



The MFA Handbook 2018-2020

Table of Contents

GENERAL NOTICE | Useful Links 4

PROGRAM Structure: MASTER OF FINE ARTS IN STUDIO

Full-Time Residency 5

Part-Time Low-Residency 5

FINANCIAL INFORMATION

Awards and Scholarships | Teaching/Research Assistantship Stipends

Other Financial Assistance | Tuition Payment | Tuition Schedule 6-9

PROGRAM DEGREE REQUIREMENTS 10

Sample Timeline of the MFA Program Full-Time 11

Sample Timeline of the MFA Program Low-Residency 12&13

The Required Courses: Graduate Studio |

Research/Creation | Pedagogy | Graduate Seminar | Graduate Forum 14-15

Open Credits | Research and Studio Internships |

Graduate-level Arts and Science | Independent Study 16-17

Registration Process | Priority Access to Courses 18

English and Writing Proficiency | English Tutor 18

TEACHING / RESEARCH ASSISTANTSHIPS 19

Proposing to Teach a Workshop course | Timeline for Proposals |

Role and Responsibilities of the Course Supervisor 20

ADVISORY ROLES 20

Selecting a Studio Advisor | Selecting a Program Advisor |

Role of the Program Advisor | Organizing your Thesis Committee 20-22

REVIEWS: CONSTITUTION 22

External Members

REVIEWS EXPLAINED

First- and Third-Semester Year Reviews First Year Review/Advancement to Candidacy

| Responsibilities | Evaluation/Outcome |

Thesis Review-Thesis Exhibition-Thesis Statement | Procedures and Requirements |

Evaluation and Outcome | Post-Review Process 23-27

GENERAL INFO

Special Leave Policy | Application to Graduate | Residency | Extensions 28

Definition of Good Standing | Appeals Faculty Positions Defined | 29

Summer Study Policy | Exchange Programs MFA Group Exhibition

Visitors' Program 30

The MFA Program and the NSCAD Community MFA Student Representation on

Committees Medical and Counseling Services | Access Policy |

Studio and Office Space 30-31

Furniture Needs | Keys/Swipe Cards | Telephones 32

Photocopying | Printing | Mailboxes | Internet, Computer Access 32

Student E-Mail | Faxes | NSCAD News | Electrical Appliances 33

POLICIES & DIRECTORIES

| | |
|--|----|
| Quick Glossary | 34 |
| Taking Undergraduate L Courses for Graduate credit | 35 |
| Directory: Chairs and Directors | 36 |
| Graduate Faculty: Full-time, Prorated, RPT | 37 |

APPENDIX CONTENTS

| | |
|---|----|
| Payroll Authorization for Tuition Deduction | 39 |
| Application to Teach A Workshop Course | 40 |
| Graduate Independent Study Form | 41 |
| Application to Enroll in a Course at an Outside Institution | 42 |
| Briefing Form: Graduate Teaching Assistant/Supervising Faculty | 43 |
| Briefing Form: Graduate Research Assistant/Supervising Faculty | 44 |
| Briefing Form: Graduate Students Teaching a Workshop Course | 45 |
| Evaluation Form: Graduate Students Teaching a Workshop Course | 46 |
| Sample MFA Thesis Title Page | 47 |
| NSCAD Policy on Teaching and Research Assistants | 48 |
| Program Advisor Agreement Form | 49 |

INDEX

51

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 Studio. 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) 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 | Calendar | Academic Dates

<https://navigator.nscad.ca/wordpress/home/studentresources/graduating-students/>

<https://my.nscad.ca/apply/index.do>

<https://navigator.nscad.ca/wordpress/home/studentresources/calendars-dates/>

Current Fees and Tuition Rates:

<https://nscad.ca/apply/scholarships-and-tuition/>

PROGRAM DESCRIPTION: MASTER OF FINE ARTS IN STUDIO

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.

PROGRAM STRUCTURE AND DEGREE REQUIREMENTS

- FULL-TIME STUDENTS-

Over a 20-to-24-month period, or 4 to 6 semesters, full-time MFA students accumulate 60 required credits towards the MFA degree. Full-time MFA students take a minimum of 30 credits per academic year, with a minimum of 9 in fall and winter semesters. MFA students pay tuition per credit. Full-time students should normally register for at least 15 credits each semester in the first year to ensure that the LAS requirements are met.

PROGRAM STRUCTURE AND DEGREE REQUIREMENTS

- LOW RESIDENCY, PART-TIME STUDENTS-

Over 8 semesters, and with the possibility of extending research and study up to 5 years, part-time MFA students accumulate 60 required credits towards the MFA degree. Part-time MFA students take 3 to 6 credits each fall and winter semester, and 3 to 15 credits optionally in the summer semester.

Other requirements for both Full and Part-Time Students include four reviews by committee, a Thesis Exhibition and a Thesis Statement. The Master of Fine Arts program is discipline-based or interdisciplinary, depending on research needs. Applicants normally have in-depth training and experience in ceramics, jewelry/metalsmithing, textiles/fashion, drawing, sound, video, digital media, 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 awards; applicants are reviewed as part of the admissions process:

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

The following scholarships are funded from endowments or charitable giving. Please note that amounts may fluctuate year-to-year.

FUNSCAD Graduate Entrance Scholarship: This scholarship was established by the Faculty Union of the Nova Scotia College of Art and Design (FUNSCAD) in 1987 in celebration of the NSCAD's 100th Anniversary. The award alternates annually supporting a new MFA and MDes student. (*\$1000*)

Roloff Beny Graduate Photography Scholarship: The Roloff Beny Photography Scholarships have been made possible through the generous donation of the Roloff Beny Foundation in Toronto. Wilfred Roy Beny (1924-1984) was born in Medicine Hat, Alberta, in 1924. He later adopted the name Roloff, his mother's maiden name, and had a successful career as a painter and printmaker. In the 1950s he embarked on a new career as a photographer and designer of sumptuous travel books, which were critically acclaimed and hugely successful. His works are included in the collections of The Metropolitan Museum and the Museum of Modern Art in New York, as well as the National Gallery of Canada and the Art Gallery of Ontario. A member of the Royal Canadian Academy of Arts, Beny was made an Officer of the Order of Canada in 1972. The entrance scholarship is awarded to an MFA student with a concentration in Photography. (*\$2300*)

Joan Catherine DeWolfe Graduate Fellowship: "The late Joan DeWolfe loved art and loved collecting art—filling her modest Halifax bungalow with colour and creativity. With nine months to plan for her death, she thought carefully about the legacy she would leave—deciding to support young artists and children in need. Ms. DeWolfe died May 11, 2012 at the age of 63 after a nine-month battle with cancer. During her career, Joan worked at various investment firms. In her last years, she worked as an executive assistant for Addictions Services at the Nova Scotia Department of Health. "She collected the work of young artists," said Jean Hogan, a close friend and co-executor of the DeWolfe estate. "So she would be delighted to know that she is still facilitating the careers of artists." Joan's gift provides endowed funding for graduate fellowships and support for youth to participate in Extended Studies programs. The entrance fellowships are awarded to a MFA student in any medium who demonstrate academic excellence and high level of artistic achievement. (*Three awards, \$2000 each*)

