

# University of Windsor MFA in Film and Media Arts Handbook

2021-22

## TABLE OF CONTENTS

Program Curriculum	1
Progression Through the Program	2 - 4
Key Deadlines	6
Graduate Faculty	7
Funding Possibilities	8 - 9
Thesis Support Document Guidelines	9
Facilities	10
Studio Policy	11
Representation on SoCA Council	12
Student Counselling and Student Health	13
Mini-Guide to Windsor	14 - 15

Graduate Program Chair: Dr. Lee Rodney ([lrodney@uwindsor.ca](mailto:lrodney@uwindsor.ca), Irodney on MS Teams)  
Undergraduate/Graduate Secretary: Niklas Pizzolitto, x2829, [niklas.pizzolitto@uwindsor.ca](mailto:niklas.pizzolitto@uwindsor.ca)

## PROGRAM CURRICULUM

The MFA in Film and Media Arts program at the University of Windsor is focused on the development of the candidate's film and media practice. Candidates normally spend twenty months (five semesters) in full-time study, taking graduate level coursework leading to the thesis exhibition and oral defense at the end of the program. Each candidate is required to complete the following course sequences:

### **Studio Practice** (VSAR 8610, VSAR-8620, 8630, 8640):

These courses are taken successively starting in Semester 1. Progress in these independent film and media courses is guided by a Principal Advisor (PA) and evaluated by a committee of graduate faculty at the end of each semester. Candidates meet with their PA at least three times each semester and receive a written progress report within two weeks of the scheduled meetings. Candidates are required to submit an agenda to their PA in advance of exhibition of work at the end of the semester.

### **Studio Production** (VSAR-8650, VSAR-8660):

These courses are taken in the first and second semesters of the program. Studio Production I focuses on film-making, while Studio Production II focuses on media art production. In both courses, candidates undertake a series of short creative projects designed to develop skills and allow for a wide exploration of contemporary film and media art practice.

### **Theory Courses** (MACS-8600, MACS-8000)

In the first two semesters of the program, MFA candidates undertake a series of theory courses (MACS-8600 and MACS-8000). **The Seminar on Contemporary Issues** (MACS-8600) is based on research methods for creative practice in media, art and film. This first theory course (MACS-8600) is research-intensive and is followed up in the second semester with Directed Individual Studies (MACS-8000) which enables candidates to attain proficiency with the demands of graduate-level writing and explore a set of theoretical questions of value to the candidate's evolving film and media practice.

### **Thesis Project** (VSAR-8970)

The thesis project is the main emphasis of the program. Beginning in the second semester, candidates develop a significant project through pre-production, production, and post-production phases. The thesis project may be a film or a media art project (video, installation, or performance) that is significant in scope. The final creative work is accompanied by a thesis support document and orally defended at the end of the program. The Thesis project is guided by your PA (Supervisor).

### **Additional Courses**

MFA candidates are allowed to take course options in other departments in the University. This is generally discouraged unless it can be shown that the additional coursework will further enhance their research and production.

Candidates may wish to transfer equivalent graduate courses from other universities; in such cases, candidates must submit a request (including course descriptions) and receive written approval from their PA, the Graduate Program Chair, and the Faculty of Graduate Studies. If approved, the Registrar's Office will record the substitution on the candidate's transcript, provided the grade obtained is at least 70%.

### Incomplete courses

Professors may choose to designate a grade of INC (incomplete) for coursework that is not finished at the semester's end. Candidates must complete these courses within one year, must not carry more than one incomplete grade at a time, and cannot apply to graduate unless all incomplete coursework is completed.

### PROGRESSION THROUGH THE PROGRAM

Candidates register for courses through the [uWin site](http://www.uwindsor.ca/registrar/uwinsite-student) available at <http://www.uwindsor.ca/registrar/uwinsite-student>. At any time, candidates can generate a Degree Audit Report to track progress towards degree completion.

