GRADUATE PROGRAM HANDBOOK

Master of Arts in Comparative Media Arts

This handbook has been prepared by the Graduate Program Chair and the Graduate Program Committee for students, faculty and staff of the School for the Contemporary Arts, with the purpose of providing information about the policies, procedures and opportunities in the MA Program offered by the School. Students, faculty and staff involved in the program should review the Graduate General Rules and Regulations.

See http://www.sfu.ca/students/calendar/2017/summer/fees-and-regulations/grad-regulation.html

This Master of Arts (MA) degree program in Comparative Media Arts trains students to think across the media arts in a comparative perspective that synthesizes the historical and theoretical approaches of art history, cinema studies, performance studies, and studies of computer-based arts.

Created September 2013
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1. MA PROGRAM

1.1 Outcomes

• A degree that prepares you for work in the arts and for arts-related PhD programs, including practice-based PhDs.
• Two publishable essays or other work (e.g. video, curated exhibition) that will help launch you professionally post-MA.

1.2 The SCA’s Graduate Programs: MA vs. MFA

Though the School for Contemporary Arts encourages interaction between all of its students, there are important differences between the MA and MFA that limit direct crossover between the two programs.

The MA is a scholarly, research-based program. Though students accepted into the MA program often have a background in artistic practice, their work during the MA is focused on scholarly research related to a primary object of study. The MFA is a practiced-based creative research program, in which an artistic creation project is the main focus of the program.

In some cases, MA students incorporate their artistic practice into individual research conducted during a practicum. However, the overall focus of the MA remains on scholarly research, and students accepted into the MA program are not able to enroll in studio classes offered through the MFA.

The use of SCA studio facilities and technical equipment is reserved for activities directly related to course work and associated research; thus, access to these resources for MA’s is not guaranteed, and will require negotiation between the student, the MA coordinator, the Graduate Program Chair, and SCA’s Technical Director.

MA and MFA students may choose to coordinate events related to their respective programs through the collectively run SCA Graduate Caucus. MA and MFA seminar courses may be taken by students in either program.

2. DEGREE REQUIREMENTS

To complete the Master of Arts degree, candidates must complete a minimum of 30 units.

Seven courses for a total of 30-35 credits, including

FPA 821-4 Research methods in comparative media arts
FPA 822-4 Research colloquium in comparative media arts
FPA 829-6 Extended essays in comparative media arts

And at least three core options:
FPA 823-4 New approaches in visual art and culture
FPA 824-4 New approaches in moving-image studies
FPA 825-4 New approaches in digital art studies
FPA 826-4 New approaches in performance studies
FPA 827-4 Practicum in comparative media arts

And one elective graduate course relevant to the student’s research, either within the School for the Contemporary Arts or from another department, with permission of the MA Program Coordinator and the faculty member teaching the course.
3. MA PROGRAM TIMELINE

3.1 Fall Semester, Year 1
In their first semester in the program, students should register in the following courses:

FPA 821-4 Research Methods
   Core option or elective

3.2 Spring Semester, Year 1
In their second semester in the program, students will register in the following courses:

   Two core options or electives

3.3 Summer Semester, Year 1
In their third semester, students may register for:

FPA 829-6 Extended essays (optional)
FPA 827-4 Practicum (optional)
   Elective (optional)

3.4 Fall Semester, Year 2
In their final semester, students should register in the following courses:

FPA 822-4 Research Colloquium
FPA 829-6 Extended essays*
FPA 822-4 Research colloquium in comparative media arts
   Core option or elective, if you did not take a summer elective

   * Required only if students have not already registered in FPA 829 during the Summer Semester.
4. COURSE DESCRIPTIONS

FPA 821-4 Research Methods in Comparative Media Arts

This course presents methods in graduate-level research skills, including interdisciplinary research methods. Prepares students to develop research questions for particular objects of study in the media arts through the study of philosophies of emergence, newness, and durability. Enrolment in MA in Comparative Media Arts or permission of the instructor.

FPA 822-4 Research Colloquium in Comparative Media Arts

This course prepares students in research presentation and other aspects of professional development through the development of the extended research essay and its public presentation. Prerequisite: Enrolment in MA in Comparative Media Arts or permission of the instructor.

FPA 823-4 New Approaches in Art and Visual Culture

This seminar course explores visual art and culture and its historical discourses and practices. Prerequisite: Enrolment in MA in Comparative Media Arts or permission of the instructor.

FPA 824-4 New Approaches in Moving-Image Studies

This seminar course examines the arts of the moving image, including film, video, and other time-based audiovisual media. Prerequisite: Enrolment in MA in Comparative Media Arts or permission of the instructor.

FPA 825-4 New Approaches in Digital Art Studies

This seminar course examines the history and practice of digital art, with an emphasis upon the artistic outcomes of the new methodologies and practices within this field. Prerequisite: Enrolment in MA in Comparative Media Arts or permission of the instructor.

FPA 826-4 New Approaches in Performance Studies

This seminar course traces the interdisciplinary origins of performance studies and brings its concepts and methods to bear on dance, music and sound arts, theatre and performance arts, and media performance while introducing cross-disciplinary ideas from emergent areas such as neuroscience, cognitive science, and gaming. Prerequisite: Enrolment in MA in Comparative Media Arts or permission of the instructor.
FPA 827-4 Practicum in Comparative Media Arts

A term of part-time advanced and intensive practicum experience coordinated by SCA’s Professional Development Coordinator and supervised by arts organization personnel. Students have the opportunity to apply with a cover letter and resume to any of the internships posted or can create a self-directed internship placement. Once a student has been placed with an organization, they work closely with a site supervisor at the organization to complete a minimum of 140 hours over the course of the semester, participate in a midway site visit and complete a final work report. Prerequisite: Permission of the MA Program Coordinator.

FPA 829-6 Extended Essays in Comparative Media Arts

The composition of two essays serving as the final project of the MA, building upon the knowledge gained in coursework within the program. Prerequisite: FPA 821-4, Research Methods, two electives in the MA in Comparative Media Arts, and permission of the instructor.

