



# Master of Fine Arts

## Visual Arts, Creative Writing, and Interdisciplinary Studies

### — Program Handbook —

Resources to Help you Navigate your Program Requirements



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Creative Studies

Faculty of Creative and Critical Studies

Okanagan Campus

Updated October 2023

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# Introduction

## Welcome from your Associate Dean

### Dear Master of Fine Arts Students:

On behalf of the Faculty of Creative and Critical Studies, it is my distinct pleasure to welcome you to our vibrant research community at UBC's Okanagan campus. In the spirit of this welcome, I want also to acknowledge that our research, teaching and learning takes place on the traditional and unceded territory of the Syilx Okanagan people. You are joining a faculty of world-class artists, creators, and thinkers. Combining Fine Arts and Humanities disciplines, the faculty is defined by its creative/critical identity, offering excellent opportunities within your discipline as well as opportunities for cross-disciplinary educational experiences. I think you will find this one-of-a-kind pairing of creative and critical practices to be a unique and friendly community excited to assist you in realizing the full potential of your research.

At once close-knit and interdisciplinary, the faculty provides an exceptional research atmosphere consistently characterized by individual attention and mentorship. As a member of our graduate student community, you will experience the obvious dedication we have to supporting your research and education.

As proud as we are of the creative and critical pairing that has the potential to expand your research horizon, what really makes this place special is you and the communities you will develop with your fellow graduate students and the faculty here.

May you have an excellent year!

Sincerely,

Jodey Castricano  
Associate Dean Research and Graduate Studies

## Welcome from your Program Coordinator

### Dear M.F.A. Graduate Students:

Congratulations and welcome to the M.F.A. program at UBC Okanagan! If you are reading this as a student in the program, it means that you are now part of a vibrant, multi-disciplinary community of artists and scholars. While pursuing independent creative and academic research, you will expand your knowledge base, take risks, be challenged, investigate, and deepen your artistic practice within a supportive environment that fosters critical thinking and innovative making.

The M.F.A program at UBCO, founded in 2007, has undergone some new and exciting expansions. As of September 2021, we have added studio and communal desk space in a new facility called 'Innovation Precinct One'. This building is also home to the graduate students from the School of Engineering: we hope you may be inspired to create innovative collaborations with them and, of course, with each other. Currently, we offer three M.F.A. specializations in Visual Arts, Creative Writing and Interdisciplinary Studies (IS), and now the new addition of a Curation option to the current structure of the M.F.A. IS stream.

This year, we will engage in review of the Department of Creative Studies. We hope you'll participate in this review and help us continue to evolve and improve our degrees and programs.

Following this message, please find the latest updated M.F.A. Program Handbook to assist you in navigating your graduate experience at UBCO. As well, you are always welcome to contact myself or the Graduate Program Assistant via [gradstudies.fccs@ubc.ca](mailto:gradstudies.fccs@ubc.ca) should you have any inquiries or need support.

I wish you much success in your studies and I look forward to seeing what you will create over the next two years.

Sincerely,

Nancy Holmes  
Associate Professor / M.F.A. Program Coordinator

## Website and Contacts

There are two main websites you'll want to become familiar with:

- Faculty of Creative and Critical Studies: <https://fccs.ok.ubc.ca>
- College of Graduate Studies: <https://gradstudies.ok.ubc.ca/>. In particular, students should familiarize themselves with the [Graduate Policy and Procedure Manual](#)

There are forms databases and awards listings on both websites, as well as other information that will be useful for you throughout your program.

If you have questions at any time through the course of your program, you can always get in touch with:

- Your Graduate Program Assistant, Mackenzie Nichol ([gradstudies.fccs@ubc.ca](mailto:gradstudies.fccs@ubc.ca))
- Your Program Coordinator, Nancy Holmes ([nancy.holmes@ubc.ca](mailto:nancy.holmes@ubc.ca))

## MFA Online and on Social Media!

The MFA program webpage can be found here:

[fccs.ok.ubc.ca/degrees-programs/graduate/fine-arts](https://fccs.ok.ubc.ca/degrees-programs/graduate/fine-arts)



For more about the UBCO MFA community, follow FCCS on Facebook:

[www.facebook.com/UBCOcreativewriting](https://www.facebook.com/UBCOcreativewriting)

[www.facebook.com/UBCFCCS](https://www.facebook.com/UBCFCCS)

[www.facebook.com/UBCOvisualarts](https://www.facebook.com/UBCOvisualarts)

## Setting up a UBC Email Address

If you haven't already done so, you can sign up for a UBC email address that you can keep after you graduate from your program. Please see the information below on setting up the email:

- Click [here](#) (for this to work, you must be registered in courses)
- Under "Getting Started," click the link to log in using your CWL

Please let your [Graduate Program Assistant](#) know your preferred email address, the one you applied to UBC with, or your UBC email address once you set that up.

If you have any other questions, please let Mackenzie or your supervisor know.

## Getting a UBC ID Card

If you haven't already gotten your UBC ID card, you can find more information on how to do that here [ok.ubc.ca/about/campus-services/ubccard](https://ok.ubc.ca/about/campus-services/ubccard)

# Welcome to UBC!!!

## **Program Description – Master of Fine Arts**

The Master of Fine Arts (MFA) program at UBC's Okanagan campus in Kelowna, BC, provides students with opportunities to develop sophisticated production skills within a variety of media.

