



The MFA Handbook  
2015-2017

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## GENERAL NOTICE

MFA students are advised that academic and other matters referred to in the MFA Handbook are subject to continuing review and revision, and may change during a student's program of study. The MFA Handbook is intended to provide guidance, and is not a guarantee that a particular course, facility or service will be available in a particular semester or year. Additionally, the Handbook is not an all-inclusive set of rules and regulations, but provides general information and guidance regarding MFA students' relationship to NSCAD University. Comprehensive policies, rules and regulations are contained in the NSCAD University *Academic Calendar ~ Guide to Undergraduate and Graduate Programs* and in additional publications that are available from the Office of Student and Academic Services. This MFA Handbook describes and explains the policies and procedures pertaining to the MFA Program in Fine and Media Art, and Craft. Published annually by the Director of the MFA Program and the MFA Committee, it is subject to revision. MFA students are advised to check the website ([www.nscad.ca](http://www.nscad.ca)) and to read the NSCAD University Calendar. For more information about the university, its programs, policies and timetables, refer to this website.

### Useful Links on the NSCAD University Website:

Student Resources | Registration & Academic | Timetables | Academic Dates

<http://nscad.ca/en/home/studentresources/registration/timetables.aspx>

<http://nscad.ca/site-nscad/media/nscad/apptograde.pdf>

<http://nscad.ca/site-nscad/media/nscad/letter-of-permission-local.pdf>

<http://nscad.ca/en/home/studentresources/registration/timetables.aspx>

<http://nscad.ca/en/home/studentresources/registration/default.aspx>

As well, see related links in the *Academic Calendar ~ Guide to Undergraduate and Graduate Programs, Course Descriptions*

<http://nscad.ca/en/home/studentresources/academicdates.aspx>

<http://nscad.ca/en/home/studentresources/feestuition/default.aspx>

<http://nscad.ca/en/home/studentresources/scholarships.aspx>

<http://nscad.ca/en/home/academicprograms/graduate/mfa.aspx>

<http://nscad.ca/en/home/studentresources/studentForms.aspx>

(forms & downloads)

## PROGRAM DESCRIPTION: MASTER OF FINE ARTS (FINE & MEDIA ARTS OR CRAFT)

The Master of Fine Arts degree is internationally recognized as a standard qualification required for teaching craft and visual arts at post-secondary educational institutions such as colleges and universities. The NSCAD MFA Program provides students with the opportunity to develop their work in a context of intense critical discussion. Pedagogy, Research/Creation and other integral academic courses enhance the studio focus. Students are selected for their capability as artists and craftspersons, their critical abilities, and the personal qualities and interests that might contribute to their success as teachers and scholars.

The MFA degree is awarded after successful completion of full-time course work over a 20-to-24-month period, beginning in the Fall semester. Other requirements include four reviews by committee, a Thesis Exhibition and a Thesis Statement. The Master of Fine Arts in Craft is discipline-based in ceramics, jewellery/metalsmithing or textiles/fashion. The Master of Fine Arts in Fine and Media Arts is interdisciplinary. Applicants normally have a core background in sound, video, digital media, drawing, film, installation, painting, performance, photography, printmaking, or sculpture.

## FINANCIAL INFORMATION

### Awards and Scholarships

*Most scholarships available to MFAs are awarded upon entry to the Program. No separate application is required for these sources— applicants are reviewed as part of the admissions process:*

**MFA Scholarship:** Each MFA student accepted into the Program is awarded a \$3000 **MFA Scholarship**. (*\$750 at the beginning of each of four semesters of full-time continuous enrolment in which the student remains in good standing*)

The **Robert Pope Foundation** provides a scholarship to assist entering Fine or Media Arts graduate students. Recipients of this award must demonstrate academic excellence and high level of artistic achievement. (*\$1000*)

The **Roloff Beny Foundation** provides an MFA entrance scholarship to be awarded to a first-year Fine and Media Arts MFA student, with a concentration in Photography. (*\$7000*)

The **Joan DeWolfe Memorial Scholarship** assists an entering MFA student in any medium. Recipients of this award must demonstrate academic excellence and high level of artistic achievement. (*\$2000*)

The **Starfish Awards Fund Scholarship** assists an entering MFA student demonstrating artistic achievement in any medium. (*\$2000*)

*Information and application forms for in-program scholarships, bursaries, travel assistance and emergency loans can be obtained in the Office of Student and Academic Services (OSAS). Amounts and availability may change; check with OSAS. In OSAS, see Christina Warren, [cwarren@nscad.ca](mailto:cwarren@nscad.ca), Manager of Financial Aid and Student Counseling.*

**NSERC/SSHRC – Joseph-Armand Bombardier Canada Graduate Scholarships** (Contact Christina Warren in the Office of Student Services regarding deadlines and process). For application information: [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp#application\\_procedure](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp#application_procedure) (*\$17,500*)

The **Joseph Beuys Memorial Scholarships:** two awards to Canadian (1) MFA and (1) MDes student. Application is made in the winter semester through OSAS. (*\$1500*)

### Teaching / Research Assistantship Stipends

Each MFA student is awarded a \$2,500 **Teaching Assistantship** per semester for four semesters in full-time residence in the Program. Teaching Assistants work an average of ten hours per week. On occasion, a Research Assistantship (RA) may be awarded. For more information see the section **TEACHING / RESEARCH ASSISTANTSHIPS** (*p. 12*) and the **Policy on Graduate Teaching/ Research Assistants**. (*p. 26*)

*NOTE:* Each year, MFA students with teaching assistantships must complete and submit the **Payroll Authorization for Tuition Deduction** form relevant to the assistantship. This form is found in the Appendix, *p. 31*.

### Other Financial Assistance

**Travel Assistance Funds** may be applied for to support individual and group trips related to research or professional activities. Please note that applications for assistance must be submitted in September for the fall semester, and in January for the winter semester. The Travel Subsidy Review Committee assesses applications.

MFA students are eligible to apply for **Emergency Loans** and **Materials Grants** through the Office of Student and Academic Services. Contact OSAS for further information.

### **RA Opportunities in the Drawing Lab** <http://nscaddrawinglaboratory.psychology.dal.ca/>

**The Drawing Lab**, located at NSCAD's Academy Campus, is an SSHRC-funded collaboration between researchers at NSCAD and Dalhousie University. The research being conducted at **The Drawing Lab** seeks to determine whether the notion of the 'good eye' is more than a metaphor. The methodology employed involves quantifying, mapping and comparing patterns of eye-movement in subjects who are drawing directly from observation.

Beginning in August 2015, **The Drawing Lab** has employed 1 to 2 MFA students as **Research Assistants** for roughly 5 to 10 hours per week, based on their interests, abilities and other time commitments. Rate of pay is anticipated to begin at \$18.00/hour. Research Assistantships may involve testing and/or tutoring in drawing.

**If you are interested in exploring this opportunity, contact Mathew Reichertz ([mreichertz@nscad.ca](mailto:mreichertz@nscad.ca)) and/or Bryan Maycock ([bmaycock@nscad.ca](mailto:bmaycock@nscad.ca)).**

### **Tuition Payment**

The MFA Scholarships (\$1500) are disbursed in each year of the program in two installments of \$750 each, at the beginning of September and January. The Office of Finance and Administration credits these funds to tuition fees. The balance of tuition must be paid in full during the mail-in or in-person registration dates (listed in the current time-table of classes). ***Please note: failure to formalize registration (including tuition fee payments) will delay the disbursement of the MFA Scholarship.***

Contact **Jo-Ann Melanson, Manager, Compensation & Finance** ([jmelanson@nscad.ca](mailto:jmelanson@nscad.ca), (902) 494-8116) to make arrangements for your preferred method of paying tuition. See *Authorization for Tuition Deduction* form. Graduate Teaching and Research Assistantships are paid to students through the University's payroll. The balance of tuition must be paid in full during the mail-in or in-person registration by the dates specified. Failure to do so may result in your name being removed from class lists.

All MFA students are required to have Canadian social insurance numbers (SINs).

### **Tuition Schedule**

The two half-year tuition payments cover full enrolment in the regular fall and winter semesters (up to 15 credits). Students who qualify for NS residency may be eligible for reduced tuition. Students from elsewhere in Canada may also have a smaller reduction in tuition. Please contact the Office of Finance and Administration or the OSAS.