Recommended Elective Courses:
- FPA 811-5  Interdisciplinary Graduate Seminar I
- FPA 812-5  Interdisciplinary Graduate Seminar II
- FPA 877-5  Selected Topics in Fine and Performing Arts
- FPA 889-5  Directed Study in Fine and Performing Arts
- CMNS 855-5  Selected Topics in Communication Studies
- CMNS 857-5  Selected Topics in Communication Studies
- ENGL 811-4  Studies in Theory II: Performance and/in the City
- ENGL 820-4  Studies in Print Culture Theory
- ENGL 821-4  Studies in Manuscript, Print and Media Culture
- GWS 823-5  Graduate Seminar in Feminist Art/Literary Criticism
- HUM 802-5  Themes in the Humanities
- HUM 805-5  Special Topics
- IAT 810-3  New Media
- IAT 811-3  Computational Poetics
- IAT 832-3  Exploring Interactivity
- SA 875-5  Ethnographic Methodology: Social/Cultural Anthropology

For the elective, you may take another graduate course, or reading-intensive version of an undergrad course, with program coordinator's approval.

Students who choose a 3-credit elective will also enroll in the following:

FPA 888-1  Directed Study in Fine and Performing Arts
5. REGISTRATION

In consultation with MA program coordinator, the student considers course load and selects courses for the semester. Students normally take two courses a semester, with the exception of the Summer Semester and the final semester.

New students must have a credit balance on their account before they will be able to enroll in classes.


Registration timetables are posted on the Dean of Graduate Studies web site, and in the academic Calendar of Events. It is the student’s responsibility to check deadlines, pay their deposits and keep their accounts current.

See [http://www.sfu.ca/dean-gradstudies/current/registration_dates_and_notices/](http://www.sfu.ca/dean-gradstudies/current/registration_dates_and_notices/)

Students register through the Student Information System. Log into the Student Information System with your computing ID and password.

See [https://go.sfu.ca](https://go.sfu.ca)

6. TUITION AND FEES

Students are required to pay tuition fees as well as other fees each term. MA students pay a per-course fee.


Please note that MA students must register for at least one course per term, otherwise they will be dropped from the program by the Department of Graduate Studies.

Students not wishing to take a class during any semester are required to request a leave of absence.

See [http://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html](http://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html)
7. FUNDING

We aim to provide all students with financial support at least once during their MA careers, in the form of awards, fellowships, teaching assistantships, and research assistantships.

The Graduate Program Assistant will notify students of approaching deadlines for government and internal awards. Please prepare well in advance and keep in mind that you may need transcripts and reference letters.

7.1 Government Awards

It is possible to apply for funding from the Social Sciences and Humanities Research Council of Canada (SSHRC). The Bombardier Canada Graduate Scholarship (CGS) is presently a one-year grant of $17,500.

To be eligible, a student must:
1) be a citizen or permanent resident of Canada;
2) not have completed more than 12 months of full-time graduate study at the proposed start date of the award;
3) have achieved a first-class average (i.e. a CGPA of at least 3.67), as determined by your university, in each of the last two years of full-time study or equivalent;
4) not have already received an award for master's-level study from SSHRC, NSERC or CIHR.

Competition is strong and you need an original, compelling application. Prospective applicants are encouraged to take the grant-application workshops offered by the Department of Graduate Studies early in the fall semester.


Students holding a CGS may apply for the CGS Michael Smith Foreign Study Supplement.


Other federal and provincial awards are listed on the Department of Graduate Studies web site.

See [http://www.sfu.ca/dean-gradstudies/awards/awardstimeline/falltimeline.html](http://www.sfu.ca/dean-gradstudies/awards/awardstimeline/falltimeline.html)

7.2 SFU internal awards

Internal SFU awards are available through the Grad Awards and Adjudication System (GA³S or GA3). Students can use the system to apply for merit based
graduate awards and scholarships that are administered by the Department of Graduate Studies.

Students begin by completing a profile, which will populate each of their award applications. Students can also receive their status on submitted applications, accept or decline awards and review their financial profile.

The system will only show awards that are currently open for application; students are encouraged to browse the website to see all the awards that will be available over the course of their degree program(s).

See [https://gradawards.sfu.ca/AppCentre/Default.aspx](https://gradawards.sfu.ca/AppCentre/Default.aspx)

### 7.2.1 Graduate Fellowship

The MFA Program is granted a number of Graduate Fellowships each year, presently valued at $6500. These are awarded by the Graduate Program Committee on the basis of academic excellence. A minimum CGPA of 3.5 is required.

See [http://www.sfu.ca/dean-gradstudies/awards/graduate-fellowships/graduate-fellowships.html](http://www.sfu.ca/dean-gradstudies/awards/graduate-fellowships/graduate-fellowships.html)

### 7.2.2 Travel & Minor Research Awards for Graduate Students:

These are smaller amounts administered by the School for the Contemporary Arts on a “first come” basis, usually awarded for travel for research purposes (such as attending festivals or conferences) in the amount of (up to) $500 and (up to) $1000 per academic year. *Note that these awards can also be applied to costs associated with research that do not require travel.* Students are limited to one minor award ($500) and one major award ($1000) per academic year.

These funds need to be adjudicated by the Graduate Program Committee, so please apply at least 6 weeks in advance of your travel, if possible.


### 7.2.3 FCAT travel fund

The Faculty of Communication, Art and Technology awards matching funds of up to $350 for travel *for public presentation of research*, matched by our department for a total award of up to $700. There are six awards per year in total. Please contact the Graduate Program Chair if you intend to apply, and for information on how to apply.
7.3 Private Internal Awards

Many external awards are listed on the Dean of Graduate Studies web site. Consider creatively how you might be eligible for these. Given that you will normally graduate in December of your second year, look for awards that will be disbursed in the Spring and Summer semesters of your first year, the Fall semester of your second year, or for post-graduate awards.

7.4 Student Loans, Bursaries, and Work-Study Positions

7.4.1 Student Loans

Students enrolled in eligible programs can apply for a variety of government assistance, including student loans and grants. Student lines of credit offered through financial institutions are also available. These forms of funding are offered to both full-time and part-time students.

See https://www.sfu.ca/students/financialaid/grad/loans/home.html

7.4.2 Bursaries

Bursaries are a supplemental source of funding for students with demonstrated financial need; that is, they should not be treated as your primary source of funding. Bursaries are available to Canadian and International students. You should be aware that you may not be awarded a bursary every term. Due to the high volume of applications received each term, payment of funds may not occur until the middle of the term of application.

See https://www.sfu.ca/students/financialaid/grad/bursaries.html

7.4.2 Work-Study Program

The Work-Study Program is an opportunity to participate in research-based projects and earn a supplemental income. You will also gain valuable experience connecting with various members of the SFU community and build your co-curricular record. Because a student's first commitment is to his/her studies, Work-Study hours are flexible, on campus and supervised.

Work-Study positions are available during the Fall, Spring and Summer terms. Successful applicants will be awarded 140 Work-Study hours for a term.