Students thrive in a creative environment led by experienced faculty from a variety of disciplines. Here, students gain exposure to advanced concepts in contemporary art while working in a mutually supportive and critical studio-and-production environment.

The MFA program supports state-of-the-art production with 21st-century digital, printmaking, sculpture and photography studio facilities. While in residence, each Visual Arts student has studio space to work in an artistic environment to explore, share and develop their own artistic community in relationship to a dynamic cohort of fellow MFA students in other fields.

Students are encouraged to engage in and investigate creative practice-based research that combines an interdisciplinary approach bridging academic research and fine-arts disciplines. We also support notions of artwork that are collaborative and community-based in nature.

## **Areas of Specialization**

There are three areas in the program:

**Visual Arts**

**Creative Writing**

**Interdisciplinary Studies**

All three areas share two MFA Colloquium courses (CCS 506 and 507) that help to develop bonds in the MFA cohort while promoting innovative and interdisciplinary artistic opportunities.

Creative Writing and Visual Arts specializations have focused disciplinary production courses to develop advanced skills in their areas.

The Interdisciplinary Studies specialization allows students interested in Visual Arts, Creative Writing, Performance or Curation to explore these methods of production while engaging in a secondary, complementary academic area of study.

The MFA program also allows for students to explore non-traditional community or collaborative creative practices.



## MFA Student Profile

**LINDSAY KIRKER** is a graduate student in the Master of Fine Arts – Visual Arts program at UBC Okanagan in Kelowna, BC. She has a Bachelor of Fine Arts degree from the University of Alberta.

“In junior high, the art teacher always sent me outside and said: ‘Paint whatever you see.’ To just sit in nature and paint, I was like — ‘This is it, I love this.’” Those grade-school sojourns to paint what she saw outside evolved into an enduring passion for painting and the pursuit of a graduate degree in fine art.



“I applied to four different schools and got into a few but the others just didn’t feel right. I looked into UBCO and loved the relationship with the surrounding environment. The way that the campus was here out on the edge of Kelowna and integrated with nature appealed to me. This is a place where I have space to develop my own ideas and not be influenced by everything around me,” says Kirker, who also liked that her classes would be small and she would be working away from big city centres.

Kirker and her graduate supervisor — Assistant Professor Samuel Roy-Bois, an award-winning artist whose large-scale installations explore how architecture and the built environment contribute to our understanding of the world — share a preoccupation with how the built environment intersects with nature.

“Sometimes you feel instructors are molding you towards what they’re interested in,” says Kirker. “But that’s not how I feel at all with Samuel. He encourages me to paint what I’m drawn to and I love that. “A good teacher points you in the right direction. But you have to find the answers yourself.”