Check with the Finance Office regarding tuition for international students.

**Summer:** No graduate-level courses are offered in summer. MFA students are free to take undergraduate courses over the summer semester. Summer semester tuition applies. See **Optional Credits**, p. 9.

## PROGRAM STRUCTURE AND DEGREE REQUIREMENTS

Over a 20-to-24-month period, you must accumulate 42 required credits towards the MFA degree. You may accumulate up to 54 credits, including optional credits.

MFA students take a minimum of 9 credits and a maximum of 15 credits each fall and winter semester. MFA students are considered to have full-time status, and pay gradations of full-time tuition, for 9 to 15 credits. Students should normally register for at least 12 credits each semester in the first year to ensure that the LAS requirements are met. Students may not take more than 30 credits each academic year or more than a total of 54 credits over two years.

**Note on Workload:** For undergraduates at NSCAD University, each credit taken signifies three hours of work per week, including contact hours with the instructor and hours of work outside of class. MFA students should expect to work beyond this three-hour per credit guideline.

### Credit Requirements for the MFA degree:

Graduate Studio	30 credits
Graduate Seminar	3 credits
Pedagogy Seminar	3 credits
MFA Research/Creation	3 credits
Graduate Level Liberal Arts and Sciences (LAS)	<u>3 credits</u>
	<b>42 credits</b>

+ Optional courses: See page 9

+ Any make-up courses (*Make-up courses, including those required as a condition of admission or probationary action, must be taken at the student's expense.*)

### Non-Credit Requirements for the MFA degree:

**MFAR 6501 Graduate Forum:** Registration, attendance and participation is required in this non-credit course in the four full-time semesters of the program (two fall and two winter semesters).

**First-Semester Review**

**First-Year Review**

**Third-Semester Review**

**Thesis Exhibition, Thesis Statement and Thesis Review**

*The chart on the following page shows a sample of a normal distribution of credit and non-credit requirements over four full-time semesters in the MFA Program.*





## THE REQUIRED COURSES

- **MFAR 6003/6006/6009/6012 Graduate Studio [30 credits required in total: 3, 6, 9 or 12 credits per semester]**  
The course *Graduate Studio* is taken each semester and is the principal area of research and practice in Fine and Media Arts, and Craft. This course requires graduate-level research and creative production under the guidance of a **Studio Advisor**, selected by the student. (*See Selecting a Studio Advisor*) In the course *Graduate Studio*, students work towards their Thesis or Exhibition requirement for the MFA Degree. Each semester MFA students, after consultation with their Program Advisor, will register for between 3 and 12 credits in *Graduate Studio* with a Studio Advisor. The course is graded *Pass* or *NC* (no credit). Receiving a grade of NC for the course may result in a student losing “good standing” status in the MFA Program.
- **MFAR 6100 Pedagogy Seminar [3 credits, required LAS]**  
This seminar introduces students to issues related to teaching and research in the university environment.
- **MFAR 620x [topic] Graduate Seminar [3 credits, required LAS]**  
This course engages critical issues in contemporary art and craft practice. It is conducted as a graduate level course, and requires extensive reading on selected topics, student presentations, and a research paper. Offered Fall only; topics change each year.
- **MFAR 6600 MFA Research/Creation [3 credits, required LAS]**  
This course enables MFA students to design their programs of research, develop research journals, and produce early drafts of their Thesis Statement. It is taken in the second semester of study. This course is intended to provide MFA students the opportunity to research a topic that is central to their studio practice.
- **MFAR 6501 Graduate Forum [0 credits, required]**  
This course enables graduate students in various disciplines to engage in critical discussion of their own and others’ work. Enrolment in this non-credit course is required in each semester of full-time study in the MFA Program. Attendance, participation, and the presentation of one’s work in Forum meetings open to the College community are required. The primary goal of the Forum is to provide an opportunity for interdisciplinary exchange. The graduate students, in consultation with the Director of the MFA Program, develop the content of the Forum. Visitors’ presentations, film screenings and discussions on topics of general interest may be scheduled.

### Optional Credits

During the regular semesters of the Program (Fall 2015 and Winter 2016), MFA Students may take optional credits, at any undergraduate (**U**) level, beyond the 42 required for the MFA degree. Optional credits do not count towards your degree, but you may use them to develop new interests or skills that augment, expand or focus your studio or research practice. You might decide to take a workshop in a medium that is new to you, deepen skills you already have, or take a special topic lecture or seminar class. Any undergraduate course may be taken for optional credit, sometimes requiring the agreement of the instructor.

For current students, normal full-time tuition fees cover the cost of adding in optional credits, provided you are already enrolled for a minimum of 12 credit credits and are topping up an optional 3 credits to a total of 15 credits. **NB. For students entering the Program beginning in 2016-17 differential fees will apply to optional credits.**

You may take optional (**U**) courses in summer. Regular Summer Semester tuition fees apply.

## **Graduate Level Liberal Arts and Science credits [12 credits total]**

A minimum of 12 credits of graduate level liberal arts and science (“LAS” or “L”) work is integral to the MFA Program at NSCAD University.

**A minimum grade of “B+” must be achieved.**

Of these 12 LAS credits, 9 are earned, normally in the first year, in the required courses:

- **MFAR 6100 Pedagogy Seminar** (3 credits)
- **MFAR 620x Graduate Seminar: Topic** (3 credits)
- **MFA Research/Creation MFAR 6600** (3 credits, offered in first winter semester)

The remaining **3 LAS credits** may be earned in the following ways:

- **Graduate Seminar MFAR 620x** (a second topic is offered in the fall of the second year)
- **Independent Study in Art History (AHIS 4700)\***  
This course will allow a student the opportunity to undertake an independent research project under the guidance of an art history faculty member.
- **Independent Research in Critical Studies (CSTU 4110)\***  
This course will allow a student the opportunity to undertake an independent research project in Critical Studies under the supervision of a faculty member.
- **Independent Study in Film History, Theory and Criticism (AHIS/FHIS 4200)\***  
This course enables a student to undertake a research project in the history, theory and/or criticism of film under the guidance of a film history faculty member.

\*MFA students who have successfully completed one graduate level academic course at NSCAD may apply for Independent Study. The supervision of Independent Study is to be undertaken by a full-time or regular part-time member of faculty whose research and teaching show evidence of current involvement in a relevant academic field. Please see the **Application for Independent Study**, p. 35. Consult with the Director of the MFA Program.

- **A NSCAD University undergraduate “LAS” course (3500 or 4000 level)** whose requirements have been adjusted for graduate-level credit.

See **Taking Undergraduate LAS Courses for Graduate Credit**, p. 27. and the **Agreement to take an Undergraduate Course for Graduate Credit**, p. 33. Consult with the Director of the MFA Program.

- **An approved undergraduate (3500 or 4000 level) or graduate level academic course offered at another local university, taken for Graduate Credit.**

MFA students enrolling in a course at another institution must comply with the regulations and deadlines of that institution and will be subject to any penalties the University incurs on their behalf. Courses at an outside institution are not included in NSCAD tuition. Students pay course tuition fees directly to the outside institution.

See the **Application to Enroll in a Course at an Outside Institution**, p.34, and the **Agreement to take an Undergraduate Course for Graduate Credit**, p. 33. Consult with the Director of the MFA Program;

The MFA student must keep the NSCAD Registrar informed of their status at an outside institution.

## The Registration Process and MFAs

Following acceptance, all entering (Y1) MFAs are automatically registered for a standard credit load for the first two semesters.

Y2 MFAs self-register using Webadvisor. See **Priority Access to Courses**, below.

For subsequent changes to registration, the Director of the MFA Program signs approval of **Add/Drop** forms. Use this form to *drop* Graduate Studio TBA and *add* Graduate Studio with your selected Studio Advisor. The signature of a **Studio Advisor** is required.

## Priority Access to NSCAD Courses

The registration process at NSCAD is organized by linking different priority groups to published registration dates. MFA students are always listed in the first priority registration group, meaning that they have priority access for all courses offered at NSCAD University, including courses that are in high demand from undergraduate students, **provided they complete the registration process within the period linked to their priority group**. Please check with the Registrar's Office regarding dates.

Enrolment is not ensured if the MFA Student does not complete registration and financial arrangements by the dates published in the Calendar of Dates section of the website.