To qualify and maintain your eligibility for a Work-Study placement you must:
• have a minimum CGPA of 3.00 at SFU (waived for students in their first term at SFU)
• be enrolled full-time in an approved program, unless otherwise stipulated
• have a demonstrated financial need (as assessed by SFU).

See https://www.sfu.ca/students/financialaid/grad/work-study.html
7.5 Research Assistantships (RAs)

Faculty members holding research grants often have research-assistant jobs for graduate students, which require a variety of practical research. Such faculty members will often hire students as research assistants. The Graduate Program Chair will attempt to liaise between faculty members needing RAs, and students looking for RA positions. Alternatively, you may simply familiarize yourself with faculty members’ funded research projects and approach them to propose your services as a research assistant.

7.6 Funding for international students

Unlike at many other universities, tuition cost for international students is the same as for Canadian students. At SFU, international students are eligible for university awards and fellowships, work-study jobs, and bursaries. However, many government awards are available only to Canadians or permanent residents. We encourage you to secure some funding from your home country.

Scholarships and Awards available to International students:
  See [http://www.sfu.ca/dean-gradstudies/awards/awardstimeline/internationalstudents.html](http://www.sfu.ca/dean-gradstudies/awards/awardstimeline/internationalstudents.html)

International students can legally work in Canada under certain conditions.

**On campus work:**
  See [https://www.sfu.ca/students/isap/current/employment-volunteer-options/work-on-campus.html](https://www.sfu.ca/students/isap/current/employment-volunteer-options/work-on-campus.html)

**Off campus work:**
  See [https://www.sfu.ca/students/isap/current/employment-volunteer-options/work-off-campus.html](https://www.sfu.ca/students/isap/current/employment-volunteer-options/work-off-campus.html)

In some cases, loans are available to International students.
  See [https://www.sfu.ca/students/financialaid/international.html](https://www.sfu.ca/students/financialaid/international.html)

General information for international students can be found online.
  See [http://students.sfu.ca/international/](http://students.sfu.ca/international/)

Specific financial aid is also available to U.S. students.
  See [https://www.sfu.ca/students/financialaid/international/us-loans/US-loans-home.html](https://www.sfu.ca/students/financialaid/international/us-loans/US-loans-home.html)
8. TEACHING ASSISTANTSHIPS

MA students are encouraged to work as Teaching Assistants (TAs) or Tutor Markers (TMs) at least once. SCA graduate students have priority in the hiring of TA and TM in School for Contemporary Arts. Their duties include preparation, attending lectures, leading discussion groups, studio consultation, and marking essays and exams.

TAs are paid according to a multiple of base units, according to the number of hours per week a TA is expected to work. Slightly different rules apply to Tutor Markers.

Approximately two months before the beginning of each semester, the Graduate Program Assistant will inform all graduate students when the application process has opened. Applications are processed using SFU’s online system. See [https://internal.fcat.sfu.ca/appointments/](https://internal.fcat.sfu.ca/appointments/)

Students are encouraged to apply for all positions for which they are qualified, ranking them by preference. Selection is made by the course instructors in consultation with the Graduate Program Chair. All TA and TM positions are conditional on enrollment.

The application for TA and TM positions should be professional and well written, and outline your experience and suitability for the course. By agreeing to TA or TM you are making a time commitment; be sure that you will be available for the time and duration of the course and notify the instructor in the application of any anticipated absences. TAing is an important learning and financial opportunity; however, students should be cautious about taking on multiple positions. A balance between studies and the TA commitments needs to be maintained.

MA students can also apply for TA and TM positions in other departments. Keep in mind that graduate students in those departments have priority.

TAs and TMs fill out a Time Use Guideline with the instructor at the beginning of the semester, which includes a breakdown of the hours the TA/TM is expected to devote to various tasks. Take care to keep track of your hours weekly; do not work beyond contract hours, and do not work for free. If you find yourself working too many hours per week, let the instructor know immediately so that she or he can redistribute the workload; alternatively, you may request a workload review. Information on Time Use Guidelines (TUGs) is available on the online FAQ. See [http://www.tssu.ca/2009/01/13/hug-your-tug/](http://www.tssu.ca/2009/01/13/hug-your-tug/)

TAs and TMs, as well as Sessional Instructors and Research Assistants, are represented by the Teaching Support Staff Union (TSSU), which, in its own words, “secures our wages, limits class size, provides health and dental benefits, protects us from discrimination and harassment, and generally makes our working conditions
better.” The SCA Graduate Caucus collectively chooses a representative to the TSSU.
See http://www.tssu.ca

Students who are TAs and TMs may choose to pay for their tuition under the “Payroll Deduction Process.” The benefit is they are not charged interest on the outstanding balance.
See http://students.sfu.ca/fees/howtopay/methods/tssupayroll.html
9. BENEFITS

Graduate students pay mandatory Student Society fees, which gives them access to a number of benefits:

9.1 Health and Dental Benefits

You must have medical insurance for the entire duration of your studies. Without insurance, you could pay thousands of dollars per day for a hospital stay or even be refused certain services. In Canada, there are two types of insurance: primary and secondary. Both primary and secondary insurance are required for graduate students.

Primary insurance covers medically-required services, such as visits to doctors, hospital stays and diagnostic medical testing. Primary medical insurance is legally required for all residents of British Columbia (including international students) and is provided through the BC Medical Services Plan (MSP).

See [http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp](http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp)

Secondary Medical Insurance generally covers vision care, prescription drugs and dental care. Eligible SFU students receive secondary medical insurance through the SFSS/GSS Extended Health and Dental Plan. Graduate students working as TAs may receive additional coverage through another provider as part of their employment contract.

See [http://www.studentcare.ca](http://www.studentcare.ca)

If you are an SFU graduate student taking at least one course at SFU and have basic medical insurance, you will be automatically enrolled.

9.1.1. Opting Out of the GSS Health and Dental plan

You may opt out of the GSS extended health plan if you have existing secondary coverage in BC. To opt out, you will be required to upload proof of coverage on the GSS Health and Dental website during the Change-of-Coverage Period. This will be during the first two weeks of each term.

The GSS has compiled information about the procedures, as well as potential benefits/drawbacks to opting out of the plan.


9.1.2 Additional Benefits for TAs and TMs

TSSU members may opt-in to a group plan, to have their primary insurance and part of their secondary insurance premiums paid by the employer (SFU).
TAs, TMs and Sessional Instructors must apply for all benefits by deadline. The employer (SFU) will not enrol you.

For international students, there is a three-month waiting period. These benefits extend to your spouse and dependents.

