



UNIVERSITY OF CALGARY
FACULTY OF ARTS
Department of Art

Updated: September 2020

**MASTER
of
FINE
ARTS**

HANDBOOK

2020-21

INTRODUCTION

MFA PROGRAM

The Master of Fine Arts in the Art Department at the University of Calgary emphasizes practice-based creative research and culminates in a thesis exhibition. Students develop a strong understanding of critical, theoretical and historical issues relevant to their research in support of their exhibition and can gain teaching experience.

The program consists of a six-semester (including spring and summer) concentrated course of study in creative research within a university context, leading to the MFA degree. Students accepted into the Program are enrolled in studio courses, where they can work in a range of media, or within a medium-specific discipline. In addition to the studio components, art history, art theory and criticism form an integral part of the academic curriculum. The Program culminates in a final exhibition of the student's artistic production, accompanied by a comprehensive written support paper. A photographic record of the exhibition will be retained for the departmental archive.

MFA HANDBOOK

This handbook provides information about the policies, requirements, and procedures of the MFA program. It supplements the policies and procedures of the Faculty of Graduate Studies.

Faculty and graduate students should be familiar with the contents of the following Faculty of Graduate Studies documents:

1. Calendar
ucalgary.ca/pubs/calendar/current/gs.html
2. Academic Regulations
ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html
3. Grad Assistants
ucalgary.ca/pubs/calendar/grad/current/gs-b-1.html

Any inquiries may be made to the Graduate Program Director.

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SECTION I

FACULTY AND STAFF

DEPARTMENT HEAD

Mr. Denis Gadbois, Department Head

GRADUATE PROGRAM COMMITTEE

Chair: Dr. Jean-René Leblanc, Graduate Program Director

Ms. Kim Huynh, Member

Ms. Tia Halliday, Member

Dr. Robert Kelly, Member

Graduate Student Representative: Razieh Alba

FACULTY MEMBERS and their Major area of Teaching and Research

J. Anderson

Canadian Indigenous Studio Art
Painting and Installation

G. Hushlak

Painting/Drawing
Media Art

S. Cahill

Canadian Art History
Art of War & Surveillance

K. Huynh

Print Media, Drawing, Installation Art

E. Cameron

Drawing
Principles of Perspective

R. Kelly

Developmental Art
Curriculum Development

J. Eiserman

Developmental Art
Art Theory and Aesthetics

J.R. Leblanc

Digital Art
Media Art

R. Furr

Digital Media
Interactivity & Design

H. Leier

Print Media
Installation

D. Gadbois
Photography
3D Fabrication

J. Parker
Media Art/Technology
Game Design

A. Gobin
Art History
Northern Renaissance

D. Schwartz
Photography
Social Life & Culture; Visual Narratives

T. Halliday
2D Studio Art
Performance

C. Sowiak
Contemporary Canadian Art
Canadian Art & Curatorial Practice

M. Hardy
Heritage Studies
Visual Art, Culture, Textiles & South Asia

T. Stark
Art History
Twentieth-Century Art

E. Sutherland
Indigenous Heritage

Research Leaves

Fall 2020: Huynh, Parker, Gobin

Winter 2021: Eiserman

ADMINISTRATIVE STAFF

Administration

Office Hours: M-F 8:30 a.m. – 12 p.m. and 1 – 4:30 p.m.

Biljana Arnautovic, Graduate Program Administrator

403.220.6136

arnautov@ucalgary.ca

Hours: 8:30- 12:00

Vaughan McMillan, Undergraduate Program Administrator

403.220.6260

vaughan.mcmillan@ucalgary.ca

Denise West-Spencer, Department Services Assistant

403.220.5251

dwestspe@ucalgary.ca

Technical

Alex Linfield, Multi-disciplinary Technician
403.220.7244
alex.linfield@ucalgary.ca

Steve Nunoda, Workshop Technician
403.220.5085
steven.nunoda@ucalgary.ca

Kevin Jordan, Photography Technician
403.220.7792
kevin.jordan@ucalgary.ca

Anthony Reimer, Technicien
403-220-4369
areimer@ucalgary.ca

Manager

Mary Lou Mendyk
403.220.3238
mmendyk@ucalgary.ca

SECTION II

APPLICATION, ADMISSION AND REGISTRATION

The MFA program begins in September. Candidates applying to the MFA Program at the University of Calgary shall, after completing all requirements for application, be selected by faculty within the department, including those in Studio, Art Education, Museum and Heritage Studies, and Art History/Theory.

REQUIREMENTS

Applicants must meet these minimum requirements for admission to the Faculty of Graduate Studies:

- a) A four-year Baccalaureate Degree or its equivalent from a recognized institution with a minimum grade point average of 3.0 (based on a 4.0 point system).
- b) Proficiency in the English language is essential for the pursuit and successful completion of graduate programs at the University of Calgary. Prior to admission to the Faculty of Graduate Studies, an applicant whose primary language is not English may fulfil the English language proficiency requirement for academic purposes in one of the following ways:
 - TOEFL score of 97 (Internet-based). Our institution code is 0813
 - IELTS score of 7.0 (Academic version)
 - MELAB score of 83, or higher
 - Tier 3 of the International Foundations Program with minimum grades of B,B,B (Writing & Grammar, Reading Comprehension, Listening Comprehension & Oral Fluency)

Applicants must supply a completed application form, two letters of recommendation and two certified copies of their past academic record for consideration of admittance into the program. These must be submitted by **January 15** for September entry in the same year.

The required application forms are available on line at art.ucalgary.ca/graduate

In addition to Faculties of Graduate Studies requirements, the Department of Art requires that you submit:

- Two official sets of **transcripts** in sealed, endorsed institutional envelopes, as well as degree certificates if the awarding degree(s) is not shown on the transcript(s) from ALL post-secondary institutions attended. If the transcripts are not in English, please make sure there is an official translation.

You will need to arrange to have official transcripts sent directly from the post-secondary institution to the Department of Art. Copies of unofficial transcripts can be uploaded directly onto your on-line application.

- Two academic and/or professional **reference letters**. Once you initiate your application your referees will automatically be notified by email with instructions for submitting letters of reference directly to your online application.
- A **portfolio** of 20 images of recent works and/or 5 minutes of video footage presented in a single PDF file format that can include links for video documentation. Please provide the following information in a **single PDF file** format, following the portfolio preparation template provided below:

DIGITAL IMAGES: Up to 20 images / jpeg format / 72 dpi / no larger than 1080 pixels in any dimension. Please include the title, dimensions, medium and year.

VIDEO: Add links to the video(s) (via YouTube, Vimeo, personal website, etc.). Please provide links to videos, along with one video still, with title, length and year.

An MFA Research Proposal (1000 words maximum),

Please identify three artists and/or scholars who inform your artistic practice. Please be explicit in articulating how these artists/scholars guide or form a dialogue with specific elements of your work.