Robert Pope Foundation Graduate Scholarship: Robert Pope (1956-1992), a NSCAD graduate (BFA 1982), was a dedicated and determined artist, whose personal qualities and art contributed significantly to his valiant struggle with cancer. During his life he gained national recognition for his paintings and writings—most notably for his widely exhibited exhibition and book entitled "Illness and Healing, Images of Cancer". In 1992, he finally succumbed to the effects of Hodgkin's Disease at the age of 35. The Robert Pope Foundation fosters art, education and community health initiatives in an effort to celebrate life and enhance well-being, health and healing at all stages of living. The entrance scholarships are awarded to an MFA student in Fine and Media Arts who demonstrate academic excellence and high level of artistic achievement. (\$1000)

Laurel Woodcock Memorial Scholarship: Laurel Woodcock (1960-2017) was born in Ottawa and grew up in Montreal, studying Fine Art at Concordia University and later completed her MFA at NSCAD in 1992. As a conceptual artist, Laurel achieved a national reputation working in text and installation. Laurel loved teaching. She joined the faculty in SOFAM Guelph in 2000 and immediately set about developing the Extended Practices program in Studio Art, an area that continues to embody, both in curriculum and attitude, Laurel's characteristic love of interdisciplinary and dialogue. The entrance scholarship is awarded to a MFA student in any field (\$1000)

Kenny Doren Graduate Entrance Scholarship: Alberta artist Kenny Doren (1967-2012) graduated from NSCAD with an MFA in 2005. He was a multi-media artist and composer whose art installations, videos and digital operas have been presented in Canada, China, Finland, France and the U.S.A. His practice employed musical interventions and political discourse utilizing video and performance. The entrance scholarship is awarded to a MFA student in any. (\$1000)

Joseph Beuys Memorial Scholarship: The Joseph Beuys Memorial Scholarships have been made possible by the transfer of the Joseph Beuys blackboard from NSCAD University to the Art Gallery of Ontario. The AGO had early expressed an interest in acquiring this unique Canadian work of Beuys', and after assurances were given that its provenance and association with the university would be recognized, a purchase agreement was entered into with the AGO. The proceeds from the sale were reserved to establish the Joseph Beuys Memorial Fund. The blackboard was produced by Joseph Beuys (1921-1986), artist, professor and Fellow of NSCAD University, on the occasion of his visit to the university to receive an Honourary degree of Doctor of Fine Arts (honoris causa) at Spring Graduation, May 8, 1976. The endowment fund supports an entrance scholarships for MA students and a scholarship for MFA students entering their second year of the program.(\$1500)

NSERC/SSHRC/CIHR – Joseph-Armand Bombardier Canada Graduate Scholarships

Each year students can apply for two SSHRC, one NSERC and one CIHR scholarship that have been designated for a Full-Time MFA student enrolled in their first year can apply for. For application information: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp (\$17,500)

Other Financial Assistance

Full-Time MFA students may apply for Travel Assistance Funds 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 Academic Resources Committee assesses applications.

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.

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.

Teaching / Research Assistantship Stipends

Each MFA student is awarded a \$2,500 **Teaching Assistantship** per semester for four semesters. Teaching Assistants work an average of ten hours per week. On occasion, a Research Assistantship (RA) may be awarded instead. For more information see the Section **TEACHING / RESEARCH ASSISTANTSHIPS** (p. 19) and the **Policy on Graduate Teaching/ Research Assistants**. (p. 35)

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. 40.

Other Financial Assistance

MFA students may apply for **Travel Assistance Funds** 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 Academic Resources 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.

Tuition Payment

The MFA Scholarships (\$3000) are disbursed in each year of the program in two installments of \$750 each, at the beginning of September and January. The Office of Student and Academic Services 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.*

Graduate Teaching and Research Assistantships are paid to students through the University's payroll and are normally credited to tuition balance. 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.

See *Authorization for Tuition Deduction* form, p. 40. Contact **Maria Stein**, Payroll Specialist in the Office of Finance (mstein@nscad.ca 902 494-8116) to make arrangements for your preferred method of paying tuition.

All MFA students are required to have a Canadian Social Insurance Number (SIN).

Tuition Schedule

Full-Time students make two half-year tuition payments to cover full-time enrolment (9-15 credits per semester) in the regular fall and winter semesters. Part-Time students pay per credit and must enroll for a minimum of and Part-Time students (3 – 6 credits per semester). 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, though MFA students may arrange to take 3500-level and higher LAS courses for graduate credit or a 6000-level Independent Research, Studio or Research Internship. MFA students are also free to take undergraduate studio courses over the summer semester, which will then be credited as an Open LAS or Studio credit

PROGRAM STRUCTURE AND DEGREE REQUIREMENTS

Both Full and Part-Time MFA students require 60 accumulated credits to graduate. Full-Time MFA students complete their course work over 4 to 6 semesters (20 – 24 months), while Part-Time low-residency MFA students accumulate 60 credits over 8 semesters (normally over 8 semesters or 5 years maximum). 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.

Below is a breakdown of the total credit requirements for the MFA Degree:

Credit Requirements for The MFA Degree:

Graduate Studio 30 credits (minimum)

LAS Credits: 12 credits

Required Graduate Seminars:

-Research/Creation Seminar 3 credits
-Pedagogy Seminar 3 credits

Choice of the following for remaining 6 LAS credits

-Graduate Seminar Topic or
-FHIS 6200 Independent Research in Film History
-AHIS 6700 Independent Research in Art History
-CULT 6110 Independent Research in Contemporary Culture
-GRAD 6603/6606/6609 Research Internship

Open Credits LAS or Studio: 0-12 credits

Choice of the following for open credits

-MFAR 6x03/6x06/ 6x09 - Residency
-GRAD 6603/6606/6609 Research Internship
-OPEN 6199 / LASC 6199 Off Campus Study
-Any NSCAD Undergraduate Course 2000 or higher taken for Graduate Credit at NSCAD or approved courses taken at another institution

Graduate Forum: 6 credits

60 credits total

Non- Credit Requirements for Full-Time Students for The MFA Degree:

First-Semester Review
First-Year Review
Third Semester Review
Thesis Exhibition, Thesis Statement and Thesis Review

Non- Credit Requirements for Part-Time Students for The MFA Degree:

First Review
Second Review
Third Review
Thesis Exhibition, Thesis Statement and Thesis Review

The charts on the following three pages show sample timelines of Full-Time MFAs and Part-Time MFAs. FT and PT students may complete some requirements at another, approved institution or professional organization.

