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://students.sfu.ca/calendar/for_students/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 Cohort Special Arrangement
In this inaugural year the MA program is a Cohort Special Arrangement program: a prototype program that Contemporary Arts is developing for final approval. This means that we are especially flexible to your interests, as they will teach us what students want from such an MA. For example, you may take more than one elective, and you may negotiate to make a project rather than write an essay to satisfy FPA 829-6.

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

3.1 Fall Semester, Year 1
In their first semester in the program, students will 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 essay (optional)
FPA 827-4 Practicum (optional)
Elective (optional)

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

FPA 822-4 Research Colloquium
FPA 829-6 Extended essay
Core option or elective, if you did not take a summer elective
Research Symposium: public presentation of your research
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 full-time advanced and intensive practicum experience supervised by selected faculty and arts organization personnel. Students will assume a large measure of responsibility and participate in a range of activities related to the placement. Prerequisite: Permission of the MA Program Coordinator. Note that some placements will have more specific requirements – all students are required to complete the practicum proposal and have it approved by the MA Program Coordinator and the organization within which the practicum will take place, before registering.

FPA 829-6 Extended Essay in Comparative Media Arts

The composition of an essay 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
GSWS 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.
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.

See http://www.sfu.ca/dean-gradstudies/current/new_student_information/

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/

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

See 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.

See http://www.sfu.ca/dean-gradstudies/future/tuition-and-fees.html
7. FUNDING

In this inaugural year of the program, as a Cohort Special Arrangements student, you are not eligible for awards adjudicated by the Senate Graduate Awards Committee, including internal awards through the Dean of Graduate Studies office. However, you are still eligible for government and private awards, some SFU internal awards, some SCA graduate awards, and teaching 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. However, this is normally done during the first year of study in a Master’s program, and funds the second year. As our program is meant to be completed in less than two years, most students will not be able to apply unless they do the year before entering the program.

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/external-awards.html
7.2  SFU internal awards

7.2.1  Travel & Minor Research Awards for Graduate Students:

These are smaller amounts administered by the School for the Contemporary Arts on a “first come” basis. Please contact the Graduate Chair if you intend to apply. 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.

7.3  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 graduate in December 2014, look for awards that will be disbursed in summer/fall 2014, or for post-MA awards.

7.4  Student Loans, Bursaries, and Work-Study Positions

Student loans are available, and bursaries and work-study positions are available to students with student loans. See http://students.sfu.ca/financialaid.html

7.5  Research Assistantships (RAs)

Faculty members holding research grants often have research-assistant jobs for graduate students, which require skills from scholarly research to computer programming. Often faculty members hire students they are supervising as research assistants, but not always. The Graduate Program Chair will attempt to liaise between faculty and students. 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.

International students can legally work in Canada under certain conditions. See http://students.sfu.ca/internationalstudentservices/new/off-campus-work.html

In some cases, loans are available to International students. See http://students.sfu.ca/financialaid/loans/internationalstudents.html
General information for international students can be found online. See http://students.sfu.ca/international/

Specific financial aid is also available to U.S. students. See http://students.sfu.ca/financialaid/loans/usstudents.html
8. TEACHING ASSISTANTSHIPS

MA students are encouraged to work as Teaching Assistants (TAs) or Tutor Markers (TMs) at least once. MA students have priority in the hiring of TAs and TMs in studies classes in the School for Contemporary Arts. Their duties include preparation, attending lectures, leading discussion groups, 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.

Several months before the beginning of each semester, the School for Contemporary Arts invites applications for TA/TM positions. 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 funding, and some 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. If you need more information on the course, contact the instructor or the graduate chair. 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) are available on the online FAQ. See 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.” MA students choose their 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

Graduate students are eligible for extended benefits under the Graduate Student Benefit Plan. If you are an SFU graduate student taking at least one course at SFU and have basic medical insurance, you will be automatically enrolled. If you do not wish you participate in the plan, you will need to opt out between September 1 – 27, 2010. See [http://www.ihaveaplan.ca](http://www.ihaveaplan.ca) for details and for information for out-of-province and international students.