Articulate the artistic intentions you have explored in your current creative research and the work moving forward. What research questions are you investigating? Address both the conceptual and formal aspects of your creative methods of inquiry.

What makes you an ideal candidate for the highly rigorous academic program (rich in both academic writing and studio work) available here at U of C.

Please arrange for transcripts to be sent to:

Graduate Program Administrator,

Department of Art

University of Calgary

Art Building, Room 612

2975 University Way NW

Calgary, AB. T2N 1N4

Canada

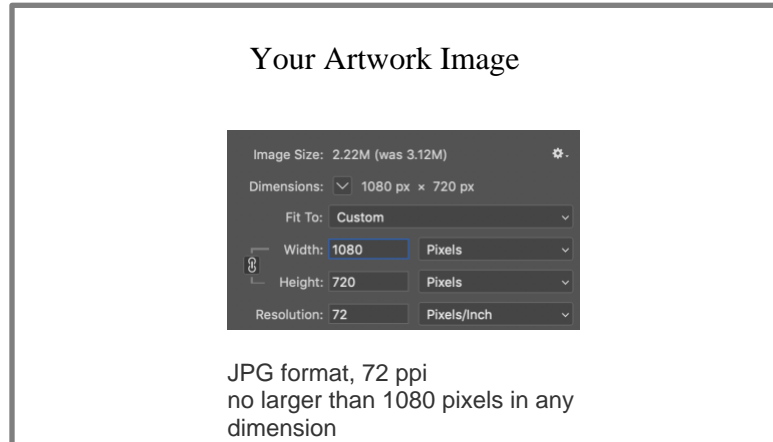
Materials sent separately or sent to an office other than the Department of Art may be lost or miss the deadline.

Portfolio Preparation Template:

DIGITAL IMAGES: Up to 20 images

Open a word document

Insert your image and add the required information below it.



Title:

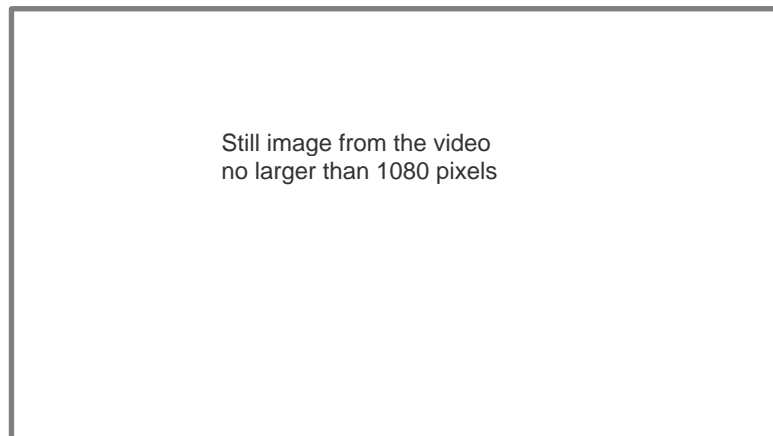
Dimensions:

Medium:

Year:

VIDEO: Add links to the video(s) (via YouTube, Vimeo, personal website, etc.)

Insert your image and add the required information below it.



Title:

Length:

Year:

Please provide links to videos:

Once your document is completed, SAVE it as a PDF.

Department of Art Expectations:

This program places an emphasis on theoretical and historical contextualization. Reading, writing, and oral presentations are an important part of a student's successful advancement in the program. For this reason, competence in art history and critical theory is required, as indicated in university transcripts and/or in the statement of intent.

Applicants are encouraged to visit the campus to see if the facilities match their requirements. If a visit is not possible, the department will be pleased to respond to specific inquiries by mail. The website is also informative <https://arts.ucalgary.ca/art>

SECTION III

MFA PROGRAM

PROGRAM OVERVIEW

The Master of Fine Arts engages students in intensive creative and critical research, drawing together the technical and interpretive skills required of a professional arts practice. Students work with a range of media or focus on a specific medium (such as Sculpture, Print Media, Photography, Painting, Drawing and Digital Art), and are given studio space and full access to the resources of the department. In addition to studio work, historical and theoretical research, written analysis, scholarly critiques, and oral presentations form an essential part of the overall MFA program. The MFA program culminates in a final exhibition and a comprehensive written support paper, which articulates the critical and historical issues relevant to the student's work.

DEGREE REQUIREMENTS

The program requires registration as a full-time graduate student for six consecutive terms in residence. All requirements for the degree must be completed within four years from the time of registration in the program, although studio space is not guaranteed after the first 24 months.

The program core for all Master of Fine Arts students is a minimum of 24 units. Within the first twelve months of the program each student must complete 6 units of 600-level studio course; 3 units of 600-level graduate seminar, and [Art 611](#) and [605](#). Three units of 600-level graduate seminar and 6 units of 600-level studio course must be completed in the second twelve months of the program. In some circumstances, the Department may require a student to complete more than the mandatory 24 units.

Typical course sequence is the following:

Year 1 Fall

[Art 611](#) Research Methods in Art

[Art 661](#).01 Advanced Studio Practice

Year 1 Winter

[Art 609](#) Art Theory and Criticism

[Art 661](#).01 Advanced Studio Practice

Year 1 Spring

[Art 605](#) Critical Study and Research

Year 2 Fall

[Art History 615](#) Conference Course in Art History

[Art 661](#).02 Thesis Studio Practice

Year 2 Winter

Art 661.02 Thesis Studio Practice

Course Descriptions:

Research Methods in Art – ART 611 (3 Units)

This course introduces students to art making as a process of knowledge production and research creation. This course will include assigned readings, presentations, and writing.

Advanced Studio Practice – ART 661.01 (6 Units)

Individual study in studio, with seminar-based discussions in research area.

Normally, this first-year MFA course focuses on exploration and exhibition of work in progress. This course may include weekly critiques, group exhibitions, and oral presentations.

Art Theory and Criticism – ART 609 (3 Units)

Investigation of contemporary global art theory and criticism.

This seminar normally meets for 3 hours each week and will include assigned readings, presentations, and writing.

Critical Study and Research – ART 605 (3 Units)

This course comprises individual study and research in the area of studio specialization, critical theory, methodological issues and/or historical topics.

This course is normally conducted in the spring or summer within the first 12 months of the program. In consultation with the student's supervisor, this course may be conducted in collaboration with other departments and faculty. All proposals for Art 605 must be approved by the Graduate Program Director by April 1.

Permission forms are available on art.ucalgary.ca/graduate/forms

Conference Course in Art History – ARHI 615 (3 Units)

This course focuses on close examinations and discussions of students' research and writing, with an emphasis on communicating informed research creation practices. The course will culminate in a conference presentation.

Thesis Studio Practice – ART 661.02 (6 Units)

Individual study in studio, with seminar-based discussions in research area.

Normally, the second-year MFA course is focused on preparation for the final thesis show.