<http://nscad.ca/en/home/studentresources/calendarsdates.aspx>

MFA students should **enroll only for courses they are committed to**, as enrolment and subsequent withdrawal from courses adversely affects the ability of other students to enroll in those courses.

## English and Writing Proficiency

MFA students whose first language is not English are strongly encouraged to enroll in English language training courses outside NSCAD University, concurrent with their MFA studies.

<http://nscad.ca/en/home/admissions/international.aspx>

## English Tutor

Students at NSCAD University, including MFA students, may arrange for assistance with written work. See the Administrative Assistant in Art History and Critical Studies to make an appointment with a tutor. See: <http://nscad.ca/en/home/studentresources/writingresourcecentre.aspx>

Or email Jane Milton [jmilton@nscad.ca](mailto:jmilton@nscad.ca)

## TEACHING / RESEARCH ASSISTANTSHIPS

Teaching and Research Assistantships are not a requirement of the MFA degree. However, most MFA students are interested to gain teaching and research experience, and the main form of financial support is through non-competitive TA/RA stipends offered in each semester of the Program.

Full-time and regular part-time faculty members make written requests for TAs and RAs to their Division Chair, who then prioritizes and submits them to the Director of the MFA Program. TA/RA assignments are made by the Director, in consultation with the VP Academic and Division Chairs, and are prioritized on the basis of the needs of various areas of the University. The Foundation Program requires many teaching assistants; MFA students can expect to be assigned to at least one course in Foundation.

For details of the duties and obligations of Graduate Teaching and Research Assistants and of their Supervising Faculty, see **Policy on Graduate Teaching Assistants and Graduate Research Assistants**, p. 26 in the Appendix to the Handbook.

### Proposing a Workshop Course

As part of the course work for the required **MFAR 6100 Pedagogy Seminar**, MFA students design an undergraduate course in their area of research. With the support of a faculty member in the area, they may request to teach this course, in lieu of a regular teaching assistantship, during their third or fourth semester in the Program.

Courses that MFA students may apply to teach (in place of a Teaching Assistantship):

**ARTS 3130** Studio Workshop: Topic [3 cr, S]

**CRFT 3150** Craft Studio: Topic [3 cr, S]

### Timeline for Proposals to Teach an Undergraduate Course

**Early November, 2015:** Chairs of Fine and Media Arts and Craft attend the Pedagogy Seminar to consult with students on course material that may fit with student interest, program offerings and available space, facilities and technical support.

**Late November:** The **Application to Teach a Workshop Course** (p. 32) is completed by the MFA student and approved by a Faculty member, who agrees to supervise the course (the **Course Advisor**). The Course Advisor submits the application to the Chair of the Division in which the course is to be offered. NOTE: It is understood that the development of course content and structure will continue throughout the fall semester and beyond. At this date, what the Course Advisor and the Division Chair require is a clear course description and a preliminary week-by-week outline.

**Early December:** MFA Director takes all Chair-recommended courses to the VP Academic to discuss viable offerings by area.

**Early January:** Student to be notified of the Dean's decision to list/not list the course in the schedule of classes for Fall 2016 / Winter 2017. \*

\*Opportunities to teach advanced courses are limited and are carefully evaluated by the appropriate Division Chair and the VP Academic. Actual deadlines will be announced in the Pedagogy class, and more information may be found in the **Application to Teach a Workshop Course**, p. 32.

NSCAD University reserves the right to cancel any course if enrolment is insufficient. In that case, the MFA student will be re-assigned to assist in another class (or classes).

MFA students are not permitted to register for any course taught by another MFA student.

## **Role and Responsibilities of the Course Advisor**

The role of the **Course Advisor** is to supervise you in the planning and delivery of your course, to support the development of your teaching skills and to provide you with feedback. The **Course Advisor** reviews your preliminary course outline, signs approval on the application agreeing to supervise the course, and submits the application to the Division Chair by the Division deadline.

If your course is offered and receives sufficient enrolment, your Course Advisor will schedule two visits to observe the class, meet with you as mutually agreed, and write an evaluation of your work at the conclusion of the semester. Your course outline is to be submitted to your Course Advisor and to the office of the VP Academic at least two weeks prior to the start of the semester.

If it is necessary for you to miss a class, you are expected to make alternative arrangements in consultation with the Chair of the Division in which your course is offered.

## **ADVISORY ROLES FOR FACULTY**

### **Fine and Media Arts:**

1. The **Program Advisor** is normally a full-time faculty member in the Fine Arts Division or the Media Arts Division.
2. **Studio Advisors** for the course **Graduate Studio** may be full-time, pro-rated faculty or approved regular part-time faculty members or Research Fellows in the Fine Art, Media Arts, or Craft Divisions. See the list on p. 29.

### **Craft:**

1. The **Program Advisor** must be a full-time faculty member in the Craft Division.
2. **Studio Advisors** for the course **Graduate Studio** must be members of the Craft Division for a minimum of two semesters. For the other two semesters, Studio Advisors may be Graduate Faculty Members.

## **SELECTING A STUDIO ADVISOR**

Each semester, MFA students select a **Studio Advisor** with whom to work in the course **Graduate Studio**.

**See the list of available Graduate Faculty, p. 29.**

MFA students arrange to meet with potential Studio Advisors to discuss the possibilities of working together. *You need not commit to working with the first person you contact:* faculty members are accustomed to the consultation process and may, in fact, recommend other suitable people.

When meeting with a potential Studio Advisor, be prepared to discuss your immediate priorities for studio work and to show recent work or documentation of work.

Students should ask faculty questions about how they work with their Studio students, the frequency of group and individual contact, and get a sense of what the faculty member has to offer. MFA students should be frank and clear about their needs, interests and goals. Remember that the decision to work together is reached by mutual consent. MFA students and their Studio Advisors meet on average for at least one hour each week.

## **SELECTING A PROGRAM ADVISOR**

Each MFA selects a **Program Advisor** by late November of their first semester, in time for their First-Semester Review.

When selecting a Program Advisor, MFA students may consider asking a faculty member with whom they are working in Studio, or as a Teaching Assistant, or another member of the faculty. As with Studio Advisors, the decision to work together is arrived at by mutual agreement.

Any full-time faculty member who is resident at NSCAD University during the student's two-year program of study may be a Program Advisor.

The student may change their Program Advisor in consultation with the MFA Director and the Chair of the Division. The student must present legitimate reasons for the change.

### **Interim Program Advisor**

Through the first weeks of the program, the Director of the MFA Program or a Division Chair may act as **Interim Program Advisor** and are available to assist Y1 MFAs in their selection of a Program Advisor.

## **THE ROLE AND RESPONSIBILITIES OF THE PROGRAM ADVISOR**

The Program Advisor will . . .

- act as the MFA student's advocate in the MFA Program
- be familiar with the NSCAD University Calendar: Guide to Graduate Programs (and course descriptions), the MFA Handbook, and other relevant documents.
- help direct the MFA student towards a balance of courses that meets the requirements of the MFA degree and the needs and interests of the student
- help direct the MFA student towards suitable faculty members who may work with the student (Studio Advisors, advisory Faculty in Teaching and/or Research, Thesis Committee members)
- be available to consult with the student in planning the presentation of work for Thesis Committee Reviews
- chair all four Thesis Committee Reviews, and write and distribute summaries for the First-Year Review and Thesis Review
- consult on drafts of the Thesis Statement
- be available to review research journal writing and drafts of the Thesis Statement.
- oversee required revisions to the Thesis Statement as required by the Review Committee in the Thesis Review.
- consult with the student and the MFA Director on other academic matters, as required.

### **Organizing your Thesis Committee**

The MFA student is responsible for forming his or her Thesis Committee in consultation with the Program Advisor, who will Chair the Committee.

Faculty members chosen for your Committee must be **approved, Full-time or Regular Part-time faculty**. See the current **List of Graduate Faculty** on **page 30**.

**At least two weeks before** the First-Year Review is to take place, the student will send the names of their Committee members to the Director of the MFA Program.

At any time you may request to replace a member of your Thesis Committee by consulting with your Program Advisor and the Director of the MFA Program.