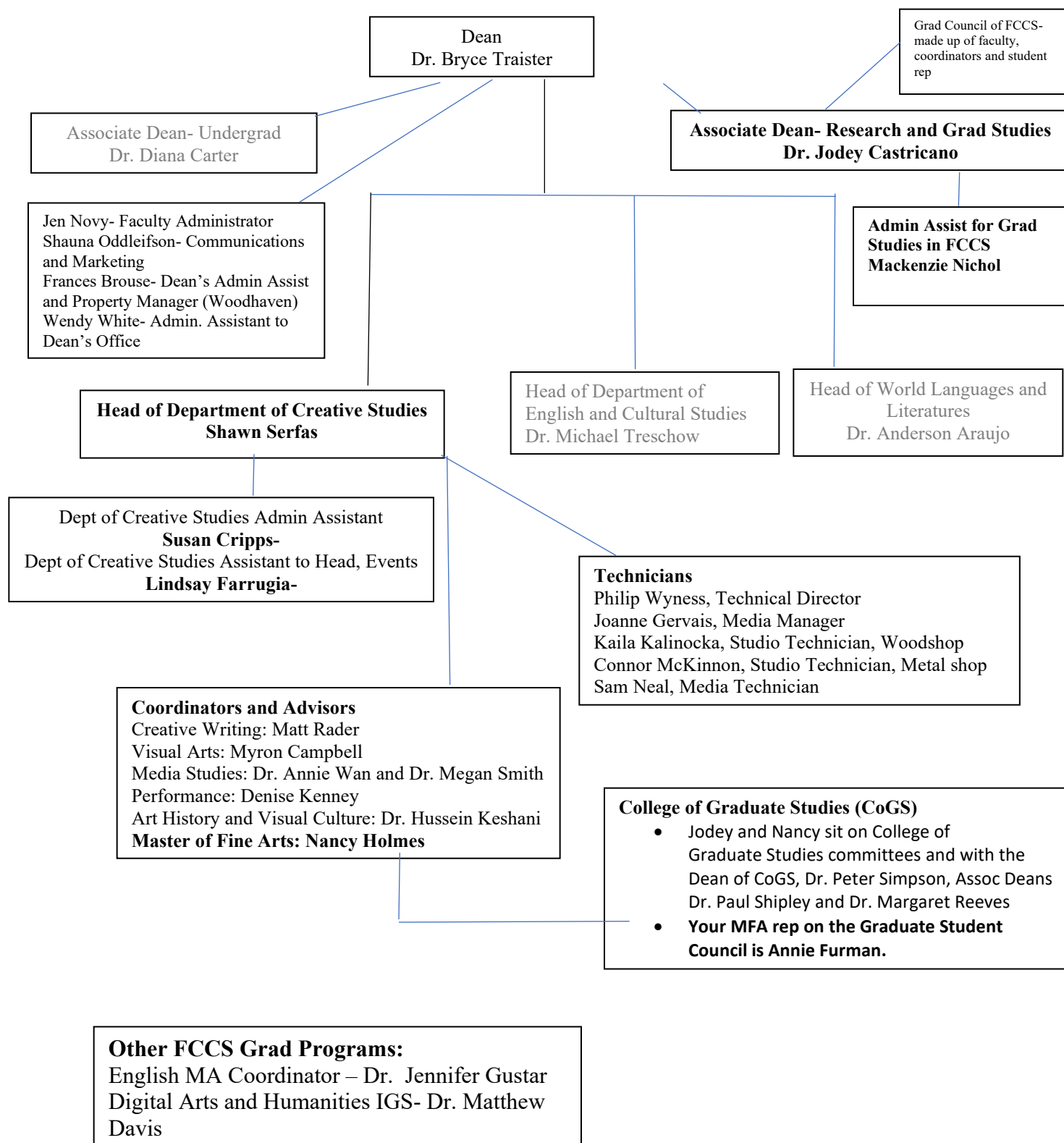
## Creative Studies Faculty List

This is a list of permanent faculty in the Creative studies department. For more information on faculty research interests, how to build your supervisory committee, and so on, in the MFA Visual Arts, MFA, Creative Writing, or MFA Interdisciplinary Studies programs, **please contact your supervisor or the MFA Program Coordinator** [nancy.holmes@ubc.ca](mailto:nancy.holmes@ubc.ca)

Also, see faculty profiles here: <https://fccs.ok.ubc.ca/about/meet-our-faculty/>

| 2023–2024 Fall / Winter                      |                  |                |  |
|--|------------------|----------------|--|
| Last   | First            | Teaching Area  | Email  |
| CAMPBELL<br>*Not accepting graduate students | Myron            | CS, MDST, VISA | <a href="mailto:myron.campbell@ubc.ca">myron.campbell@ubc.ca</a>     |
| CHONG  | Kevin            | CS, CRWR       | <a href="mailto:kevin.chong@ubc.ca">kevin.chong@ubc.ca</a>           |
| CRAIG  | Briar            | CS, VISA       | <a href="mailto:briar.craig@ubc.ca">briar.craig@ubc.ca</a>           |
| DULIC  | Aleks            | CS, MDST, VISA | <a href="mailto:aleksandra.dulic@ubc.ca">aleksandra.dulic@ubc.ca</a> |
| EGAMI  | Renay            | CS, VISA       | <a href="mailto:renay.egami@ubc.ca">renay.egami@ubc.ca</a>           |
| FLEMING                                      | Anne             | CS, CRWR       | <a href="mailto:anne.fleming@ubc.ca">anne.fleming@ubc.ca</a>         |
| GOTT   | Suzanne          | ARTH, CS, GWST | <a href="mailto:suzanne.gott@ubc.ca">suzanne.gott@ubc.ca</a>         |
| KENNEY                                       | Denise           | CS, THTR       | <a href="mailto:denise.kenney@ubc.ca">denise.kenney@ubc.ca</a>       |
| KESHANI                                      | Hussein          | CS, ARTH       | <a href="mailto:hussein.keshani@ubc.ca">hussein.keshani@ubc.ca</a>   |
| RADER  | Matt             | CS, CRWR       | <a href="mailto:matthew.rader@ubc.ca">matthew.rader@ubc.ca</a>       |
| ROY-BOIS                                     | Samuel           | CS, VISA       | <a href="mailto:samuel.roy-bois@ubc.ca">samuel.roy-bois@ubc.ca</a>   |
| SERFAS                                       | Shawn            | CS, VISA       | <a href="mailto:shawn.serfas@ubc.ca">shawn.serfas@ubc.ca</a>         |
| SMITH  | Megan            | CS, MDST, VISA | <a href="mailto:megan.smith@ubc.ca">megan.smith@ubc.ca</a>           |
| SMITH  | Michael V. Smith | CS, CRWR       | <a href="mailto:michael.v.smith@ubc.ca">michael.v.smith@ubc.ca</a>   |
| THOROGOOD                                    | Miles            | CS, MDST, VISA | <a href="mailto:miles.thorogood@ubc.ca">miles.thorogood@ubc.ca</a>   |
| WAN  | Annie            | MDST           | <a href="mailto:annie.wan@ubc.ca">annie.wan@ubc.ca</a>               |
| WILLARD                                      | Tania            | CS, VISA       | <a href="mailto:tania.willard@ubc.ca">tania.willard@ubc.ca</a>       |

# Faculty of Creative and Critical Studies Administrative Who's Who



# Timeline

## Important Dates

You can view a month-by-month [List](#) of important dates, a [Table](#) that has the typical timeline for completion, or a program [Flow Chart](#). Please note, there is additional information in the list and table not included in the flow chart.

See the [Academic Calendar](#) for additional important dates – this is a good page to bookmark for reference.

## Important Documents

Below is a list of the vital documents you'll need to fill out at certain times of year to ensure you're making satisfactory progress in your program. You can find all of these and more on the website at this link: <https://fccs.ok.ubc.ca/student-resources/grad-degree-progress/>

Submit all forms listed here to [Graduate Program Assistant](#) by the deadline.