This course may include weekly critiques, two solo exhibitions, and oral presentations. Students are also required to attend presentations by Visiting Artists and Scholars at the Department of Art, UCalgary and to participate in Studio Critiques by Visiting Artists.

Extra to Program

Students are encouraged to take advantage of the university's resources in planning their program. Individual students may enrol in additional courses based on specific interest and association with their art research. Students are responsible for payment of extra courses to their program.

ACADEMIC STANDARDS

B- is the minimum passing grade for any one course; however, an overall GPA of at least 3.00 (B) must be maintained in each year of the program. If, after consulting the department and Supervisory committee concerned, the Faculty decides that a student is not making satisfactory progress in either course work or research, the student may be required to withdraw. If a student fails a total of two or more courses within the total program, the student will be required to withdraw. Also, students who accumulate two grades of B- or lower can be required by the Faculty of Graduate Studies to withdraw from the program regardless of GPA.

A grade of A+ can be awarded to a student. The GPA will be 4.00 associated with this letter grade.

SECTION IV

SUPERVISORY ARRANGEMENTS

Supervisory arrangements in the Department of Art are based on the Faculty of Graduate Studies supervisory regulations.

ucalgary.ca/pubs/calendar/grad/current/gs-j.html

Upon admission, an interim Supervisor will be assigned by the Graduate Program Director and approved by the Dean of the Faculty of Graduate Studies. Normally, the interim Supervisor will guide the students through procedures and help orientate them to the department, specifically to the area of the student's specialization. During their first term of study, the student will be given the opportunity to meet with a number of faculty members in order to determine a suitable permanent Supervisor.

The selection of a permanent Supervisor should be by mutual agreement between student and faculty member, and approved by the Graduate Program Director. A permanent Supervisor should be appointed by January 1 of the first academic year of registration. Supervisors are full full-time tenure track or board appointees with supervisory privileges.

In addition to the permanent Supervisor, students in the MFA program are required to select two other faculty members (from any department, program or faculty) to serve as Supervisory Committee Members. In some instances when expertise beyond that of the committee is required, co-supervision may be considered. In the case of co-supervision, there will still be a primary supervisory and a secondary supervisory. Graduate students are advised to make full use of the expertise of each member of the Supervisory Committee. Students and Supervisors have a shared responsibility to ensure that there is an adequate opportunity to meet on a regular basis, at least once every two weeks, including the summer months. The Supervisory Committee, once appointed, will have a formal meeting with the student at least four times per academic year.

SECTION V

EVALUATION PROCEDURES AND STANDARDS

GRADUATE STUDENT APPRAISALS

Performance in Course Work

Standards of performance in course work are the responsibility of individual departments and Faculties. The Faculty of Graduate Studies requires a minimum grade point average (GPA) of 3.0 in order to remain in good standing. See the Graduate Grading System in the Calendar:

ucalgary.ca/pubs/calendar/grad/current/gs-h-1.html

Judgement of Student Performance

Graduate students are expected to maintain adequate progress or they will be required to withdraw from the program. Progress includes timely completion of required course work, progress to candidacy according to the program's candidacy timeline, and steady and meaningful work on the thesis. Supervisors and graduate program directors should ensure, through annual progress reports and otherwise, that the student is informed in writing about concerns regarding progress.

Annual Progress Report

The Supervisor and each continuing student must jointly submit an annual progress report on the student's performance. This on-line form, administered by the Faculty of Graduate Studies, must be filled out by the Supervisor, the Graduate Program Director, and the student. The student will receive an online copy of the report after the Supervisor and the Graduate Program Director have completed their comments.

REAPPRAISAL OF TERM WORK AND/OR APPEAL OF FINAL GRADES

Please refer to the Graduate Calendar, which outlines the process and timeline for appeals

<https://www.ucalgary.ca/pubs/calendar/current/i-2.html>

FINAL APPRAISAL PRIOR TO THE ORAL DEFENCE OF THESIS EXHIBITION

The final appraisal prior to proceeding with the thesis exhibition and oral defence will take place in April of the fourth term of the student's program, and is comprised of work conducted in the Art 661.02 course related to the thesis. The supervisory committee and the Graduate Program Director (or designate) will review the student's studio work and a first-draft of the support paper to the thesis exhibition. Students will provide a detailed outline of the supporting paper to committee members for review in February. A comprehensive first-draft is due to all committee members three weeks before the final appraisal meeting. This will include a table of contents as

well as substantial draft of each chapter written in full form (rather than in point form or as a skeleton). Students are also encouraged to have a *maquette* or floor plan of their proposed exhibition at the final appraisal meeting.

For the appraisal, the student will give an opening statement of ten minutes, followed by questions from committee members. The appraisal will not exceed one hour.

Once the final appraisal is complete, the Graduate Program Director in consultation with the committee will make one of the following four recommendations:

- 1) Student has demonstrated satisfactory advancement in both studio work and the first-draft of the support paper to the thesis exhibition.
- 2) Student has demonstrated satisfactory advancement in studio work but needs to re-submit the first-draft of the support paper to the thesis exhibition. (Specification required)
- 3) Student has demonstrated satisfactory advancement in the first-draft of the support paper to the thesis exhibition but needs to re-submit studio work. (Specification required)
- 4) Student has demonstrated un-satisfactory advancement in both studio work and the first-draft of the support paper to the thesis exhibition. (Specification required)

If a student wishes to appeal the outcome of a final appraisal, the student will follow the guidelines provided by the Faculty of Graduate Studies:

<https://www.ucalgary.ca/pubs/calendar/current/i-1.html>

If it is recommended that the student defer the defence, they may be required to vacate their studio and/or office at least three weeks before the beginning of the next academic term, and will no longer receive departmental financial support.

Program support, including studio and office space, is not extended beyond the 24-month program. However, in certain situations a written request for continued use of facilities can be submitted to the Department Head. If space is available, these formal requests may be granted on a term by term basis.

SECTION VI

FINAL EXAMINATION REQUIREMENTS

A graduate thesis is comprised of three interrelated components:

1. The graduate thesis exhibition
2. The thesis support paper
3. The oral thesis defence

1) THESIS EXHIBITION

The candidate's thesis exhibition is the final requirement for the MFA degree and will take place in Calgary.

The candidate, having successfully completed all course work and having received a positive recommendation from the final appraisal, will make preparations for the final exhibition in consultation with their Supervisor. The candidate is expected to have produced a coherent body of work and to have completed the thesis support paper, which will accompany the exhibition. The final exhibition will normally take place in August.

2) THESIS SUPPORT PAPER

The support paper is an important component of the graduate thesis. It should be prepared in accordance with the requirements stipulated in the Faculty of Graduate Studies Calendar grad.ucalgary.ca/current/thesis/guidelines

The support paper should be 25-50 pages in length. The paper is a definitive statement on the exhibited work: the personal, historical, and theoretical origins; and the relationship to contemporary and/or historical art. The thesis support paper should demonstrate that the candidate is acquainted with the published literature on the subject of their thesis; that appropriate research methods have been used; and that appropriate levels of critical analysis have been applied.

