



FACULTY OF MEDIA+
ART+PERFORMANCE

**Department of Visual Arts
MFA Handbook
2021 – 2022**

Welcome!

Welcome to the Department of Visual Arts MFA 2021-2022 Handbook. This handbook holds a range of important information for you about your program of study, resources, scholarships, financial support, and policies within the Department of Visual Arts. You will find important dates and opportunities in the handbook as well, all of which will help guide you through each stage of your studies.

Located in Treaty Four Territory, the Visual Arts Department at the University of Regina is situated in a community with a strong tradition of visual arts programming, allowing you to interact with local art galleries, art centres, and artists throughout your degree.

Important Note Regarding the COVID-19 Pandemic

The pandemic has challenged us to adapt to safer ways to teach and learn. Group Studio continues to be planned for face-to-face delivery, with enhanced safety measures. Other aspects of your program such as the end of semester reviews and final exhibitions may be modified to accommodate enhanced safety. Access to studios and facilities will be restricted during the pandemic. Please talk to your supervisor if you have any concerns. If at any point in the semester, we are required to teach and study completely remotely Instructors are prepared to do so.

The Art Store will provide modified operations to support all students in acquiring materials for their studies.

Check out the following resources to be sure you are up-to-date on University operations. You can find specific information about your classes on UrCourses.

Term Updates:

<https://www.uregina.ca/term-updates/>

Remote Learning Info:

<https://www.uregina.ca/remote-learning/index.html>

Tech Support for Remote Learning:

<https://www.uregina.ca/remote-learning/resources.html>

Health and Safety:

<https://www.uregina.ca/term-updates/health-safety/index.html>

COVID-19 Resources:

<https://www.uregina.ca/hr/hsw/COVID-19-Resources/index.html>

Welcome from the Associate Dean Graduate and Research, Faculty of MAP

Welcome to the University of Regina, and to the Graduate programs in the Faculty of Media, Art and Performance, "Where Makers Meet." I am very pleased to have you pursuing your advanced research with us.

In grad school you are presented with an open horizon for discovery, innovation and creativity as you develop new knowledge, original practice and participate in the kinds of social change that universities inspire. Our small size and vibrant arts and culture scene will provide you with an intimate and friendly environment, while you pursue your thesis projects. Opportunities abound to become involved in our many local arts organizations, whether for academic credit through our Professional Placement program, or by attending and participating in their various exhibitions, concerts, screenings, performances and events.

There are over 50 students enrolled across Interdisciplinary Studies, Media Production, Media Studies, Music, Theatre and Visual Arts programs, whom you will meet in your various courses. The MAP faculty and your supervisors look forward to working with you in your core courses, in directed studies, in group studio settings and in supporting and mentoring your research-creation and thesis work.

Please also support your fellow students and faculty by attending their performances, shows, events, exhibits and talks to help build the grad community in MAP, across the University of Regina campus, and throughout the City of Regina's arts and culture scenes. Be sure to check out **Art for Lunch**, which happens most Fridays from 12:00-1:00 in the Visual Arts Department, RC 050.

The MAP Presentation Series, which profiles faculty research, is scheduled on the third Friday of the month. Finally, the **DRS: Doctoral Research Showcase** is a new event in MAP beginning in 2020-2021 to profile our PhD students' research, and it will be scheduled periodically, in partnership with the Humanities Research Institute. You are warmly encouraged to attend these events.

In Fall 2020, they will be held via Zoom, and advertised through your program areas and the campus Research and Events listservs.

I will be contacting each of you in mid to late August to make a Zoom appointment to welcome you personally to your programs. I very much look forward to meeting you, and hearing about your projects, goals and aspirations.

Sincerely,

Christine Ramsay
Associate Dean Grad and Research, MAP

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INTRODUCTION - MFA Visual Arts Handbook 2021– 2022

(updated April 2021)

This handbook provides information about the policies, procedures, and opportunities in the MFA program. It supplements the general policies and procedures listed in the Faculty of Graduate Studies and Research (FGSR) calendar and handbook (available online at the FGSR website, <http://www.uregina.ca/gradstudies/>). Students, faculty, and staff involved in the program should make themselves familiar with these documents and this handbook. Further questions about the program or interpretation of this document should be directed to the Graduate Program Coordinator.

The Department of Visual Arts, originally the Regina School of Art, dates back to 1914 when the newly established Regina College introduced an art program. Today, the Department of Visual Arts offers a foundation in studio art practices and in the study of art history and art theory. The program is enriched by visiting artists who share ideas and concepts of their art through workshops and lectures and by local galleries and community cultural events. Students also benefit from activities, supervision, and courses offered by the area of Indigenous Communication & Fine Arts at First Nations University of Canada.

The Department of Visual Arts consists of artists and art historians with national and international reputations. Studio faculty share their expertise in ceramics, drawing, intermedia and expanded media, painting, printmaking, photo-based media, and sculpture through teaching and their own artistic practices. Faculty have studios on campus, facilitating student access to their instructors' professional art practices. Art history faculty investigate fields such as cultural studies, queer theory, gender, curatorial studies, Indigenous art, contemporary art, history of photography, history of collecting, and curation. All members of the Department are well versed in contemporary Canadian and International art, and Visual Arts faculty members engage in a range of practices and activities. The MFA program focuses on studio production and its contextualisation within contemporary practice and critical discourse. The degree offers opportunities for research and teaching experience.

University of Regina, MFA Program- Department of Visual Arts
3737 Wascana Parkway –RC 247, Regina, SK, S4S 0A2, Canada

(306) 585-5572 Visual.Arts@uregina.ca

Visual Arts Dept. Admin Assistant: Joanne Keen

Graduate Program Coordinator (on leave July through December 2021): Prof. Ruth Chambers ruth.chambers@uregina.ca

Acting Graduate Program Coordinator, July 2021 through December 2021: Prof. Robert Truszkowski robert.truszkowski@uregina.ca

Visual Arts Department Head: Prof. David Garneau david.garneau@uregina.ca

Faculty of MAP Associate Dean Graduate Studies and Research: Dr. Christine Ramsay christine.ramsay@uregina.ca

Note: This document represents both Departmental policies and practices and those of the Faculty of Graduate Studies and Research (FGSR). If there are any differences between this document and FGSR documents, it is the stated policies and procedures of FGSR that apply.

The Faculty of Graduate Studies and Research Academic Calendar -
<https://www.uregina.ca/gradstudies/current-students/grad-calendar/index.html>

A Guide for the Preparation of Graduate Theses -
https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/index.html

The Faculty of Graduate Studies and Research Terms of Reference for Teaching Assistantships, Teaching Fellowships, Research Assistantships and Graduate Scholarships -
https://www.uregina.ca/gradstudies/assets/forms/Financial%20Aid/FGSR_GTA_TOR_App.pdf

FACULTY, STAFF, FACILITIES and RESOURCES

Faculty

Prof. Ruth Chambers, MFA (Regina, 1993), OCAD (Ontario, 1983)
Professor, Graduate Program Coordinator, Department of Visual Arts
Ceramics and extended ceramics practices; installation; craft theory.
Office: RC 247.1 **Phone:** (306) 585-5575 **E-mail:** ruth.chambers@uregina.ca

Prof. Holly Fay (*Ulster 1994*), BFA (Regina, 1989), B.Ed (Regina, 1986)
Assistant Professor, Department of Visual Arts
painting, drawing, installation, professional practices
Office: RC 246 **Phone:** 306-585-5591 **E-mail:** holly.fay@uregina.ca

Prof. David Garneau, MA (Calgary, 1993), BFA (Calgary, 1989)
Professor, Department Head, Department of Visual Arts
Painting; drawing; contemporary Aboriginal art; masculinity; representation; critical writing about visual arts.
Office: RC 245 **Phone:** (306) 585-5615 **E-mail:** david.garneau@uregina.ca

Dr. Risa Horowitz, PhD (York, 2012) MFA (Saskatchewan, 2000) BFA (York, 1995)
Associate Professor, Department of Visual Arts
Photo-based and digital imaging; conceptual practices; intermedia; three-dimensional foundations; practice-based scholarship/research-creation
Office: RC 047 **Phone:** (306) 585-5641 **E-mail:** risa.horowitz@uregina.ca

Dr. Karla McManus PhD Art History (Concordia, 2015), MA Art History (Carleton 2009), BFA Honours (Manitoba, 2004)
Assistant Professor, Department of Visual Arts. On leave until January 2021.
Contemporary art and the environment, the history and theory of photography, Canadian art history, settler-colonial art history, eco-critical art history, eco-media studies, environmental history, animal studies, documentary media.
Office: RC 232 **Phone:** 306-337-2227 **E-mail:** karla.mcmanus@uregina.ca

Dr. Sherry Farrell-Racette - PhD Interdisciplinary (Manitoba, 2004), MEd. (Regina, 1988)
Associate Professor, Department of Visual Arts
First Nations and Metis art history and arts-based knowledge, Indigenous women's history, Indigenous photography and film, decolonial praxis in art, curation and research, Indigenous feminisms, museum studies, curation and collections-based research, narration and art.
Office: RC 250 **Phone (306) 585-5515** **E-mail:** sherry.farrell-racette@uregina.ca

Larissa Tiggelers. MFA (Guelph 2017), BFA (ACAD 2010)
Assistant Professor, Painting, drawing, professional practices, advanced colour theory
Office RC 244 **Phone:** (306) 585-5529 **E-mail:** Larissa.Tiggelers@uregina.ca

Prof. Robert Truskowski, MFA (Concordia 2004), BFA (Queen's 2000)

Professor, Department of Visual Arts

Printmaking: Silkscreen, lithography, intaglio, typography, photo-digital and hybrid print media, digital imaging.