**Program Plan.** Each graduate student is required to submit a program plan outlining your proposal for courses and confirming your supervisory committee. A significant function of this document is to form your supervisory committee. Ideally, your committee should consist of your supervisor and two additional members. Please find the form at the link above and fill it out in consultation with your supervisor.

**Due Date:** Nov 1 of your first term of study

**Annual Progress Report.** The Annual Progress Report form is required by the College of Graduate Studies and is reviewed by your supervisory committee and program coordinator. It is used to track general progress of the student and ensure that course work is being completed in a timely fashion.

**Due Date:** Due on May 1 of each year of study.

**MFA Thesis Proposal.** Graduate students from all programs are required to complete a research proposal. Use this form to lay out a proposed timeline and production schedule to create your thesis work and complete your thesis defense. See also under [Thesis Development](#) for additional guidance.

**Due Date:** Nov 1 of your second year of study

**MFA Artwork Recommendation for Examination.** This is a form your committee members must all sign to indicate they have seen your creative work and verify it is ready to go to defense. It is due to the [Graduate Program Assistant](#) at least a month prior to your defense date.

# Courses

## Required Courses

| Course Code   | Course Topic  |
|---|---|
| All MFA students are required to take the following:                          |   |
| CCS 506   | M.F.A. Graduate Colloquium I (3 credits)  |
| CCS 507   | M.F.A. Graduate Colloquium II (3 credits)   |
| CCS 599   | Section 001=Term 1, 002=Term 2, 201=Terms 1 and 2 (15 credits)  |
| Course Code   | Course Topic  |
| MFA Specialization in Creative Writing Additional *Required* Courses          |   |
| CRWR 581 or 582 taken twice   | Graduate Workshop in Creative Writing - Lyric (3/3 credits)<br>Graduate Workshop in Creative Writing – Narrative (3/3 credits)        |
| 3 credit course   | One additional 3 credit course from FCCS or other academic areas  |
| Course Code   | Course Topic  |
| MFA Specialization in Visual Arts Additional *Required* Courses               |   |
| VISA 582  | Graduate Studio in Visual Arts I (3 credits) – taken in Year 1  |
| VISA 583  | Graduate Studio in Visual Arts II (3 credits) – taken in Year 2   |
| 3 credit course   | One additional 3 credit course from FCCS or other academic areas  |
| Course Code   | Course Topic  |
| MFA Specialization in Interdisciplinary Studies Additional *Required* Courses |   |
| 6 credits   | 6 additional credits in primary creative discipline (may incl. CRWR 581/582, VISA 582/583, CCS 510/511/512, upper level THTR classes) |
| 3 credit course   | One additional 3 credit graduate course in a secondary area of study  |

**\*\*\*All graduate students must register in thesis credits (CCS 599) in every session, including summers**

\*\*\*Students normally choose their additional 3-credit elective from FCCS programming but may also choose to take a course outside of FCCS. Please consult with your supervisor to discuss which courses would best suit your program of study. Generally, the elective course is taken during the first year of studies in Term 1, Term 2 or the summer.

\*\*\*All students who wish to use the woodshop must take VISA 090 woodshop safety training. This is offered in the first two weeks of Term 1

## Indigenous Art Intensive

This month-long residency gathers artists, curators, writers and scholars to engage in contemporary ideas and discourse—a place for new ideas rooted in Indigenous art-making. UBC Okanagan’s Indigenous Art Intensive offers an educational series of courses, lectures, art shows, and opportunities to create art. It features a series of world-renowned speakers, a variety of related undergraduate and graduate credit courses, and a group of resident artists creating new bodies of work. The Summer Indigenous Art Intensive is supported by the Canada Council for the Arts. \*Students may register for one of the courses for their 3-credit elective requirement.

See this [link](#) for information on activities and course offerings from previous years

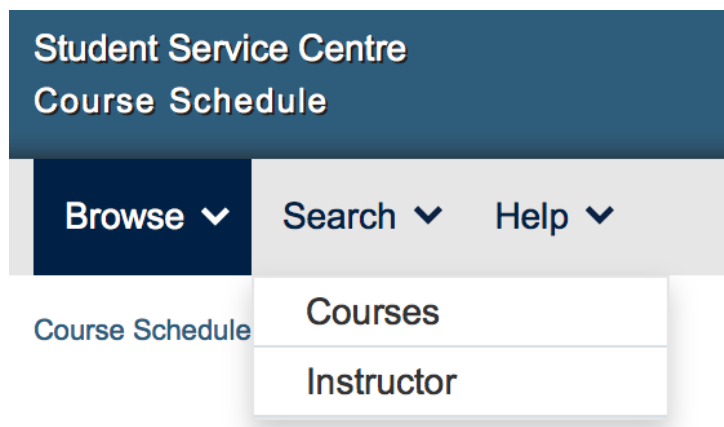
## Registration

On the UBCO website, you can see courses available for the current academic year. Please contact the [Program Assistant](#) if you have any issues finding or registering for your courses.