	<b>MFA Film and Media Arts: Program Structure at a glance</b>
<b>Fall Year 1</b>	<b>VSAR-8610 Studio Practice 1</b> <b>VSAR-8650 Studio Production 1</b> <b>MACS-8600 Contemporary Issues</b>
<b>Winter Year 1</b>	<b>VSAR-8620 Studio Practice 2</b> <b>VSAR-8660 Studio Production 2</b> <b>MACS-8000 Directed Individual Studies</b>
<b>Summer</b>	Note: Students can register for VSAR-8630 in the summer OR apply for a "Leave of Absence" in the summer semester. Students who are on leave should complete their Studio Practice 3 and 4 courses in the Fall Year 2 and Winter Year 2 semesters.
<b>Fall Year 2</b>	<b>VSAR-8630 Studio Practice 3</b>
<b>Winter Year 2</b>	<b>VSAR-8640 Studio Practice 4</b> <b>VSAR-8970 Thesis</b>

## Semester One (Fall, Year 1)

**Courses: VSAR-8610 Studio Practice 1**

**VSAR-8650 Studio Production 1**

**MACS-8600 Contemporary Issues**

### + December Review

In the first semester of the program, students are assigned a Temporary Advisor. Candidate focus is on getting settled, reading and making work in Studio Production I and Studio Practice 1, and monthly meetings with the Temporary Advisor. Candidates may also prepare applications for an Ontario Graduate Scholarship (OGS) and/or a fellowship through the Social Sciences and Humanities Research Council of Canada (SSHRCC), or for other funding opportunities such as MITACS (<http://mitacs.ca/>). A Grant Writing Workshop will be held in early November.

The December review is a formal critique process in which candidates introduce the main themes of their thesis with a screening of their film and media works in progress. While it is not necessary that all work be completed, anything shown in the review should demonstrate that the candidate has made every effort to resolve the technical, formal and conceptual issues that are emerging through its production. One week prior to the December review, candidates in Year 1 must submit a one-page Artist Statement that addresses the line of inquiry of the project and details future research plans.

All work presented for discussion should be beyond the purely experimental stage, as candidates are asked to locate their work in terms of theme, audience, and engagement. The body of work should demonstrate commitment to the development of a clear set of ideas. The semester-end review expectations will increase as the program proceeds.

## Semester Two (Winter, Year 1)

**Courses:**

**VSAR-8620 Studio Practice 2**

**VSAR-8660 Studio Production 2**

**MACS-8000 Directed Individual Studies**

### + April Review

## SELECTING A THESIS ADVISOR Year 2 (April)

After the April Review, MFA students are advised to formalize faculty participation on your Thesis Committee. The Principal Advisor must be a full-time member of the Graduate Faculty and will be responsible for guiding the candidate through the final thesis exhibition and support document. Sessional and Adjunct Faculty with graduate status may serve as Co-Principal Advisors and Secondary Advisors.

In contacting an Advisor, look for someone whose work aligns with yours and you think will have much to contribute to your project. You do not need to commit to working with the first faculty member you approach: faculty are accustomed to the consultation process and may recommend other suitable supervisors. When meeting with a potential Advisor, be prepared to show and discuss your recent projects. Students should ask faculty questions about how they work with their MFA candidates, frequency of 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. *The decision to work together must be reached by mutual consent.* Please note that supervisions need to be distributed amongst faculty so an Advisor's ability to accommodate you is based on prior commitments. For this reason, the sooner you ask, the better.

See the list of available Graduate Faculty, p. 7. Your Thesis Advisor selection must be forwarded to the Graduate Chair by the end of May. The selection will be confirmed early in year 2.

## **April Review: Film and Media Arts**

Candidates continue the sequence of coursework and studio work under the supervision of the Temporary Advisor, preparing for the April review. During this semester, students begin to develop a proposal for their thesis project. Candidates requiring Research Ethics Board clearance of their project will complete and submit the necessary forms during this semester.

One week before the April review, students in Year 1 must submit a draft thesis proposal. The proposal should be at least five pages and include a description of the project including its themes and scope, a treatment or script (if applicable), a production plan, a budget, and a bibliography. At the end of the semester, candidates orally present their proposal to a committee of graduate faculty for review and feedback. You will be required to show work in progress and clips of work that demonstrate finished quality production.