Office RC 035.3 Phone: (306) 585-7754 E-mail: robert.truskowski@uregina.ca

Prof. Sean W. Whalley, MFA (Regina, 2001), BFA (York, 1993)

Assistant Professor, Department of Visual Arts

Associate Dean, Undergraduate, Faculty of Media, Art, and Performance

Sculpture, metal, wood, mold making/casting; three-dimensional design/theory; photography.

Office: RC 158 Phone: (306) 585-5581 Email: sean.whalley@uregina.ca

Associate Members of the Department of Visual Art:

Audrey Dreaver, Program Coordinator & Lecturer, Indigenous Communication & Fine Arts

Prof. Lionel Peyachew *Associate Professor, Indigenous Communication & Fine Arts, First Nations University of Canada*

Emeritus Faculty

Vic Cicansky, MFA (California-Davis, 1970); BFA (Regina, 1965) Ceramics

Gail Chin, PhD (California, 1995), MA (Victoria, 1985); BEd (British Columbia, 1974)

Dennis J. Evans, MFA (North Carolina, 1971); BFA (Cleveland, 1968) Sculpture

Leesa Streifler, MFA (New York, 1983), BFA Honours (Manitoba, 1980)

Adjunct Faculty

Timothy Long (Head Curator, MacKenzie Art Gallery)

Jeannie Mah (Ceramics), BED, BFA (University of Regina, 1976, 1993)

Martin Tagseth (Ceramics), MFA (Ohio State University, 1994)

Rachelle Viader Knowles (Extended Media), MFA (Windsor, 1996)

Staff

Administrative Assistant Joanne Keen RC 247 (306) 585-5572

Joanne.Keen@uregina.ca

Technician (ceramics/sculpture) Darcy Zink RC 152 (306) 585-5182

Darcy.Zink@uregina.ca

Technician, VA Dept. Jesse Goddard RC 161.3 (306) 585-5508

Jesse.Goddard@uregina.ca

Art Store Manager Erik Fortune RC 022 (306) 337-2367

Erik.Fortune@uregina.ca

Studio Areas and Gallery Phone Numbers

Ceramics Studio/ Painting/Drawing (306) 585-5558

Printmaking Studio (306) 585-5518

Sculpture Studio (306) 585-5516

Wood Shop (306) 585-5553

5th Parallel Gallery (306) 585-5541

fifthparallelgallery@gmail.com

Facilities and Resources

Graduate students in the Department of Visual Arts are each provided a generous studio space for six semesters, use of a fully equipped wood shop, and a computer lab. There are also extensive ceramics, drawing, painting, printmaking, photography, and sculpture facilities.

Ceramics, *Prof. Ruth Chambers*: multiple electric kilns, 4 gas kilns, including soda kiln and car kiln, outdoor wood kiln, 18 Brent pottery wheels, 3 slab rollers, including 36" hydraulic slab roller, extruders, including hydraulic extruder, two clay mixers, pug mill, slip mixer, plaster room.

Drawing and Painting, *Profs Holly Fay, David Garneau, Larissa Tiggelers*:

Photo-based media, *Dr. Risa Horowitz*: DSLR cameras, Mac labs, Epson 44" archival printer, Epson 11000 Pro flatbed scanner, cyanotype facilities and support for chemical processes.

Printmaking, *Prof Robert Truszkowski*: Three etching presses including a motorized Charles Brand, three litho presses, a large selection of litho stones up to 26x35", screenprinting stations and full water-based UV setup with 48"w Magnum Curing unit, four typography presses including a Chandler & Price 8x12 platen letterpress, nearly 100 drawers of lead type and vintage cuts, a large darkroom with two Olec 5K lights and vacuum exposure units for Silkscreen, and Photo-etching, Photo-polymer (letterpress), and Photo-litho, iMac computer with Adobe Creative software and Epson Expression Scanner, 24"w Epson printer for positive and negative transparencies.

Sculpture, *Prof Sean Whalley*: complete bronze casting facilities, plaster room, full welding area, full wood shop area, and a walk-in spray booth.

The Dr. John Archer Library houses an extensive collection of Visual Arts volumes and numerous periodicals.

The City of Regina has public galleries: the MacKenzie Art Gallery, the Dunlop Art Gallery, the Art Gallery of Regina, Neutral Ground Artist Run Centre, and Sakêwêwak Artists' First Nations Collective, as well as commercial galleries.

Each graduate student in the Department of Visual Arts is given a shared studio space for the first two years of the program. The studio may be accessed 24 hours/7 days per week. It is expected that studio spaces will be treated with respect and left in the state in which they were found. Two to three students share a private, locked studio space and the expectation is that respectful arrangements for use of the space be worked out between students. Studios are made available to students for a period of six consecutive semesters. After this time, studio availability is determined by the Graduate Programme Coordinator in consultation with the student and their supervisor. Students are asked to pay a key deposit of \$25 which will be refunded when returned. **Any personal possessions, artwork, or other materials left in a studio after a student no longer has the use of that studio will be disposed of. If costs are incurred in cleaning a studio, students may be charged for those costs.** Neither the Department nor the Faculty has space for storage of student materials or work.

Graduate students have access to all department equipment and facilities including: the Fifth Parallel Student Gallery; a fully equipped wood shop; and equipment in each of the

studio areas. For safety reasons, there may be some restrictions on use of the woodshop, kilns, and some equipment; students should work out conditions of access and use with technicians and their supervisors. A range of media production and playback equipment may be borrowed from the Faculty of Media + Art + Performance.

Visiting Artists: The Department and Faculty offer a wide range of opportunities for students to hear and interact with local, national, and international artists, art historians, and others, through the Art For Lunch lecture series, the Fine Arts Presentation Series, special guest lectures, and workshops. Recent speakers have included Adrian Stimson, Ed Pien, Libby Hague, Micah Lexier, KC Adams, Benny Nemerofsky Ramsay, David Elliott, Mark Bovey, Monica Tap, Chrystene Ells, Frank Shebageget, Zachari Logan, and Peter Von Tiessenhausen.

THE MASTER OF FINE ARTS PROGRAM

Program Description

The MFA program focuses on studio art practice/production and its contextualization within contemporary practices and critical discourse. Students meet with studio faculty on an individual basis. Weekly seminars allow students to discuss art theory and criticism and to develop and clarify individual research projects. The program is intentionally small (a maximum of five students are accepted each year) in order to allow for intensive interaction between students and faculty. The MFA program is supported by faculty members from the Department of Visual Arts, Faculty of Media, Art, and Performance, MAP Interdisciplinary Studies (IDS), MAP Creative Technologies Program, First Nations University of Canada, and Luther College.

The MFA program culminates with a graduating exhibition at the Fifth Parallel Gallery on campus or an alternate exhibition space chosen by the student, and a comprehensive support paper of 30-50 pages. The degree requirements are completed by an oral defense, assessed by an external examiner, with a committee of Visual Arts faculty and an external Chair.

Note on alternative exhibition spaces: Students choosing to have their graduating exhibition off campus, should consult with their supervisor(s) in consultation with the Graduate Program Coordinator. Students should make this decision as early as possible, and must make it no later than their fourth end-of-semester review.

Degree Requirements

MFA candidates must complete a minimum of 42 credit hours. Course work includes both studio classes and theory seminars. A graduating exhibition that is the culmination of the program takes place at the Fifth Parallel Gallery or an alternative space approved by the Department, and is accompanied by a comprehensive support paper (20-50 pages) and an artist statement. The final requirement is an oral defense during the exhibition on site for the student's committee and external examiner.