## REVIEWS: CONSTITUTION

### ***First- and Third-Semester Reviews*** (three faculty members)

Program Advisor

Two approved Full-time, Regular Part-time, Pro-rated or Sessional faculty

### ***First-Year Review and Thesis Review*** (full Thesis Committee: *five* faculty members)

Program Advisor (Thesis Committee Chair)

Director of the MFA Program

One full-time Faculty Member selected by the student

Second full-time Faculty Member or approved External Member\*

Chair of Fine or Media Arts, Craft or Fine Arts Division

#### **\*External Member**

At least eight weeks before the First-Year or Thesis Review meeting, an MFA student may apply to the Director of the MFA Program for an **External Member**.

An External Member is meant to provide a specialized or more focused context for discussion of the student's work. They may be, for instance: a recognized professional artist, craftsperson or writer in the community, an active member of a relevant community of cultural heritage, a faculty member at another, local university who has special knowledge of the MFA student's area of practice, a curator or critic.

Application for approval of an External Thesis Committee Member consists of

- a short, written statement outlining the reasons for the request
- approval of the request by the Program Advisor
- the curriculum vitae of the proposed External Member.

*In your contact with potential External Members, you must advise them that there is no remuneration available for service on an MFA Thesis Committee.*

## REVIEWS EXPLAINED

### **THE FIRST- AND THIRD-SEMESTER REVIEWS**

In these informal reviews organized by the student at the end of the first and third semesters, the MFA Student meets with their Program Advisor and two other Faculty members to consider and discuss their studio work past and present, their progress in the Program, and possible directions for study and frameworks for research. No written reports are required, unless to advise the Director of MFA Program of difficulties.

## **THE FIRST-YEAR REVIEW | Advancement to Candidacy**

The First-Year Review requires the MFA student to present work to their Thesis Committee in order to continue in the program by advancing to candidacy for the MFA degree. This is a formal review of any concerns or issues that have arisen over the year. At this time, the committee members discuss each student's progress and communicate any concerns relating to his or her good standing in the MFA Program.

The First-Year Review is the official channel for recording progress and/or problems. The student organizes a selection of work, usually in their studio. The Committee reflects on this work in relation to the student's **summary of progress** and the most recent **draft of the Thesis Statement, as produced in the course Research/Creation**.

This meeting usually takes place in the MFA student's studio. The Thesis Committee considers studio work the student has been involved with to date in the program and discusses future research plans. The student may exercise much or little control over the discussion. In advance of the meeting, the student and Program Advisor discuss and agree on a way of proceeding.

Following a discussion of the work, the summary of progress and the draft Thesis Statement, the committee may formulate specific recommendations as to future studio and course work, including study with specific faculty. Finally, the Committee votes on the student's **Advancement to Candidacy**.

### **Responsibilities of the MFA Student**

The MFA student organizes the First-Year Review with their Thesis Committee during the second semester in the program. In order to plan adequately, the date of this meeting should be established as soon as possible in the second semester. The easiest way to get faculty with diverse schedules to agree on a meeting time is to initiate a Doodle poll (<http://doodle.com>). The poll should offer an array of options for meeting times on at least two days.

It is not unusual for a First-Year Review to take place after the end of the Winter semester, but it is preferable to find a time before the end of the semester, since Faculty often make commitments to be away when they are not teaching.

At the First-Year Review meeting, the MFA student presents studio work undertaken since beginning the program—both completed work and work in progress.

**One week prior to the Review meeting**, the student prepares and circulates to their committee members:

1. A short summary of their progress in the Program, including completed academic course work and teaching assistantships. The student should discuss issues and ideas that have arisen in each of these contexts. Plans for future work may also be discussed.
2. The most recent draft of their Thesis Statement, as produced in the course Research/Creation.

### **Responsibilities of the Program Advisor in the First-year Review**

The Program Advisor will ensure credit requirements have been met, will help organize the review process with the student, will chair the First-Year Review, will take detailed notes on the discussion during the meeting to be compiled in a summary, and will send the summary to the Director of the MFA Program and the MFA student.



## Evaluation and Outcome of the First-year Review

If all course work and studio research to date is evaluated positively, the Thesis Committee votes to advance the MFA student to candidacy for the degree. The committee may make specific recommendations to help advance the student's research.

If the student does not have a successful First-Year Review, they are not advanced to candidacy for the degree.

In cases where academic probation or suspension is recommended, the review summary is also sent to the **Academic Council Subcommittee to Review Student Grades**.

If a student is suspended, they must apply for re-admission by way of the normal application procedure and deadlines.

## THE THESIS REVIEW | THESIS EXHIBITION | THESIS STATEMENT

**The Thesis Review** takes place in the MFA student's second year, before the end of the second winter semester, in conjunction with their **Thesis Exhibition** at the Anna Leonowens Gallery or at a venue approved by the Program Advisor and the Director of the MFA Program.

The schedule of MFA exhibitions is organized by the Director of the Anna Leonowens Gallery, in consultation with all graduating MFA students. This consultation will take place in the fall of the student's second year. If an alternative venue is planned, the student should provide details at that time.

Upon confirming the date of their final exhibition, the MFA student immediately establishes a Thesis Review date and time and informs their committee members, the Director of the MFA Program, and the Gallery staff.

A minimum of two hours is required for the Thesis Review. The Gallery staff prefers that Thesis Reviews take place in the morning, outside of gallery open hours.

### Thesis Statement

**The Thesis Statement** consists of a thorough and articulate written discussion of the work presented in the Thesis Exhibition and of topics and information (autobiographical, historical, critical, theoretical, and technical), which help to position the work within a broader conceptual context. In considering the Thesis Statement, each student is required to search, confront, examine, question and reflect on the larger scope of his or her studio research and of the particular work chosen to present in the Thesis Exhibition.

The length of the Thesis Statement should be a **minimum of 3500 words**. The Statement must demonstrate to the Thesis Committee original research and a professional level of production in a suitable academic format (See examples in the Library) or in an alternative format that has been approved by the student's Thesis Committee.

### Timeline notes:

**One month** prior to the Thesis Review, the student submits a close-to-final draft of the Thesis Statement to their Program Advisor, who may suggest revisions.

**Two weeks** before the Thesis Review, the student must provide members of their Thesis Committee with the final draft of the Thesis Statement.

Gallery staff may request that a copy of the Thesis Statement be made available to gallery visitors. (*Note: The Thesis Statement is separate and distinct in its form, length and goals from the short exhibition statement required by the Anna Leonowens Gallery.*)

## **Thesis Review: Process**

The duration of the Thesis Review is approximately two hours.

The student's Program Advisor chairs the Thesis Review and retains a vote. At the beginning of the Review, the participants will agree on procedures regarding the order of questioning and other particulars of the review procedure.

The Program Advisor/Chair keeps notes on the discussion.

The main portion of the Review is given over to questions from members of the Thesis Committee to the MFA student on the Thesis exhibition and Thesis Statement. (90 minutes)

When this part of the Review is completed to mutual satisfaction, the MFA student is excused from the room while the Committee considers any remaining questions and evaluates whether the *Final MFA Exhibition*, the *Thesis Statement* and the *student's discussion and defense* of these in the Review have satisfied the Thesis Requirement for the MFA Degree.

After the Committee votes on the fulfillment of the Thesis Requirement, the student is invited to rejoin the meeting to participate in a summary discussion.

## **Evaluation and Outcome**

The Committee may vote to:

- accept that the Thesis Requirement has been met for the MFA degree;
- accept that the Thesis Requirement has been met, with suggested revisions;
- not accept that the Thesis Requirement has been met.

A student must pass the Review by majority vote.

Within two weeks, and referring to their notes from the Review, the Program Advisor will write a summary of the Review. The draft summary will be sent to the Committee members for approval. The final summary will be sent to the MFA Director and the student.

Within two weeks the Program Advisor will meet with the student to advise on any required revisions to the Thesis Statement.

In order to graduate in April, Thesis revisions must be made and approved before the deadline to submit grades for graduating students. This date will be published in the Academic Calendar of Dates for the winter semester (<http://nscad.ca/en/home/studentresources/calendarsdates.aspx>). MFA students planning to graduate at the end of the second year are advised to plan their final review dates accordingly. Please check well in advance with the MFA Director and the Registrar, to be certain you will have met all requirements.

A student may not graduate until the thesis has been accepted and the bound copies or proof of printing have been submitted.