60-credit Master of Fine Arts degree in Studio

| YEAR 1 | | | | YEAR 2 | | | | | | | |
|---------------------------------|--|--------------------|--|-------------------------------|---|------------------|--|--------------------|--|-------------------------------|--|
| Semester 1, Fall | | Semester 2, Winter | | Semester 3, Summer (Optional) | | Semester 4, Fall | | Semester 5, Winter | | Semester 6, Summer (Optional) | |
| STUDIO Minimum 30 CR. | 15 credits | | 15 credits | | 15 credits | | 15 credits | | | | |
| | MFAR 6006 / 6009 Graduate Studio Credits (6 or 9 credits) | | MFAR 6006 / 6009 Graduate Studio Credits (6 or 9 credits) | | | | MFAR 6006 / 6009 / 6012 Graduate Studio Credits (6, 9, or 12 credits) | | MFAR 6006 / 6009 / 6012 Graduate Studio Credits (6, 9, or 12 credits) | | |
| LAS 12 CR. | MFAR 6100 Pedagogy Seminar (3 cr.) MFAR 620x Graduate Seminar: [topic] (3 cr.) | | MFAR 6600 MFA Research / Creation (3 cr.) 3 LAS credits chosen from: • AHIS 6700 Independent Study in Art History • FHS 6200 Independent Study in Film History • CULT 6110 Indep. Research in Cont. Culture • MFAR 6600 Research Internship | | OPTIONAL: LAS credits (3 cr.) | | OPTIONAL: LAS credits (3 cr.) MFAR 620x Graduate Seminar: [topic] (3 cr.) <i>If not taken in first semester or if taken twice</i> | | | | |
| OPEN CREDITS 0-12 CR. | OPEN CREDITS (LAS and/or STUDIO) <small>Including Undergraduate NSCAD courses 200-level or above taken for Graduate credit or approved courses taken at another institution)</small> | | OPEN CREDITS (LAS and/or STUDIO) <small>Including Undergraduate NSCAD courses 200-level or above taken for Graduate credit or approved courses taken at another institution)</small> | | OPTIONAL: OPEN 6199/LASC 6199 Off-Campus credits (3-15 cr.)* MFAR 6xx3/6xx6/ 6xx9 Residency (3/6/9 cr.) GRAD 6603/6606/6609 Internship (3/6/9 cr.) <small>* Tuition / fees to be paid to visiting institution / organization</small> | | OPEN CREDITS (LAS and/or STUDIO) <small>Including Undergraduate NSCAD courses 200-level or above taken for Graduate credit or approved courses taken at another institution)</small> | | OPEN CREDITS (LAS and/or STUDIO) <small>Including Undergraduate NSCAD courses 200-level or above taken for Graduate credit or approved courses taken at another institution)</small> | | |
| GRADUATE FORUM 6 CR. | MFAR 6501 Graduate Forum (1.5 credits) Semester Total: 9-15 credits | | MFAR 6501 Graduate Forum (1.5 credits) Semester Total: 9-15 credits | | Semester Total: flexible | | MFAR 6501 Graduate Forum (1.5 credits) Semester Total: 9-15 credits | | MFAR 6501 Graduate Forum (1.5 credits) Semester Total: 9-15 credits | | |
| NON-CREDIT | FIRST-SEMESTER REVIEW | | FIRST-YEAR REVIEW | | | | THIRD-SEMESTER REVIEW | | FINAL THESIS EXHIBITION, THESIS STATEMENT & THESIS REVIEW | | |

Sample Timeline #1 of 60-credit Master of Fine Arts in Studio: Part time

Part-time students must start their studies in the Fall and enroll for at least 6 credits, normally over 8 continuous semesters. The chart indicates courses required in specific semesters. All other courses must be completed within the maximum time allowed for the degree, normally 5 years.

| Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 | Semester 7 | Semester 8 |
|-------------------------------------|--|--|---|--|---|-----------------------------------|--|
| Fall | Winter | Summer | Fall | Winter | Summer | Fall | Winter |
| Graduate Studio (S) 3 cr. | Graduate Studio (S) 3 cr. | | Graduate Studio (S) 3 - 6 cr. | Graduate Studio (S) 3 - 6 cr. | | Graduate Studio (S) 6 cr. | Graduate Studio (S) 6 cr. |
| Graduate Forum (G) 1.5 credits | | Residency or Internship (G) 3 - 9 credits and/or: | Graduate Forum (G) 1.5 credits | | Residency or Internship (G) 3 - 9 credits and/or: | Graduate Forum (G) 1.5 credits | Graduate Forum (G) 1.5 credits |
| Graduate Seminar (L) 3 cr. | Research/Creation Seminar (L) 3 cr. <i>or approved equivalent course</i> | Independent Research in Film, Art History or Contemporary Culture (L) 3cr. | Graduate Seminar (L) 3 cr. <i>or approved equivalent course</i> | Independent Research in Film, Art History or Contemporary Culture (L) 3cr. | Research Internship (L) 3 cr. | | |
| First Review (committee evaluation) | | | Second Review (committee evaluation) | Third Review (committee evaluation) | | | Thesis Exhibition, Statement & Review (committee evaluation) |

Sample Timeline #2 of 60-credit Master of Fine Arts in Studio: Part time

Part-time students must start their studies in the Fall and enroll for at least 6 credits, normally over 8 continuous semesters. The chart indicates courses required in specific semesters. All other courses must be completed within the maximum time allowed for the degree, normally 5 years.

| Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 | Semester 7 | Semester 8 |
|--|---|---|---|--|-------------------------|--|---|
| Fall | Winter | Summer | Fall | Winter | Summer | Fall | Winter |
| Graduate Studio (S) 3 cr. | | | Graduate Studio (S) 3 - 6 cr. | Graduate Studio (S) 3 - 6 cr. | | Graduate Studio (S) 6 cr. | Graduate Studio (S) 6 cr. |
| Graduate Forum (G) 1.5 credits | Residency or Internship (G) 3 credits | Residency or Internship (G) 3 | Graduate Forum (G) 1.5 credits | | Studio Internship (G) 3 | Graduate Forum (G) 1.5 credits | Graduate Forum (G) 1.5 credits |
| Graduate Seminar (L) 3 cr. | Independent Research in Film, Art History or Contemporary Culture (L) 3cr. | Independent Research in Film, Art History or Contemporary Culture (L) 3cr. | Graduate Seminar (L) 3 cr. <i>or approved equivalent course</i> | Research/Creation Seminar (L) 3 cr. <i>or approved equivalent course</i> | | | |
| First Review (committee evaluation) | | | Second Review (committee evaluation) | | | Third Review (committee evaluation) | Thesis Exhibition, Statement & Review (committee evaluation) |

THE REQUIRED COURSES

M FAR 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**, p.21) Each semester MFA students, in consultation with their Program Advisor, will register for between 3 and 12 credits in *Graduate Studio* with a Studio Advisor. In *Graduate Studio*, students produce work towards their Thesis Exhibition requirement for the MFA Degree. The course is graded **Pass** or **NC** (no credit). Receiving a grade of NC for the course may result in losing "good standing" status in the MFA Program (See **Definition of Good Standing**, p. 29).