The credit hours required to complete the MFA in Visual Arts are allocated as follows:

Major – courses in Studio Art	12 credit hours
FA (MAP) 800	3 credit hours
FA (MAP) 803	3 credit hours
Research and Exhibition Preparation (ART 902)*	9 credit hours
Art 801-804 (Group Studio)	12 credit hours
Elective	<u>3 credit hours</u>
Total	42 credit hours

The MFA program normally requires six consecutive semesters to complete all credits. This includes two summer semesters. The MFA exhibition and defense typically take place immediately following the sixth semester. (For an outline of a typical sequence of courses, see Appendix I.) In some cases, students may need to take longer than six semesters; these students might need to complete more than 42 credit hours. The MFA Visual Arts is intended to be a full-time program of study, with residence in Regina. Under special circumstances, and with permission of the Graduate Program Coordinator and Supervisor, it may be possible to complete the degree on a part-time basis.

Registration

Students must consult with their supervisor before registration. It is the student's responsibility to ensure that the courses they register for fit their academic program and that their schedule is conflict free. Students need approval by the Graduate Program Coordinator or Department Head before being able to register in graduate courses.

Students are responsible for following registration procedures and knowing registration dates for each term. You can find detailed information at the following FGSR sites:

- [Registration procedures](https://www.uregina.ca/gradstudies/current-students/Registration%20/index.html) - <https://www.uregina.ca/gradstudies/current-students/Registration%20/index.html>
- FGSR [deadlines](https://www.uregina.ca/gradstudies/current-students/grad-convocation/deadlines.html) - <https://www.uregina.ca/gradstudies/current-students/grad-convocation/deadlines.html>
- [fees](https://www.uregina.ca/gradstudies/current-students/grad-calendar/fees.html#tuit) - <https://www.uregina.ca/gradstudies/current-students/grad-calendar/fees.html#tuit>

Graduate students may take one or two directed readings (special topics) courses as electives. Student and instructor need to work out details of any directed readings/special topics classes they are arranging for a given semester. The Instructor will have to complete a *Directed Reading/Special Topic Class Form* to submit to FGSR; this form defines the content of the course and provides the basis for grading. Instructors may be required to provide course outlines to FGSR for the course to be accepted as part of a student's program. Directed readings/special topics courses will be timetabled by the Department secretary after this information is provided on the approved form.

On occasion students may be admitted to the program on a probationary basis and required to take additional undergraduate courses to enter into the program on a full-time basis. These courses will not count towards the degree.

Graduate students who do not register for three consecutive semesters will be discontinued. Students in the program who are not able to register in the seven consecutive semesters that are normally required should discuss their situation with the Graduate Program Coordinator to work out options.

Graduate Courses

ART 801-804 (Group Studio) and FA 800 and 803 are seminar classes. Studio courses and directed readings/special topics classes are normally done on an individual basis with individual instructors.

- All students in the program should take Group Studio (Art 801-804) in each of the first, second, fourth, and fifth semesters of the program.
- Art 801-804 may not be substituted with other courses. Students must be in residence for this course; virtual participation is not possible.
- All students should take two graduate seminars (FA 800 in Fall & FA 803 in Winter) in the first year of the program.
- All students must take 9 credit hours of Art 902, usually spread over the last three semesters of their program. This is the credit for preparing the graduation exhibition and the comprehensive support paper.
- In addition to these required courses, students must take 12 credit hours of courses in Studio Art, and 3 credit hours of electives to be selected in

consultation with their Supervisor/s. Only Graduate-level courses are acceptable for electives.

- Students must take GRST800AA, *Graduate Studies Academic Integrity Tutorial* in their first semester of study. This is a non-credit course.

A list and descriptions of graduate courses offered by the Faculty and the Department are on line

at <https://www.uregina.ca/mediaartperformance/areas-study/grad-studies/grad-courses.html>

Electives

Electives are an important part of the MFA program. They provide students with an opportunity to increase the breadth of their studies and the richness of their graduation projects. The 3 credit hours of electives are intended to support the project the student is working on. These courses may be chosen from any graduate courses in the University that a student is eligible to take.

Students will consult with their supervisors to identify appropriate elective courses to fulfill this requirement.

Professional Placement

The MAP Graduate Professional Placement provides opportunities for grad level students in all MAP programs to gain relevant work or research experience with an arts organization to a maximum of three credits. Such work will be undertaken as an elective and students who opt for this opportunity will gain experience with an arts organization typically related to their research focus. Ideally experience gained will be reflected in the student's graduating project and/or critical engagement/ support paper.

Placements are approved, in consultation with the student, the student's supervisor(s) and Associate Dean Grad Studies and Research. Students need to meet certain criteria and be properly matched with an organization offering such opportunities. Organizations need to meet criteria determined by the student's supervisor(s) and be properly matched with a student.

Faculty of Media, Art, and Performance Universal Graduate Student Template

This template is maintained for each graduate student by the Administrative Assistant in each MAP discipline.

PROGRAM SUPERVISION

At the time each student enters the program a supervisor is designated who has responsibility for helping the student ensure that their program is progressing in a satisfactory manner (see below). For general matters pertaining to such procedures as applications for scholarships and teaching, students work with the Department's Graduate Program Coordinator. In addition, students often work closely with individual faculty members by taking classes with them. While students work regularly with their supervisors and with individual instructors, assessments of student work are also done by the Graduate Program Committee, including the End of Semester Reviews. Finally, each student has an examination committee to assess the student's graduation project and participate in the oral defense.

Supervisors

The Department assigns a supervisor to incoming students as part of the admission process. Their role is to assist the student in the overall determination of a program of study, to counsel the student with regard to coursework, to direct students toward the appropriate realization of their work and to help students register for classes and guide students through the program and offer advice as necessary. Students will be encouraged to work with a variety of instructors consistent with their evolving interests. Under special circumstances students may be assigned a co-supervisor.

The supervisor is also responsible for identifying potential external examiners and making other arrangements for the oral defense in collaboration with the Graduate Program Coordinator.

Supervisors are responsible for supporting their students through the duration of the program and continue in that role during research sabbaticals. Should any circumstances arise that warrant a change in supervision, students are advised to discuss concerns with the Graduate Program Coordinator.

For a more complete description of the role of the supervisor, please go to https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html

Graduate Program Coordinator

The Graduate Program Coordinator has responsibility for the graduate program at the department level on behalf of the Visual Arts Graduate Program (MFA) Committee. Students are encouraged to meet with the Graduate Program Coordinator to discuss their programs and to ask for advice and support in dealing with problems at the departmental level. The Graduate Program Coordinator chairs the Graduate Program Committee (MFA Committee), arranges and chairs end of semester reviews, and is a member of the Faculty of MAP Grad Committee which is responsible for policy development and distributing FGSR base funding (Scholarships, Awards, and TA-ships).

In addition to chairing the Graduate Program Committee, the Coordinator is responsible for a wide variety of elements with respect to the graduate program, including but not limited to:

- Being the liaison on academic matters between graduate students, the Department, and the Associate Dean (Graduate and Research)
- Representing the Department at Faculty of Media + Art + Performance (MAP) Graduate Studies Committee meetings and at the MAP Interdisciplinary Studies Graduate Program Committee meetings.
- Leading the review of applications into the Visual Arts MFA program and keeping track of student admissions and funding.
- Arranging graduate student studio spaces.
- In collaboration with Supervisors, helping to coordinate oral defenses, including: selecting chair-persons; selecting external examiners;
- With the advice of the Graduate Program MFA Committee and students' supervisors, ensuring that students are ready to go forward with a graduation exhibition, and making arrangements for those students who are not.
- Working with supervisors, students, and the MAP Associate Dean, Graduate Studies and Research, to ensure that students meet FGSR deadlines for submission of work (comprehensive support paper, examples or records of work prepared for the graduation exhibition) and for submission of materials (e.g., revised support materials, records of exhibitions) after successful completion of the oral defense.

Media + Art + Performance Associate Dean (Graduate and Research)

The Associate Dean (Graduate and Research) has the overall responsibility for graduate programs and research activities in the Faculty of Fine Arts. The Associate Dean chairs the Faculty of Media + Art + Performance Graduate Studies Committee, spearheads funding initiatives within the Faculty, organizes new student orientations and represents the program to the FGSR, the University and beyond. All students are encouraged to meet with the Associate Dean (Graduate and Research) to introduce themselves and discuss their programs and funding opportunities, internal and external.

Course Supervision (Instructors)

Students in the MFA program work with instructors in a variety of studio, directed study, or seminar courses. In each course undertaken, the expectation of both the student and the instructor must be stated clearly from the outset. In the case of a seminar course, these expectations and evaluation criteria must be clearly stated on the syllabus. In other situations, they must be clearly stated on the *Directed Reading/Special Topic Class Form*, which the student completes in consultation with the instructor, and which constitutes an agreement on the content, the workload, and the grading criteria for the course. The Department Head signs the course proposal form, thereby approving the nature and scope of the work to be undertaken in the course. Note that the instructor that students work with is not necessarily their Graduate Program Supervisor. Over the spring and summer semesters students may work with faculty members who are out of town using electronic forms of communication including phone, blogs, e-mail, skype, etc. Arrangements should be made with the faculty member and the Graduate Program coordinator on a case-by-case basis.