Substantial required revisions may necessitate a postponement of graduation.

## Post-Review

- **The Program Advisor / Thesis Committee Chair** meets with the student to oversee revisions to the Thesis Statement as required by the Review Committee in the Thesis Review. *Do not print and bind the two final copies until your Thesis Advisor has approved the revisions.*
- Prior to graduation, the MFA student is required to submit **two bound copies** of the approved Thesis Statement to the Director of the MFA Program (one copy is archived in the NSCAD University library; one is kept in the Director's office), **and a PDF file copy to be used for digital and online archiving.**
- The staff of the Anna Leonowens Gallery will arrange digital and slide documentation of the Final MFA Exhibition. One copy of the slide set will be filed with the Non-Print Collection of the Library; a second copy will be given to the MFA student.
- The Director of the MFA Program will inform the Registrar in writing when the Thesis requirement is met and copies of the Thesis Statement have been received.
- The expense of copying and binding First-Year Reviews, Theses, and Thesis Statements is the responsibility of the MFA student.
- The NSCAD University Library will request that the thesis is in a format that is a standard size, bound so that it can be stored and labeled. The University name must be noted as well as the year the degree was granted. An example of a Thesis Title Page is given in the Appendix to this Handbook.

### Note:

MFA students are expected to become familiar with their responsibilities in the Program by reading the entire MFA Handbook, and to read the sections of NSCAD University's Academic Calendar outlining Graduate Programs, Course Descriptions, Policies and Regulations.

The most current version of the [Academic Calendar](#) is found on the NSCAD University website, which is the authoritative published source for any official documents and descriptions of requirements, procedures and policies that may not be covered in this Handbook.

## GENERAL INFORMATION

### Special Leave

A Special Leave from the MFA Program may be granted for professional or personal reasons. Requests for special leave are normally made in the semester before the intended period of absence to the Director of the MFA Program who will consult with relevant Faculty members and with the VP Academic and Research before final approval.

### Application to Graduate

It is the MFA student's responsibility to apply to graduate within the appropriate timeframe. An application must be submitted to the Registrar by the dates stipulated in the Academic Calendar. See:

<http://nscad.ca/en/home/studentresources/studentForms.aspx>

<http://nscad.ca/site-nscad/media/nscad/apptograduate.pdf>

<http://nscad.ca/en/home/studentresources/calendarsdates.aspx>

### Residency and Extensions

The MFA Program is to be completed within a 20-24 month period. Extensions may be granted in some circumstances.

All students in the MFA Program who have not completed their requirements for the MFA degree within the residency period, and who wish to complete their degree, must apply for an extension and must pay an activation fee per semester for each fall and winter semester until they complete the requirements.

Extensions must be applied for in writing to the Chair of the student's Advisory Committee and the MFA Committee. This letter of application must state the reason for an extension, and must be accompanied with a letter of support from the Program Advisor outlining the terms of the extension and the schedule of meetings with the Program Advisor. If granted activation status, the student is allowed limited entitlements. These entitlements include the use of the library and meetings with the Program Advisor as outlined in the letter of support. The student is not permitted to occupy a studio space or an office.

Students should be aware that extensions are not automatically provided; in fact, they are discouraged.

*Limitations to this extension are as follows:*

Students earning the MFA degree in Fine and Media Arts, or the MFA degree in Craft, must complete the MFA Studio requirement, and the exhibition component of their degree within the 20-month period. All MFA students must complete the degree within five years, or ten fall and winter semesters, from first registration.

If an MFA student fails to apply for an extension and for activation status after the 24-month period, and has not completed the MFA degree, the student will forfeit the opportunity to earn an MFA degree from NSCAD.

### Definition of Good Standing

An MFA student will maintain good standing by achieving a minimum grade of "B+" in all courses that are assigned a letter grade, achieving the grade "Pass" in Studio work, and by obtaining a favourable review on the First-Year Review and any other Reviews conducted by the student's Thesis Committee.

If an MFA student's performance is in question, formal notification may be made by the Thesis Committee, the Thesis Advisor, the Studio Advisor, or the Director of the MFA Program to the VP Academic and Research, who will determine a course of action that may include any of the following:

- a specific sequence of study to remedy the problem;
- withdrawal of Teaching or Research Assistantship and/or scholarship award;
- academic probation; or
- suspension.

**Appeals** for graduate students are to be handled under the [NSCAD Grade Appeal Policy](#) as noted on the website.

### **Faculty Positions Defined**

An MFA student may work with any Full-time or approved Regular Part-time, Sessional or Pro-rated faculty member in *Graduate Studio* and *Independent Study* courses. The student should be aware of distinctions in faculty contracts within the University and the workload they are contracted to undertake.

**Full-time and Pro-rated Faculty** have an ongoing relationship with the University which involves not only teaching the courses which are assigned to them, but professional research, publishing and exhibiting, committee and advisory work. Their contracts stipulate two semesters of teaching and one semester of research. Generally, this means teaching in the fall and winter semesters and research in the summer. Most full-time faculty will be unavailable in any official capacity during the summer semester.

**Limited-Term Sessional Appointment Faculty** teach a full-time course load on a temporary contract, usually for one or two semesters. They keep office hours, participate in the business of their Division, do research and committee work and may supervise graduate students.

**Regular Part-Time Faculty (RPTs)** are contracted to teach a specific course or courses on a semester contract. They are not required to be in the University except during their scheduled class times and up to two office hours per week.

**Individual Course Appointees (ICAs)** are contracted to teach a specific course or courses on a semester contract. They have not yet qualified for or applied for status as Regular Part-Time Faculty and are normally ineligible to teach or supervise in Graduate Programs.

**Adjunct Faculty** are professionally distinguished individuals who work outside the University who have been approved to teach or to supervise undergraduate or graduate students. The approval process is the same as for External Members of the Thesis Committee, *p 16*.

### **Summer Study**

MFA courses are not offered in the summer semester, though MFA students continue to have full access to their studios and to facilities of the university. MFA students may take optional courses over the two 7-week summer sessions. Summer tuition fees apply.

**NOTE:** *Some summer faculty are visiting ICAs. Regular faculty and the Director of the MFA Program may be away from the University for periods during the summer.*

### **Exchange Programs**

In the past, the NSCAD MFA Program has offered exchange opportunities with several other universities during our non-teaching semester (i.e. summer): **The University of Newcastle**, and **The University of Sydney**, in Australia; **The University of Canterbury** in New Zealand; **The Royal College of Art** in London; **The European Graduate School** in Switzerland; **Kyoto City University of Arts**. Details and updates may be obtained by contacting the Office of Student and Academic Services, and MFAs are free to research new exchange possibilities.

## **MFA Group Exhibition**

The MFA students organize an annual group exhibition of their work at the Anna Leonowens Gallery, usually opening in late November. The Anna Leonowens Gallery Director will contact the group in the first weeks of the fall semester to initiate the exhibition plans.

For coordination of the group exhibition, the MFAs select a representative or two to work with the Anna Leonowens Gallery staff. All MFAs share tasks related to the exhibition.

## **Visitors' Program**

Visiting artists and lecturers are selected by the MFA group in consultation with the Director, often in coordination with other academic divisions.

MFA students assist the Director of the MFA Program and the Graduate Studies Administrative Assistant in organizing the visits and welcoming visitors.

## **THE MFA PROGRAM AND THE NSCAD UNIVERSITY COMMUNITY**

### **MFA Student Representation on NSCAD University Committees**

Graduate students are encouraged to contribute to the NSCAD University community by participating on University committees. MFA students elect representatives to represent them on the following committees:

**MFA Committee** (one first-year and one second-year MFA student): The MFA Committee meets regularly to discuss matters of program curriculum and policy.

**Exhibitions Committee** (one MFA student): This committee meets to determine exhibition programming and policy for the Anna Leonowens Gallery.

**Scholarship Awards Committee** (one graduate student): This committee meets each semester, plus two full days in May, to review scholarship and bursary applications. It also implements new awards and reviews scholarship budgets.

**Travel Subsidy Review Committee** (one graduate student): This committee meets to review applications for financial aid (including travel grants, emergency loans, materials grants), and policy pertaining to student affairs.

**Library Committee** (one graduate student): This committee oversees, evaluates and recommends library services and practices in support of academic programs.