By approval, full-time students may take up to 9 credits over one semester of graduate studio as part of an Off-campus Exchange or in a Residency. Part-time students may take up to 15 credits in these ways

GRAD 6502 Graduate Forum

(1.5 credits per semester; 6 required credits)

This course enables graduate students in various disciplines to engage in critical discussion of their own and others' work. 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. In the Fall semester, emphasis is on establishing a framework of practices within the current graduate community. In the Winter semester, discussions and presentations of greater depth and focus both distinguish and link individual practices.

The Graduate Forum encourages cross-disciplinary discussion and understanding of global making practices through MFAs' presentation of their own work and discussion of the work of others. This course has been a consistent element of the MFA Program and the work undertaken there will now be credited for full-time and part-time students. The Graduate Forum is to Graduate Studio (supports graduate studio research) as the Graduate Seminar and Research/Creation are to graduate *academic research (support works towards the Thesis Statement)*, and as the Pedagogy Seminar is to artists' *learning and teaching*.

The Graduate Forum also functions as the "town meeting" of the MFA Program and community, giving students an opportunity to discuss issues and ideas that may be brought forward to the MFA Committee. Work and responsibilities vary from one MFA to the next, with much of the work being broadly collaborative.

Graduate Level Liberal Arts and Science credits

(12 credits total)

Note: In graduate-level LAS courses, a minimum grade of "B+" must be achieved.

A minimum of 12 credits of graduate-level liberal arts and science ("LAS" or "L") course work is integral to the MFA Program at NSCAD University. Of the 12 LAS credits, 9 are earned in these required courses, normally completed in the first year:

MFAR 6100 Pedagogy Seminar [3 credits, required LAS]

This seminar introduces students to issues related to teaching and research in the university environment.

MFAR 62XX [topic] Graduate Seminar [3 credits, required LAS]

This course engages critical issues in contemporary art and craft research and practice. It is conducted as a graduate level course, and requires extensive reading on selected topics, student presentations, and a research paper. Topics change each year; repeatable.

Previous topics have included:

6201 – Issues in Contemporary Art and Theory

6202 – Technology and Cultural Theory of the 20th Century

6203 – Readings Across Contemporary Visual Culture

6204 – On Speaking About the Work

6205 – Sensorium

6206 – Things

6207 – Arts & Ideas

6208 – Technologies of Experience

6209 – Black & White & Re(a)d All Over

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.

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

FHIS 6200 Independent Research in Film History [3 credits, elective LAS]*

This course enables a graduate student to undertake a research project in the history, theory and/or criticism of film under the guidance of a faculty member.

AHIS 6700 Independent Research in Art History [3 credits, elective LAS]*

This course allows a graduate student the opportunity to undertake an independent research project under the guidance of an art history faculty member.

CULT 6110 Independent Research in Contemporary Culture [3 credits, elective LAS]

This course allows a graduate student the opportunity to undertake an independent research project in contemporary culture under the guidance of a faculty member.

*MFA students who have successfully completed one graduate level academic course at NSCAD may apply for Independent Graduate Research. The supervision of Independent Research 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 Research**. Consult with the Director of the MFA Program.

Students may also take a NSCAD undergraduate LAS course (3500 or above) whose requirements have been adjusted for graduate-level credit. See **Taking Undergraduate LAS Courses for Graduate Credit**, *p. 35* and the **Agreement to take an Undergraduate Course for Graduate Credit**. Consult with the Director of the MFA Program.

Students may also take an approved undergraduate (3500 or above) or graduate-level academic course offered at another local university, taken for Graduate Credit to fulfill their LAS credit requirement. MFA students enrolling in a course at another institution must comply with the regulations, tuition rates 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. 36*. Consult with the Director of the MFA Program;The MFA student must keep the NSCAD Registrar informed of their status at an outside institution.

Courses for Open Credits and Optional Summer Study

Students may take up to 12 Open Credits during their MFA. These LAS and/or Studio credits can be earned in the following way:

OPEN 6199/LASC 6199

Students who wish to broaden their exposure and abilities to other practices, may make use of undergraduate workshops to expand their technical and conceptual abilities and establish a broader base of interconnected practices. Courses must be at the 2000 level or above. Courses may also be taken at another institution with the approval of the Graduate Program Director.

GRAD 6x03/6x06/ 6x09 Studio Internship/Residency

This internship will provide the graduate student with an opportunity to work with an artist/maker as a studio assistant in relation to the material, curatorial or technical development of professional work or product. Depending on the nature and outcome of the research, this course may be used to fulfill a 3-credit STUDIO elective

GRAD 6603/6606/6609 Research Internship

This internship will provide the graduate student with an opportunity to work with an art gallery or other appropriate organization as a researcher in relation to an exhibition, publication or product. Depending on the nature and outcome of the research, this course may be used to fulfill a 3-credit LAS elective.

Registration Process

Following acceptance, all entering full-time (Y1) MFAs are automatically registered for a standard credit load for the first two semesters. Part-time MFAs will register for a minimum of 6 credits in their first semester and will consult with the Graduate Program Director on course choices.

Following initial registration, all 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 Office of Student Experience regarding dates.

Enrollment 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. <https://navigator.nscad.ca/wordpress/home/studentresources/calendars-dates/>

MFA students should **enroll only for courses to which they are committed**, 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. <https://nscad.ca/apply/international/>

English Tutor

Students at NSCAD University, including MFA students, may arrange for assistance with written work. See:

<https://navigator.nscad.ca/wordpress/home/studentresources/the-writing-centre/> or email Jane Milton, Director of the Writing Centre: jmilton@nscad.ca

TEACHING / RESEARCH ASSISTANTSHIPS

Teaching and Research Assistantships are not a requirement of the MFA degree. However, most MFA students are interested in gaining 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 and Part-Time Students each have the opportunity to participate in a maximum of four RA/TA opportunities throughout their studies.

Full-time and regular part-time faculty members make written requests for TAs and RAs to their Division Chair, who prioritizes and submits them to the Director of the MFA Program. TA/RA assignments are made by the Director, in consultation with the Vice-President (Academic & Research) 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.35 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 and supervision 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 a Workshop Course:

Mid-October: 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 Supervisor**). The Course Supervisor submits the application to the Chair of the Division in which the course is to be offered. It is understood that the development of course content and structure will continue throughout the fall semester and beyond. At this date, what the Supervisor and the Division Chair require is a clear course description and a preliminary week-by-week outline. *Course proposals must include prerequisites, material fees, and class limits (see course proposal form).*

December/January: Chairs and MFA Director meet with Vice-President, Academic & Research (VPAR), to discuss viable offerings by area.

Late January: Student to be notified of the VPAR's decision to list/not list the course in the schedule of classes for Fall 2018 / Winter 2019.