Visual Arts Graduate Program Committee

The Visual Arts Graduate Program (MFA) Committee is constituted of all tenured and tenure-track Visual Arts faculty members from the studio areas. Part of the work of the committee is to make decisions about graduate funding. The Committee is chaired by the Graduate Program Coordinator.

The Graduate Program Committee is responsible for the overall administration of the graduate program, including but not limited to:

- Reviewing the progress of individual students at End of Semester Reviews (see below) and notifying students when progress appears unsatisfactory
- Making recommendations to the Associate Dean (Graduate and Research) and FGSR on admissions, fellowships, scholarships, awards and the granting of degrees
- Reviewing applications/proposals for graduation projects
- Reviewing and revising the MFA curriculum
- Monitoring standards and equity for students in the MFA program

Examining Committee

Examining committees are arranged as students near the end of the program and are preparing their graduation exhibitions. More information on examining committees is provided below.

EVALUATION

Grading

The University of Regina uses a percentage system for grading purposes. In order to stay enrolled in the program, students must pass all courses with a minimum grade of 70%.

Students are expected to complete all assigned course work in a timely manner. Students who encounter problems that make it difficult for them to complete course work should discuss their situation immediately with their instructors, supervisors, and the Graduate Program Coordinator. In some cases, students in such situations are eligible for a grade of IN (incomplete) or DE (deferred). These grades are assigned by the Registrar, and students who seek such grades must apply to FGSR and will normally be required to provide documentation in support of their requests. Students should make such applications only with the full knowledge and support of their supervisors and instructors. Students who fail to complete course work might receive the grade of (NP) = No Paper, and Not Passed. NP is a failing grade; a student who receives an NP becomes ineligible for FGSR scholarships, awards, and assistantships. Students are permitted to repeat one course in the program. If it is failed a second time the student will be discontinued from the program.

For additional information on the grading system, reassessment and appeal procedures, go to <https://www.uregina.ca/gradstudies/current-students/grad-calendar/grading-system.html>

See Appendix VI.

End of Semester Reviews

Structure and Purpose of the Review

The End of Semester Review (EoS) is compulsory for MFA students [and students enrolled in ART 801/2/3/4]. It is worth 30% of the grade for Art 801-804 (Group Studio). Students undergo four End of Semester Reviews during their program, one at the end of each of the Fall and Winter semesters of the first and second years. Should a student not take Group Studio in a semester, or lengthen their program before getting approval for their MFA exhibition, the student's supervisor may recommend an End of Semester Review that is not graded, but considered with regard to their progression in the program. The Review is a formal discussion that takes place in students' studios or in other locations arranged by the student and approved by the student's supervisor. The Review Committee consists of the student's supervisor(s) and at least three members of the [Visual Arts] Graduate Program Committee and normally including at least one member from the Art History/Studies area. Students are advised to invite one MFA student to take notes and act as a silent observer of the review. The Graduate Program Coordinator chairs the reviews. [Interdisciplinary Studies student supervisors are expected to attend EoS reviews: IDS students enrolled in Group Studio should ensure their supervisor(s) is aware of their Review date, location, and time].

The central aim of the End of Semester Review is to help students make progress in

developing, discussing, and writing about their work. The End of Semester Review is a preparation for the final oral defense. It is also used to assess student progress, including approval to move forward to the graduation exhibition and defense, and plays a part in decisions about teaching awards and scholarships.

Preparation for the Review

Reviews take place in the second week following the last day of classes. Students must sign up for their Reviews in the department office by November 15th and March 15th [facilitated by the Group Studio instructor]. Students must prepare a 600-word artist statement for each of the first three Reviews. Students in Semester 5 must prepare a 1500-word paper, plus a floor plan of their proposed MFA graduating exhibition. End of Semester papers must be formatted according to FGSR's [Thesis Guidelines](https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html) (https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html). A bibliography formatted as per Chicago Style should be included.

Students will submit their statement to their supervisor(s) or designate two weeks prior to the review [it is expected that supervisors will work with students to develop and polish this writing]. The student will email the paper to the Department secretary one week prior to the review. Links to documentation of time-based work must be included in the paper. Students should arrange seating (for approximately 10) to accommodate the Committee and student recorder (if one is present).

Review Procedure

Students meet with the Review Committee in their studios or other spaces as determined by the student and supervisor(s). The first 10–minutes of the review is devoted to viewing the work. Students will determine how to best present their semester's work in consultation with their supervisor(s). The student gives a 15-minute formal presentation highlighting major conceptual and formal properties of the work presented, work process, and research interests. Following this, there will be 45 minutes of critical questions and dialogue between the Review Committee and student.

After the Review

The Graduate Program Committee will evaluate students on the basis of the quality of the End of Semester Statement (10%); their oral presentation (10%); and their response to questions during the review (10%). The student and their supervisor(s) will meet following the review to discuss recommendations arising.

In a typical progression, following the second year Winter semester Review, the Graduate Program Committee will decide if a student may proceed to prepare for exhibition and defense in the Fall. If the Committee determines the student is not ready to proceed to exhibition and defense another review will be set in four months.

MFA GRADUATING EXHIBITION & COMPREHENSIVE SUPPORT PAPER

Overview

In order to complete degree requirements students are required to: (a) present an exhibition; (b) prepare a written comprehensive support paper; (c) undergo an oral defense.

- a. The graduating exhibition is presented in a professional manner at the Fifth Parallel Gallery or alternative space as approved no later than the fourth end of semester Review.
- b. The comprehensive support paper defines the intent of the student's work and refers to the sources and theoretical basis of the art presented.
- c. The Oral Defense is a formal examination by a designated Examining Committee (see below). The Oral Defense normally takes place at the time of and at the site of the graduation exhibition. It is chaired by a member of the University graduate faculty from outside the Department who represents the Dean of FGSR.

Upon successful completion of the exhibition and oral defense students are required to submit to FGSR a final (digital) copy of the comprehensive support paper, revised according to directives of the External Examiner and approved by the supervisor and the Graduate Program Coordinator. Images of the work in the exhibition should be included in an appendix at the end of the paper.

Students must sign release forms provided by FGSR when they submit this work. Students should refer to [FGSR information \(https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Post_Defense/index.html\)](https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Post_Defense/index.html) regarding post-graduate submission of documentation. The MFA will not be awarded until all paperwork is completed and all documents and other materials have been submitted to FGSR.

Exhibition

The graduation exhibition takes place at the Fifth Parallel Gallery or at an alternative space as approved by the Department. Students work closely with their supervisors or other faculty members to develop appropriate concepts and work for their graduation exhibitions. Exhibitions at the Fifth Parallel Gallery are not guaranteed: student may have to apply for an exhibition there. Students are responsible for ensuring that these exhibitions are mounted in a professional manner that conforms to the guidelines of the presenting gallery. A short artist's statement must accompany the exhibition.

The exact nature of the work to be exhibited will be worked out between the student and supervisor or instructors. Because the fourth End of Semester Review (the Review that takes place at the end of the fifth semester of the program) is the one where the Graduate Program Committee determines whether a student may proceed to the graduation exhibition, the work students present at this Review must relate to their graduation exhibition or be part of their graduation exhibition.

Comprehensive Support Paper

The MFA Comprehensive Support Paper is an academic essay written by the student. It defines the work submitted for the graduating exhibition and contextualizes it in terms of the student's past studio practice and in terms of contemporary art, critical theory, and

contemporary art practices. This is not a thesis; it is a paper that supports the exhibition, which remains the primary component of the graduation project. Students are expected to produce a support paper of high quality that conforms to the expectations of formal writing. Students may submit non-standard texts (creative writings) as a supplement to, but not instead of, the formal paper. The support paper must be formatted to conform with the Faculty of Graduate Studies and Research [Guide for Thesis Preparation](#) and may not exceed 50 pages, with 30 pages being the norm and 20 pages the absolute minimum.

Guidelines for the MFA comprehensive support paper:

- **Length:** 20-50 pages (5000 - 12,500 words, 12pt time-new-roman double spaced).
- **Content:** The paper will include a description of the exhibition, narrate its development, and articulate the meaning of the work. Students must show solid knowledge of relevant areas of art practice, theory, and criticism through a well-considered contextualization of the exhibition and practice. The paper must include a bibliography of works cited (and additional reading lists as appropriate), and include appropriately formatted figures/images.
- **Style and format:** Although the comprehensive support paper is not a thesis, students should follow the guidelines set out in [A Guide for the Preparation of Graduate Theses](#).
- The Department of Visual Arts follows the [Chicago Manual of Style](#) for annotation, which can be accessed through the Archer Library Proxy
- **Deadlines:** One hard-copy of the comprehensive support paper, approved by the supervisor and examining committee, and a digital copy of the paper, including images and identifying information, must be provided to the student's supervisor 6 weeks before the proposed date of the oral defense. The materials are then forwarded to FGSR who verify the materials, and forward to the External Examiner, who is normally given up to four weeks to review the paper. Please review the timeline and benchmarks section below. The materials must be approved by the External Examiner before an oral defense can be scheduled. Students who do not meet these deadlines may have to change the date of their graduation exhibition.