1. Follow this link [courses.students.ubc.ca/cs/courseschedule?campuscd=UBCO](https://courses.students.ubc.ca/cs/courseschedule?campuscd=UBCO) and login using your campus-wide login (CWL) credentials (button at top right of screen)
2. Option 1: Under the “Search” tab at the top left of the screen, select “Courses”

Option 2: Under “Browse” choose the Subject Code for your program

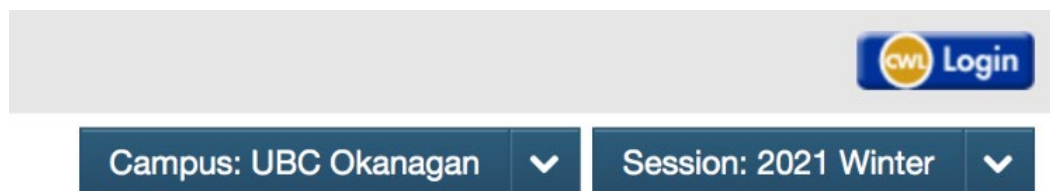
- CCS, CRWR, VISA – for MFA students



Both lists contain the same results, they just appear a bit differently.

Option 1: A search screen will appear. At the top right, make sure you have Campus set to UBC Okanagan and Session set to current year (2023 Winter)

Option 2: a list organized by course type will appear. Make sure you have Campus set to UBC Okanagan and Session set to current year (2023 Winter)



Option 1: In “Subject Area” type “IGS,” “ENGL,” “VISA,” or “CCS,” click “Search for Sections” and view resulting list of courses

Option 2: Under “Subject Code” choose “IGS” and view resulting list of courses

? Subject Area:  (eg. ENGL or EN\*)

? Course Number:  (eg. 110 or 1\*)

? Keyword(s):

3. Option 1: Courses available for the 2023 Winter session will appear as below

\*Click the course code link in “Section” (e.g. CCS 506) to see who’s teaching, location, etc.


\*If a section that you need (e.g. a required course such as CCS 506) shows as blocked in “Status,” click the pop out under Section Comments for further information

\*If not blocked, click “Save to Worklist” button at the top of your screen. If blocked, please contact the [Program Assistant](#).

Option 2 (below): Click the course code link for the course you wish to view

|                               |                     |
|-------------------------------|---------------------|
| <a href="#">ENGR 509 001</a>  | Web-Oriented Course |
| <a href="#">IGS 509B 001</a>  | Directed Studies    |
| <a href="#">IGS 509C 001</a>  | Directed Studies    |
| <a href="#">PSYO 509P 001</a> | Lecture             |
| <a href="#">PSYO 509Q 001</a> | Directed Studies    |

When you’re reviewing courses you should be able to see a “Save to Worklist” button at the top right of your screen. Click that to save courses to your worklist as you browse.

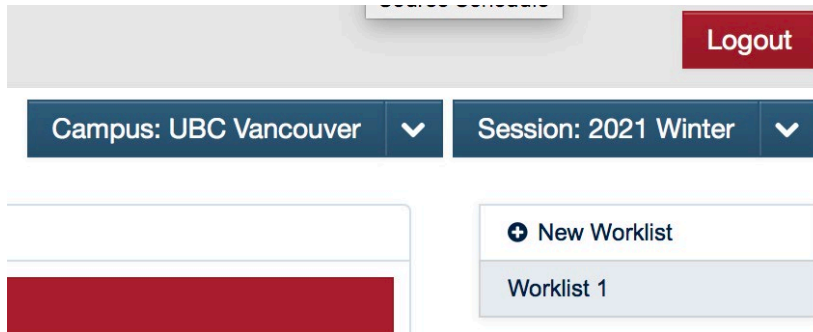


Campus: UBC Okanagan ▼

Session: 2021 Winter ▼

Save To Worklist

4. Once you have added some courses to your worklist you should be able to view it at the top right of your screen (e.g. Worklist 1, pictured below).



You can build more than one worklist to play around with timetable and course options by clicking the plus sign beside New Worklist.

If at any point in this process if you run into trouble, please contact [gradstudies.fccs@ubc.ca](mailto:gradstudies.fccs@ubc.ca)



## Supervision

Your supervisor should be familiar with the rules and procedures of the College of Graduate Studies and program regulations and requirements.

**Meetings.** Both the graduate student and the supervisor have a shared responsibility to meet on a regular basis. Supervisors are available to provide guidance and feedback to graduate students, especially for those who are new to graduate studies and/or new to Canada. The frequency of meetings may vary by discipline, stage in the program, nature of the project and the independence of the student. These could be weekly, bi-weekly or monthly meetings.

**The Role of The Supervisor.** The critical relationship between a research graduate student and their supervisor should always be **academic and professional, with an emphasis on a mutually open, committed, and respectful relationship**. The supervisor should act as both an academic mentor, with an emphasis on guidance, instruction, and encouragement of scholarship and research, and as an evaluator of the student's performance. A fundamental duty of the supervisor is to impart to the student the skills necessary to plan and conduct original research. Specifically, you can expect that your supervisor will:

- Work with you to establish a realistic timetable for the completion of the various requirements of the program of study;
- Discuss with you and establish mutual expectations for your vacation time (you are entitled to three weeks of vacation during each twelve-month academic year);
- Develop a relationship with you conducive to research, creative and intellectual growth;
- Guide and mentor you concerning the research ethics approval process and concerning the intellectual property issues around your thesis or dissertation research;
- Guide you in the pursuit of knowledge and provide constructive criticism in support of the highest standards of research, creation and professional development;
- Mentor you in areas such as, but not limited to, the development of appropriate professional skills, funding applications, networking, assistance with publications and exhibitions and career development.