*Actual deadlines will be announced in the Pedagogy class, and more details may be found in the form **Application to Teach a Workshop Course**, P.40.*

Opportunities to teach workshop courses are limited. Proposals are evaluated in relation to regular course offerings, technical support and space requirements by the appropriate Division Chair and the VPAR. NSCAD University reserves the right to cancel any course if enrollment 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 Supervisor:

The role of the **Course Supervisor** 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 Supervisor 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 enrollment, your Course Supervisor will meet with you as mutually agreed, schedule **two visits** to observe the class and write an evaluation of your work at the conclusion of the semester. Your final course outline is to be submitted to your Course Supervisor and to the office of the VPAR 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

The **Program Advisor** is normally a full-time faculty member in the Fine Arts, Craft, Art History/Contemporary Culture or Media Arts Division. **Studio Advisors** for the course **Graduate Studio** are normally Full-time, Full-time Pro-rated faculty or approved Regular Part-time Faculty members or research fellows in the Fine Art, Media Arts, or Craft Divisions. For a list of Full-Time Faculty, See the current list on p. 38.

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. 38. 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. Student must select their program advisor by the December 1st of the first semester of study, have them sign the Program Advisor Agreement form (P. 51) and forward the signed form to the MFA Director.

Interim Program Advisor

Through the first weeks of the program, the Director of the MFA Program may act as **Interim Program Advisor** and is 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 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 their 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-semester 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 AND MEMBERSHIP

Thesis Committee

The Program Advisor (Thesis Committee Chair)

Two full-time or Regular Part-time Faculty Members selected by the student

Optional External Member*

*At least six weeks before a 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 other significant 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 of request
- approval of the request by the Program Advisor
- the curriculum vitae of the proposed External Member.

In your contact with potential External Members, please advise them that there is no remuneration for service on an MFA Thesis Committee

Reviews Explained:

The First and Third Reviews

In these informal reviews organized by the student at the end of the first and third semesters, the MFA Student meets with their Thesis Committee to consider and discuss their ongoing studio work, 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 (Second Review for Part-Time Students)

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 **written summary of progress** (1 to 2 pages, see below) and the most recent **draft of the Thesis Statement, as produced in the course Research/Creation**.

The 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 a number of 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 (1 to 2 pages), 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 the Thesis Statement, as produced in the course Research/Creation

Responsibilities of the Program Advisor in the First-year / Second Review

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

Evaluation and Outcome of the First-year/ Second 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 is not successful in the First-Year Review, they are not advanced to candidacy for the degree and are not in good standing in the MFA Program. See **Definition of Good Standing**, p. 29.

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 for Full-Time MFA students, and in the final year of Part-Time MFA students, 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 takes 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. Discussion and planning for the Thesis Exhibition often takes place between the MFA student and their current Studio Advisor, but the student should also make sure to involve their Program Advisor in this process at regular intervals. 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, conceptual, historical, critical, theoretical, and technical), which help to position the work within a broader context. In considering the Thesis Statement, each student is required to search, confront, examine, question and reflect on the larger scope of their studio research and on the particular work chosen to present in the Thesis Exhibition.

The Thesis Statement can be presented as both a formal paper that should be a **minimum of 3500 words** or can be embedded in an interactive HTML document that is posted online. 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 in advance by the student's Program Advisor.

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 provides members of their Thesis Committee with the final draft of the Thesis Statement. Do not print expensive copies; this is still a draft.

Gallery staff may request that a copy of the final draft 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 for press release 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 that they will later summarize in a report to the student and the MFA Director. The main portion of the Review is given over to rounds of 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 (<https://navigator.nscad.ca/wordpress/home/studentresources/calendars-dates/>). 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 Process

- **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 copies for final submission 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.** In the case of students who have decided to create an online HTML interactive document, they must provide the library with an **archival HTML file** , which can be stored in the University's online archive.
- 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 MFA student will provide a digital copy of the thesis to the Library for inclusion in NSCAD University's institutional repository where it will be made publicly available. The MFA student will sign an agreement provided by the Library if they wish to give permission for their thesis to be included in the repository. The MFA student is responsible for ensuring that the content of their thesis statement is in compliance with Canadian copyright law. The digital copy of the MFA student's thesis including accompanying images and media files must be in standard file formats that do not require proprietary software to access them.
- For formal papers, The NSCAD University Library will request that the printed 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:

<https://navigator.nscad.ca/wordpress/home/studentresources/graduating-students/>

<https://navigator.nscad.ca/wordpress/home/studentresources/calendars-dates/>

Residency and Extensions

For Full-Time MFA students, The MFA Program is to be completed within a 20- to 24-month period. Extensions may be granted in some circumstances. Full-Time MFA students 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:

Full-Time Students earning the MFA degree in Studio must complete the Graduate 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 a Full-Time 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 degree.

Part-Time MFA students complete their studies over 8 semesters, and with the possibility of extending research and study up to 5 years, part-time MFA students accumulate 60 required credits towards the MFA degree. Part-time MFA students take 3 to 6 credits each fall and winter semester, and 3 to 15 credits optionally in the summer semester. Studio will be designated to Part-Time students only when they are enrolled in MFAR 6003/6006/6009/6012 Graduate Studio. MFA students pay tuition per credit.

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 Program 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 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 Prorated faculty member in *Graduate Studio* and *Independent Research* 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 Prorated 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, as well as committee and advisory work. Their contracts stipulate two semesters of teaching and one semester of research/creative practice. Generally, this means teaching in the fall and winter semesters and research in the summer. Faculty should be available for contact during the spring and summer semesters, though they may not be available in-person for periods of time.

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 usually offered in the summer semester, though Full-Time MFA students, and Part-Time students enrolled in MFAR Graduate Studio over the summer continue to have full access to their studios and to facilities of the university. MFA students are encouraged to fulfill their Open Credits through residencies, exchanges or research internships.

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 Joann Farmer jfarmer@nscad.ca in 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 mid-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 contact person (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 invitation made by other academic divisions.

MFA students often assist the Director of the MFA Program in organizing visits and welcoming visitors.

THE MFA PROGRAM AND THE NSCAD UNIVERSITY COMMUNITY

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:

Archives and Collections (one graduate student): New

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

Graduate Studies Committee (one graduate student): New

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

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

Scholarship and 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.

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

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.

External Representation: One MFA student per year is elected by the MFAs to serve on the **Board of Eyelevel Gallery**.

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 full-time 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 significant focus of an MFA student's research. 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. Part-Time Students will only be designated a studio space when enrolled in a semester that includes MFAR Graduate Studio course.

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. Wood working tools, sanders, circular saws, grinders etc, must be used in one of the two wood shops (Port Campus, or D-013 at Fountain Campus).

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 (deposit required) 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.

If you have any difficulties with your keys or access card, see Sonya Diamond in the Service Centre.

Phones

All local calls are 10-digit, so 902 494-5555.

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

Internal and local calls can be made from any extension in the University. 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 normally preface NSCAD extensions.

Photocopying

There is a budget for photocopying materials connected with MFA Program business (memos, announcements, materials for *Graduate Forum* and committee work). Photocopying costs for materials used in TAships are the responsibility of the Division in which the course is offered. The Learning Commons copier or the Service Centre copier should be used. See the appropriate Division Chair (p. 29) 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 Photo (3rd Floor, Duke Building, Fountain).