All examiners must receive the support paper at least three weeks prior to the oral examination date. It is the student's responsibility to ensure that examiners receive a digital copy of the paper by the deadline.

For support with writing, please consult the Writing Support Services at the Student Success Centre: <https://ucalgary.ca/student-services/student-success/writing-support>

3) ORAL EXAMINATION

The oral examination will be based on the work in the candidate's exhibition and the written paper, and will consist of rounds of questioning by the examining committee. This formal examination will not exceed two hours.

The oral examination will take place at least three weeks after the submission of the thesis support paper and ideally during the thesis exhibition. This examination is open; however only examiners may question the student.

The Oral Examination Committee will consist of at least four people: the Supervisor, the External Examiner and the Supervisory Committee members. The Graduate Program Director or designate will act as a non-examining, neutral chairperson. If a larger oral examination committee is deemed necessary, a specific request to the Graduate Program Committee will be required. The composition of the oral Examination Committee is approved by the Faculty of Graduate Studies on the recommendation of the Graduate Program Committee of the Department of Art.

DEADLINE DATES

Graduate students should be aware of all deadline dates as listed in the current Faculty of Graduate Studies Calendar.

<https://www.ucalgary.ca/pubs/calendar/grad/current/academic-schedule.html>

See Appendix A for Department of Art MFA Timeline.

COPYRIGHT PERMISSION

Copyright permission for any works of artists to be included in your paper is necessary. For any questions regarding copyright, please refer to <https://library.ucalgary.ca/copyright>

SECTION VII

FINANCIAL ASSISTANCE

The university offers the following graduate assistantships as funds permit, based on the current years' figures:

- **FGSS** (Faculty of Graduate Studies Scholarship)
No teaching or service duties are required, and this scholarship is not subject to income tax deductions.

- **GA(N)T** (Graduate Assistantship Teaching and Non-Teaching)
\$ 8,894.417 per term for a whole position (12 hours per week for 4 months)
\$ 6,670.81 per term for a three-quarter position (9 hours per week for 4 months)
\$ 4,447.21 per term for a half position (6 hours per week for 4 months)
\$ 2,964.80 per term for a one-third (4 hours per week for 4 months)
\$ 2,223.61 per term for a one quarter (3 hours per week for 4 months)
\$ 1,482.10 per term for a one-six (2 hours per week for 4 months)
For teaching, instructional or other services. A portion of this is subject to income tax deduction. Maximum 12 hours of service per week.

- Units of Graduate Assistantship shall normally be awarded for four-month periods as follows:
 - September – December
 - January - April

Recipients must be full-time registrants in the program of study leading to a Master of Fine Arts degree. Special graduate students (i.e. those not registered in programs of study leading to degrees), probationary students and part-time students are not eligible.

FGS AWARDS

These funds are allocated to the Department from the Faculty of Graduate Studies and distributed by the Graduate Program Committee. The following Faculty of Graduate Studies criteria applies:

1. No student with a GPA of less than 3.2 or equivalent in the previous year will be eligible.
2. Only students in a research degree program will be eligible.
3. Funds may be used to top-up scholarships, or to assist students with the payment of their fees.
4. Departments may wish to use these funds for other purposes in order to meet their own strategic goals; such purposes must be pre-approved by the Faculty of Graduate Studies.

These funds can be used for either 1st or 2nd year students.

Recommendations for Faculty of Graduate Studies awards are made by the Graduate Program Committee.

SCHOLARSHIPS

Alberta Graduate Excellence Scholarship (AGES) Master's Scholarship

This award, worth \$11,000 is administered through the Faculty of Graduate Studies, for both incoming and continuing graduate students.

In general, award is made available only to applicant whose previous academic standing is either first or high second-class.

Alberta Graduate Excellence Scholarship (AGES)-Master's Scholarship- Indigenous

This award, worth \$11,000 is administered through the Faculty of Graduate Studies. More information available here <https://iac01.ucalgary.ca/FGSA/Public/InternalSearchResults.aspx> or via gsaward@ucalgary.ca

Alberta Graduate Excellence Scholarship (AGES) Master's Scholarship-International

This award, worth \$11,000 is administered through the Faculty of Graduate Studies. More information available here <https://iac01.ucalgary.ca/FGSA/Public/InternalSearchResults.aspx> or via gsaward@ucalgary.ca

Alberta Foundation for the Arts Graduate Scholarship in the Department of Art

The Alberta Foundation for the Arts (AFA) Graduate Scholarships are awarded to students entering their 2nd year of the MFA program. These awards (three), worth \$ 8,000 each are open to students registered full-time who are entering the second year of the MFA program on the basis of high academic merit in the first year of the graduate program.

The Alberta Foundation for the Arts also has a number of other awards available to emerging artists, with application made directly to the AFA. Please contact their office directly, or refer to their website, affta.ab.ca, for more information.

The Alberta Foundation for the Arts
5th Floor, Beaver House
10158 - 103 St
Edmonton, AB T5J 0X6
Phone (780)427-9968, toll free by dialling 310-0000 first
FAX: (403) 422-1162

The ALIS (Alberta Learning Information Service) branch also administers seven Arts Graduate Scholarships each year valued at \$15,000.00 for students enrolling at the Master's level in music,

dance, drama, literary art or visual art. Application is made directly to ALIS on February 1 for study the following September. Please visit the ALIS website through the Government of Alberta, www.alis.gov.ab.ca, for more details and application form.

Centre for Research in the Fine Arts

The CRFA administers the Faculty of Fine Arts Associates Research and Travel Grants, a program which provides travel and research grants to graduate students (both at the masters and doctoral levels) to assist with expenses involved in fieldwork, attendance and participation at workshops, conferences, exhibitions, and festivals, and other research expenses that are directly related to the student's program of work towards the degree. Please refer to the website for more information and application procedures arts.ucalgary.ca/crfa/

Social Science and Humanities Council of Canada (SSHRC)

The Social Sciences and Humanities Research Council (SSHRC) is the federal agency that promotes and supports university-based research and training in the humanities and social sciences. Through its programs and policies, SSHRC enables the highest levels of research excellence in Canada, and facilitates knowledge-sharing and collaboration across research disciplines, universities and all sectors of society. For students applying to, or registered in, a master's program in the social sciences or humanities at a Canadian university, students are eligible for the Canada Graduate Scholarships-Master's (CGS M). The deadline is December 1. Please visit this web site for more information <https://grad.ucalgary.ca/awards/opportunities/tricouncil>

GAC Awards

In this annual competition, the Faculty of Graduate Studies (FGS) offers the following scholarships ranging in value from \$750.00 to \$36,000.00:

- Special Awards (Master's)
- Bursaries (Master's)

Applications are submitted electronically through your Student Centre. GAC deadline is February 1.