**Supervisor-Supervisee Agreement.** In your first term, you are required to fill in a supervisor-supervisee agreement form. This task should be initiated by your supervisor, but feel free to remind them! The aim of this agreement is to define the expectations and responsibilities of you and your supervisor. Graduate students hold the primary responsibility for the completion of their degree; the supervisor must be available for mentoring, providing guidance, advice and feedback to the student.

**Due Date:** This form should be completed in the first term of your program. Fill out the form in consultation with your supervisor. A copy should be submitted to [gradstudies.fccs@ubc.ca](mailto:gradstudies.fccs@ubc.ca) for your student file, and please also keep a copy for your own reference, and one for your supervisor.

Please find the agreement form and other forms for degree progress at this link:

[fccs.ok.ubc.ca/student-resources/grad-degree-progress/](https://fccs.ok.ubc.ca/student-resources/grad-degree-progress/)

## Graduate and Research Spaces

There are several spaces on campus that you may wish to access to study, conduct research, create digital artistic works, and so on. These are some of the spaces you'll be able to access while you're completing your program at UBC Okanagan. See [map](#) to locate the different buildings on campus.

**SALTO Card Access to Spaces.** Access to some spaces like the CCS building, study space in ART 380, and Innovation Precinct, is by SALTO card. Your SALTO card will be prepared for you and will normally be available in the first two weeks of classes. The card will be automatically loaded with access to the FCCS building. If you need access to study space in ART 380, please contact your [Program Assistant](#). You can pick up your card from a staff member in CCS 153.

## Equipment and Space Booking

**Gearspace Booking System.** Students can come to borrow equipment (Gearspace Bookings) for their projects or get technical assistance through the Asper Centre for Artists Video located in CCS 228.

\*Equipment use must be related to course of thesis work, not for personal use.

- Equipment needs to be reserved online through the [Q-Reserve link](#)

NOTE: You must use your CWL to login

## FCCS Studios and Facilities

Images of the spaces listed below can be viewed at [fccs.ok.ubc.ca/about/studios/](https://fccs.ok.ubc.ca/about/studios/)

**Darkroom.** The darkroom (CCS 229) is an ideal space for processing black and white resin-coated or fibre-based prints, as well as working with pinhole photography and alternative processes such as cyanotype. A variety of enlargers allow students to make prints from 35mm, medium format, and large format negatives in a traditional darkroom environment.

**Drawing Studios.** CCS 221 and 222 are diverse drawing spaces with white exhibition walls and a variety of different drawing furniture and equipment. The studios are often arranged to accommodate live models or still-life objects and structures. Students taking Visual Arts courses have 24-hour access to these studios to work on class projects throughout the year.

**Greenroom.** This multi-use room (CCS 227) is available to students and faculty to use for video work, photography shoots, talks, demonstrations, or other art related needs. Lights, interchangeable paper back drops (black, white and blue backdrops) and a green screen for video keying are also available for use.

The green room (and other equipment) can be booked through the Gearspace booking system. To set up a Gearspace account simply fill out this [form](#).

**Mac Labs.** There are two computer labs (CCS 141 and SCI 128) that are used as a teaching space and works space for students. The computers (in both CCS 141 and SCI 128) and flatbed scanners in (CCS 122) are also available for students to use outside of class time to work on projects. In CCS 122, there are two computers to enable the use of two flat-bed scanners. The computers have Adobe, Final Cut and Microsoft software. Incoming MFA students are automatically granted access to CCS 141 by SALTO.

**Metal Shop.** The metal shop doubles as a sculpture studio and is well equipped with a combination of traditional and CNC machinery. This includes a plasma cutter, oxy-acetylene equipment, MIG and TIG welders, a CNC mill, laser cutter and 3D printer. This flexible working space provides opportunities to work in a variety of materials and also houses a gallery space for critical evaluations of student work. The shop is open weekdays from 9am to 4:15pm and students are required to work with a buddy when using the power tools and welding equipment. The metal shop offers a dynamic working environment and provides complimentary facilities to the wood shop that is situated across the corridor.

**Painting Studios.** The painting studios (223 and 224) come fully equipped with easels, tables, rolling carts and chemical storage. These large spaces with white exhibition walls and upright storage racks are often bustling with diverse student painters who are able custom build their painting supports in the CCS Wood Shop. Students taking Visual Arts courses have 24-hour access to these studios to work on class projects throughout the year.

**Printmaking Studio.** The printmaking studio (CCS 127) is very versatile. We teach a variety of print media – everything from etching to stone lithography, relief printing (linocut, woodcut, letter press and monotype printing) and a unique form of highly detailed screen printing. Traditional printmaking methods are emphasized but we also work with the most up-to-date photographic applications. Because of the specific equipment needs of most printmaking media the 24-hour, seven days a week access makes the printmaking studio a vibrant and active place to work.

**Sculpture Studio.** This 1300 sq. ft. studio houses several tables, benches and shelving for an ample amount of workspace and storage. This space also houses a laser cutter and 3D printer. CCS 123 is primarily used by first year students in 3-D Art Practices classes, however, this studio is open to both undergraduate and graduate students for use outside of scheduled class times.

**Performance Studio.** CCS 144 is the home studio for Theatre courses, and is available 24/7 outside of scheduled class times. It is a large open space with a sprung dance floor and is equipped with a digital projector and sound system. The University Theatre (ADM 026) is a 200-seat theatre complete with state-of-the-art digital lighting and sound equipment. Students registered in Theatre courses have 24/7 access to the theatre outside of scheduled class times for class projects.