Printing

Free black and white printing is available in Port 219 computer cluster, on the ground floor at the Academy Building, and in the Learning Commons and Multimedia (N320a) at the Fountain Campus.

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

Mailboxes

MFA student mailboxes are located in the Service Centre. If you have a package sent to you at NSCAD, it will be delivered here. Check your mailbox regularly.

Internet, Computer Access, and Student E-Mail

Multimedia Help Website: <http://multimedia.nscad.ns.ca/>

Wi-Fi access is available throughout the three campuses. Connect notebook computers to NSCADM, as it allows access to all NSCAD servers and services. Currently NSCADG and NSCADG2 allow identical but reduced access, and are meant for smart phones, tablets and other mobile devices. NSCAD G2 will replace NSCADG, which will be phased out in December 2017.

There is 24-hour access to computers at Academy and Fountain campuses, and 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.

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.

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 Academic Senate, the academic governing body of the university. It is composed of eight members: faculty reps from each Division, the VP Academic, 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 review meetings of the student's Thesis Committee, helps the student plan for reviews, reads through drafts of the Thesis Statement and oversees changes to the final draft, as recommended by the Thesis Committee.

Course Supervisor

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

Thesis Committee

Assembling for your Reviews, this committee normally consists of: your Program Advisor (Chair) and two full-time and/or RPT faculty members. One External Member may be added.

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 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.

Thesis Review

The MFA student's Thesis Exhibition, the Thesis or Thesis Statement and the oral presentation before the Thesis 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 Supervisor

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

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 3000/4000 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 additional assignments and evaluation method for graduate credit are clearly described. Alternatively, you may enroll in a 6000-level **Independent Graduate Research**, using the undergraduate course as a research tool. See the form.

Suggested Courses that 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:

- AHIS-3463 Exhibiting Indigenous Art
- AHIS-3600 Introduction to Art Theory and Criticism
- AHIS-3610 Egyptian Art/Egyptomania
- AHIS-3620 The Invention of Art: Museums, Exhibitions & Art History
- AHIS-3820 Topics in Film History: [topic]
- AHIS-3850 History and Criticism of Documentary Film
- AHIS-3900 Nineteenth Century Art: [topic]
- AHIS-4110 Primary Research Techniques
- AHIS-4200 Independent Study in Film History, Theory & Criticism
- AHIS-4220 Time-Based Arts of the 20th Century
- AHIS-4240 Modernism and Postmodernism
- AHIS-4260 Modern and Contemporary Art Theory and Criticism
- AHIS-4511 Senior Seminar: Inventing Art: Museums
- AHIS-4513 Senior Seminar: Craft and Food
- AHIS-4550 Dress, Body, Culture
- AHIS-4551 Feminism & Postmodernism

Fine and Media Arts:

- PHOT-3600 Photography Issues Seminar [topic] PNTG-4100 Painting Seminar: [topic]
- PRTM-4100 Printmaking Seminar: [topic]
- SCLP-4100 Sculpture Seminar [topic]

Contemporary Culture and other:

- DSGN-4250 Design Management Seminar
- CULT-3200 Queer Theory: Sex/Gender/Art
- CULT-3012 Topic: Art and Work

CULT-4100 Aesthetics and the Visual Arts
CULT-4110 Independent Research in Critical Studies
WTRA4100 World Travel Research Projects 3 [topic]

Graduate Program Directors

Solomon Nagler, Director of the MFA Program 902 444-3167
Office: A-202, Academy Campus. snagler@nscad.ca

Rudi Meyer, Director of the MDes Program 902 494-8238
Office: N-222, Fountain Campus rmeyer@nscad.ca

Division Chairs

Adrian Fish, Media Arts 902 494-8265
Office: G 228, Fountain Campus afish@nscad.ca

Mathew Reichertz, Fine Arts 902 494-8209
Office: G- 214, Fountain Campus mreichertz@nscad.ca

Rebecca Hannon, Craft 902 442-1536
Office: Room 225, Port Campus rhannon@nscad.ca

Jane Milton, Art History & Contemporary Culture 902 494-8187
Office: S400, Fountain Campus jmilton@nscad.ca

Marylin McKay, Foundation 416-494-8189
Office: 2nd floor, Port Campus mmckay@nscad.ca

Marlene Ivey, Chair Division 902 494-8159
Office: N-221, Fountain Campus mivey@nscad.ca

April Mandrona, Chair Art Education 902 494 8152
Office: Fountain Campus amandrona@nscad.ca

List of Current Graduate Faculty: 2018-19

Agreement to work as a Studio Advisor or as an Advisor for Independent Study is at the discretion of the individual faculty member. 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, Pro-Rated Faculty

Allen, Jamie (Canada Research Chair, Digital Materiality)
Alfody, Sandra (art history & critical studies/craft) (*sabbatical January 1 to June 30 2019*)
Barber, Bruce (media, installation)(*sabbatical July 1 to December 31 2018*)www.brucebarber.ca
Bean, Robert (photo, installation)
Bovey, Mark (printmaking)
Brebeneel, Elena (textiles)
Chung, May (Design)
Clark, David (new media, film, installation)
Cope, Karin (Art History and Contemporary Culture: queer theory and gender studies, social practice, poetry, environment, activism and the arts) <https://visiblepoetry.wordpress.com/>
Delva, Thierry (fine arts/sculpture)
Fish, Adrian (photography) <http://afish.ca>
Fisher, Sam (film)
Forrest, Neil (ceramics)
Green, Jennifer (textiles)
Hannon, Rebecca (metalsmithing, jewellery, plastics, digital) rebeccahannon.com
Hougan, Glen (Design)
Howard, David (Art History)
Ivey, Marlene (Design)
Kaltenbach, Christopher (Design)
LeBlanc, Michael (Design)
Leonard, Craig (foundation, media arts)
Livingston, Alex (Painting/Drawing) www.alexlivingston.ca (*sabbatical July 1 2018 to December 31 2018*)
Lounder, Barbara (interdisciplinary) www.barbaralounder.ca
MacDonald, Rory (ceramics)
Mandrone, April (Art History, Art Education)
Markle, Gary (fashion)
McKay, Marilyn (Art History)
Mendritzki, Erica (painting/drawing/interdisciplinary)
Meyer, Rudi (Design)
Milton, Jane (Art History)
Morgan, Kim (sculpture/public art/installation) (*sabbatical January 1 to June 30 2019*)
Nagler, Solomon (film/media installation) www.cinemaofruins.com
Peacock, Jan (interdisciplinary/video installation) (*sabbatical January 1 to June 30 2019*)
Reichert, Mathew (painting/drawing/graphic novels)
Sims, Greg (Jewelry, Digital Fabrication: 3D modeling and 3D printing) www.gregsims.ca/
Smith, David B (sculpture/public art/installation)
Son, Kye-Yeon (Jewelry and Silversmithing)
Taunton, Carla (*sabbatical July 1 2017 to June 30 2019*) (art history/curating/indigenous practices)
Varga, Darrell (film/critical studies, media and politics)
Walker, Ericka (printmaking/drawing/public art) www.erickawalker.com
Wark, Jayne (Art History)