**SUNSCAD** (one graduate student): The Student Union of NSCAD

## **Medical and Counseling Services**

The Student Health Plan entitles both Canadian and international students to medical services in Nova Scotia. Information concerning medical and counseling services is available from the Office of Student and Academic Services. Upon registration, all students are automatically enrolled in the **Health Insurance** plan. See OSAS if you wish to opt out of the plan.

## **Access Policy**

Excepting certain holiday periods, students have access to their studio spaces on a 24-hour basis. Security guards patrol the Fountain Campus at regular intervals from 5 PM to 8 AM. The library and technical facilities of the University post normal hours of operation. After-hours access to the Photography Department and Multimedia may be arranged if either facility supports the primary focus of an MFA student's program. For reasons of safety and security, there is no after-hours access to the Woodshop, the Metalshop, Foundry and some other areas of the University.

## Studio and Office Space

Space is allocated to MFA students according to need by the Director of the MFA Program in consultation with the Division Chairs. MFA students may be allocated studio space in the North Block, the Academy Building, or at the Port Campus, or a workspace in a specialized area of the University (Jewellery, Textiles, etc.).

Studio spaces are for the exclusive use of the MFA students assigned to them. Keys are not to be shared with others. Students are responsible for keeping the studio space in reasonable condition and for reporting any damage or thefts to the Director of Facilities Management.

Graduating students must vacate their studio spaces by **mid-August** and take all personal belongings. Any items to be discarded must be marked as “GARBAGE”. Any “special handling” items for disposal should be so marked and Facilities Management or the Administrative Assistant should be notified.

MFA students have access to their studios and to the facilities of the University during the summer semesters. *Some facilities are closed between semesters and during technical staff holidays in the summer.*

MFA students are advised that NSCAD University cannot accept any responsibility for students' property left on the premises, or for University property that the student has damaged or improperly used. Students may be required to replace University property that is lost, stolen or damaged while signed out. Students should lock up all valuables and equipment when leaving an area.

## Furniture Needs

Please direct needs to the MFA Director. DO NOT use or move furniture items from classrooms and studio teaching areas.

## Keys/Swipe Cards

Keys for studio areas may be picked up from the Service Centre. There is a refundable deposit of \$25 and proper ID must be shown. The Service Centre requires a memo from the Graduate Studies Office regarding assigned studio spaces before keys are distributed.

Swipe cards for MFAs are for general access at all three campuses. You have continuous access; the swipe cards are programmed to expire in mid-August of your graduating year.

## Phones

Use the prefix (494, 442, etc.) for any calls made from outside the university.

All local calls are 10-digit, so 902 555-5555, or 782 555-5555.

Internal and local calls can be made from any extension in the University.

*Internal calls:* Enter the 4-digit extension number, or dial “8177” to reach NSCAD University information. When calling between campuses, you will need to dial 9 + the ten-digit number.

*Local calls:* Enter “9”, then the ten-digit number. When calling the University from outside, each extension may be reached directly by using the full ten-digit number. 494, 442 or 444 may preface some extensions.

*Long Distance Calls:* Personal long-distance calls may be made from students' telephones within the University if a credit card is used or a collect call is made.

The MFA Program Director may authorize long-distance calls made by MFA students on NSCAD University business (e.g., contacting visiting artists). For toll calls made on University business from personal phones, receipts may be submitted for reimbursement.

## Photocopying

There is a small budget for photocopying materials connected with MFA Program business (memos, announcements, materials for *Graduate Forum* and committee work).

Photocopying costs for materials used in Teaching Assistantships are the responsibility of the Division in which the course is offered. The Division copier or the Service Centre copier should be used. See the appropriate Division Chair (*p. 28*) or staff in the Service Centre. Photocopies for personal and research use may be made in the Service Centre and the Design Print Shop in the North Building.

## Printing

Free black and white printing is available in Port 218 computer cluster, on the ground floor at the Academy Building, and at Multimedia (N320a) at the Fountain Campus.

**The costs of copying and binding Thesis Statements for the archive are the responsibility of the MFA student.**

## Mailboxes

MFA students' mailboxes are located in the Service Centre. Students should check their mailboxes regularly.

## Internet, Computer Access, and Student E-Mail

Wireless internet access is available throughout the three campuses.

There is 24-hour access to six computers in P218, the South Cluster at the Port campus. At the Port, your access card lets you into P218. If it is locked, the security guard at the front desk can let you in. There is no booking procedure for P218; access is first come, first served.

All NSCAD University students have email accounts set up for their use when enrolled. You should check your NSCAD email frequently as it is the **official** means of communication for all NSCAD business.

Multimedia Help Website:

<http://nscad.ca/en/home/shopsandservices/multimediacentre.aspx>

## Faxes

A fax machine for student use is available in the Service Centre. The number is 902 425 2420. Incoming faxes should have an *Attention* line with the student's name clearly marked.

## NSCAD News

The *NOW Bulletin* (published for students) is posted throughout the University from Monday to Friday.

*NSCAD Notes* is sent to all NSCAD email accounts at least once a week, listing upcoming events, visitors, and other local news. *NSCAD Notes* is also posted on the NSCAD website. To post an event on NSCA notes, contact Marilyn Smulders: [msmulders@nscad.ca](mailto:msmulders@nscad.ca).

## Electrical Appliances

The MFA students are responsible for ensuring that any microwaves and refrigerators designated for graduate students and located in N500, in studios at the Academy Building, in MFA studios at the Port Campus or any other MFA studio area are kept clean and in good working order. Any problems may be brought to the attention of the Director of the MFA Program.



## Quick Glossary

### **Director of the MFA Program**

The Director oversees the MFA Program and is Chair of the MFA Committee, which sets policy and curriculum for the Program. The Director also leads the *Graduate Forum*, in addition to teaching other courses. The Director advises MFA students and faculty and is available to assist with any concerns.

### **MFA Committee**

Not to be confused with your Thesis Committee, the MFA Committee is a policy-recommending sub-committee of the Senate, which is the academic governing body of the university. It is composed of eight members, mostly faculty reps from each Division, and two MFA students. It meets on a monthly basis to review and advise on matters of MFA policy and curriculum.

### **Studio Advisor**

An MFA student works with a Studio Advisor each semester in the course *Graduate Studio* to discuss and develop work. MFA students usually meet with their studio advisors each week.

### **Program Advisor**

The Program Advisor, chosen in the first semester, chairs all meetings and reviews of the student's Thesis Committee, helps the student plan for all reviews, review drafts of the student's Thesis/Thesis Statement.

### **Course Advisor**

This is a faculty member who supervises an MFA student teaching an undergraduate course in Studio or Craft. The Course Advisor attends at least two scheduled classes and meets regularly with the MFA student to discuss the progress of the course and evaluates the student and course at the end of the semester.

### **Thesis Committee**

Assembling for the First-Year Review and final Thesis Review, this committee normally consists of: your Thesis Advisor (Chair), the Director of MFA Program, two full-time and/or RPT faculty members (one External Member may be substituted), and relevant Chair (of Craft, Fine Art or Media Arts).

### **First-Year Review**

At the end of the second semester in the Program, MFA students present their work, progress statement and early Thesis draft to their full Thesis Committee. Committee members discuss the student's progress and provide feedback and suggestions. Successful completion of the First-Year Review is a requirement to advance to candidacy for the degree. If the Committee does not approve advancement, they may recommend probation or schedule a second review.

### **First- and Third-semester Reviews**

These are less formal reviews, chaired by the Program Advisor and attended by two other Faculty members, usually from the student's Thesis Committee.

### **Thesis Review**

The MFA student's Thesis Exhibition, the Thesis or Thesis Statement and the oral presentation before the Advisory Committee are all considered in the final Thesis Review. It normally takes place late in the winter semester of the second year, during the period of the Thesis Exhibition.

### **TA/RA Faculty Supervisor**

This is a course instructor who supervises a graduate Teaching Assistant, or a Faculty member who supervises a graduate research assistant.