Anne Severson Memorial Graduate Scholarship in Fine Arts

Open to students entering or enrolled in the Master of Fine Arts program in the Department of Art. No application is required. The Department of Art Graduate Program Committee will submit a recommendation to the Graduate Scholarship office. Recommendation is based on discussion of students' progress in the program and overall allocations of the program recommended awards. The recommendation is subject to final approval of the Graduate Program Committee. Value is \$ 2,500. Number of awards is one. Deadline is December 1.

OTHER AWARDS

Residents of other Canadian provinces are advised to consult with their Provincial Government concerning the availability of out-of-province graduate student support.

There are also a number of other internal and external awards available for graduate students. Students are encouraged to research awards in the graduate calendar and the Graduate Students' Association for eligibility requirements.

grad.ucalgary.ca/awards

<https://gsa.ucalgary.ca/financial-support/awards/>

LOAN INFORMATION

Student Awards & Finance Office
MT, Main Floor 116
The University of Calgary
2500 University Drive, N.W.
Calgary, Alberta
T2N 1N4

GRADUATE STUDENT SPRING/SUMMER TEACHING PROPOSAL

The Department of Art is committed in providing graduate student teaching opportunities under article 23.4 of the collective agreement.

Article 23.4 Graduate Student Teaching

Students enrolled in a Master's or Doctoral program at the University of Calgary may be offered teaching opportunities as a Sessional Appointee, for maximum two (2) half course equivalents during their program. In such a case, the department is not required to post the position and may offer the course to the graduate student. The rights of first refusal of previous Sessional Appointees shall not be invoked for these courses. Once a graduate student has taught two (2) courses under this article, he/she shall no longer be eligible for consideration under this article and shall be considered as any other individual applying for a sessional appointment. Previous teaching experience as a graduate student shall not be considered in the granting of the right of first refusal.

Who can apply for teaching?

Normally students in their second year of the MFA program can apply for graduate student teaching. Exceptional cases based on previous teaching experience may be considered for a teaching assignment at the end of their first year in the program.

What courses can they teach?

Ideally, students would be assigned to teach courses for which they have been a TA. Student teaching will **normally be assigned in the spring session**. Priority will be given to students who have successfully completed Arts 601: theory and practice of teaching and learning or an equivalent pedagogy course. The ranking of applicants by the Graduate Program Committee will also be based on the students' statement of interest and letter of teaching effectiveness.

Note: The Faculty of Arts sets a minimum number of students required for all course to be offered. A limited number of courses can be assigned in the Spring and Summer under article 23.4 each year. This will be determined by the Head of the Department of Art based on the course scheduling, number of student applicants and their ranking by the Graduate Program Committee.

Who can supervise the student under article 23.4?

Normally the student will be supervised by their thesis supervisor(s). Any tenure or tenure track academic staff at all ranks can supervise a student in teaching: **Letter of Understanding: Recognition of Graduate Student Supervision.**

Letter of Understanding: Recognition of Graduate Student Supervision

Consistent with the commitment to offer teaching opportunities to graduate students under Article 23, the supervision of graduate students in these courses will be recognized

as workload for the academics involved in supervision. Specifically, the Dean/Department Head may weigh the course as no less than 1/3 of a half-course equivalent, as long as this is applied consistently, unless explicitly addressed in the Faculty Guidelines. If a method of weighting is provided for in the Faculty Guidelines and approved by Faculty Council and the Provost and Vice- President (Academic) the supervision may be weighted at less than 1/3 of a half course equivalent.

Under the Faculty of Fine Arts APT manual **six students** supervised under article 23.4 = a half course equivalent.

What is the role and responsibilities of the supervisor of teaching?

Supervisors are expected to assist the students with the creation of the initial course outline and all subsequent design of teaching activities and assignments. A minimum of two in-class teaching observation should take place in the first half of the course schedule. Ongoing mentorship and support related to student teaching is required throughout the entire semester. A final teaching observation report must be submitted to the Head at the end of the spring semester (see attached MFA student teaching observation form). The final observation report should be shared with the student for inclusion into their teaching dossier.

How to apply

Students must fill out the Graduate Student Teaching form, provide a preliminary course outline, a letter of teaching effectiveness and a letter of support by their thesis supervisor(s) if they are not supervising the student for teaching under article 23.4.

Application date

Students interested in applying for teaching must send their application package to the Graduate Program Director No later than September 30th.



UNIVERSITY OF CALGARY
FACULTY OF ARTS
Department of Art

GRADUATE STUDENT TEACHING REQUEST FORM

Student name: _____

Student ID: _____

Course number: _____

Student statement of interest:

Student signature: _____

Student thesis supervisor signature: _____

Student supervisor of teaching signature: _____

A preliminary course outline, a letter of teaching effectiveness and a letter of support from the thesis supervisor (if applicable) are also required.

MFA STUDENT TEACHING OBSERVATION FORM

MFA student name:

MFA teaching supervisor:

Observation: 1 2 3

Date:

Subject:

Length of lesson:

Topic:

Legends: 3-Strong 2-Apparent 1-Not Displayed NA-Not Applicable

1. The student plans effectively and sets clear objectives that are understood.	3	2	1	NA
a. Objectives are communicated clearly at the start of the lesson.				
b. Materials are ready.				
c. There is structure of the lesson.				
d. The lesson is reviewed at the end.				
2. The student shows knowledge and understanding				
a. The MFA student has thorough knowledge of the subject content covered in the lesson.				
b. Instructional Materials were appropriate for the lesson.				
3. Teaching methods used enable all students to learn effectively.				
a. The lesson is linked to previous teaching and learning.				
b. The ideas and experiences of the students are drawn upon.				
c. A variety of questioning techniques are used.				
d. Instructions and explanations are clear and specific				
e. The MFA student involves all the students, listens to them and responds appropriately.				
f. High standard of craft production and presentation are encouraged.				
4. Medium of Instructions.				
a. The MFA student integrated ICT devices in the lesson.				
b. The instructional materials used capture the interest of the students.				
5. Critiques				
a. Procedures are communicated clearly at the start of the crit.				
b. MFA student clearly identified what the students were expected to address when they are discussing their work.				
c. The MFA student was able to engage group discussion.				
d. The MFA student gave supportive and encouraging feedback				
e. The MFA student gave relevant critical feedback				

MFA teaching supervisor comments:

At the start of the class:

During the explanation of the activity, assignment or critique:

Things to remember (debrief with the student):

MFA teaching supervisor signature: _____

SECTION VIII

FACILITIES

DEPARTMENTAL

Graduate students are provided with their own allocated studio space. In addition, they have access to the following facilities on campus:

Art Department Gallery - Little Gallery and 621 Gallery

An art department Exhibition space is available for students and faculty. Students are required to participate in one, two or three-person exhibition each term. The works exhibited must be comprised of research done by the end of each fall/winter term throughout two years of program.