**Cost Sharing Breakdown**

MSP (Primary Insurance): 100% of premiums are paid by the employer for duration of employment. Coverage commences the first of the month in which the application is submitted.

Extended Health (Secondary Insurance) 75% employer paid plan through Pacific Blue Cross that covers 80% of prescription drugs and minimal paramedical practitioners. Coverage may be maintained for up to 2 semesters following employment as long as the form is submitted before employment ends. See the plan booklet for full details and enrol via the form on SFU’s HR website.


9.1.3 Coverage for International and Out-of-Provence students

International and out-of-province students should apply for British Columbia Medical Services Plan (BC MSP) as soon as they enter the province, as the application takes 90 days to process. During this waiting period, international students are automatically enrolled in a short-term plan called guard.me.

Students from another Canadian province should maintain their out-of-province insurance until they obtain their BC MSP card.

*International students*

See [https://www.sfu.ca/medical-insurance/international-us-students1.html](https://www.sfu.ca/medical-insurance/international-us-students1.html)

*Out-of-province students*

See [https://www.sfu.ca/medical-insurance/graduate-canadian-citizens-permanent-residents.html](https://www.sfu.ca/medical-insurance/graduate-canadian-citizens-permanent-residents.html)

9.1.4 Opting out of Guard.me

Guard.me is a private insurance plan contracted by SFU that can provide coverage before international students are eligible for BC MSP. However, all incoming international students are automatically enrolled in this expensive plan and must manually opt-out to prevent being automatically re-enrolled in subsequent semesters.

For detailed information about how to opt-out, see the TSSU’s guide:

[http://www.tssu.ca/guard-me/](http://www.tssu.ca/guard-me/)
9.2 **Health Clinics and Counseling Services**

Students have access to SFU's health clinics, counseling services, health promotion, and physical therapy. Most fees are covered by BC MSP.

See [http://students.sfu.ca/health/](http://students.sfu.ca/health/)

9.3 **SFU Computing ID**

As soon as you are admitted and have paid your deposit you will receive an email to activate your SFU Computing ID, which gives you access to email, the Student Information System, your payslip, web publishing facilities, eLearning systems such as WebCT, campus labs, online Library services.

9.4 **Library/ID card**

Your library/ID card gives you access to SFU's library, semester loans of books, electronic databases, interlibrary loan, free workshops, and other services. You are also eligible for the UBC Community Library Card.

9.5 **U-Pass**

This program provides unlimited, all zone access to public transit in Metro Vancouver at one-third to one-fifth the cost of a regular monthly transit pass.

See [http://students.sfu.ca/upass/](http://students.sfu.ca/upass/)

9.6 **Parking permits**

Downtown: The parking lot at 400 West Cordova Street offers reduced rates after 4:00 pm for students, faculty, and staff with a valid SFU library card or a parking pass available from Continuing Studies.

Burnaby and Surrey: Graduate students can buy parking permits valid for one semester.

See [http://www.sfu.ca/security/Parking/permit/graduates.html](http://www.sfu.ca/security/Parking/permit/graduates.html)
10. FACULTY AND AREAS OF RESEARCH

10.1 MA steering committee

The MA steering committee is a subcommittee of the School for Contemporary Arts Graduate Program Committee.

Dr. Henry DANIEL  
Research-creation; performance studies

Dr. Arne EIGENFELDT  
New media and performance

Dr. Laura MARKS  
Cinema and media studies; new media art; experimental media; visual culture; art and philosophy

Dr. Denise OLEKSIJCZUK  
Visual culture; photography; pre-cinematic media arts; curating

Dr. Christopher PAVSEK  
Non-fiction cinema and art; cinema studies; critical theory

Professor Judy RADUL  
Document and documentary; art and theory

10.2 Other SCA faculty

Sabine BITTER  
• Urban geographies, architectural representations, visual politics

Allyson CLAY  
• Mixed media work including drawing, painting, text work, installation, photography and performance, as informed by feminist and critical theories

Peter DICKINSON  
• Performance Studies, cross-appointed with the Department of English

Marla EIST  
• Ballet, modern, body therapies, choreography

Judith GARAY  
• Choreography, performance, costume design

Martin GOTFRIT  
• Electroacoustic music, film sound design and scoring

Rob GROENEBOER  
• Film directing, editing and scriptwriting, film production
Patricia GRUBEN • Directing, scriptwriting, editing, dramatic feature films
Barry HEGLAND • Theatre management, lighting design, stage design
Steven HILL • Theatre performance, directing, devising, interdisciplinary collaboration
Howard JANG • Arts administration, arts advocacy, development in non-profit organizations
Robert KITSOS • Modern dance, choreography, performance combining dance and digital sound and video
DD KUGLER • Dramaturgy, directing, writing
Claudette LAUZON • Contemporary art history, Digital Art
Cole LEWIS • Theatre, Directing, Playwriting
John MACFARLANE • Lighting design for the stage
Elspeth PRATT • Director, School for the Contemporary Arts Sculpture, site specificity, spatial organization, politics of location
Eldritch PRIEST • sonic culture, experimental aesthetic, philosophy of experience
Cheryl PROPHET • Choreography and performance
Judy RADUL • Performance, video, photography, sound & text, contemporary theory
Simoné RAPISARDA • experimental film, directing, film production
Noé RODRÍGUEZ • Film Production
Owen UNDERHILL • Composition, conducting, contemporary ensembles, music theatre, interdisciplinary collaboration, 20th-century theory
Ker WELLS • Theatre performance, directing, devising, interdisciplinary collaboration
Jin-me YOON • Installation, photography, issues concerning representation, gender and cultural politics
## 11. STAFF CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Job duties include:</th>
<th>Name</th>
<th>Room No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School for the Contemporary Arts Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager Academic Admin Services</td>
<td>- MECS booking</td>
<td>Kristen Schiefke</td>
<td>2865</td>
<td><a href="mailto:kschiefk@sfu.ca">kschiefk@sfu.ca</a></td>
</tr>
<tr>
<td>Secretary to the Director</td>
<td>- books faculty meetings</td>
<td>Samantha Diamond</td>
<td>2835</td>
<td><a href="mailto:scasec@sfu.ca">scasec@sfu.ca</a></td>
</tr>
<tr>
<td>Undergraduate Assistant (to book classroom spaces)</td>
<td>- classroom and fourth floor studio bookings</td>
<td>Marc Paquin</td>
<td>2860</td>
<td><a href="mailto:ca@sfu.ca">ca@sfu.ca</a></td>
</tr>
<tr>
<td>Graduate Program Assistant</td>
<td>- program information</td>
<td>Barbara Adler</td>
<td>2860</td>
<td><a href="mailto:mfagrad@sfu.ca">mfagrad@sfu.ca</a></td>
</tr>
<tr>
<td>Technical Director</td>
<td>- performance venue booking</td>
<td>Ben Rogalsky</td>
<td></td>
<td><a href="mailto:brogalsk@sfu.ca">brogalsk@sfu.ca</a></td>
</tr>
<tr>
<td>Budget, Records Assistant</td>
<td>- financial forms</td>
<td>Katie Rivièr</td>
<td>2850</td>
<td><a href="mailto:scabudget@sfu.ca">scabudget@sfu.ca</a></td>
</tr>
<tr>
<td>Web Services/Publicity</td>
<td>- web services</td>
<td>Brady Cranfield</td>
<td>2860</td>
<td><a href="mailto:scaweb@sfu.ca">scaweb@sfu.ca</a></td>
</tr>
<tr>
<td>New Students and Retention</td>
<td>- graduate retention</td>
<td>Dean Lastoria</td>
<td>2840</td>
<td><a href="mailto:lastoria@sfu.ca">lastoria@sfu.ca</a></td>
</tr>
<tr>
<td>Film Resources Specialist</td>
<td>- film &amp; video equipment loans</td>
<td>Corbin Saleken</td>
<td>3920</td>
<td><a href="mailto:csaleken@sfu.ca">csaleken@sfu.ca</a></td>
</tr>
<tr>
<td>Technical Resources Specialist</td>
<td>- computer support</td>
<td>Stefan Smulovitz</td>
<td>2350</td>
<td><a href="mailto:ssmuloviz@sfu.ca">ssmuloviz@sfu.ca</a></td>
</tr>
<tr>
<td>Visual Arts Technician, Alexander Studio</td>
<td>- equipment loans 611 Alexander</td>
<td>Andrew Curtis</td>
<td>Alexander Studio</td>
<td><a href="mailto:acurtis1@sfu.ca">acurtis1@sfu.ca</a></td>
</tr>
<tr>
<td><strong>SFU Woodwards Cultural Unit Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Coordinator (to book performance spaces)</td>
<td>- event ticketing</td>
<td>Sheila Pineau</td>
<td>2305</td>
<td>778-782-3514</td>
</tr>
</tbody>
</table>
12. PROGRAM SUPERVISION