**Wood Shop.** The Wood Shop (CCS 124) is fully equipped with all of your standard woodworking tools and machinery. After completing the mandatory safety training (VISA 090), Creative Studies students have access to all of the equipment – from traditional tools such as hand planes and carving gouges to larger equipment like table saws, mitre saws, band saws and a thickness planer. The shop is open weekdays from 9am to 4:15pm and students are required to work with a buddy when using the power tools. With plenty of work benches and space, our shop is often full of energetic art-makers building anything from canvas stretchers to installation sculptures.

## Purchase of Supplies from the Department

1. Discuss with your professor or studio technician what you want to purchase
  2. Go to link and pay by debit or credit card, see: [Creative Supplies Payment Form](#)
  3. Present your payment receipt to your professor or technician
  4. Receive purchased item(s)
- 

## Library

The library offers research support for students, has regular document delivery from UBCV, global interlibrary loan services, an extensive collection of digital books and journals, databases, and more, including [technology loan services](#) (laptops, chargers, etc.).

There are limited spaces available for studying in The Commons, with details [here](#). Only graduate students can book Graduate Study Rooms on Floor 3 of The Commons building. For immediate assistance, please make use of the online chat service, [AskAway](#).

[Subject Librarians](#) offer subject specific library instruction and workshops, and are available to provide research consultations by phone, email, and appointment.

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## IT Services

Offers technology solutions, tools, support, and other resources to enhance your productivity and experience at UBC Okanagan. See [link](#).

## Graduate Study Spaces



**Commons Building.** There are study spaces specifically for graduate students in the new Commons building. The Graduate Commons (COM 310) includes two grad student meeting rooms (COM 310A and COM 310C). To book study space, please submit a [Graduate Student Space Access Request Form](#).





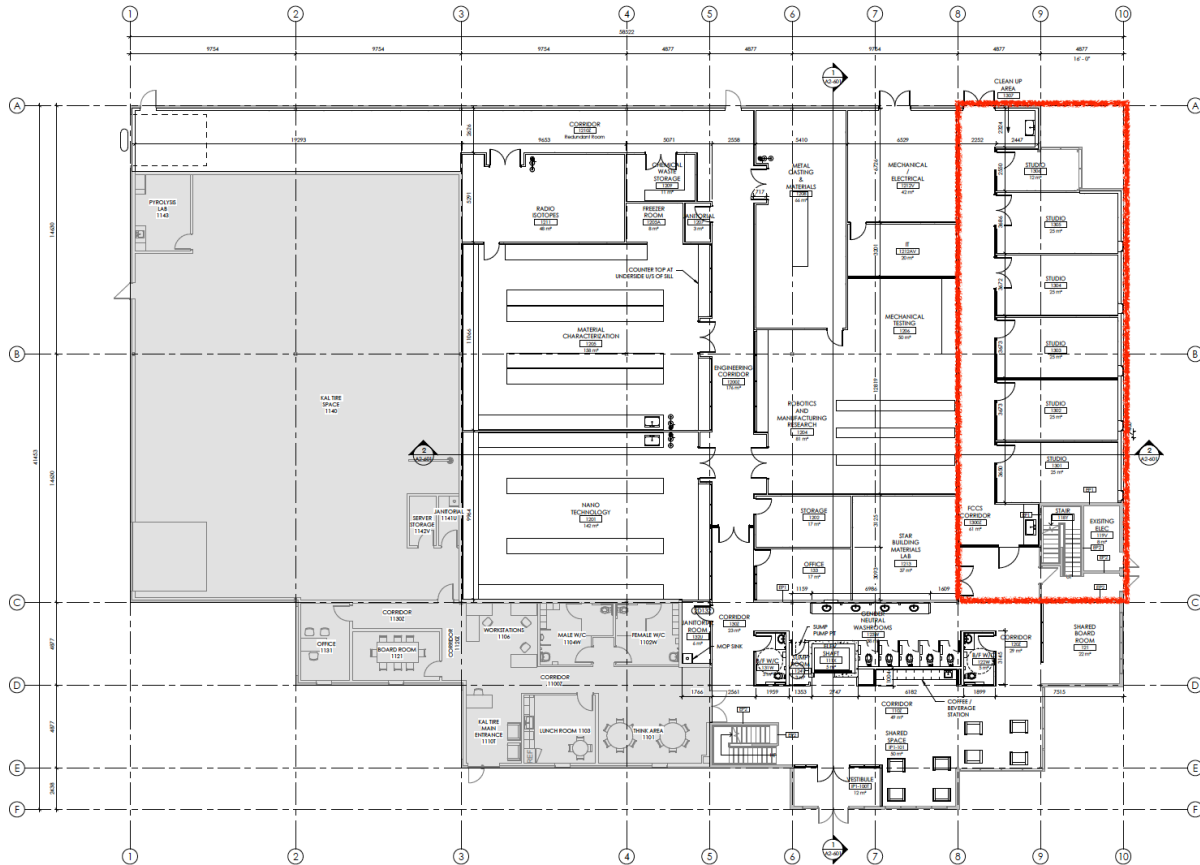
**ART 380.** This is an office space designated for FCCS graduate student use. Except for senior students, who have assigned work stations, desks are available on a first-come, first-served basis. Incoming FCCS students can request access to this room by SALTO.