Integrated Arts Media Labs – AB 605

Computers with image processing, word processing, paint and drawing programs are available. 3D printer service is available via Integrated Arts Media Labs, Digital video cameras are available for loan.

Painting and Drawing

Studios with storage areas, controlled lighting, still life room, and a collection of anatomical specimens of human skeletons.

Photography

Standard black and white and colour equipment, means for transparency masking colour separation, internegatives, dye transfer printing and gum printing.

Printmaking

Separate studios for etching, lithography, serigraphy and relief printing. Equipment includes enlarger, platemaker, process camera, vacuum silkscreen printer.

Sculpture

Bronze and metal casting equipment, welding and metal forming shop, studios for plaster, wood, clay and stone.

Sonic Arts Lab

A controlled sound and internet project studio. Available for specific audio projects, with some restrictions. Please contact Dr. David Eagle at eagle@ucalgary.ca directly regarding your needs.

Visual Resources Centre

A collection of images, located in the Taylor Family Digital Library, contains approximately one hundred thousand slides covering the history of art and architecture. The centre also has films and video resources available for loan.

Visiting Artists

Visiting local, national and international artists are invited to speak every two weeks, and many are available for individual studio visits. National and International speakers are sponsored by the university throughout the year.

Please consult with Rick Calkins, Head Technician, prior to using any shared studios or technical equipment.

STUDENT

Faculty of Graduate Studies

All graduate students are enrolled in the Faculty of Graduate Studies (FGS). Located in ES room 1010, this office serves the graduate student population, and helps with questions that cannot be solved at the Department level.

Graduate Student Services

Counselling services, health services, and other informational services are available to all graduate students. Graduate students are encouraged to contact the Graduate Students Association at 403.220.5997 for more information.

International Student Services

International Student Services (ISS) provides support services and customized advising for all international students adjusting to studying at the University of Calgary and to life in Canada. They can be reached in the MacEwan Student Centre, Room 275, by phone: 403.220.5581 or by email: international.advice@ucalgary.ca

UNICARD Campus Card

At the start of your first term please get your UNICARD which is your campus I.D., and provides access to the library, gym, labs, and is your UPass (Universal Bus Pass). Visit ucalgary.ca/unicard.

Graduate Students' Association (GSA)

Once you are admitted in a graduate program at the University of Calgary, you automatically become a member of the campus-wide Graduate Students' Association. To learn more about the GSA and all that it does, please visit their website at gsa.ucalgary.ca.

UNIVERSITY

Faculty of Arts

The Department of Art is an Administrative Unit within the Faculty of Arts, which is the largest faculty on campus. Resources specific to visual and performing arts include the University Theatre, the Reeve Theatre, the Boris Roubakine Hall and the Rozsa Centre.

University Libraries

The university Library system includes the Medical Library in the Health Sciences Centre, the Gallagher Geology Library in the Earth Sciences building, the Law Library in the Biological Sciences building and the main library collection located in Taylor Family Digital Library. The university's interest in Canadian Studies is reflected in the Canadian historical, literary and architectural archives located in Special Collections and in the Canadian Architectural Archives. There is an extensive Fine Arts section in the main university Library.

The Nickle Galleries

Located in Taylor Family Digital Library, the Nickle Galleries offers a full program of exhibitions and related events covering most aspects of the visual arts nationally and internationally. There is no admission costs for faculty and students, and is available for research in contemporary art, including the availability of a Prints and Drawings Study Room. The Nickle Galleries is normally the ~~usual~~ location for the MFA final graduating Exhibition.

The University Theatre Mezzanine

Art students and faculty from the Department of Art occasionally mount exhibitions in the University Theatre Mezzanine, located in Craigie Hall.

CITY AND ENVIRONMENT

Calgary is home to over a million people, which makes it Canada's third largest city. At an elevation of 1,031 metres above sea level, Calgary is located at the confluence of the Bow and Elbow Rivers and close to the Rocky Mountains.

The city has a philharmonic orchestra as well as smaller, more diversified musical organizations. There are theatre and dance companies, both non-professional and professional, museums, art galleries, libraries, a planetarium and numerous sports facilities for spectators and participants alike. Other art institutions in the vicinity include the Alberta College of Art and Design in Calgary and the Banff Centre in Banff.

PUBLIC AND COMMERCIAL GALLERIES, ARTIST-RUN-CENTRES

Alberta University of the Arts Galleries- Illingworth Kerr Gallery and the Marion Nicoll Gallery,
Alberta Printmakers Society (artist-run-centre)
Artist Proof Gallery (artist-run-centre)
Burns Visual Arts Society
Calgary Centre for the Performing Arts
Centennial Art Gallery
Contemporary Calgary
EMMedia (artist-run access centre for video/audio/performance)
Esker Foundation (Contemporary Art Gallery)
Glenbow Museum
Image 54 Gallery
Herringer Kiss Gallery
Kensington Downtown Art Gallery
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)
Untitled Art Society and Gallery (artist-run-centre)
Virginia Christopher Galleries
VivianeArt Gallery
Wallace Galleries
Walter Phillips Gallery, Banff Centre (contemporary)
Webster Galleries Inc.
Whyte Museum of the Canadian Rockies, Banff
Jarvis Hall Fine Art

APPENDIX A

TIMELINE – 1st YEAR STUDENTS

FALL TERM	<ul style="list-style-type: none"> ● Safety Workshop ● Grad Welcome ● Academic Orientation
September	<ul style="list-style-type: none"> ● Sep. 2: Graduate Orientation, Faculty of Graduate Studies ● Sep. 4: Graduate Orientation, Department of Art ● Sep. 8: Fall session lectures begin ● Sep. 17: Last day to drop a course ● Sep. 18: Last day to add a course ● Sep. 25: Tuition and Fee Payment Deadline ● Should be registered in Studio courses, Art 661.01 in Fall/Winter as well as Art 609 and Art 611 ● Interim Supervisor and student meet ● Absence from Campus – complete form at least 3 weeks before you will be away (Interim Supervisor must sign) ● Off Campus Exhibition Approval Form – complete and return to main office art.ucalgary.ca/graduate/forms
October/November	<ul style="list-style-type: none"> ● Produce studio work ● Interim Supervisor and student meet ● Invite other professors into your studio and discuss your work. This will assist you when choosing ‘Permanent Supervisor’.
December	<ul style="list-style-type: none"> ● Dec. 1: Deadline for application to CGS-M Master’s ● Dec. 9: Fall Session lectures end ● Dec. 9: Last day to withdraw from courses ● End of Term Report, completed by Interim Supervisor ● Dec. 31: Forms completed for approval of Appointment of Permanent Supervisor ● Student is responsible for signatures on ALL forms. Return completed forms to Graduate Administrator to be approved by Graduate Program Director and Grad. Exec. Committee.