12.1 Graduate Program Chair
The Chair of the Graduate Program has the overall responsibility for the Graduate Program Committee. The Chair’s responsibilities include:

• recommending and vetting policy with the Graduate Program Committee;
• informing students about policy and opportunities

12.2 Graduate Program Committee
The Graduate Program Committee is responsible for the overall administration of the graduate program on behalf of the School. Their responsibilities include:

• overseeing the curriculum of the Graduate Program;
• making recommendations to the Dean of Graduate Studies on admissions, fellowships, scholarships, awards and the granting of the degree;
• determining the availability of travel funds and suitability of funding requests;
• making recommendations to the Dean of Graduate Studies on formal requests by individual students for course waivers, course substitutions, or any deviation from the MA Degree Requirement (all such requests must be approved by both the Senior Supervisor and the Supervisory Committee);
• reviewing progress reports of individual students when such progress appears unsatisfactory, and
• monitoring the standards and equity for all students in the MA Graduate Program.

12.3 MA Program Subcommittee
The MA Program subcommittee (of the Graduate Program Committee) is responsible for issues specific to the MA program. The MA Program Coordinator advises MA students on courses, evaluates students’ progress, and manages other matters specific to the MA.

12.4 Supervision of Extended Essays
The MA program culminates in FPA 829-6 Extended Essays in Comparative Media Arts. In most instances, each essay is supervised by the two faculty members who taught the class in which the original essays were written and an additional faculty member. These faculty members advise the student on the writing in process and evaluate the completed Extended Essays. In FPA 822-4, the Research Colloquium, students polish one of the essays for publication. Essays are graded as In Progress (IP)/Complete (CO).
12.5 Progress Reports

Students are required to submit a Graduate Progress Report at the end of the spring semester to the MA Program coordinator with a copy to the Graduate Program Assistant. This progress report should:

• be at least 500 words long;
• list courses taken over the past year by semester;
• discuss work you have done for those courses;
• list teaching assistant work in the past year;
• describe outside professional activities relevant to your progress, and
• outline the plans you have made for the summer and fall (courses and their content, including the Practicum).

The report is due at the end of the spring semester and will become part of the student’s permanent record. The Progress Report will aid the MA Program coordinator in preparation of the Progress Evaluation.

12.6 Progress Evaluation

The Progress Evaluation will be submitted by the MA Program coordinator to the Graduate Program Chair at the beginning of May. It should include:

• a summary and assessment of the student’s accomplishment in the program (course work, projects, awards, etc.);
• an assessment of both satisfactory or unsatisfactory progress;
• any recommendations for improvements in future performance;
• course work the student intends to take to complete the degree.

Note that a satisfactory progress evaluation will require the student to have successfully completed FPA 821 and three additional courses, including at least two core options, by the end of the second term.

This report will be submitted only after consultation with course instructors and the student. The student will receive a copy of the Evaluation. The Progress Evaluation becomes a permanent part of the student’s program record.

The excerpt below is from Dean of Graduate Studies website, Graduate General Regulations:

1.8.1 Progress Evaluation

For master’s and doctoral students, the supervisory committee shall report on the student’s progress at least once each year. This report will be sent, in writing, to the graduate program committee with a copy to the student. The evaluation of student
progress in course work will rely in part on their maintenance of a CGPA of 3.0, as required by graduate regulation 1.5.4.

For graduate diploma students, a progress review will be initiated if the CGPA drops below 2.5.

1.8.2 Review of Unsatisfactory Progress

If a student’s progress appears to be unsatisfactory, the supervisory committee or the chair of the graduate program committee shall make a written report to the graduate program committee, and provide a copy to the student. That committee shall consider whether the student’s progress has been satisfactory. The graduate program committee, on consultation with the supervisory committee, if one has been appointed, may:

a) require the student to withdraw, or

b) inform the student of the unsatisfactory progress and require the student to improve in specific ways in a specific period of time.

The student concerned has the right to appear before the graduate program committee when the case is considered, and may submit any materials relevant to the case. A student who is required to withdraw shall be informed, in writing, with copies to the dean of graduate studies and the director, graduate admissions and records. If required to improve within a specific period of time, the student shall be informed in writing as to what precisely is required, with copies to the dean of graduate studies and the director, admissions and records.