## **Semester Three (Summer, Year 1)**

**Studio 3** (VSAR-8630, optional contingent upon funding)

Candidates should complete the pre-production and production phases of their thesis exhibition. \*As there is no support for candidates through Graduate Assistantships during the summer semester, candidates in financial difficulty may wish to apply to the Faculty of Graduate Studies for a Leave of Absence. This form is available for download on the Graduate Studies website (<http://www.uwindsor.ca/graduate/>). A \$50 fee must accompany the form. Candidates who take a leave of absence will not have access to their studios, faculty, facilities, or libraries during the leave. **(If candidates are approved for a Leave of Absence, they continue with Studio 3 (VSAR-8630) and Studio 4 (VSAR-8640) in the Fall Year 2 and Winter Year 2 terms).**

## **Semester /Three or Four (Fall, Year 2)**

**Studio 4** (VSAR-8640), **December Review**

This semester is focused on the post-production phase of the thesis project. Throughout the semester, candidates meet with their Principal Advisors as they develop the final version of their thesis projects. At this stage, candidates make final decisions about what form their thesis project will take and how much time will be needed to complete the work. The quality and quantity of creative work done in this semester will determine the candidate's readiness for a Spring Thesis Exhibition.

**One week before the December review, candidates in Year 2 must submit the following:**

- A six-page draft of the thesis support document with an annotated bibliography of major sources. This should be presented in draft form to the Principal Advisor by mid-October so that candidates can receive feedback in time for a submission to the review committee in December;
- A list of three possible external examiners, and three possible internal examiners. The availability of external examiners is key to setting the date of the defense and exhibition, and there are restrictions on funding and academic requirements for the approval of an external examiner.

***It is the Principal Advisor in conjunction with the committee of graduate faculty that determine a candidate's readiness for graduation; if the December review and accompanying documents are not well-prepared, the committee may recommend that the candidate enroll for an additional semester.***

## Semester Four or Five (Winter, Year 2)

### Graduate Seminar 4 (VSAR-8599)

### Thesis (VSAR-8970)

*Candidates will submit a polished 10-page paper to their Supervisor on the first day of the term. It should be 10 pages that will be in your final Support Document that will complement your thesis presentation.*

By the third week of this semester, candidates meet with their Advisory Committee to discuss feedback on their thesis project proposal (from the December review) and to plan a Spring or Fall Thesis Defense. A thesis committee is formed for the evaluation of the thesis project, and consists of:

- The Principal Advisor, with an option to include the Secondary Advisor,
- A Graduate Faculty Member from either inside or outside the School of Creative Arts who has not served on the Advisory Committee,
- An External Member, either a faculty member from another institution or a practicing arts/film professional,
- A Chair: The Graduate Chair, or the Director of the School of Creative Arts or another member of Graduate Faculty depending upon availability.

Candidates must be on track to complete all of the coursework for the degree and cannot be carrying any incomplete grades (IN) on their transcript before setting the defense date. All arrangements (venue (online/in-person), external examiners, support document) must be ready 1-2 months in advance of the thesis defense. Thesis exhibitions and defenses normally take place in April. Candidates may take extra semesters to complete the program, though all degree requirements must be met within three calendar years of the start of the program. Until the requirements are met, candidates must remain registered and pay tuition for each additional semester.

### Thesis Presentation

Please plan for a 10-minute presentation (based upon your support document and reflection on the process), a 10-minute screening, and 20 minutes of Q&A. For the presentation, please explain the story, production, and dissemination plan, as well as touching upon theoretical and artist inspirations for your work. Explain your personal and artistic reasons that inspired your film. If the duration of the final work is greater than 10 minutes, a representative excerpt will be shown.

### Thesis Support Document

The MFA candidate will also prepare a substantial research paper that acts as a contextual support document for the thesis exhibition. The paper should articulate the nature of the actual work presented, reflect the candidate's research process, and situate the student's artistic practice in a theoretical or historical context. The paper should be a document of approximately 4-5000 words, not including footnotes and bibliography. The MACS 8600 and MACS 8000 serve as preparation for the Thesis support document though the majority of the writing will take place in year two as you prepare for your Thesis show. There should be a strong correspondence between your Thesis work and your Thesis support document (see additional documentation on Teams).

## **KEY DEADLINES**

Please try to submit work ahead of these deadlines. Failure to do so will mean extending your program by one semester or more. Please note that approval signature(s) must be obtained for your MFA Thesis Checklist at the completion of each production phase before being allowed to progress.

### **Year 1 – Fall Semester:**

Course work, end of semester screening/December Review, presentation

### **Year 1 – Winter Semester**

February 15: Secure supervisor and reader  
Assemble crew

March 1: Outline film and support document due

April 15: Script due

May 1: Summer production meeting

*\*\* Note that the typical time to film is in summer. If you would like to film in winter all of the deadlines move up by 3 months.*

### **Summer Semester**

May-July : Film

### **Year 2 – Fall Semester**

September 15: Rough Cut due

October 15: Six pages of support document due. Bibliography with 5 citations.