Regular Part-time Faculty (RPT)

Prior approval is required in order for a Regular Part-time (RPT) faculty member to work as a Graduate Studio Advisor or Graduate Teaching Supervisor. The following RPTs are already approved. Please see the MFA Director for details on applying to work with an RPT not on this list.

| | |
|--------------------|--|
| Becka Barker | (animation, film) |
| Joan Bruneau | (ceramics) |
| Joanna Close | (textiles) |
| Michael Fernandes | (drawing, performance, video) |
| Sara Hartland-Rowe | (drawing, painting) |
| Steve Higgins | (drawing, sculpture) |
| Joe Landry | (book arts) |
| Sarah Maloney | (sculpture) |
| Dan O'Neill | (drawing, printmaking) |
| Lukas Pearse | (sound) |
| Sheila Provazza | (drawing, painting) |
| Patrick Rapati | (drawing) |
| Anna Sprague | (performance, public art, environmental art) |
| Charley Young | (printmaking, installation, public art) |
| Lillian Yuen | (jewellery) |

APPENDIX CONTENTS

| | |
|--|----|
| Payroll Authorization for Tuition Deduction | 40 |
| Application to Teach a Workshop Course | 41 |
| Graduate Independent Research Form | 42 |
| Application to Enroll in a Course at an Outside Institution | 43 |
| Briefing Form: Graduate Teaching Assistant-Supervising Faculty | 44 |
| Briefing Form: Graduate Research Assistant-Supervising Faculty | 45 |
| Briefing Form: Graduate Students Teaching a Workshop Course | 46 |
| Evaluation Form: Graduate Students Teaching a Workshop Course | 47 |
| Sample Thesis Page | 48 |
| TA/RA Policy | 49 |

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 _____ year | Number of Credits _____ | Tuition Fee \$ _____ (filled in by Student Accts Office) |
| January _____ year | Number of Credits _____ | Tuition Fee \$ _____ (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 _____ year | Number of Credits _____ | Tuition Fee \$ _____ (filled in by Student Accts Office) |
| January _____ year | Number of Credits _____ | Tuition Fee \$ _____ (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, 4th Floor, 5163 Duke St., Halifax, NS, B3J 3J6 on the *first day of classes in the fall semester.*

Maria Stein, Payroll Specialist
Tel: 902-494-8116 Email: mstein@nscad.ca

MFA 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 student: _____

Course Supervisor: _____

Division/s in which proposed course would be offered:

Craft Fine Arts Media Arts

Preferred Semester: Fall 2018 Winter 2019

Course Code:

ARTS 3130 Studio Workshop: [topic] 3 cr (S)

CRFT 3150 Craft Studio: [topic] 3 cr (S)

Proposed Topic title:

Please attach the following:

1. A brief course description
2. A preliminary bibliography related to the proposed topic
3. A draft course outline, including: a brief course description, course objectives, assigned work, required materials, evaluation method, and health and safety considerations, if appropriate. Course proposals must also include prerequisites, material fees, and class limits.
4. A current curriculum vitae.

Course Supervisor: Describe how this course will benefit the program area and the Division

Signatures:

Student

Course Supervisor

Reviewed by Division Chair

Date

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



100 Dalziel Street
Halifax, Nova Scotia, Canada B1H 1H6
Tel: 902-444-1640 www.nscad.ca

GRADUATE INDEPENDENT RESEARCH FORM

Please print clearly. Return completed form to the Office of Student Experience/Registrar at NSCAD.

| | |
|---|-------------------|
| FAMILY NAME: | GIVEN NAME: |
| NSCAD STUDENT NUMBER: | GRADUATE PROGRAM: |
| TERM IN WHICH THE RESEARCH WILL BE CARRIED OUT: | |

SELECT A 3-CREDIT* GRADUATE RESEARCH COURSE IN WHICH YOU WISH TO ENROLL.
*A 3-CREDIT GRADUATE LEVEL COURSE REPRESENTS AT LEAST 9 HOURS OF WORK, ON AVERAGE, PER WEEK, PER SEMESTER.

- FHS 6200 INDEPENDENT RESEARCH IN FILM HISTORY (LAS)
- GRAD 6X03/6X06/6X09 STUDIO INTERNSHIP
- GRADUATE STUDIO: MFA 6003 (VISITING STUDENTS ONLY), MFA 6006, MFA 6009
- AHS 6700 INDEPENDENT RESEARCH IN ART HISTORY (LAS)
- CULT 6110 INDEPENDENT RESEARCH IN CONTEMPORARY CULTURE (LAS)
- GRAD 6603/6606/6609 RESEARCH INTERNSHIP

TITLE OF YOUR RESEARCH PROJECT: _____

IS THERE AN UNDERGRADUATE WORKSHOP OR SEMINAR LINKED TO YOUR RESEARCH PROJECT? _____

COURSE TITLE _____ MATERIALS FEE AMOUNT: _____

PLEASE ATTACH THE FOLLOWING:

1. STUDENT: SHORT DESCRIPTION (150-300 WORDS) OF THE COURSE OF RESEARCH (PLEASE INDICATE THE ROLE OF ANY SUPPORTING WORKSHOPS THAT YOU REQUIRE AS PART OF YOUR RESEARCH)
2. STUDENT AND RESEARCH SUPERVISOR: SET OF MILESTONES TO BE ACHIEVED, WITH DUE DATES AND % OF FINAL GRADE
3. RESEARCH SUPERVISOR: CRITERIA FOR THE EVALUATION OF THE OUTCOME OF THE INDEPENDENT RESEARCH

| | |
|----------------------|-------|
| STUDENT'S SIGNATURE: | DATE: |
|----------------------|-------|

| | | |
|--|------------------|-------------|
| APPROVALS | | |
| NAME—RESEARCH SUPERVISOR | SIGNATURE | DATE |
| | | |
| NAME—GRADUATE DIRECTOR (MFA/MDES) | SIGNATURE | DATE |
| | | |

Note to Research Supervisor: The final grade for the research project is due by the end of the semester in which the Independent Research is registered. If an extension is required, a grade of INC should be recorded.

Note to Student: Submit final work to your Research Supervisor at least a week before the deadline, to allow them sufficient time to evaluate it.

Revised Dec 2017 Independent Research for Graduate Studies

Application to Enroll in a Course at an Outside Institution

*This form must be completed **prior to** registration and before a Letter of Permission will be issued.*

Fall 2018 **Winter 2019**

MFA Student: _____

Program Advisor: _____

Course Code & Title: _____

Course Instructor:

Institution: _____

Department: _____

Course Duration: _____ to _____

Deadline to Drop: _____

Please **attach** the published course description.

Outline the relation of this course to your program of study:

Signatures:

Student

Program Advisor

Date

To be reviewed by the MFA Director and the Registrar. Please submit this form to the MFA Director. Please be sure to complete a LETTER OF PERMISSION form available in OSE or on the website.