Students will be asked to sign a *Department Of Visual Arts Support Paper Release Permission Form* to allow other graduate students, faculty members, and scholars to use their support paper and documentation for information purposes.

Guidelines for the MFA comprehensive support paper for External Examiners

The MFA Comprehensive Support Paper is an academic essay written by the student. It defines the work submitted for the graduating exhibition and contextualizes it in terms of the student's past studio practice and in terms of contemporary art, critical theory, and contemporary art practices. This is not a thesis; it is a paper that supports the exhibition, which remains the primary component of the graduation project. Students are expected to produce a support paper of high quality that conforms to the expectations of formal writing.

When an individual agrees to serve as External Examiner, they will be sent a copy of the completed support paper, in addition to appropriate visual media related to the project (images or video, for example). It is the External Examiner's role to read the support paper (and view the accompanying media) and decide whether the project appears fit to

proceed to defense. The External Examiner should look to the description of the project itself, along with the narrative and contextual elements that have brought the project to this point, to guide their decision. It is important to reiterate that the support paper is not a thesis; it simply sets the stage for, and supports and supplements the graduating exhibition/project.

Timeline and benchmarks:

The comprehensive support paper must be completed and approved by the student's committee at least 6 weeks before the date of the graduation exhibition, to give time for the External Examiner to read and approve it. Students should provide revised electronic copies of the comprehensive support paper to members of the Examining Committee (see below) at least one week before the opening of the graduation exhibition.

To achieve this, students work with their supervisors and committee members to make an individualized timeline to completion, based upon the following recommendations:

- 5 page project outline due at final end-of-semester review
- 1st draft of support paper due to Supervisor 5 ½ months before proposed defense date
- 2nd draft of support paper due to Supervisor 4 ½ months before proposed defense date
- 3rd draft of support paper due to Supervisor 3 ½ months before proposed defense date
- Final draft due to FULL COMMITTEE 2 ½ months before proposed defense date
- Completed Paper due to FGSR 6 weeks before proposed defense date

It is expected that the 5th and 6th semesters will be devoted to producing the exhibition work and drafting the support paper.

Oral Defense—Committee and procedures

The oral defense of the exhibition and support paper will be conducted by the Examining Committee. Under most circumstances, the oral defense will take place at the site of the graduation exhibition while it is still being shown. FGSR will not permit the defense to proceed until the External Examiner has reviewed the comprehensive support paper and indicated that it is acceptable. The External Examiner reviews the exhibition before the time of the oral examination.

Examining Committee

The oral defense is chaired by a member of the Graduate Faculty from outside the Department. The Examining Committee, which is established by the student's supervisor shortly after the student's final review, consists of an External Examiner, the student's supervisor(s), and two additional members with whom the student has studied during the MFA program. The Graduate Program Coordinator and/or the Department Head are ex officio members of the Examining Committee, and normally do not attend defense proceedings. In order for the defense to take place the Chair, external examiner,

supervisor (or co-supervisors), and one internal member must be present. External examiners may participate by teleconference if they are not able to be present for the exam, however this is not encouraged. With permission of the Graduate Coordinator (the supervisor's approval and candidate's approval are recommended), invited graduate students are welcome to attend as silent observers, and may not take part in the formal examination process.

External Examiner

The External Examiner is a qualified person (normally a faculty member from another university) with expertise relevant to the student's work. The External Examiner is selected by the Department upon the recommendation of the student's supervisor in consultation with the Graduate Program Coordinator. The supervisor normally consults with the student in selecting an External Examiner, but is not required to do so. It is the responsibility of the supervisor and the Graduate Program Coordinator to ensure that the proposed External Examiner is eligible under FGSR rules. The name of the proposed External Examiner is submitted to FGSR for approval along with the final copy of the student's comprehensive support paper and necessary paperwork. FGSR verifies the External Examiner is eligible and forwards the paper for review. If the proposed External Examiner is not eligible, FGSR will ask the Department to nominate another person.

Defense Format

Usually, the defense takes place at the location of the exhibition. If the project is not location or gallery-based, another location for the defense will be decided by the Graduate Program Coordinator, the Supervisor, and the student. The Chair introduces the candidate and all members of the Examining Committee and outlines examination procedures. The candidate will provide an overview of the context, meaning, and ideas behind their work and guide the Committee through the exhibition (approximately 15 minutes). No questions are allowed during this time. Following this, the question period begins, focused on both the exhibition and the support paper. The external examiner asks the first questions and may take up to one hour to do so. After this, the committee asks questions, with the supervisor asking the last questions. A second round of questioning is usual. This portion of the exam generally lasts 90-120 minutes. When the questioning is completed, the candidate and all individuals who are not members of the Examining Committee will leave the room. The candidate will wait nearby where they can re-enter the room to be informed of the Committee's decision.

The Committee will discuss the exhibition, the support paper and the defense. The exhibition, the paper, and the defense are three separate assessed components of the degree. The exhibition and defense either pass or fail. The support paper is evaluated in the following manner: passes without revision (this is extremely rare); passes with minor revisions; passes with major revisions; must be rewritten and defended; fails. Note that a failing grade is very rare because the supervisor and Graduate Program Coordinator will not let a comprehensive support paper go forward unless they are satisfied with its quality. If an External Examiner deems a comprehensive support paper to be unacceptable, the student will be asked to rewrite it before a defense is (re)scheduled.

Upon successful completion of the exhibition and oral defense, students must undertake revisions of the comprehensive support paper as directed by the External Examiner and the Examining Committee. Revisions will normally be reviewed by the supervisor and notice of successful completion will be sent to FGSR by the supervisor. Upon FGSR

approval, the student may elect to send their support paper and images to the Archer Library for uploading on oURspace (see article 5.6 for more information).

MAP Policy for Archiving MFA Comprehensive Support Papers and Project Documentation in the [oURspace](https://ourspace.uregina.ca/) Repository (Archer Library) Nov. 2016.

<https://ourspace.uregina.ca/handle/10294/1052>

FUNDING OPPORTUNITIES

Scholarships and Awards

The Faculty of Media + Art + Performance provides support to MFA students through FGSR-administered base funding and also with employment opportunities within the Department. The Faculty is committed to distributing funding as equitably as possible. The Associate Dean (Graduate and Research) and the Faculty of MAP Graduate Committee oversees all funding applications from the Faculty of Media + Art + Performance.

Each semester on Sept. 15th and Jan. 15th, students must complete a funding application and submit it to the Department of Visual Arts office. A copy of this application is included as part of the appendices of this handbook.

FGSR provides funding in the form of graduate scholarships and Teaching Assistantship's (TA's). TA'ships involve helping an instructor to teach a class. Scholarships do not involve teaching or other duties. Students must apply for these awards, which are allocated on a competitive basis and it is the student's responsibility to get applications in on time. Note that these awards involve a number of different deadlines. Students should check the web site frequently and make sure that they meet application deadlines. Students must submit applications to the Graduate Program Coordinator and Associate Dean (Graduate and Research) at least two weeks before FGSR deadlines [<https://www.uregina.ca/gradstudies/current-students/scholarships/index.html>].

In addition to direct support with FGSR funds, FGSR administers a number of scholarships and awards for which students in the MFA-Visual Arts program are eligible. In most cases students must apply for these; often students must arrange for letters of recommendation from faculty members. The Graduate Program Coordinator will provide letters of reference where required. Information on Visual Arts eligible scholarships and awards managed by FGSR is available here:

<https://www.uregina.ca/gradstudies/current-students/scholarships/index.html?list=faculty#Nursing>.

The Faculty of Media + Art + Performance Graduate Studies Committee or a subcommittee reviews applications and recommends funding for the strongest students. Grades are central in allocating FGSR funds, but are not always the only factor. Those receiving awards will receive an official letter from FGSR.

Students who receive scholarships or TA-ships from FGSR must register full time (usually 6 credit hours; 3 credit hours in the semester of the graduation exhibition and defense) in the semester in which the award is held. Students may undertake up to 12 hours of employment per week, on or off campus, while holding certain awards from FGSR. Students are eligible for a maximum of 5 semesters of funding from FGSR.