November 1: Final Cut Due

December 1: 10-page support document due. Bibliography with 10 citations.

December 15: Picture Lock due

### **Year 2 – Winter Semester**

January 1: 20-page support document due  
List of 3-5 proposed external committee members due

February 1: Final Film due, picture, sound, fx complete

February 15: Finished film and final draft of support document due to supervisor and reader.

March 1: Application to graduate due.  
Film and support document due to grad studies and other committee members



## **GRADUATE FACULTY**

### **Professor Emeritus**

**Baxter, Iain**; B.Sc., M.Ed. (Idaho), M.F.A. (Washington State), R.C.A. (Distinguished University Professor) – 1988

**Francis Pelkey, Brenda**; M.F.A. (Saskatchewan) – 2003.

### **Associate Professors Emeritus**

**Gold/Smith, Susan**; B.A., M.A. (Wayne State) – 1970.

**Mogyorody, Veronika**; B.A. (Windsor), M.A. (Wayne State), B.Arch. (Detroit Mercy), Ph.D. (Rensselaer)-1976.

### **Professors**

**Lee, Brent**; B.Mus., M.Mus. (McGill), D.M.A. (British Columbia) – 2002.

**Torinus, Sigi**; B.F.A. (Art Institute Braunschweig, Germany), M.F.A. (Hamel, Germany), M.F.A. (San Francisco State) – 2002.

### **Associate Professors**

**Bae, Sung Min**; B.F.A. (Kjung Pook National U.), Dip. Creation of Cinematography (École Supérieur d'Études Cinématographiques, Paris), M.F.A. (Concordia) – 2003.

**Engle, Karen**; B.A. (Queens), M.A., Ph.D. (Alberta) – 2006.

**MacDowall, Cyndra**; B.A.E. (Queen's), M.F.A. (Concordia) – 2002.

**Nelson, Kim**; B.A. (British Columbia), M.F.A. (York) – 2007, PhD details needed here.

**Rodney, Lee**; B.F.A. (Nova Scotia), M.A. (York) Ph.D. (Goldsmiths College, U.K.) – 2005.

**Waldron, Janice**; B.Mus. (Houston), M.Mus. (Toronto), Ph.D. (Michigan State) – 2006.

**Willet, Jennifer**; B.F.A. (Calgary), M.F.A. (Guelph), Ph.D. (Concordia) – 2008.

### **Assistant Professors**

**Hector, Nicholas**; M.A. (Bournemouth) - 2018

**Stasko, Michael**; B.A. (Windsor), M.F.A. (Columbia) - 2018

**Grossi, Jason** (University of Illinois at Urbana-Champaign (UIUC)) – 2017.

### **Sessional Lecturers**

**Séoane, José**; Graduate Diploma (Instituto Nico Lopez Ciudad Havana), M.F.A. (Academica Nacional de Bellas Artes San Alejandro Ciudad Havana) – 2002.

### **Adjunct Associate Professors**

**Mitra, Srimoyee** (Director, Stamps Gallery, Stamps School of Art and Design, University of Michigan).

Dr. Jaclyn Meloche (Adjunct Professor, SoCA)

## **FUNDING POSSIBILITIES**

### **Employment**

Full-time graduate candidates should be in a position to devote their full-time and energy to a coherent program of graduate study and research, and should make full-time progress toward completion of the requirements of that program. Even though university-related employment (such as an assistantship for teaching, research or administrative tasks) may provide a significant portion of the financial support that enables a graduate candidate to pursue graduate study, and may provide experience that supplements the formal academic program in developing skills relevant to a future faculty position or other career, too much time spent on employment activities diverts time and energy from the program of study and research, and delays completion.