Graduate Teaching Assistant / Supervising Faculty BRIEFING FORM

to be completed by the Teaching Assistant (TA) and the Supervising Faculty before or during the first week of classes.

Fall 2018 **Winter 2019**

Course Code & Title:

Supervising Faculty:

Graduate Student:

1. Read and review the ***Policy on Graduate Teaching/Research Assistants***. Ensure that the work to be done by the graduate student is consistent with this policy.
2. Outline the specific ways in which the TA is to assist in this course including the work the TA will be expected to do a) during class time, and b) outside of class time:
3. TAs commit to work, on average, **10** hours per week. Will these be equally distributed throughout the semester, or concentrated during certain times?
4. Outline a schedule of meetings between TA and Supervising Faculty:
5. Attach the course outline.

Signatures:

Student
Date

Supervising Faculty

Please return the completed form and attachments to the Director of the MFA Program

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 2018 **Winter 2019**

Graduate Student: _____

Supervising Faculty: _____

Research Project Title:

Research Work Outline:

1. 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

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

BRIEFING FORM for Graduate Students Teaching a Workshop Course

To be completed in a meeting between the graduate student and the Course Advisor before or during the first week of class

Fall 2018 **Winter 2019**

Course Code & Title:

Graduate Student/instructor:

Course Supervisor (Faculty):

1. Please read and review 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 support for the graduate student to be provided by the Supervising Faculty.
3. Describe the teaching materials to be available to the graduate student from the Course Advisor.
4. Outline the regular meeting schedule and dates of class visits by Course Advisor.
5. Describe any other special circumstances or understandings that exist between the graduate student and the Supervising Faculty regarding the delivery of the above course.

Attach the course outline.

Signatures:

Student

Supervising Faculty

Date

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

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 2019 **Winter 2019**

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

by

Raffaella de' Medici

April 2019

Thesis Committee:

Gary Markle (Program Advisor), Associate Professor,
Division of Craft

Elena Brebenel, Assistant Professor, Division of Craft

Sandra Alfoldy, Associate Professor, Division of Art History
& Contemporary Culture



Policy on MFA Graduate Teaching Assistants and Research Assistants

Teaching Assistantships:

1. Instructors are asked to respectfully introduce the Teaching Assistants during the first class and give them an opportunity to indicate their preferred pronoun to the group. Students must be contacted before the start of the first class for a meeting, where they will go over the course outline, review the Policy on Graduate Teaching and Research Assistants, and complete the briefing form. Students and Instructors should keep a copy of the completed briefing form for reference.
2. Graduate Teaching Assistants will work with faculty as assigned to assist in the delivery of courses, especially courses with large enrolments. It is recommended that Instructors meet with assistants 15-30 minutes before each class to review the lesson plan.
3. Teaching Assistants (TAs) and Research Assistants (RAs) should 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.
4. If you have been assigned a TA, and the class meets less than 10 hrs per week, then the instructor may assign out-of-class, class preparation for projects, equipment demonstrations, material preparation, tutorials or marking assignments to make up the remaining TA hours
5. 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. Instructors are encouraged to provide mentorship for TAs to deliver a lesson plan, and on occasion, TAs can be given the chance to give a presentation or conduct a workshop to students **with** the instructor present.
6. Instructors who are unavailable to teach their class(es) **cannot** 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.
7. 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, and the training must not exceed the 10hrs of work assigned per TA. 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.

Research Assistantships:

8. Research Assistants assist in the research agendas developed by faculty and may not be given other tasks specific to the delivery of courses. Duties of RAs include, but are not limited to; Studio Research, Literature Reviews, Material Research, preparation of Research materials, assistance with Research events, and Fabrication Assistants. Technical and safety training will be arranged by faculty and completed by the RA before commencement of position. Intellectual property right should be negotiated prior to commencement of work.
9. All technical training and meetings with Faculty must be included in the designated 10hrs of work per week. Research Assistants CANNOT act as supervisors for other student researchers, as this is the sole responsibility of the supervising faculty member.
10. Teaching Assistants and Research Assistants shall be treated with the respect due all employees and all students. Direct any questions about NSCAD University policy regarding graduate Teaching Assistants and Research Assistants to the Director of the MFA Program.



Program Advisor Agreement Form

To be completed by the MFA Candidate and the Program Advisor before December 1st of the first year of study.

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. In event of sabbatical leave, the Program Advisor may coordinate the appointment of an Interim 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 Committee in the Thesis Review.
- Consult with the student and the MFA Director on other academic matters, as required.

I Agree to be the Program Advisor for _____

Signatures:

Faculty

Date

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

INDEX

Access Policy, Keys, Swipe Cards 32

Access to Courses (Priority) 18

Advisors: Studio, Program, Course 20,21

Thesis Committees 21

Appeals 29

Application to Graduate 28

Assistantships, Teaching/Research/ Policy 8, 9, 35

Awards and Scholarships 6

Briefing Forms 44, 45, 46

Committees, Review 23

Computers / Student E-mail Accounts 33

Counselling Services 31

Courses, Required 14,15,16

Degree Requirements 10

Directory: Division Chairs 37

Directory: Graduate Faculty 38

Electrical Appliances 33

Email, Student 33

English and Writing Proficiency/English Tutor 18

Evaluations: Review 23-27

Evaluation Form: Student-Taught Course 47

Exchange Programs 29

Exhibition, MFA Group 30

Exhibition, Thesis 26, 27

Extensions/Residency 28

Faculty Positions, defined 34

Faculty Directory 38

Faculty, Role of Supervising 20, 21

Fellowships/Scholarships 6
Financial Info, Financial Assistance 6
Forms 44-47
Furniture Needs 32
General Information 28
Glossary 34
Good Standing, Definition 29
Grading for Graduate Courses 29
Graduate Faculty 38
Graduate Forum 14
Graduate Studio 14
Graduate Seminar 15-17
Health Insurance 32
Independent Research 17
Internet/Computer/Access Keys/Access/Swipe Cards 32
LAS Courses 17
Mailboxes 32
Medical Services 32
Payroll Authorization Form 40
Pedagogy Course 15
Printing/Photocopying Policy 32
Program Advisor, Role of 21
Program Structure, Degree Requirements 10
Proposing a Course / Application Form 41
Registration Process 19
Research/Creation 15
Reviews, Scheduling, Constitution, Evaluation/Outcome 22
Sample Timeline 10,11,12
Special Leave Policy 28
Student Representation on Committees 30
Summer Study 32

TA Briefing Form, Evaluation Form 44, 47
Teaching a Workshop Course 19,20
Telephones, Faxes 32
Thesis Committees 20,21,22
Thesis Exhibition 27
Thesis Review 27
Thesis Statement 28,33,35
Thesis Title Page (Sample) 48
Timeline: Proposing a Course 19, 20
Tuition Schedule | Deduction 6-9
University Committees, MFA Student Representation 31
Visitors Program 21