Students who meet eligibility requirements such as above an 80% average, are strongly encouraged to apply for the [Social Sciences and Humanities Research Council](#)

[\(SSHRC\) Canada Bombardier Graduate Scholarship](#). Your supervisor(s) or other instructors can help you to prepare your application.

Students may be eligible for grants or other funding from such sources as the Saskatchewan Arts Board, Canada Council, and other provincial and federal organizations that support the arts. Information on some of these grants is listed on the FGSR web site. Students are encouraged to investigate and apply to these sources of funding. While students are normally expected to be resident in Regina for the seven semesters of the MFA program, some accommodation can be made for students who obtain residencies or fellowships that require them to be away from Regina. Students should discuss this with their supervisors and with the Graduate Program Coordinator.

Employment Opportunities

The Department provides some employment opportunities for graduate students. Most of these positions are tech support, Teaching Assistantships (from FGSR base funding) and TA-ships in the form of markers for undergraduate classes. Faculty members who hold grants might also provide employment for students as Research Assistants. Department employment opportunities are posted online on the HR website at the beginning of each semester; it is the responsibility of students to check these postings and apply for positions by the stated deadlines. Under the contract negotiated with CUPE 2419, graduate students have preference in applying for positions offered by the Department such as technical assistantships and grading, as long as the graduate students have appropriate qualifications for the positions. On occasion, the Department hires eligible MFA students as University Teaching Fellows (UTF). Students must apply for these positions with a letter and CV to the Department Head at the designated deadlines (twice per year). Students hired to teach as UTF's are also eligible for scholarships. Students who teach for the Department are required to attend workshops offered by the University's Centre for Teaching and Learning. FGSR requires participation in CTL workshops as a condition of holding a TA-ship. Consult the CTL website for teaching tips and web resources at: <http://www.uregina.ca/ctl>

GENERAL INFORMATION

Mailbox

Each MFA student is provided with a mailbox in the Visual Arts Department office. Important material from the instructors, the Department and the FGSR will regularly be deposited for students in this location. Students should therefore check their mailbox on a regular basis.

Email

The University assigns a University email address to all students. The Department will use this email address to contact students. Students should check their University email regularly or arrange to have email sent to this address forwarded to the email address they normally use.

Department and Faculty Space: Use & Reservation Policy

Studios are made available to students for a period of six consecutive semesters. After this time, studio availability is determined by the Graduate Co-ordinator in consultation with the student and their supervisor. Shared Department facilities are accessible to all registered MFA students with University of Regina ID. Other locations can be booked through the Department secretary or the Faculty of Media + Art + Performance Faculty Administrator.

MFA Student Representation

Graduate student representatives sit on a number of Department, Faculty and University committees. Interested students should contact the Graduate Program Coordinator.

Graduate Students Association

MFA students are encouraged to contact and get involved in their representative association.. The Graduate Student's Association (GSA) is an organization for all graduate students within the university environment, where graduate students collaboratively engage in activities toward academic, social and personal development. Every graduate student becomes a GSA member upon registration.

The GSA is located near the department of Visual Arts, in room RC 223. It can be contacted by e-mail at: URGSA@uregina.ca. For more information about the constitution and the role of the GSA, see the FGSR Calendar.

5th Parallel Gallery and Visual Arts Student Association (VASA)

The 5th Parallel Gallery and Visual Arts Student Association (VASA) are student run organizations. MFA students are encouraged to get involved: there are many benefits both in terms of your student experience, and your art practice.

Appendix I

Typical course sequence in the MFA program

Sample trajectory – 42 credits / 24 months

Fall 2020	Winter 2021	Spring / Summer 2021
FA 800 (3) ART 8** – Studio (3) ART 801 – Group Studio I (3)	FA 803 (3) ART 802 – Group Studio II (3) ART8** – Studio (3)	ART8** – Studio (3) Elective (3)
Fall 2021	Winter 2022	Spring / Summer 2022
ART902 (1/4) – (3) ART 803 – Group Studio III (3)	ART 902 (2/4) – (3) ART 902 (3/4) – (3) ART 804 – Group Studio IV (3)	ART 902 (4/4)– (3)
Fall 2022		
Exhibition & Defense (October or November) Register in FA 903 (0) (\$)		

Effective January 2021

Fall 2020	Winter 2021	Spring / Summer 2021
FA 800 (3) ART 8** – Studio (3) ART 801 – Group Studio I (3)	FA 803 (3) ART 802 – Group Studio II (3) ART8** – Studio (3)	ART8** – Studio (3) Elective (3)
Fall 2021	Winter 2022	Spring / Summer 2022
ART 8** – Studio (3) ART 803 – Group Studio III (3)	ART 902 (1/3) – (3) ART 902 (2/3) – (3) ART 804 – Group Studio IV (3)	ART 902 (3/3)– (3)
Fall 2022		
Exhibition & Defense (October or November) Register in FA 903 (0) (\$)		

Note that an alternate trajectory might include ART902 (1/3) in Winter 2022, ART 902 (2/3) in Spring/Summer 2022, and ART 902 (3/3) in Fall 2022 with the Exhibition & Defense happening in October or November. The difference being that FA 903 is not necessary.

Art 902 will include the preparation of your comprehensive paper, which may be done with your supervisor or with another faculty member approved by the Graduate Coordinator, as well as preparation of your graduation exhibition.

Appendix II

POLICY REGARDING THE ON-CAMPUS DISPLAY OR PERFORMANCE OF ART WORK OUTSIDE OF STUDIOS AND THE ART GALLERY

The Department of Visual Arts encourages faculty and students display art work outside of studios and the Fifth Parallel Gallery. These spaces and activities are regulated by the following procedures:

1. A student wishing to display or perform art outside of the usual designated venues must seek the sponsorship of a Department of Visual Arts faculty member. The student must provide the faculty member with: a) a written description of the work; b) (if applicable) a rendering of that work; c) a detailed description of the proposed location of the work and the duration of the display or event (ex.: Sept. 8-9, 9am-3pm); d) a description of the installation activity (what is happening when you install; how much time you will take; how much noise you will make; etc.).
2. If the faculty member agrees with the proposal, it is forwarded for approval to the Department Head and by the Head to the Dean's office as information.
3. Because the installation or performance occurs in space managed by several groups, the student and the sponsoring faculty member must contact every person responsible for the space to notify them of the plans, and in most cases, to obtain their permission or agreement for the work. All work in on campus locations must be approved by:
 - a. Assistant Director of Production, Physical Plant.
 - b. Manager of Custodial Services.
 - c. Manager of Campus Security.
4. The local custodial staff of that area must be consulted if the work or performance might interfere with custodial operations.
5. You are responsible with informing and negotiation with anyone else whose space you may be implicating.

Note: All communications with the above mentioned officials are to be copied to the Department Head, who will, in turn, copy them to the Dean's Office.

6. Events that are open to the public outside of regular University business hours (weekdays 8:30am-5:00pm) require special accommodations. For example, access to all rooms but the display area must be locked. Visitors from the public who do not normally have access to University space must be accompanied by a faculty member or by a student designated by a faculty member when they are visiting or participating in the exhibit.
7. **Any exhibition or performance that uses human or animal subjects or images of humans or animals will need Review Ethics Board approval.** In general, guerrilla theatre, projects that involve making or using images of passers-by, and similar kinds of projects that might compromise privacy or safety will not be permissible on University property.

Please allow plenty of time before your proposed display or performance for these procedures to be followed. If you have not secured all necessary permissions and agreements, you will not be allowed to proceed with the exhibition or performance.

