Arnatt Gallery – and is adjacent to the Wood and Metal Workshops.
- **Wood and Metal Workshops** - The workshops are maker spaces where DAAH 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) and a metal shop with resources for a broad range of metal-working processes (AB 697). The facilities also include a spray room (AB 694), a CNC router for wood and plastics, 3D filament printers, a CO2 laser engraver, ceramics kilns and a foundry set up for investment and sand casting of bronze and aluminum (AB 119). The shops also carry a variety of materials available for purchase by Departmental students, faculty, and staff. For more information, contact the Department of Art and Art History's Workshop Technician [Steve Nunoda](#) and [Alex Linfield](#), the Multi-Disciplinary Technician
- **Integrated Arts Media Labs** - The [Integrated Arts Media Labs \(IAML\)](#) are a dedicated digital arts education and production environment located on the 6th floor, created specifically for students in DAAH, 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 modeling, 3D sculpting and modeling, CAD, music/audio sequencing, music notation, and interaction design and authoring. Equipment for short-term loan (e.g., drawing tablet, audio recorder, DSLR) and photographic printing services (including large format) are also available for Art and SCPA students. For more information, contact the Head Technician [Anthony Reimer](#) or [visit the IAML web site](#).

Use of the studios and workshops are dependent on the students receiving proper training and abiding by rules that ensure the well-being, security, and safety of all individuals. All students must comply with the [DAAH Studio Usage Regulations, and the rules outlined by the DAAH Safety Orientation](#). Failure to do so can result in all privileges and access being revoked. Students in violation of the rules may also be restricted from receiving studio space in the future. All students will be required to read the regulations carefully and sign the digital agreement form.

#### **Department of Art and Art History Galleries- Little Gallery, Arnett Gallery and 621 Gallery**

These [Exhibition spaces](#) are available for students and faculty to book through the Gallery Coordinator. Specific usage information and physical descriptions of the galleries can be found on the Department website.



### **Digital media**

The digital media needs of students in the DAAH are primarily met by the Integrated Arts Media Lab (IAML) (see more information above). Additional digital output equipment including monitors, playback devices, digital projectors, 3D printing, laser engraving, paper cutting, and a 3-axis CNC router are available through the Woodshop and Toolroom.

### **Student Health and Safety**

Safe practices are an intrinsic part of the studio culture in the DAAH. All participants in visual studies courses have access to health and safety information and receive mandatory safety training from our technical staff. The required general safety orientation and additional safety information on specific practices is available on the department website. Please contact [Steve Nunoda](#) (Workshop Tech), [Alex Linfield](#) (Multi -Discipline Tech), or [Louie Villanueva](#) (Photography) with any specific questions or 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 DAAH 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. Payment is by Unicard. For services in the IAML, both Unicard and cash are accepted. You can add funds to your Unicard [online](#) or by going to the UService Desk in International House.

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

The University of Calgary Libraries and Cultural Resources supports the DAAH with an Art Librarian, [Laura Reid](#), 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 Laura or schedule an online appointment.

## **OTHER IMPORTANT RESOURCES**

### **Office of Equity, Diversity, and Inclusion (OEDI)**

We are committed to achieving equitable, diverse, inclusive, and accessible employment practices and workplaces. We must measure where we are now, and how we are doing compared to the diverse make-up of our wider community and evaluate progress. The [OEDI](#) is committed to establishing an equitable, diverse, and inclusive campus that is accessible to all and free from harassment, bullying, and discrimination.

## The Nickle Galleries

Located in Taylor Family Digital Library, the [Nickle Galleries](#) offer a full program of exhibitions and related events covering most aspects of the visual arts nationally and internationally. There is no admission cost for faculty and students, and the space is available for research in contemporary art, including the availability of a Prints and Drawings Study Room. The Nickle Galleries are normally the location for the MFA final graduating exhibition.

## 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 DAAH is CHD 100. It's located on the main floor of Craigie Hall, Block D.

## 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 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 [online](#) or call 403-210-9355.

For access to mental health support, email [sar@ucalgary.ca](mailto: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, available 8 a.m. – 11 p.m., 7 days a week
- Text 587-315-5000 between 9 a.m. and 10 p.m.
- Visit [Wood's Homes website](#) Monday-Saturday. Call 403-299-9699 to book your appointment.

### **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**

### **Arts Co-Curricular Enhancement (ACE) Credit**

The UCalgary ACE Experience encourages (and rewards) students to pursue five different arts experiences as part of their undergraduate education. Collect all five cards listed below to receive your ACE Credit on your Co-Curricular Record:

- Ace of Hearts: Attend a performance as an audience member
- Ace of Spades: Participate in arts creation as an artist
- Ace of Diamonds: Attend or participate in an event with cultural/historical significance
- Ace of Clubs: Join and participate in an arts-based club
- Joker (Wild Card): Another experience that relates to any of the above

If you are interested in participating, visit the [website](#) for more information.

### **Co-operative Education Programs**

BFA Visual Studies and BA Art History Students can apply to gain career related work experience through the Arts Co-operative Education program.

For more information about the program and the October 15<sup>th</sup> deadline, visit the [Co-op website](#).

## Other opportunities

Students normally have many opportunities to exhibit their work in the DAAH galleries, as well as in creative spaces around the city, including student-led events such as “Push.” Listed below are some examples of public and commercial galleries/artist-run centres in the local area:

Alberta University of the Arts Galleries- Illingworth Kerr Gallery and the Marion Nicoll Gallery  
Alberta Printmakers Society (artist-run-centre)  
Burns Visual Arts Society  
Calgary Centre for the Performing Arts  
Contemporary Calgary  
EMMedia (artist-run access centre for video/audio/performance)  
Esker Foundation (Contemporary Art Gallery)  
Exposure Festival (photography festival)  
Glenbow Museum  
Herringer Kiss Gallery  
Norberg Hall  
Masters Gallery  
The New Gallery (artist-run-centre)  
Newzones Contemporary Art  
Nickle Galleries, University of Calgary  
Paul Kuhn Fine Arts (modern/contemporary)  
Stride Gallery (artist-run-centre)  
Trepanier Baer Gallery Inc.  
TRUCK Contemporary Art in Calgary (artist-run-centre)  
The Bows (artist-run-centre)  
VivianeArt Gallery  
Wallace Galleries  
Walter Phillips Gallery, Banff Centre (contemporary)  
Webster Galleries Inc.  
Whyte Museum of the Canadian Rockies, Banff

## **NEW!** TAKE THIS QUIZ TO WIN A PRIZE

Please take [this short quiz](#) after reading this handbook. The first 5 students who complete the quiz will each win a prize from the bookstore! If you are one of the winners, you will be notified through your UCalgary email.