### **Graduate Assistantships**

Candidates may apply for a Graduate Assistantship (GA). These are semester-long assignments where the GA works closely with a faculty member delivering a course. The duties for each GA assignment are made clear at the beginning of the semester; the candidate establishes a work schedule in consultation with the faculty supervisor. Candidates can work a maximum of 420 hours as a GA over the course of their degree. GA assignments within the School of Creative Arts are normally part-time positions of 105 hours over the course of a semester; thus a graduate candidate would normally have a GA in each of the two fall and two winter semesters of their program. GAs in our MFA programs may sometimes be placed in the Department of Communication, Media, and Film. (Full GAs awarded outside of the School of Creative Arts are usually full-time GAs of 140 hours per semester; the 420-hour maximum is completed over three semesters rather than four.) Becoming a GA automatically makes the candidate a member of the CUPE local for GAs and TAs at the University of Windsor. Candidates should familiarize themselves with the collective agreement available here: <http://4580.cupe.ca>.

### **Research Assistantships**

Faculty members occasionally create research assistantships (RAs) for qualified graduate candidates to assist in the research or production of externally funded work. The availability of RA positions changes each semester depending on the faculty members' research funding and assistantship needs.

### **Ontario Graduate Scholarship & Social Sciences and Humanities Research Council Grants**

These are merit-based fellowships and are largely determined on the basis of a candidate's previous transcripts. Additional factors, including the candidate's publication and/or exhibition record, letters of recommendation, etc., are also considered. These awards are very competitive and are university-wide. To be considered for these awards, candidates must maintain at least an 80% average.

The application deadline for SSHRC awards is December 1, 2019. The Ontario Graduate Scholarship application deadline is normally in early January. Candidates intending to apply for these awards should notify potential referees as early as possible. Detailed information for these awards is available here:

Joseph-Armand Bombardier Canada Graduate Scholarships (SSHRC):  
[http://www.nserc-crsng.gc.ca/candidates-etudiants/pg-cs/cqsm-bescm\\_eng.asp](http://www.nserc-crsng.gc.ca/candidates-etudiants/pg-cs/cqsm-bescm_eng.asp)

Ontario Graduate Scholarships (OGS)

<http://www.uwindsor.ca/graduate/704/ontario-graduate-scholarship-ogs-and-queen-elizabeth-ii-graduate-scholarship-science-and>

## **Other Internal Awards**

*Dr. Lois K. Smedick Graduate Award:* Awarded annually, to Canadian citizens or Permanent Residents, on the basis of financial need and scholastic ability. Value: \$500 to \$1000 per award.

*Canadian Federation of University Women (Windsor Club) Award:* Awarded annually to a female graduate candidate whose research area concerns issues related to women. Available to a Canadian citizen or a Permanent Resident of Canada on the basis of academic merit and financial need. Value: \$2,500.

*Charles Clark Graduate Award:* For graduate candidates in any program. Must be Canadian citizen or Permanent Resident with an average of at least 10.5, and show financial need. Value \$1,000 per award.

*Dr. Ross H. Paul Scholarships:* Awarded to a graduate candidate with a minimum average of 11.0 in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need. Value: \$1,000 per award.

*The A. R. and E.G. Ferriss Awards:* Awarded to a graduate candidate with a minimum average of 11.0 in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need. Value: \$1,000 per award.

There is a small printmaking award that may be available to a highly qualified graduate candidate specializing in printmaking.

Depending on departmental resources, there may be small amounts of money available to graduating (second year) candidates to put toward the costs of producing work for the thesis exhibition. The amount will vary from year to year and candidates must submit a detailed proposal.

For detailed descriptions and application procedures:

<http://www.uwindsor.ca/graduate/1768/additional-internal-graduate-scholarships>

## **Funds for presentation of work at a conference or public gallery**

Candidates are eligible for funds (up to \$500 within Canada, \$750 outside Canada) to assist with travel costs associated with presenting their work in a public venue. Details and procedures relating to this fund are available on the Faculty of Graduate Studies website:

<http://www.uwindsor.ca/graduate/739/graduate-student-conference-travel-support-fund>

## THESIS SUPPORT DOCUMENT GUIDELINES

The thesis support document is a critical part of the final thesis defense. Although candidates are evaluated primarily on the quality of their artwork, the support document offers an introduction to their artistic practice and a contextualization of their work. In many cases, the support document is the first encounter that an external examiner has with the candidate's work and it often sets the tone for the oral examination. The support document should be an engaging, well-structured text and include clearly labeled images of the candidate's work as well as the work of other artists referenced in the text of the document. Candidates may review the support documents of previous graduates. These documents are in the process of being transferred to the University of Windsor Archives, but may be reviewed upon request.