**Permission Form for On-Campus Display or Performance of Art Work
Outside of Studios and the Art Gallery**

Date:

Name:

Faculty/Department:

Contact Information:

Supervisor of Project Installation:

Dates of Display or Performance:

Location of Display or Performance (specific location):

Date of Installation of work:

Detailed Description (attach a typed document and see outline on back):

Space Managed by: _____

Check List:

Permission granted (appropriate people please check box return to Visual Arts for distribution of forms):

Supervising Professor

Department Head

Facilities Management Assistant Director

Security Manager

Custodial Services Manager

Student Signature

Date

Supervisor Signature

Date

Department Head Approval

Date

c.c.: Dean's Office Facilities Management (B. McCrady) Security Custodial Staff

Appendix III

List of Forms

(All forms are available from the Visual Arts office, or from the FGSR office, or from the FGSR website at: <http://www.uregina.ca/gradstudies/>)

Admission Forms

FGSR Application Form
FGSR Confidential Recommendation Form

Financial Aid Forms

Master's Application for Financial Assistance
Titled Scholarship Application Form

Support Paper/Project Forms

Notice of Oral Defense of Project
Notice of Oral Defense of Support paper
Supervisory Committee Approval Form
External Examiner and Chair Nomination Form
Ethics Approval Application
Support Paper Release Permission Form
Graduate Artwork Reproduction Permission Form

Graduate Transfer Agreement Forms

CUGTA (Canadian University Graduate Transfer Agreement)
Western Deans' Agreement
SUGA (Saskatchewan Universities Graduate Agreement)

Miscellaneous Student Forms

Registration Form
Directed Reading/Special Topic Class Form
Course Change Form
Grade Change Form
Request for Letters
Student Progress Report Form
Conflict of Interest Form
On Campus Display or Performance of Art Work Outside of Studios and the Art Gallery Form

Appendix IV

**Faculty of Media, Art, and Performance Universal Graduate Student
Template**

**(This template is maintained for each graduate student by the Administrative
Assistant in each MAP discipline)**

(revised: July 4, 2016)

GRAD Program: COURSE TEMPLATE DATE: Student: Student #: Identify Program & Area: MFA (60 CR) MFA (42 CR) MA (36 CR) MA (30 CR) Entry date: Supervisors: Phone: Email: Requirements:		Professor	CH	Grade	Credit earned
FA 800					3
FA 803					3

Total Program Hours: _____ **credit hours**

COURSE REQUIREMENTS

REQUIRED:		credit hours
THESIS / RESEARCH PROJECT:		

FA 901 /902 HOURS and SEMESTER

SEMESTER	CREDIT	TOTAL

Scholarships:
Graduate Student Scholarship GSS

GTA

Teaching Development Certificate:

Committee Members:

External Examiner:

Projected Defense:

Appendix V

Faculty of Graduate Studies and Research

Funding Check-List - GTA (Provided for Your Assistance)

Student: _____

This document is provided for the assistance of academic units in selecting eligible students for funding from the Faculty of Graduate Studies and Research.

If further clarification is required, please refer to the Faculty of Graduate Studies and Research **Terms of Reference for Graduate Teaching Assistantship (GTA)** www.uregina.ca/gradstudies/scholarships or contact the Manager of Graduate Scholarships and Awards at grad.funding@uregina.ca.

Eligibility for Graduate Teaching Assistants – for the semester being funded

- [] Required to have a current status as a **fully-qualified** student.
- [] **In Good Standing** - “Students must be achieving satisfactory performance. An incomplete and/or failing grade from a previous semester’s work will render the student ineligible for support for a minimum of one semester.”
- [] **Registered full-time** - 6 credit hours during the semester being funded.
(if only 3 to 5 c.h. remaining in program, must be registered in the maximum)
- [] **Unofficial Transcripts** or a University of Regina Advising Report by term.

Additional Notes (For complete details, please refer to the TOR)

Academic units can make the GTA available to the following students only if they are unable to fill the positions from eligible, qualified students with remaining credit hours:

- ☒ Students in Post-Program Maintenance – are eligible for one GTA/GTF from the FGSR.
- ☒ Holders of other FGSR Funding – are eligible to hold a GTA or double GTA but not a GTF.
- ☒ Holders of Major Awards – are eligible to hold a GTA provided they do not exceed the requirements of the major donor (e.g. SSHRC) according to the terms of reference of the award.

Other Employment - Normally, a GTA would not be awarded to a student who is on a Co-op work term. There are no restrictions regarding other employment with respect to the eligibility to hold a GTA.

Appendix VI

Recovery program for MAP Graduate students who have failed one course

Faculty of Fine Arts (MAP) – Dec. 11, 2015

Following the FGSR guidelines, “A grade of less than 70% is a failing grade for graduate programs. A graduate student may fail (achieve a grade of less than 70%) one course and continue in his/her program. Should a student fail a second graduate class in her/his program, he/she will be required to discontinue from that program.... Fully Qualified students who fail a course will be allowed to retake the course (or a suitable, approved substitute). A second failure in any course will result in the student being discontinued (RTD). A failing grade must be resolved by the end of the following semester. Students with unresolved grades on their academic records are ineligible for FGSR funding including graduate scholarships (GSS), and graduate teaching assistantships (GTA).” (Source: FGSR Graduate Calendar, <http://www.uregina.ca/gradstudies/grad-calendar/grading-system.html>). The Faculty of Fine Arts Graduate program has the following recovery program in place. Because individual circumstances may vary, recovery strategies may also vary slightly. Nonetheless, the following will guide supervisors through situations in which remediation is required.

A student who fails a course may have an advising hold placed on his/ her account. This will block the student from registering for any new course until the following steps are undertaken.

As soon as a failing grade is identified, the supervisor(s) will: contact and meet the student in order to inform him/her about the consequences of a failing grade, and examine the factors that may have contributed to the situation. The instructor will be required to provide input, as needed. MAP Associate Dean Graduate Studies and Research may be invited to attend this meeting. Information should be documented.

Based on this conversation, a recovery program, tailored to the needs of the student, will be put in place. This may include, but is not limited to, attending writing workshops, getting assistance from the Student Success Centre and other student services on campus, having regular follow-up meetings with the supervisor(s), etc. The recovery program should be filed in the MAP Dean's office.

Following this conversation, students will be advised either: 1) to retake the failed course, as soon as possible or; 2) a substitute approved by the MAP Associate Dean Graduate Studies and Research or 3) to retake the course or substitute course after the recovery program.

At the end of the recovery program, a meeting involving the student, MAP Associate Dean Graduate Studies and Research and supervisor(s) will assess the effectiveness of the program. If further steps are deemed necessary, these will be put in place.

The MAP Associate Dean Graduate Studies and Research will notify FGSR after this final meeting as to the success of the recovery program. Failure to comply with the remedial steps will be indicated to FGSR and the advising hold will remain on the student's account until he/she complies with the plan.

Appendix VII

MAP Letter of Understanding between Advisors/Supervisors and Graduate Students

This Letter of Understanding was prepared by the Canadian Association of Graduate Studies (CAGS-November 2012), and has been adapted to the circumstances required for both research-creation and thesis projects in the Faculty of Media, Art, and Performance (MAP) at the University of Regina.

Graduate studies are not only a life and career enhancing activity for students, but also a vital component of research and scholarship in Canada, important drivers of the nation's productivity and essential for global competitiveness. The role of supervisors, as well as the relationship between students and their supervisors, are key components affecting the success of research-stream students in their programs. Superimposed upon the student-supervisor relationship are the roles of graduate program committees, departmental bodies, and the Faculties of MAP and Graduate Studies and Research (FGSR). Further complicating the issue of graduate student supervision is the diversity in supervision culture across the University, where the relationship may range from a very structured "master to apprentice" scenario to a very unstructured, "subtle guide of an independent scholar" (CAGS, 2008, p 1-2).

Since conflict and tension can arise in situations where expectations, roles, and responsibilities are unclear or mismatched, it can be helpful for parties to develop a written agreement on such issues. A *Letter of Understanding* provides a basis for developing a shared understanding of the responsibilities of students, supervisors, and academic units in the pursuit of graduate education. The discussion creates an opportunity to clarify individual expectations and inform one another of challenges which may arise during the course of study.

This document should be viewed as a tool to initiate discussion during the early stages of the graduate program, with an awareness that the relationship and expectations will evolve with time. The parties may wish to use this template not only for verbal discussion but also as a written letter of understanding that will help to guide the relationship and expectations of the student, their supervisor(s), and the relevant departments and Faculties.

Submission: In the Faculty of MAP, the supervisor(s) and students are required to meet in order to read, discuss and sign the form by the end of the student's first semester (December 1 for a Fall first semester; April 1 for a Winter first semester; August 1 for a Spring/Summer first semester). The supervisor(s) should submit the signed form electronically, in pdf format, by the deadline to the academic unit (Film, Interdisciplinary Programs, Music, Theatre, Visual Arts), copying the student, the area Grad Rep, and the Associate Dean Graduate and Research in MAP.

This letter of understanding is between the graduate student _____

and their supervisor(s)

ROLES & RESPONSIBILITIES

The student is the main party responsible for the study program and the performance of related activities, such as the submission of a master's or doctoral research-creation project or thesis, and should demonstrate a commitment to the course of study and interest in the research topic.

Academic Development

It is the student's responsibility to:

- Develop the necessary skills and learning approaches suitable for an advanced degree;
- Exhibit independent judgment, academic rigor, and intellectual honesty;
- Complete research, course work, and defense within the period that is typical for specific degree program;
- Give due consideration to workload and exercise care in the performance of the work assigned;
- Submit their material in a timely manner so as to receive an adequate assessment;
- Make timely progress towards completion of degree and spend the expected number of hours carrying out research activities (FGSR recommends a semester-by-semester study plan be set when a student begins their degree);
- Be available to complete the work assigned and reduce any time devoted to paid activities unrelated to their studies;
- Determine with the assistance of the supervisor(s), a yearly renewed or revised study plan (or more frequently if the need arises).