WINTER TERM	
January	<ul style="list-style-type: none"> ● Meet with Permanent Supervisor once every 2 weeks. ● Jan. 11: Winter session lectures begin ● Jan. 21: Last day to drop a course ● Jan. 22: Last day to add a course ● Jan. 22: Tuition and Fee payment deadline
February	<ul style="list-style-type: none"> ● New applications for MFA being processed ● Start to invite as many professors as possible into your studio. You will get to know who is interested in your work and will help decide who you would like to ask to be on your supervisory committee. ● Student Exhibitions in Little Gallery
March	<ul style="list-style-type: none"> ● Students informed of process regarding Alberta Foundation for the Arts Scholarship at \$ 8,000 scholarships) – Deadline usually April 30 ● Think about who you would like to work with for Art 605 in Spring or Summer semesters. Forms (available on the website at art.ucalgary.ca/graduate) must be completed two months before the term the student is registering in.
April	<ul style="list-style-type: none"> ● April 15: Winter Session lectures end ● April 15: Last day to withdraw from courses ● Completion of Art 605 Forms ● Suggestion: keep list of all work associated with program. Give to Supervisor at end of classes. ● April 1: “Approval of Committee members” forms completed ● Register for Art 605 (deadline May 1)
May	<ul style="list-style-type: none"> ● May 30: End of Term Report for Winter due – completed by supervisor. ● May 1: Second year MFA Final Appraisal ● Meet with instructor of Art 605 as soon as possible to set up project. ● Focus on Studio work. Summer is an excellent time to work on studio work as the technicians, equipment and spaces are more readily available. ● May 31: Annual Progress Reports completed by students, supervisors and Graduate Program Director. Student completes 1st portion of Annual Report. Supervisor completes 2nd portion. GPD completes 3rd portion of the report. (deadline May 31)
June	<ul style="list-style-type: none"> ● Complete on-line registration – continuing students entering 2nd year. Register as full-time student.
July & August	<ul style="list-style-type: none"> ● Reminder: Complete Absence from Campus if you are going to be away. Form is available online.

TIMELINE –2nd YEAR STUDENTS

FALL TERM	
September	<ul style="list-style-type: none"> ● Sep. 2: Graduate Orientation, Faculty of Graduate Studies ● Sep. 8: Fall session lectures begin ● Sep. 17: Last day to drop a course ● Sep. 18: Last day to add a course ● Sep. 25: Tuition and Fee Payment Deadline ● Register for Art 661.02 and ARHI 615 ● MFA Exhibition Coordinator is Graduate Program Director to work with students and Nickle Galleries (determine date)
October	<ul style="list-style-type: none"> ● Thesis Research Grant deadline for application ● Start thinking about thesis support paper – consult with supervisor and committee. ● 2 full meetings of supervisory committee this term (Practice for Oral Examination with rounds of questioning).
December	<ul style="list-style-type: none"> ● Dec. 9 - Fall Session lectures end ● End of Term Report – completed by Student and Supervisor ● Dec. 15- Outline of thesis support paper and bibliography to all members on the committee
WINTER TERM	
January	<ul style="list-style-type: none"> ● Jan. - Winter Session lectures begin ● Start to prepare outline for paper. ● 2 Full meetings of Supervisory Committee. ● Examiners ● Jan. 15: Deadline for new MFA applications ● Jan. 21: Last day to drop a course ● Jan. 22: Last day to add a course ● Jan. 22: Tuition and Fee Payment Deadline
February	<ul style="list-style-type: none"> ● Detailed Outline of Paper due to Committee members
March	<ul style="list-style-type: none"> ● Work on thesis exhibition and support paper ● Start thinking about catalogues, invites, posters, etc. for thesis exhibition ● Meet with Nickle galleries staff and Graduate Program Director about exhibition space needs for each MFA candidate
April	<ul style="list-style-type: none"> ● Thesis Research Grant application deadline ● Devise floor plan for Nickle Galleries Arts thesis exhibition ● April 15: Winter Session lectures end

	<ul style="list-style-type: none"> ● April 15: First draft of thesis support paper to your committee members and supervisor
May	<ul style="list-style-type: none"> ● Final Appraisal Meeting, early May
June	<ul style="list-style-type: none"> ● May 31: Annual Progress Reports completed by students, supervisors and Graduate Program Director. Student completes 1st portion of Annual Report. Supervisor completes 2nd portion. ● GPD completes 3rd portion. (Deadline May 31)
July	<ul style="list-style-type: none"> ● Studio work completed by end of July.
August	<ul style="list-style-type: none"> ● Final paper to examiners – 3 weeks prior to exam date- send via e-mail as well as hard copy if needed–students to provide this. ● Last preparations for installation ● Set up at normally at Nickle Galleries (10 a.m.-5 p.m, no evenings) ● Students completing their examination and exhibition requirements in the Fall must vacate their studios on or before the 3rd Sunday of August. ● End of August usually - Deadline to apply for Fall Convocation
September	<ul style="list-style-type: none"> ● Oral Exams – last week of August normally ● Opening/Closing Exhibition ● Final paper due at Grad Studies (last day of fee payment deadline) ● Thesis must be submitted to FGS electronically. Students to complete and sand forms to faculty of Graduate Studies. Forms are available on website at grad.ucalgary.ca/current/thesis/thesis ● 1 bound copy please submits to Department of Art.
November	<ul style="list-style-type: none"> ● Convocation

COPY OF THESIS

The Department requires all students who have submitted their final thesis to the Vault to also provide 1 (one) bound copy of their thesis to the Department for archival purposes. The binding should be red hard cover with gold letters. It is traditional to offer a bound copy of your thesis to your supervisor if he or she wishes to keep one on file. Octavia Book Bindery located: 1040 8 Ave SW, Calgary is suggested Bindery. For more information please visit here octaviapress.ca/?page_id=107

Please refer to the UCalgary Faculty of Graduate Studies Calendar grad.ucalgary.ca/current/graduate-calendar for complete and up-to-date information regarding program requirements, thesis examinations, etc.

Please refer to the UCalgary Faculty of Graduate Studies Website grad.ucalgary.ca/current/thesis for the assistance with your thesis preparation and submission.

Examiner's Assessment of Thesis: Instructions

The purpose of the report is to serve as a record of each examiner's assessment of the thesis as presented by the candidate before any corrections or amendments have been made resulting from the comments of the examiners. It will become part of the student and supervisory records.

As this report is the only record of the quality of the thesis, it should address, but is not limited to, the key points outlined for Doctoral or Master's Theses in the [Graduate Calendar](#) (see *Academic Regulations/Theses/ Quality of Thesis*).