The support document must meet the following **minimum requirements**:

- Approximately 20 pages of text (approximately 5000 words), well-written in the candidate's own voice
- Proper citations of any quotes or references. It is up to the candidate to choose which style guide to follow, but references must be consistently cited. The Chicago Manual of Style and MLA formats are commonly used; examples can be found on the Leddy Library website.

Candidates may hire an editor to review the final draft of the support documents for grammatical, spelling, and typographical errors. It is not the responsibility of the Principal Advisor to edit the candidate's support document.

The final thesis support document must be in the hands of the examining committee (including the external) a full THREE WEEKS prior to the oral examination date to give the examiners the necessary time to prepare.

## PLAGIARISM

[http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/graduate\\_studies\\_policy\\_on\\_plagiarism.pdf](http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/graduate_studies_policy_on_plagiarism.pdf)

Plagiarism is defined as: "The act of appropriating the literary composition of another, or parts of passages of his or her writing, or the ideas or language of the same, and passing them off as the products of one's own mind." (Black's Law Dictionary). It is expected that all candidates will be evaluated and graded on their individual merit and all work submitted for evaluation should clearly indicate that it is the candidate's own contribution. Candidates often need to use the ideas of others as expressed in written or published work in preparing essays, papers, reports, theses and publications. It is imperative that both the data and ideas obtained from any and all published or unpublished material be properly acknowledged and their sources disclosed. Failure to follow this practice constitutes plagiarism and is considered to be a serious offense. Thus, anyone who knowingly or recklessly uses the work of another person and creates an impression that it is his or her own, is guilty of plagiarism. Plagiarism also includes submitting one's own essay, paper, or thesis on more than one occasion. Accordingly, it is expected that a thesis, essay, paper or report has not been and is not concurrently being submitted for credit for any other course at this or any other University. In exceptional circumstances and with the prior agreement of the instructor, a candidate may use research completed for one course as part of his or her written work for a second course. A confirmed incident of plagiarism will result in a sanction ranging from a verbal warning, to a loss of credit in the course, to expulsion. Candidates that are in any way uncertain of how to cite sources should consult their professors, Principal Advisor and/or Graduate Chair.

## FACILITIES

### Areas & Technicians:

Candidates are free to make work in any studio area, provided they consult the appropriate faculty and technicians to review equipment usage and safety guidelines. The School of Creative Arts currently has five Technicians to assist with equipment and spaces:

- Lucy Howe: full-time, Make Lab, x2840, [lucy@uwindsor.ca](mailto:lucy@uwindsor.ca)
- Chris Blais: full-time, Digital Equipment, x2832, [cblais@uwindsor.ca](mailto:cblais@uwindsor.ca)
- Victor Romao: full-time, Building and Gallery Coordinator / Stockroom, x2830, [romao1@uwindsor.ca](mailto:romao1@uwindsor.ca)
- Trevor Pittman: full-time, Concert Producer / Operations Manager, x2799, [tpittman@uwindsor.ca](mailto:tpittman@uwindsor.ca)
- Nadja Pelkey: part-time, Photography, x2841, [npelkey@uwindsor.ca](mailto:npelkey@uwindsor.ca)

### Equipment:

To borrow portable equipment (cameras, lights, audio recording equipment, projectors, etc.) please consult Professor Nick Hector for details.

### Editing Rooms:

SoCA editing rooms are located in The Alan Wildeman Centre for Creative Arts, adjacent to the Armouries. While all editing rooms are equipped with Adobe Creative Cloud applications you are responsible for providing your own product license. Please consult Nick Hector for details.

### Multi-Media Studio:

A state-of-the-art multi-media studio is in the Alan Wildeman Centre. Please see SoCA Rooms for booking.

**SoCA Gallery:** The SoCA Gallery opens for bookings in September each year. Candidates may consult the Gallery Coordinator to book exhibition time. The gallery is mostly free during the summer if candidates wish to experiment with the installation/documentation of their work.

**MFA Gallery:** The MFA Gallery is located on the ground floor of the Armouries. The MFA Gallery is for the use of MFA candidates in both programs for exhibitions, group critiques, semester-end reviews, open houses, etc. Candidates are encouraged to collectively select an MFA Gallery Coordinator for a given academic year.