Any decision of the graduate program committee under the provisions of this section may be appealed to the senate graduate studies committee through the dean of graduate studies. The student has the right to appear before the senate graduate studies committee when the case is heard. The decision of that committee shall be final.
13. LEAVES AND WITHDRAWALS

For information on how to go on leave, or withdraw from a course, see the Dean of Graduate Studies website.

See http://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html

14. THE PROGRAM RECORD

The Graduate Program Assistant keeps an ongoing record of the student’s progress in the Program. This record lists all courses completed and in progress. The record also includes Progress Reports, Progress Evaluations and information on grades, course instructors, course outlines, project proposals, awards, fellowships, activities, productions, and presentations.
15. COMMUNICATION AND EMAIL PRACTICES

Communication forms an integral part of successful advancement through the MA degree. The student shares the responsibility of maintaining communication with their Supervisor and Supervisory Committee, the Graduate Chair, the Graduate Assistant, Faculty, and other students.

If you receive an email from one of your advisors, the Graduate Chair, or the Graduate Assistant, it is good practice to respond to it promptly. Even if you don't have time for a full reply, it is important for you to acknowledge that you have received and read the message. Having to resend requests for information (about awards, progress reports or other information) to students becomes a frustrating task.

You will find yourself emailing professors (the ones you have now and the ones you had in the past) and staff at the university regularly, requesting references and information on various university events and practices. Effective emails get the quickest and most thorough response.

The following suggestions will help you get your message across, but also, ask your supervisor and correspondents what type of practices they prefer.

Read your message before you send it.

Make your subject line descriptive such as “can we book a meeting this week” or “need more information about SSHRC process”.

Change the subject of the message if the topic of the conversation changes.

Keep threads going, but restate important information in your email. Different email programs link related email differently, so don’t assume your receiver can find all related email. Keep a thread going in the message, but restate the important information (general topic, dates under discussion, etc) so they don’t have to go digging through the thread.

Don’t assume the reader remembers previous conversations, or knows about the topic, include all the information about timelines, deadlines, institutional rules related to the topic, and particularly information for reference letters.

Reference Letters: To request a reference letter first send a short email asking if the person would be willing to supply you with a letter for a specific purpose by a specific date. If they say yes then send them a fuller description of what is needed. Include a draft of your application statements so they can refer specifically to your application proposal in their letter. Even if you are emailing someone whom you think knows the terms of the award (such as the Graduate Chair) offer a friendly reminder by restating the terms of evaluation which will be used by the granting body that way your reviewer will be sure to address these in the letter. Include information on how the letter is to be disseminated, be clear if is there a form, an online link, if the letter is to be sent directly, include the address, etc. Many people will appreciate a polite reminder a few days before a letter is due.

Consider bolding important information.
Put action items or questions on separate lines so that they stand out and get noticed.

Feel free to email to the MA list, but if the topic is not concerning everyone, then limit the number of people to whom you send a message to those who need to read it.

Put people who need to be informed on the Cc line.

Put people who need to respond or take action on the To line.

Don’t count on an immediate response; however if there has been no answer after approximately a week, send a polite follow up. It is better to send a follow up than assume a reason (too busy, not interested) that the person isn’t answering. It is possible they would love to communicate with you but have lost your previous email.

Use your SFU email consistently. If you email from other email addresses, ensure that your name appears the same, so that the recipient can search and organize all messages from you.

Acknowledge messages and respond as promptly as possible. If you are unable to respond with a full answer right away, let the sender know that you are looking into the issue and will respond by a certain time or date.

Regarding attachments, make sure your surname is part of the name of the attachment. Your receiver may have to search for it in their attachments folder, or save it to their computer. If your email has a generic name, such as “Award”, they will have to rename the file or loose it on their computer.

Try to empathize with the receiver of the message. Although it may be quick to write the message, think about what you are actually asking that person to do, or the info you are asking them to provide. Is your email clear, is your subject line meaningful, and are your attachments well named?

Don’t send a message when you are angry. Better to write it, save it to your drafts folder, and come back to it later. Often by the time you return to the email the problem has resolved or improved.
APPENDIX A : INTERNAL BOOKING POLICY FOR THE GOLDCORP CENTRE FOR THE SCHOOL FOR THE CONTEMPORARY ARTS

Internal Booking Policy for the Goldcorp Centre for the Arts
with exception to public venues identified in SFU Woodward’s Goldcorp Centre for the Arts,
Rental and Booking Guidelines

Policy and Guidelines

The goal of this paper is to provide guidelines for the allocation of the spaces within SFU Woodward’s. Accessible and equitable use of space is essential to the School’s operation. In order to support the variety of demands a policy has been devised that allows for the greatest flexibility on behalf of our student and faculty needs, while insuring that classes, production, graduate student and faculty research requirements remain a priority. In all cases space will be used in a manner which best serves the interest of the School. Simon Fraser University has articulated multiple objectives for the SFU Woodward’s building. After teaching needs are accommodated the School has the opportunity to generate income from rentals to artists and artistic organizations. These requests are made to the Director, School for the Contemporary Arts.

Priority for space

Teaching semesters
1. School for the Contemporary Arts classes (actual class time + exam)
2. Booking outside of class times for class assignments, projects and rehearsals for school productions
3. Faculty and Teaching Assistant course preparation
4. SCA faculty research
5. SCA or SFU Woodward’s projects or partnerships involving rehearsal requests
6. Other requests from
   1) FCAT Office and Units
   2) other faculties within SFU and
   3) outside artistic groups

Summer semester

1. Contemporary Arts classes, Summer Workshops/Programs
2. Booking outside of class times for class assignments, projects and rehearsals for school productions
3. faculty research and course preparation
4. graduate student preparation for graduating project to be presented in the Fall semester
5. graduate student research
6. FPA student use of space for projects not related to a course

Regardless of whether the student is registered or not, the student would have to rent the space in one of the following scenarios:

i. On their own as a third party: the student could purchase facility liability insurance from a company called Sports-Can Insurance Consultants in Langley (604-888-
but it must be purchased through a broker as they don't sell directly. ($3million)

ii. Have the space booked as part of an SFU course by an SFU department representative. The SFU professor responsible for the course under which the space is booked should be prepared to provide a written document showing how the use of the space is related to a specific SFU course that the student needs to complete or is planning to take. In this case, the space rental could be deemed to be an SFU activity.

iii. Have the space booked through some other body such as the SFSS. The SFSS's liability insurance would then be relied upon if there was damage.

7. requests from external artistic groups

Faculty and graduate student requests for the Summer semester should be submitted during the Fall semester to insure availability.