1. In the space provided on the form (additional comments may be appended), the examiner should comment on the following:

Doctoral Theses:

- the originality and contribution to the knowledge of the discipline
- the degree of critical understanding of the relevant literature
- the degree of critical understanding of the research methodology applied
- the level of quality of presentation and adherence to the standards of the discipline

OR

Master's Theses:

- the knowledge of the published literature in the subject of the thesis
- the appropriateness of research methodology applied
- the degree to which appropriate levels of critical analysis have been applied
- the level of quality of presentation and adherence to the standards of the discipline

2. The completed and signed form must be submitted to the Neutral Chair prior to the examination, either electronically or in person.
3. After the examination, the program will ensure that copies of the report will be made available to the student.
4. The reports also will be used to recognize graduates whose dissertations make an original and significant contribution to their academic field.



Examiner's Assessment of Thesis

Must be submitted to the Neutral Chair prior to the examination.

Name of Candidate	Degree	Department
Thesis Title		
Date and Time of Oral Examination	Place	

This report is intended to serve as a record of each examiner's assessment of the thesis as presented by the candidate before any corrections or amendments have been made resulting from the comments of the examiners. It will become part of the student and supervisory records. After the examination, this report will be made available to the student. Questions about the use of this information should be directed to the Freedom of Information and Protection of Privacy Advisor, Faculty of Graduate Studies, (403) 220-4938.

This is an outstanding thesis, worthy of nomination for a national or international award: Yes No

Examiner's Name	Signature	Date
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GRADUATE AND UNDERGRADUATE STUDIO USAGE AND REGULATIONS

The studio spaces at the art 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.

It should be noted, however, that these studios are the property of the University of Calgary and, as such, are subject to proper use ensuring the well-being, security and safety of all individuals. Therefore, the following are regulations to which all students must adhere. Failure to do so can result in all privileges and access being revoked for the remainder of the term. Students in violation of the rules may also be restricted from receiving studio space in the future. Therefore, it is important to read the regulations carefully before signing the agreement form.

STUDIO ACCESS AND RESPONSIBLE USE

Studios are provided for the sole use of art department graduate and undergraduate students. In order to ensure safety and security, studio access is only allowed to students currently enrolled in courses that utilize these spaces.

- Access is not allowed for any individuals, unless registered in your specific class.
- Door codes and locks for security spaces must not be given to anyone.
- These spaces are used by numerous students concurrently, so be mindful of excessive music and noise.
- Children are not allowed in studios where hazardous materials or equipment are being used – this includes Drawing, Painting, Printmaking, Photography, Sculpture, the associated shops and process rooms, and some graduate studios. In areas where no hazardous processes are occurring, supervised children can be in attendance.
- Studio doors must be closed at all times for both security and efficient air handling, and must not be propped open.
- Alcohol is prohibited on any part of the premises. Any individual violating this regulation will have studio access immediately revoked.
- Smoking is prohibited in any area of the building.
- The use of candles, open flame, and incense are not allowed in any area of the building.
- If you see anyone in the Department who is not supposed to be there, contact Campus Security immediately.

STUDIO, LABORATORY & CLASSROOM SAFETY PROCEDURES

While graduate and undergraduate studio spaces are provided for students to explore their research and practices, the University of Calgary has implemented policies and procedures for the safe and responsible usage of all studios, laboratories and classrooms. Students should familiarize themselves, and are expected to comply, with the following safety procedures. Failure to do so may result in the loss of your studio space and may prevent you from receiving space in the future.

- Students must follow the **“Laboratory Safety Rules”** as defined by the University of Calgary. These rules are posted on all studio doors for your review.
- Student must be aware of the art department **“Restricted Materials”** list as posted and comply with any/all restrictions.
- Students must inform their supervising Faculty member of the use of any potential hazardous materials or unsafe working procedures. art department Technicians must be informed of these practices in order to determine safe-handling and disposal procedures.
- When working with hazardous materials or processes, it is required to have a second authorized person present.
- With the exclusion of small hand tools (hand drills, sanders, etc.), all power tools are considered restricted from the studios until their usage has been approved by art department Technicians.

STUDIO MAINTENANCE

- Students must keep their individual spaces and the larger shared facilities clean at all times.
- Access to electrical equipment (plugs, switches, and electrical panels) must be free from obstructions at all times in case of an emergency. Cords should not run in trafficked areas as they are a tripping hazard.
- Trip hazards and debris are not allowed to accumulate at any time. All unwanted material must be removed promptly and discarded in the dumpster outside the loading dock of the Art Building.
- Even though your studio space is yours to work in, it is considered the property of the art department. Any damage to the walls outside of normal wear and tear – including graffiti, excess paint build-up, holes, etc. – is your responsibility to repair. This includes patching and painting if required.
- All furniture and equipment in the studio spaces is the property of the art department and must not be removed from individual spaces. You are responsible for removing any additional furniture you have brought into your studio at the time you vacate. It is your responsibility to keep all furniture clean and in good working condition.

- Hallways and corridors must remain free of obstruction at all times. Do not store or move furniture, materials, or supplies in these areas.
- The loading dock is under the control of Facilities Management. There is no storage allowed in this area.

VACATING STUDIO SPACES

Undergraduate

All undergraduate students must vacate their studios within two weeks of the last day of their registered class, unless otherwise informed by their instructor. The following tasks must be completed prior to this deadline:

- All garbage must be disposed of in garbage cans. Larger materials should be taken to the loading dock dumpster.
- All hazardous materials such as solvents and spray cans must be disposed of in accordance with university guidelines. Please consult art department Technicians if unsure of the proper procedures for doing so.
- All unwanted artwork and course work must be disposed of in garbage cans or the loading dock dumpster.
- Storage racks and tabourets must be cleaned out.
- Studio walls and floors must be cleaned. This may entail patching and painting the walls.

Graduate

All graduate students must follow the guidelines as established for undergraduate procedures and listed above. Additionally, they must adhere to the following.

- **Students completing their examination and exhibition requirements in the Fall must vacate their studios on or before the 3rd Sunday of August.**
- Students whose thesis examinations occur outside of the usual Fall schedule, need to make arrangements with the Graduate Program Director for vacating their space.
- Studio space is normally allotted for a period of 24 months. In circumstances where graduate students are extending their program beyond this period of time, the art department does not guarantee studio space. In circumstances where students require space to complete their degrees, they must make a formal request to the Graduate Program Director.
- Continuing students wishing to move to different spaces must confirm with the Graduate Program Director and follow the guidelines for cleaning their existing space.
- Prior to vacating their studio, art department Technicians will schedule a final walk-through to detail any maintenance or repairs that the student is responsible for completing.

- Keys to the art department facilities must be returned to the main office immediately upon vacating the studio.

FAILURE TO COMPLY

Any student who fails to comply with the above regulations and conditions of use may have all studio privileges and access revoked. In such circumstances, disciplinary action will commence with a warning letter, issued by Faculty or Staff, which outlines the complaint and the corrective actions that must be taken by the student. A copy of this letter will be provided to both the student and the Department Head, with subsequent action to be determined.

STUDIO USAGE AND REGULATIONS

I, _____ have read and understand the “Usage and Regulations Policy” for Studio use, maintenance and vacation, and hereby agree to abide by this policy.

(Signature)

(Date)