**MFA Lab:** The MFA Lab houses a range of computers, a lounge space, a fridge, and mailboxes for the use of MFA candidates only. The Lab is accessed by swipe card. There is a printer in the Lab for the use of MFA candidates. However, MFA candidates should not print research articles and other documents that can be easily obtained as PDFs or viewed online. The School cannot replace printer ink cartridges due to excessive use.

**Leddy Library:** the Leddy library has a good print collection of contemporary art books and catalogues; candidates can also request books from other libraries to be sent here. Leddy also has an excellent online collection of art magazines (through electronic resources).

### Keys and Building Access:

Keys / Access – consult Trevor Pittman for studio and building key / swipe access.

**Help Desk / IT Services:** To activate a University of Windsor ID (for online access) contact IT services: <http://www.uwindsor.ca/its/uwinid/>. For assistance with IT-related issues, go to: [www.uwindsor.ca/its](http://www.uwindsor.ca/its).

## STUDIO POLICY

Studio Assignments: The School of Creative Arts assigns studios to MFA Visual Arts candidates enrolled full-time (including summers) and in good standing. Candidates enrolled full-time in the MFA Film and Media Arts program can also request the use of studios. Depending on availability and need, candidates in this program may be asked to share studio spaces. First year studio assignments are made throughout the month of August. Please consult the Graduate Secretary for details. Studios are assigned by the Graduate Chair in consultation with the Director of the School of Creative Arts. Candidates may not switch studios with each other without approval of the Graduate Chair. Full-time candidates who are assigned studios have access to their studios during the summer semester. (Please note that some SoCA facilities are not available during the summer semester.) SoCA may reassign studios that go unused. Keys for assigned studios must be obtained through the University's Key Control service: <http://keycontrol.uwindsor.ca>

Studio Use & Maintenance: You must maintain your studio in a clean and orderly condition. Although your studio space is yours to work in, it is considered the property of the School of Creative Arts and the University of Windsor. No structural alterations or additions to the studio are allowed unless approved by the Graduate Chair and the candidate's PA(s). Ceilings and floors must generally not be altered. All wood surfaces must be preserved in a "like-new" condition. Candidates must not alter, paint, or modify wood surfaces, including the doors. Walls may be altered by drawing, painting or attaching items. Damage to the walls outside of normal wear and tear is your responsibility to repair, including patching and painting if necessary. All studio surfaces and furniture must be returned to the original condition of clean, white walls and clean furniture by outgoing MFA candidates when they leave, at their own expense.

Health & Safety: Studios are provided for candidates' use and for educational purposes only; they are for the production of artwork or research. Candidates must abide by all health and safety standards established by the School of Creative Arts and the University of Windsor. Studios are otherwise subject to all other university regulations (for example, smoking is not allowed in any campus building; alcoholic beverages are not allowed in any studio facility). No non-water-soluble oil paints, sprays, or toxic chemicals may be used in studios; please consult general building Health & Safety policies and see the appropriate area technician to discuss options for any toxic materials. Candidates may lose studio privileges if they violate University regulations on University property. Although candidates spend a great deal of time in their studios and are encouraged to personalize these spaces, they cannot use studios for living quarters, sleeping, or storage of personal items, or for any purpose other than artistic production or research associated with their graduate program.

MFA candidates assigned a Graduate Teaching Assistantship (GAship) should not use their studios to hold office hours. Office hours should be held in one of the many public meetings rooms in the School's buildings.

To borrow portable equipment (cameras, lights, audio recording equipment, projectors, etc.) candidates make a \$50 refundable deposit. This deposit is refunded at the end of the candidate's program. Candidates may be required to replace University property that is lost, stolen, or damaged while signed out. The University of Windsor and School of Creative Arts cannot accept any responsibility for candidates' personal property left in their studios.

Graduating candidates must vacate their studios and remove all personal belongings within three weeks of their thesis defense.

## **REPRESENTATION ON SoCA COUNCIL**

Each academic year, one Representative from each MFA program is elected to act as a Representative on the School of Creative Arts Council. Council meetings take place once per month on Friday mornings. Graduate Candidate Representatives have an opportunity to report on any concerns of MFA candidates, and are responsible for sharing important decisions or information from the School Council with all MFA candidates.