**Course types:** **L (or LAS)** – Liberal Arts and Science courses

**S** – Studio courses

**G** – Graduate-level course

**U** – Undergraduate-level course

## NSCAD University

### Policy on Teaching Assistants and Research Assistants

1. Graduate Teaching Assistants will work with faculty as assigned to assist in the delivery of courses, especially courses with large enrolments.
2. **Teaching Assistants (TAs)** and **Research Assistants (RAs)** work an average of not more than ten hours per week during the semester. If the graduate student feels that the duties associated with a particular assignment average more than ten hours per week, the graduate student should consult the Director of the MFA Program. The MFA Committee works to ensure that the MFA students have equitable workloads.
3. Teaching Assistants may assist with tutorials, demonstrations, marking assignments, critiques, or presentations. TAs are not responsible for course design, overall delivery, or final evaluation of students. Graduate students approved to teach an advanced course in their second year (ARTS 3130 *Studio Workshop* or CRFT 3150 *Craft Studio*) will work closely with the faculty course advisor in designing and delivering the course.
4. MFA students who are asked to substitute-teach for a course instructor should notify the Director of the MFA Program. Instructors who are unavailable to teach their class(es) should not employ MFA Teaching Assistants as substitute instructors. They may decide instead to reschedule or cancel the class, or they may discuss alternate arrangements with the Vice President of Academic Affairs and Research.
5. Research Assistants assist in the research agendas developed by faculty and may not be given other tasks specific to the delivery of courses.
6. Faculty with Teaching Assistants may have to train them for some tasks required for the course. The faculty member has the responsibility to ensure that the TA is adequately prepared for the work assigned. Where a faculty member finds a TA unable to manage the work assigned, the faculty member will advise the Director of the MFA Program. The Director may meet with the faculty member and the TA to discuss the matter and to try to resolve the problem.
7. Teaching Assistants and Research Assistants shall be treated with the respect due all employees and all students. Direct any questions about NSCAD University policy with regard to graduate Teaching Assistants and Research Assistants to the Director of the MFA Program.

## Taking Undergraduate LAS Courses for Graduate Credit

MFA students may fulfill their 3 elective Liberal Arts and Sciences (**L**) requirement by enrolling in any approved undergraduate class at the 3500/4000 levels at NSCAD University. To ensure that participation in the undergraduate classes is at a level appropriate for graduate study, adjustments to the course outline will be made in terms of assignments and method of evaluation.

MFA students will be given expanded assignments and the criteria for evaluation will reflect expectations for graduate level work (B+ or better).

To enroll in one of these courses, the student will complete with the instructor the **Agreement to Take an Undergraduate Course for Graduate Credit**, in which the terms, assignments and evaluation method are clearly described. (See p. 34)

### Suggested Courses which may be taken for Graduate “L” Credits

These courses may not be offered each semester/year. For current course information, students should refer to timetables published on the website and in the Academic Calendar.

#### Art History & Critical Studies:

- AHIS3550 Topics in Modern Canadian Art: [topic]
- AHIS3600 Introduction to Art Theory and Criticism
- AHIS3610 Egyptian Art/Egyptomania
- AHIS3620 The Invention of Art: Museums, Exhibitions & Art History
- AHIS3820 Topics in Film History: [topic]
- AHIS3850 History and Criticism of Documentary Film
- AHIS3900 Nineteenth Century Art: [topic]
- AHIS4110 Primary Research Techniques
- AHIS4200 Independent Study in Film History, Theory & Criticism
- AHIS4220 Time-Based Arts of the 20<sup>th</sup> Century
- AHIS4240 Modernism and Postmodernism
- AHIS4260 Modern and Contemporary Art Theory and Criticism
- AHIS4500 Senior Seminar in Art History: [topic]
  - for example: AHIS-4511-1 Sen Sem: Inventing Museums, Exhibitions
  - AHIS-4513-1 Sen Sem: Craft and Food
- AHIS4550 Dress, Body, Culture
- AHIS4551 Feminism & Postmodernism
- AHIS4600 Research Internship
- AHIS4700 Independent Study in Art History

#### Fine and Media Arts:

- PHOT3600 Photography Issues Seminar [topic]
- PNTG4100 Painting Seminar: [topic]
- PRTM4100 Printmaking Seminar: [topic]
- SCLP4100 Sculpture Seminar [topic]

#### Other Courses:

- DSGN4250 Design Management Seminar
- CSTU4100 Aesthetics and the Visual Arts
- CSTU4110 Independent Research in Critical Studies
- CSTU 3200 Queer Theory: Sex/Gender/Art
- WTRA4100 World Travel Research Projects 3 [topic]

## 2015-2016 Directory

If calling from outside or another campus, use area code and prefix. Otherwise, use only the last four digits.

### Office of Academic Affairs and Research

**Ann-Barbara Graff**, Vice President, AAR

Office: Third Floor, Duke Building, Fountain Campus

902 494-8125

[abgraff@nscad.ca](mailto:abgraff@nscad.ca)

### Graduate Program Directors

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[jpeacock@nscad.ca](mailto:jpeacock@nscad.ca)

**Bruce Barber**, Media Arts Division (Winter 2016)

Office: G-207, Fountain Campus

902 494-8291

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**Rudi Meyer**, Director of the MDes Program

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### Division Chairs

**Bruce Barber**, Media Arts Division (Fall 2015)

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**Adrian Fish**, Media Arts Division (Winter 2016)

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**Mathew Reichertz**, Fine Arts Division

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902 494-8209

[mreichertz@nscad.ca](mailto:mreichertz@nscad.ca)

**Frances Dorsey**, Craft Division (to end of 2015)

Office: G-227 (Fountain Campus)

902 494-8208

[fdorsey@nscad.ca](mailto:fdorsey@nscad.ca)

**Gary Markle**, Craft Division (2016 onwards)

Office: G-2 (Fountain Campus)

902 494-8136

[gmarkle@nscad.ca](mailto:gmarkle@nscad.ca)

**Darrell Varga**, Art History & Critical Studies Division

Office: A112 (Academy Campus)

902 494-8617

[dvarga@nscad.ca](mailto:dvarga@nscad.ca)

**Craig Leonard**, Foundation Division

Office: (Port Campus)

902 494-8252

[cleonard@nscad.ca](mailto:cleonard@nscad.ca)

**Michael LeBlanc**, Design Division

Office: N-221 (Fountain Campus)

902 494-8160

[mleblanc@nscad.ca](mailto:mleblanc@nscad.ca)

## List of Current Graduate Faculty:

Agreement to work as a Studio Advisor is at the discretion of the individual faculty member. Studio Advisors are eligible members of faculty who are currently involved in a relevant field. See *Faculty Positions Defined* (page 23). Note those on sabbatical or other leave. \*

## Regular Full-Time, Part-time and Regular Pro-Rated Faculty

Alfoldy, Sandra	(art history & critical studies/craft)
Barber, Bruce	(media, installation)
Bean, Robert	(photography, installation)
Bovey, Mark* ( <i>sabbatical January to June 30 2016</i> )	(printmaking)
Clark, David	(film, new media)
Cope, Karin	(art history & critical studies)
Comiter, Alvin* ( <i>sabbatical January to June 30 2016</i> )	(photography)
Delva, Thierry	(fine arts/sculpture)
Dorsey, Frances	(textiles)
Fish, Adrian* ( <i>sabbatical to 31 December 2015</i> )	(photo)
Fisher, Sam	(film)
Forrest, Neil	(ceramics)
Funnell, Suzanne	(drawing/painting)
Hannon, Rebecca* ( <i>sabbatical to 30 June 2016</i> )	(metalsmithing)
Hartland-Rowe, Sara	(painting)
Leonard, Craig	(foundation, media arts)
Livingston, Alex	(drawing/painting)
Louder, Barbara	(interdisciplinary)
MacDonald, Rory* ( <i>sabbatical to 30 June 2016</i> )	(ceramics)
Markle, Gary* ( <i>sabbatical to 31 December 2015</i> )	(fashion)
Morgan, Kim	(sculpture/public art/installation)
Muller, Robin	(textiles, book works)
Nagler, Solomon	(film/media installation)
Peacock, Jan* ( <i>sabbatical 1 Jan to 30 June 2016</i> )	(interdisciplinary/video installation)
Reichertz, Mathew	(painting/drawing)
Ritchie, Pamela* ( <i>sabbatical to 31 December 2015</i> )	(jewellery)
Sprague, Anna	(environmental art/performance)
Smith, David B	(sculpture/public art/installation)
Son, Kye-Yeon	(jewellery)
Varga, Darrell	(contemporary film/media studies)
Walker, Ericka	(printmaking)

## Regular Part-time Faculty (RPT)

Prior approval is required in order for any Regular Part-time (RPT) faculty member whose name does not appear on this list to work as a Graduate Studio Advisor or Graduate Teaching Supervisor. Please see the MFA Director for details.