**Booking Policy**

1. The Manager of the SCA Academic and Administrative Unit in consultation with the Space and Scheduling Committee will allocate space to courses within the yearly course scheduling process and resolve space conflicts.
2. All booking requests are made with the Undergraduate Assistant. When booking space for classes or class related use include the class number with the request.
3. Space must be booked with the Undergraduate Assistant before equipment can be requested through IT Services. [www.sfu.ca/avbookings](http://www.sfu.ca/avbookings)
4. IT services not related to a class, outside of public venues is booked with the SCA Technical Director.
5. Students may book space for a maximum of two consecutive weeks at a time, the current week plus the following week, including the weekend.
6. Students should be aware of the needs of their fellow students and not overbook. Generally we consider 3 hours of extra time per week as a reasonable amount. If additional time is requested the student may be required to get faculty permission. Conflicts of space may have to be referred to the Associate Director, SCA.
7. If plans change and space is not required, the Undergraduate Assistant must be notified. Note: if space has not been claimed ½ hour after the beginning of the booked time the space is forfeited.
8. The space must be returned to its original condition. Chairs and tables must be returned to their appropriate positions. Props and other materials must be cleaned up and the booker must remove everything brought into the space. Transgressions may result in the loss of booking privileges.
9. Shoes and Food policy for rooms: 2210 Studio T, 2270 Studio D, 4210 theatre studio, 4270 theatre studio, 4525 Courtyard Dance studio, 4650 Blonde Dance studio/Barefoot floor only, 4750 Hastings Dance Studio
   a. No outdoor shoes, no dance shoes with screws (tap shoes) are permitted. Pointe shoes are fine but no rosin
   b. Props that could damage the floor are not allowed in these studios.
10. Food and drinks are not allowed in teaching spaces, studios or computer labs, except water in plastic or metal containers, no glass.
11. Each space has been allocated a number of tables and chairs through Operations. A request for additional furniture that is required for a class for the entire semester should be sent to Stephan Roy, sroy@sfu.ca with room numbers and configurations.

If additional furniture is needed for a single class, the request goes to the SCA Undergraduate Assistant.

Additional furniture requests in Performance venues goes to the Event Clerk in the Cultural Unit.

For your information
SFU Woodward’s
Goldcorp Centre for the Arts:
Rental and Booking Guidelines
March 22 2011

The following guidelines apply to the usage of SFU Woodward’s cultural spaces:

The School for the Contemporary Arts will confirm performance venue usage 18 months in advance. SCA bookings are primarily for performances (including preparation for performances), film showings and visual art exhibitions.

Contact the Manager, Event and Audience Services to determine services to facilitate events in these venues.

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Designation (based on booking window)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fei &amp; Milton Wong Experimental Theatre B2290</td>
<td>SCA, SFU-W, MECS</td>
</tr>
<tr>
<td>Djavad Mowafaghian Cinema 3200*</td>
<td>SCA, SFU-W, MECS (this is a potential classroom for large-size classes but it is understood that an effort will be made to reduce classroom bookings during the start-up period in order to facilitate professional artistic programming and rentals.)</td>
</tr>
<tr>
<td>Djavad Mowafaghian World Art Centre 2555*</td>
<td>SCA, SFU-W, MECS (SCA Gamelan courses will be booked into this studio)</td>
</tr>
<tr>
<td>Studio D &amp; T 2210/2270</td>
<td>SCA, SFU-W, MECS, primarily used by SCA classes during the Fall and Spring semesters</td>
</tr>
<tr>
<td>Audain Gallery 2637</td>
<td>Contact Curator, Audain Gallery and Director,</td>
</tr>
</tbody>
</table>
APPENDIX B: GUIDELINES FOR SELLING ALCOHOL AT EVENTS

The sale of liquor/alcohol at SFU is regulated by SFU Administrative Policy AD 1.12 and the Liquor Control and Licensing Branch of the Ministry of Justice. You must comply with all the stipulated regulations.

If you are holding an event in any of the fourth floor spaces at the Goldcorp Centre for the Arts you may sell alcohol under a Special Occasion License. The catering company Lazy Gourmet holds the license for the basement, ground floor and second floor spaces at the centre. To sell alcohol in these locations you must operate under the Lazy Gourmet License administered through SFU Meeting, Events and Conference Services (MECS) for a cost. Before arranging a bar you must confirm a venue for your event through the SCA Technical Director.

Special Occasion License
Individuals or groups are allowed up to 3 special occasion licenses per month, and 24 per year. The steps for applying for a Special Occasion License at the Goldcorp Centre for the Arts are as follows:

1) Vote at the SCA Graduate Student Caucus to officially host the event through caucus.
2) The Primary Event Organizer (an individual) needs to possess a Serving it Right certificate. If no one in your caucus has an SIR certificate you can obtain certification online. The cost is $35.
3) Events hosted by SFU Graduate Caucuses are covered under the Graduate Student Society (GSS) insurance policy. Obtain proof of insurance coverage through the GSS.
4) Contact Peg Johnsen (peg.johnsen@sfu.ca) at Student Services and complete this form to seek approval to apply for a Special Occasion License at SFU.
5) Once approved, you must then apply for a Special Occasion License from a Liquor Distribution Branch which you can do online.
6) Follow the SFU instructions outlined on the form in step 4 including: obtaining approval from the Responsible Officer, notifying campus security of your event with completed documentation, and posting your Special Occasion License in a visible location in the bar or serving area during the hours the licence is in effect.
7) You will need to provide the alcohol, cash float, as well as non-alcoholic beverages, food and server. Only persons with Serving it Right may serve alcohol at your event. You will need one server for every seventy-five attendees.

MECS/Lazy Gourmet

MECS/Lazy Gourmet offers two bar options: a cash bar and a host bar. To arrange a bar through MECS do the following:

- Determine which bar option you want and how many attendees you expect. While a cash bar may ultimately appear more expensive, students should weigh carefully the organizational and human resources cost of selling their own tickets, tracking sales, and reconciling post-event.
Contact Kristen Schiefke (kschiefk@sfu.ca), Manager of Academic & Administrative Services with your request and include the following information: date of event, venue, event title, type of bar, expected number of attendees, food choices, projected budget, and contact information.

1) **Cash Bar**

Costs to the event organizer are as follows:

There is a minimum of $200 of sales required (otherwise the difference will be charged to your event). A ticket seller for your event at $25/hour for a minimum of 4 hours. Taxes and Service charges are included in the standard sale price. Standard prices for attendees are $6 for beer, $8 for wine and $2.50 for non-alcoholic beverages.