## **STUDENT COUNSELLING AND STUDENT HEALTH**

Like any phase of university study, studies at the MFA level can bring their own combinations of stress, anxieties, and emotional pressures. The University's **Student Counselling Centre** (<http://www1.uwindsor.ca/scc/>) offers a range of services, including mental health resources, which you are entitled to consult. In particular, one of the Centre's Clinical Therapists, Dr. Suzanne Brown, is dedicated to consulting with Graduate Candidates. International candidates may also wish to consult with Mr. Leo Lobbestael, a Clinical Therapist with the International Student Centre.

To make a first appointment, you must go to the Student Counselling Centre in person, located in Room 293 of the CAW Centre (x4616).

You can also make a doctor's appointment with the **Student Health Centre**, also located in the CAW Student Centre (x7002). The Health Centre's website also details other services and local Walk-in Clinics: <http://www1.uwindsor.ca/health/>.

### **Student Counselling Centre**

Room 293, CAW Centre

<http://www1.uwindsor.ca/scc/>

x4616

[scc@uwindsor.ca](mailto:scc@uwindsor.ca)

Monday - Friday - 8:30 am - 4:30 pm.

Closed 12:00 - 1:00 pm.

### **Dr. Suzanne Brown**

Clinical Therapist – Graduate Studies

Room 313, Chrysler Hall Tower, X2126

[suzanne.brown@uwindsor.ca](mailto:suzanne.brown@uwindsor.ca)

Availability: Tuesday, Wednesday



**Mr. Leo Lobbestael**

Clinical Therapist – International Student Centre  
Room 214, Laurier Hall  
x3944  
Monday, Tuesday, Thursday

**Student Health Services**

x7002  
<http://www1.uwindsor.ca/health/>  
8:30 - 4:30 pm



## MINI GUIDE TO WINDSOR

### Essentials:

Map of UWindsor Main Campus:

<http://web2.uwindsor.ca/pac/campusmap/index.php>

Map Print Version:

<http://web2.uwindsor.ca/pac/campusmap/pdfs/11x17ColourMap.pdf>

Note: CAW Centre: Building #34 (to pick up UWin Card: student ID/library card)

Transportation Options to Downtown Campus:

<http://www.uwindsor.ca/campustransformation/328/transportation-options>

The following Google Map charts bus routes and parking options:

<https://www.google.com/maps/d/u/0/viewer?mid=1WmUHVlobID8j7YNRD0i6hyytf7U&ll=42.311372118417005%2C-83.05382695000003&z=15>

### Film Festivals

Media City: <http://mediacityfilmfestival.com>

Windsor International Film Festival: <http://www.windsorfilmfestival.com>

Ann Arbor Film Festival: <https://www.aafilmfest.org>

### Art Galleries / Museums:

Art Gallery of Windsor (Riverside @ Church)

ArtCite Inc. (University @ Pellisier)

Arts Council of Windsor (Wyandotte Street East, Walkerville)

Common Ground (McKenzie Hall, Sandwich)

MOCAD (Museum of Contemporary Art, Detroit)

DIA (Detroit Institute of the Arts)

### Some Neighbourhood tips and local venues to explore:

#### Downtown

Café March 21

Coffee Exchange (café, free Wi-Fi)

Craftheads (pub)

Pause Café (cash only)

California Sushi (restaurant)

Terra Cotta Pizzeria (restaurant)

Phog Lounge (local live music venue, often loud, art/performance/reading events, occasional cover charge)

Capitol Theatre

Downtown Farmers' Market (Saturdays during the summer)

#### Walkerville

Anchor Café (great coffee, free Wi-Fi)

Kildare House (pub restaurant, live music)  
Taloola Café (best cafe in town for vegetarian/raw food)  
Twisted Apron (restaurant)  
1840 Social (restaurant)  
Victoria Tavern (pub)  
Brander Farms (Windsor's only organic grocer Tues-Saturday)

Ottawa Street/Walker Road

City Market (Walker Road, Mon-Sun)  
various antique shops

Erie Street

Café Gennaro (has fantastic gelato)  
Motor Burger (restaurant, pub)  
Tiki Sushi (restaurant)

Near Main Campus

Giglio's Market (groceries, fresh to order sandwiches at deli counter)  
Sam's Pizzeria (restaurant)  
Sweet Chili (restaurant)  
Bibim To Go (restaurant)  
Pho Xic Lo (restaurant)

Sandwich Towne

Barrel House (pub, nice patio)  
Rock Bottom (pub)  
Dominion House (tavern, meeting place)  
Weekend Farmers' Market