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## PAYROLL AUTHORIZATION TO APPLY TEACHING/RESEARCH PAY TOWARDS TUITION

I hereby authorize the Payroll Department to apply the net pay for my Teaching/Research Assistantship to my tuition fees.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Citizenship: Canadian  International

Social Insurance Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

### **First Year MFA Student**

September \_\_\_\_\_ Number of Credits \_\_\_\_\_ Tuition Fee \$ \_\_\_\_\_  
year (filled in by Student Accts Office)  
January \_\_\_\_\_ Number of Credits \_\_\_\_\_ Tuition Fee \$ \_\_\_\_\_  
year (filled in by Student Accts Office)

### **Where do you want your T4 mailed?**

Address: Line 1 \_\_\_\_\_ Line 2 \_\_\_\_\_  
City \_\_\_\_\_ Province/State \_\_\_\_\_  
Postal Code/Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### **Second Year MFA Student**

September \_\_\_\_\_ Number of Credits \_\_\_\_\_ Tuition Fee \$ \_\_\_\_\_  
year (filled in by Student Accts Office)  
January \_\_\_\_\_ Number of Credits \_\_\_\_\_ Tuition Fee \$ \_\_\_\_\_  
year (filled in by Student Accts Office)

**If last year's address, phone &/or email have changed please update information in the space provided above.**

**Please return this form to NSCAD's Student Accounts Office, 4<sup>th</sup> Floor, 5163 Duke St., Halifax, NS, B3J 3J6 on the *first day of classes in the fall semester.***

**Thank you & have a successful year!**

Jo-Ann Melanson, Manager of Compensation & Finance  
(902) 494-8116 [jmelanson@nscad.ca](mailto:jmelanson@nscad.ca)



## MFA Program

### Application to Teach a Workshop Course

*This application, with required attachments, is to be submitted by the supervising faculty member to the Chair of the Division in which the course is to be offered.*

**MFA students:** *You are advised to begin preparations EARLY in your first semester to allow for adequate consultation with prospective faculty course advisors and Division Chairs. Students should submit their signed and approved paperwork by the stated deadline in the MFA Handbook. It is your responsibility to follow the process and get signatures. Copies will be distributed once applications are received with all signatures.*

**MFA student** \_\_\_\_\_ **Course Advisor** \_\_\_\_\_

**Division/s in which proposed course would be offered:**

Craft       Fine Arts       Media Arts

**Preferred Semester:**       Fall 2016       Winter 2017

**Course Code:**       ARTS 3130 Studio Workshop: [topic] 3 cr (S)  
                                  CRFT 3150 Craft Studio: [topic] 3 cr (S)

**Proposed Topic:** \_\_\_\_\_

***Please attach the following:***

1. A brief course description
2. A preliminary bibliography related to the proposed seminar topic
3. A draft course outline, including a brief overview, course objectives, assigned work, required materials, evaluation method, and health and safety considerations, if appropriate.
4. A current curriculum vitae.

**Course Advisor:** Describe how this course will benefit the program area and the Division.

---

Course Advisor

Division Chair

---

Director of MFA Program

VP Academic & Research

*The approved application to be submitted by the Division Chair to the MFA Director*





### Agreement to Take an LAS Undergraduate Course for Graduate Credit

*To be completed before the course begins. Please attach the course outline.*

Student Name \_\_\_\_\_  Fall 2015  Winter 2016

Course Code & Title: \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Instructor: \_\_\_\_\_

***Instructor to complete the following:***

1. Describe the terms under which the graduate student is accepted into the course (expectations that exceed those required for undergraduate students):

2. Outline the specific assignments required to receive graduate credit:

3. Attach the course outline.

*Important note on the Evaluation Method: Graduate students must achieve a minimum grade of **B+** to receive graduate credit for this class.*

Signatures:

Student	Supervising Faculty	Date

Reviewed by the Director of the MFA Program	Date

*Please return completed form to the **Director of the MFA Program.***





Fall 2015     Winter 2016

- AHIS 4700 Independent Study in Art History:** This course will allow a student the opportunity to undertake an independent research project under the guidance of an art history faculty member.
- CSTU 4110 Independent Research in Critical Studies:** This course will allow a student the opportunity to undertake an independent research project in Critical Studies under the guidance of a faculty member.
- AHIS/FHIS 4200 Independent Study in Film History, Theory and Criticism:** This independent study enables a student to undertake a research project in the history, theory and/or criticism of film under the guidance of a faculty member.

MFA Student name: \_\_\_\_\_

Program Advisor name: \_\_\_\_\_

Supervising Faculty name: \_\_\_\_\_

LAS Course(s) previously taken at NSCAD University: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**1. Independent Study Topic** \_\_\_\_\_

**2. Description of Independent Study project:** Please attach a description of your topic, research methods and goals. and a preliminary bibliography:

**3. Supervising Faculty:** Please list below all required assignments to be completed to receive credit, including length, form and scope of written work, due dates and weighing of elements.

**Note on Evaluation:** *MFA students must achieve a minimum grade of “B+” to receive credit for this course.*

*Signatures:*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervising Faculty

\_\_\_\_\_  
Chair, AH&CS

\_\_\_\_\_  
Reviewed by Director of the MFA Program

\_\_\_\_\_  
Date

*Please submit the original to the MFA Director for review and approval.*





**Graduate Research Assistant-Supervising Faculty BRIEFING FORM**

*To be completed during a meeting between Graduate Research Assistant (RA) and the Supervising Faculty before or during the first week of classes.*

**Fall 2015**     **Winter 2016**

**Graduate Student:** \_\_\_\_\_

**Supervising Faculty:** \_\_\_\_\_

**Research Project Title:** \_\_\_\_\_

**Research Work Outline**

1. Please read the *Policy on Graduate Teaching/Research Assistants*. Ensure that the work to be done by the graduate student is consistent with this policy.
2. Describe the purpose and nature of research to be undertaken.
3. Outline the specific ways in which the Research Assistant is to assist in this research project as well as the RA’s primary responsibilities.
4. The number of hours of research work per week is limited to an average of **ten** hours per week. Are these hours to be equally distributed throughout the semester, or concentrated during certain times?
5. Outline a schedule of meetings between the RA and the Supervising Faculty:
6. Describe any special circumstances or understandings that exist between the RA and the Supervising Faculty.

*Signatures:*

---

Student	Supervising Faculty	Date
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*Please return the completed form to the Director of the MFA Program.*





School of Graduate Studies

**EVALUATION FORM for Graduate Students Teaching a Workshop Course**

*To be completed during a meeting between the Graduate Student **and** the Course Advisor in the final week of class OR by the end of the semester.*

**Fall 2016**     **Winter 2017**

**Course Code & Title:** \_\_\_\_\_

**Graduate Student/instructor:** \_\_\_\_\_

**Course Advisor (Faculty):** \_\_\_\_\_

Please refer to the completed *BRIEFING FORM for Graduate Students Teaching a Workshop Course*.

**Supervising Faculty:** Based on your observations and meetings, please evaluate the graduate student’s performance in a teaching role, touching upon their interaction with students and organization and delivery of material for the course.

**Graduate Student:** Add comments on the reverse side.

*Signatures:*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervising Faculty

\_\_\_\_\_  
Date

*Please return completed form to the Director of the MFA Program.*

*Sample MFA Thesis Title Page:*

**ONE THREAD  
AND HOW IT HELPED ME FIND MY WAY  
AROUND NSCAD**

A Thesis Presented to NSCAD University  
in partial fulfillment of the requirements for the  
Degree of Master of Fine Arts in Craft

by

**Raphael de'Medici**

April 2017

Thesis Committee:

Neil Forrest, Professor, Craft Division (Program Advisor)  
Gary Markle, Assistant Professor, Craft Division  
Robin Muller, Professor, Craft Division  
Sandra Alfoldy, Associate Professor, Art History & Critical Studies Division  
Jan Peacock, Professor, Media Arts (Director, MFA Program)



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