It is the supervisor(s)' responsibility to:

- Ensure that the student's master's or doctoral research-creation or thesis project is suitably aligned with the number of credits awarded and that the research-creation or thesis project is manageable with respect to the educational program objectives and the time allocated for the completion of the program;
- Ensure that MFA and PhD (Path B and C) research-creation projects are well-conceived and achievable;
- Ensure a student's thesis-project has an appropriate hypothesis/question and achievable goals;
- Assist the student in developing their research interests and help the student modify the program when unforeseeable problems arise;
- Guide the formation of the examining committee;
- Provide the student with suitable support resources to conduct and disseminate research (advising them of presentation and exhibition opportunities);
- Provide supervision in a way which leaves the student with room for autonomy (especially for doctoral students);
- Provide timely feedback to creative engagement paper/thesis drafts and writings submitted by the student in accordance with an agreed upon schedule (FGSR recommends within 2 weeks);
- Be open, honest and fair with the student when academic performance is not meeting expectations;

- Provide constructive feedback to help students meet expectations and give specific details if a student's creative-research work or thesis is not meeting expectations;
- Provide appropriate mentorship and guidance;
- Establish with each student a yearly renewed or revised study plan (or more frequently if the need arises).

It is the department/unit's responsibility to:

- Have procedures in place to connect students and potential supervisors;
- Provide support and guidance to both the student and supervisor(s) if a conflict arises and facilitate finding a new supervisor for the student in the event that this becomes necessary;
- Provide mechanisms to assist students with major program milestones such as the completing a comprehensive exam or moving to defense.
- Making all arrangements (including technical support) for a Master's defense;
- Ensure that appropriate and necessary courses are offered in a timely manner to students so that they can complete the graduate curricular program;
- Ensure the completion of administrative concerns regarding a student's progress in a timely manner.

It is FGSR's responsibility to:

- Support a change in supervisor in the event that this becomes necessary;
- Advocate for and work with other departments at the university to ensure adequate resources such as Library, writing resources, computer labs, and space, are available to support the student in fulfilling their program requirements;
- Ensure the completion of administrative concerns (such a registration and other requests) for students in a timely manner.

Communication

It is the student's responsibility to:

- Meet regularly (as determined) with supervisor(s) and to report on research progress and to meet deadlines, in compliance with established program terms;
- Hold face-to-face meetings with supervisory committee at least once per year if applicable. PhD students will provide a progress report and outline of future plans to the committee at least a week in advance of meetings;
- Participate in departmental seminars and training as determined with supervisor(s);
- Attend meetings to assess the performance of their study program, more specifically with respect to the preparation and submission of their master's or doctoral research-creation/thesis project.

It is the supervisor(s)' responsibility to:

- Meet regularly with the student to provide guidance, assess progress and assist student in the goal of completing the program on time;
- Monitor the accuracy, validity, and integrity of student's progress and respond in timely manner with comments/revisions to drafts of applications, reports or research presentations;
- Meet with the student to discuss specific provisions related to their course of study, especially regarding intellectual property and financial support;
- Ensure that the student is aware of relevant policies and procedures for the conduct of research;
- Ensure that the student complies with University regulations and policies;

- Assist the student in the presentation of their work as it progresses, in accordance with program parameters;
- Be available to meet with the student and at the student's request to provide support to the student towards the progress and completion of the program;
- Make arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

It is both the Department/Unit's and FGSR's responsibility to:

- Make available through appropriate media, clear and understandable information about program requirements, regulations and procedures, the faculty and staff responsible for the graduate program, and graduate faculty members and their areas of research expertise;
- Ensure that approved supervisory (if applicable), and examining committees are established by the appropriate deadlines;
- Ensure that the student's supervisory committee meets at least once a year with the student if applicable. For PhD students, a written report of this meeting containing sufficiently useful detail is given to the student and filed in the official student file with FGSR.

Interpersonal and Professional Conduct

It is the student's responsibility to:

- Be receptive to any advice or suggestions given by the supervisor(s) or other faculty member involved in their education;
- Interact with fellow students, both graduate and undergraduate, staff and faculty in a professional and mature manner;
- Seek assistance from the supervisor(s) especially making important decisions about the course of study or while looking to define or redirect their master's or doctoral research-creation/thesis project;
- Advise the supervisor(s), in a timely manner, of any issues arising throughout the course of their program (difficulties of integration, learning or financial issues, selection of courses, availability of the supervisor(s), absence or delay in feedback material concerning their work or any other difficulty related to their supervision framework);
- Advise the supervisor(s), in a timely manner, of any foreseen prolonged absence and negotiate amount of time and timing of holidays;
- Be aware of policies and rules and regulations in effect at the university as well as any communications which may be directed to them.

It is the supervisor(s)' responsibility to:

- Establish a professional working relationship to guide the student in their approach to research;
- Guide the student in learning to work independently and as a member of a team (if applicable);
- Implement a plan of action to help overcome any unforeseen difficulties;
- Advise students concerning the preparation and submission of their master's or doctoral research-creation/thesis project, and critical engagement paper;
- Maintain good professional and personal relationships with trainees in the research group (if applicable) and treat all members with verbal and intellectual respect;
- Avoid personal or business relationships that may constitute a conflict of interest;
- Give credit in an appropriate manner to graduate student contributions to scholarly activity, whether presented at professional meetings, publications, or in applications for grants.

It is both the Department/Unit's and FGSR's responsibility to:

- Provide mechanisms for resolving problems that may arise between graduate students, supervisor(s), and/or members of the supervisory or examining committee.

Funding Considerations

Graduate student support may come from a variety of sources such as Graduate Teaching Assistantships, scholarship funding from the Faculty of Graduate Studies and Research, internal and external scholarships and bursaries as well as research funds acquired by the supervisor(s). This support should be conditional to an appropriate level of conduct and development of the student in their graduate program. Academic areas/units and the regular faculty processes on grants should outline the level of support and the period during which financial assistance is provided; information about the source of funding should also be included. The stipend schedule should also be clearly defined.

It is the student's responsibility to:

- Seek Graduate Teaching Assistantships to gain teaching experience at the direction of their supervisor(s);
- Apply for scholarships appropriate to program of study.

It is the supervisor(s)' responsibility to:

- Provide consultation about scholarship and bursary applications in advance in order to look at ways of optimizing the student's chances of success;
- Give the student warning if their progress is insufficient for continued financial support.

Safety

Students should follow the specific safety guidelines and procedures of their department/unit.

It is the student's responsibility to:

- Complete all required safety courses;
- Follow all safety procedures and guidelines;
- Follow the appropriate procedures on the use of research involving human or animal subjects, including submitting proposals to the University of Regina's Research Ethics Board before research commences (if applicable);
- Manage confidential data that they use or have access to in an appropriate manner.

It is the supervisor(s)' responsibility to:

- Assist the student in determining the level of training and course(s) required for their study program;
- Make every reasonable effort to ensure that student's learning and research environment is safe and adequately supported.

Equipment/Facilities

Students should follow the equipment and facility policies and procedures of the department/unit.

It is the student's responsibility to:

- Keep shared spaces tidy, respect the space of others;
- Use equipment properly.
- Understand that facilities and equipment are shared and that care must be exercised with problems reported as they arise;

- Maintain good professional and personal relationships within other students, faculty members, and staff, and treat all with verbal and intellectual respect;

Publications and Intellectual Property

Please review the Faculty of Graduate Studies and Research's Intellectual Property Policy <https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html> and the University of Regina's Intellectual Property Policy <https://www.uregina.ca/presoff/vpadmin/policymanual/general/1095.html>

It is both the student and supervisor(s)' responsibility to:

- Present research results in exhibition venues and/or in reputable, externally refereed journals, thereby achieving the goals of creating new knowledge and sharing it with the appropriate communities (when applicable);
- Determine an authorship process for shared and non-shared authorship and identify the importance of first authorship for the student;
- Recommend timely completion and publication of manuscripts and critical engagement papers before completion of the program to facilitate preparation of the defense;
- Agree that if original research is carried out by students, the intellectual property component may wholly or in part belong to the student;
- Maintain appropriate confidentiality concerning research activities, in accordance with existing practices and policies of the discipline.

Professional Development

It is both the student and advisor/supervisor's responsibility to:

- Work together to find opportunities for students to attend suitable conferences and present research findings, and seek funding sources for associated travel costs.

It is the supervisor(s)' responsibility to:

- Encourage participation in non-academic programs for professional development, such as effective writing courses, teaching training programs, conflict resolution, and workshops on research grants.

It is the both the Department/Unit's and FGSR's responsibility to:

- Provide and/or inform the student of workshops or presentations that will support their professional skills development.

Graduate Student

Date

Supervisor(s)

Date

Department Head or Graduate Coordinator

Date

November 17, 2021