Lazy Gourmet will provide a float and ticket seller to conduct cash sales. The minimum cost to the event organizer is $100. The maximum cost to the organizer is $300 if no sales are made.

*Example 1: There are ten bottles of beer and seven glasses of wine sold at the event.*

- **Beer** 10 *$6 = $60**
- **Wine** 7 *$8 = 56**
- **Gross Sales** = $116
- **Minimum Sales difference $200 – gross $116 = $84**
- **Ticket Seller** = $100
- **Total Cost to Event Organizer = $184**

*Example 2: There are twenty bottles of beer and fourteen glasses of wine sold at the event.*

- **Beer** 20 *$6 = $120**
- **Wine** 14 *$8 = 112**
- **Gross Sales** = $232
- **Minimum Sales difference $200 – Gross $232 = -32 or 0**
- **Ticket Seller** = $100
- **Total Cost to Event Organizer = $100**

2) **Host Bar**

Costs to the event organizer are as follows:

- $5 per bottle of beer
- $35 per bottle of wine (a 5 oz pour is approx. 5 glasses per bottle)
- $2 per non-alcoholic beverage including bottled water
- BC Liquor tax at 10% on top of sales
- Service charge at 15% on top of sales

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2 All prices are for non-premium products.
3 All prices are for non-premium products.
4 It is important to take the number of bottles opened into consideration when setting your prices. You can set a time when no further bottles of wine should be opened.
Cost to the attendees is set by the event organizer.

Due to the potential for beverage count/ticket count discrepancies when you are running a host bar, it is recommended that you use the form (Appendix X.1) to help track your counts in collaboration with the Lazy Gourmet catering staff. It is also advisable that you ask the staff to stop opening wine bottles after a certain point in the evening so that you do not get charged for bottles that are opening for a single pour.

Example 3: You set your prices as follows: $6 for beer, $8 for wine and $2.50 for non-alcoholic beverages.
There are ten bottles of beer and seven glasses of red wine sold at the event.
You will take in the following cash sales:
Beer 10*$6 = $60
Wine 7*$8 = 56
Gross Sales = $116

You will be charged the following:
Beer 10*$5 = $50
Wine 2 bottles *$35 = $70
Subtotal = $120
Service Charges %15 * Subtotal = $18
Tax %10 * Subtotal = $12
Total owing = $150
Total Cost to Event Organizer = $34

Example 4:
You set your prices as follows: $6 for beer, $8 for wine and $2.50 for non-alcoholic beverages.
There are twenty bottles of beer, seven glasses of white and seven glasses of red wine sold at the event.
You will take in the following cash sales:
Beer 20*$6 = $120
Wine 7*$8 = 112
Gross Sales = $232

You will be charged the following:
Beer 20*$5 = $100
Wine 4 bottles *$35 = $140
Subtotal = $240
Service Charges %15 * Subtotal = $36
Tax %10 * Subtotal = $24
Total owing = $300
Total Cost to Event Organizer = $68

CATERING
With all bar options you are obligated by law to make food available to the attendees. For a Lazy Gourmet bar, you must purchase catering options and provide them to your patrons for free. (The exception is in the Fei and Milton Wong Experimental Theatre where Lazy Gourmet can operate a cash concession for $160 flat rate.) University policy AD1.12 states
"that a wide variety and generous supply of food and non-alcoholic beverages be made available for consumption during events".

The Lazy Gourmet catering license requires that if they provide any bar service they must also provide the food service\(^5\). You will not be able to operate a Lazy Gourmet bar without purchasing requisite food for each attendee\(^6\). There is an additional 15% service charge on all food sales.

Taking our bar examples from above and adding a minimum purchase of food to each you would have a total cost of the following:

\[
\begin{align*}
\text{Example 1:} \\
\text{Bar Total: } & \$184 \\
\text{Food Total: } & \$276 \\
\text{TOTAL: } & \$460
\end{align*}
\]

\[
\begin{align*}
\text{Example 3:} \\
\text{Bar Total: } & \$34 \\
\text{Food Total: } & \$276 \\
\text{TOTAL: } & \$310
\end{align*}
\]

\(^5\) It is possible for specific Cultural and/or Community Events to provide types of food that may not be available from the caterer. This is offered on a case by case basis and must meet certain Cultural requirements, along with liability insurance and Vancouver Coastal Health regulations. These requests come from the Community Engagement office or the Cultural Unit at GCA.

\(^6\) Cheapest catering options are $60 for 30 people if you order the savory mousse, $75 for 30 people if you order the torta, or $85 for 30 people if you order the vegetable platter. Assuming you have an audience of 120 at your event you will spend a minimum of $276 ($240 + 15% service charge) on food.
DISCREPANCY PREVENTION FORM
*prepared by the SFU SCA Grad Caucus for MECS catered events

CASHIER COPY  DATE:__________________
Fill out both cashier counts and provide the MECS COPY to MECS staff. If you are unable to retrieve a count from MECS staff, please provide a brief explanation here.

CASHIER COUNT

ASSORTED BEVERAGES
Price per serving_____ Tickets sold_____
(MECS charges $2.00)

BEER
Price per serving_____ Tickets sold_____
(MECS charges $5.00)

WINE
Price per serving_____ Tickets sold_____
(MECS charges up to $8.75)

Did you request that no new wine bottles be opened after an indicated time?  Y / N

If yes, what time? _______

Signature: ____________________________

MECS COPY  DATE:__________________
Hi there! This form was created to prevent quantity discrepancies between SFU students and MECS staff for MECS catered events. Please take a moment to convey your quantity count to the cashier in order to avoid misunderstandings during billing. Thank you!

CASHIER COUNT

ASSORTED BEVERAGES
Price per serving_____ Tickets sold_____
(MECS charges $2.00)

BEER
Price per serving_____ Tickets sold_____
(MECS charges $5.00)

WINE
Price per serving_____ Tickets sold_____
(MECS charges up to $8.75)

Did you request that no new wine bottles be opened after an indicated time?  Y / N

If yes, what time? _______

Signature: ____________________________

MECS COUNT

ASSORTED BEVERAGES
Quantity_____

BEER
Quantity_____

WINE BOTTLES
Quantity_____

Was there open, unfinished wine at time of bar close?  Y / N

If yes, how many bottles?_____

Signature: ____________________________

MECS COUNT

ASSORTED BEVERAGES
Quantity_____

BEER
Quantity_____

WINE BOTTLES
Quantity_____

Was there open, unfinished wine at time of bar close?  Y / N

If yes, how many bottles?_____

Signature: ____________________________