Note for international and out-of-province students: All students must maintain BC Medical Services Plan (BC MSP) while attending SFU. 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 must obtain temporary private medical insurance. Students from another Canadian province should maintain their out-of-province insurance until they obtain their BC MSP card. See [http://students.sfu.ca/health/healthclinics/insurance.html](http://students.sfu.ca/health/healthclinics/insurance.html)

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 (the GVRD) at one-third to one-fifth the cost of a regular monthly transit pass. See http://students.sfu.ca/upass/

9.6 TSSU Medical and Dental Benefits
Teaching assistants and others represented by TSSU are eligible for medical and dental benefits through Medical Services Plan and Extended Health Benefit. You must apply for these benefits; for international students there is a three-month waiting period. These benefits extend to your spouse and dependents. Detailed information, including helpful FAQs, is available on the SFU Human Resources website.
See http://www.sfu.ca/human-resources/hr_services/pensions_benefits/benefits/tssu/index.html

9.7 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
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. Jacqueline LEVITIN  
Film history, genre studies, women filmmakers, Chinese cinemas, art of film directing, post-colonial cinemas

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

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
Gary HARRIS • Stage design
Barry HEGLAND • Theatre management, lighting design, stage design
Steven HILL • Theatre performance, directing, devising, interdisciplinary collaboration
Robert KITSOS • Modern dance, choreography, performance combining dance and digital sound and video
Don KUGLER • Dramaturgy, directing, writing
John MACFARLANE • Lighting design for the stage
David MACINTYRE • Music composition, interdisciplinary composition and performance, interdisciplinary collaboration
Elspeth PRATT • Director, School for the Contemporary Arts
Sculpture, site specificity, spatial organization, politics of location
Cheryl PROPHET • Choreography and performance
Albert SMITH • Drumming, jazz, popular music and accompaniment
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

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<th>Position</th>
<th>Name</th>
<th>Room No.</th>
<th>Phone No.</th>
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<tr>
<td><strong>School for the Contemporary Arts Staff</strong></td>
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<tr>
<td>Manager Academic Admin Services</td>
<td>Kristen Schiefke</td>
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<td>Secretary to the Director</td>
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<tr>
<td>Undergraduate Assistant</td>
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<td>Graduate Assistant</td>
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<tr>
<td>Technical Director</td>
<td>Ben Rogalsky</td>
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<tr>
<td>Budget, Records Assistant</td>
<td>Katie Thomas</td>
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<td>Undergraduate Advisor</td>
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<td>Recruiter</td>
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<td>Film Resources Specialist</td>
<td>Corbin Saleken</td>
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<td>Technical Resources Specialist</td>
<td>Stefan Smulovitz</td>
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<td>Visual Arts Technician, Alexander</td>
<td>Andrew Curtis</td>
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<td>Studio</td>
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<td><strong>SFU Woodwards Cultural Unit Staff</strong></td>
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<td>Manager Events and Audience Services</td>
<td>Heather Blakemore</td>
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<td>778-782-3513</td>
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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 Essay
The MA program culminates in FPA 829-6 Extended Essay in Comparative Media Arts. The essay is supervised by the faculty member leading the Research Colloquium in the fourth semester and by a member of the MA program steering committee. These two faculty members advise the student on the writing in process and evaluate the completed Extended Essay.
12.7 Progress Reports

Students are required to submit a written 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.

12.8 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, 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

School for the Contemporary Arts Internal Booking Policy for the Goldcorp Centre for the Arts, May 27 2011

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) Contemporary Arts classes (actual class times)

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

Research 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 Project to be presented in the Fall semester
5) graduate student research
6) 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 Event Clerk. When booking space for classes or class related use include the class number with the request.

3. Space must be booked with the Event Clerk before equipment can be requested through the Teaching Learning Centre.

4. Students may book space for a maximum of two consecutive weeks at a time, the current week plus the following week, including the weekend.

5. 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.

6. If plans change and space is not required, the Event Clerk must be notified. Note: if space has not been claimed ½ hour after the beginning of the booked time the space is forfeited.

7. 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.

8. 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
   No outdoor shoes, no dance shoes with screws (tap shoes) are permitted. Pointe shoes are fine but no rosin
   Props that could damage the floor are not allowed in these studios.

9. Food and drinks are not allowed in teaching spaces, studios or computer labs, except water in plastic or metal containers, no glass.

10. Each space has been allocated a number of tables and chairs through Operations. Requests for additional chairs and tables will be sent to the Manager, Event and Audience Services, or to the Event Clerk.

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. It is proposed that any classroom bookings be on Mondays only.)</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, other music SCA classes may be booked on Mondays)</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, Audience and Event Services for review</td>
</tr>
</tbody>
</table>