**ASC 460 – Graduate Collegium.** The Graduate Student Collegium in the Arts and Science Centre (ASC 460) offers a social place for graduate students to spend time with peers, eat, and book for events in a lounge-style atmosphere. This space is also equipped with a television, individual and group work spaces and kitchen facilities. Available by request, [see link](#). Open 7 A.M. to 11 P.M. daily.



Photo: Haley Allen

**MFA Studios – 1540 Innovation Drive**



Housed in the new UBC [Innovation Precinct 1](#) building are the MFA studios, communal desk space, conference rooms, lounge, kitchenette and showers. The IP1 building is a shared space with the School of Engineering graduate students. Access to spaces will require a SALTO key. Most studios are shared between two M.F.A. students.

IP1 is a 5-minute drive, 16-minute walk, or 10-minute ride from campus on the #23 bus. Please see [map](#).

NOTE: if you intend to use the woodshop in the CCS building, you will need to take the woodshop safety training class. Please register in SSC for VISA 090. This class is a one-time, 4 hour sessions and they only run in the first two weeks of term normally.

Contact our technician [Kaila Kalinocka](#) if you have questions.

## Parking at IP1

If you are paying monthly for parking on campus, when you visit IP1 you may park your car if there is a stall available. They are not selling permits for this lot, so it will be on a first come first serve basis.

If you are not paying a monthly parking fee, you will need to pay to park at IP1 via the Honk Mobile app. They are currently in the process of having Honk signage created and posted. In the meantime, please communicate with this link: <https://parking.honkmobile.com/hourly/zones/5584> or let people know to pay at Honk Zone ID 5584. There are also parking spots on the street at no cost.

## Booking Boardroom(s)

The main floor boardroom (1021) and the upper level boardroom (2015) may be booked through the Innovation UBC Hub Booking System. These are shared spaces with the Engineering, therefore, they must be book in order to be used. Please see this [link](#) for booking.

## Studio Occupancy Policies

MFA in Visual Arts and Interdisciplinary Studies students (depending on the student's primary & secondary area of concentration) will be provided a studio space for a **maximum of two years**. E.g. September 2022 to August 15, 2024.

If the student has completed both their MFA Thesis Exhibition and MFA Thesis Oral Examination earlier, we ask that students vacate their studio within 2 weeks after the defence. If the thesis defence is scheduled beyond the maximum two-year time frame, students are still required to vacate their studios by August 15<sup>th</sup> in order to accommodate new, incoming MFA students.

MFA Visual Arts and IS candidates have priority regarding studio occupancy. After studios have been assigned to all incoming and continuing MFA VA & IS students, should there be any remaining studios available they may be offered to PhD students (practice-based) for up to a year which may be extended (up to two years maximum) if space is available.

## Studio Etiquette / Health

- Under no circumstances may furniture be brought in from outside and into the studios or hallways.
- The following substances may not be used inside the IP1 building: aerosol products including spray adhesives, spray fixatives, and spray paints; sculptural plastic resins; urethane; and strong solvents such acetone, benzene, carbon tetrachloride, chloroform, ethanol, ether, ketones, lacquer thinner, toluene, and xylene.
- Note: Toxic materials may only be used outdoors or in the chemical fume room on campus at the CCS building, well away from people, air intakes, and access doors. Since the studios are shared spaces, please be considerate of your studio mates' health as well as your own.

## Studio Maintenance

- Students are required to clean up after themselves both in their studios and the common areas.
- Cleaning tools and supplies are stored at either end of the hallway by the sinks.



- Kraft paper on the roll has been provided for any messy work.

\*Should any cleaning/maintenance supplies run out, please contact the MFA Program Coordinator or one of the Technicians

### **Garbage & Recycling**

- Bins will be emptied daily if are placed in the hallway outside of the studio doors. Please do not put overly heavy items on these bins. For heavy items use the dumpster situated inside the large sliding gate on the south east corner of the building.
- Please use the recycling stations situated throughout the building where appropriate. For hazardous waste disposal, please contact one of the Technicians for specific instructions.

### **Studio Move Out Procedures**

We hope you have had a productive and enjoyable time at IP1. Your studio space will need to be restored to its original condition before your departure. Please perform the following tasks:

- Patch and paint wall. A compact paint kit is available in IP1
- Remove all disposable items and leftover materials and put these into the large garbage bin outside
- Remove all recyclable items and put these into the recycling bins outside
- Sweep the floor
- Remove all food items from the refrigerator/freezer and cupboards from the communal kitchen
- Return any borrowed tools/equipment to the place of loan
- Please notify the Graduate Coordinator regarding your final day of residency and when your move out is complete

**Thank you for your cooperation on this matter. If you have any questions or concerns, please contact the Technical Director for Creative Studies, [Philip Wyness](#)**

## Woodhaven Eco Culture Centre

The Faculty of Creative and Critical Studies offers graduate students or postdoctoral students a residency. For eight to ten months, the awardees live in a self-contained apartment in a heritage home located on eight acres of wild land in the lower Mission area of Kelowna, within the boundaries of a newly acquired Regional District of the Central Okanagan Park. This residency is applied for and is competitive. An email is sent annually, with guidelines on how to apply, letting students know when the competition is open.

**Individuals interested in becoming a resident should write a letter of application and send it to [gradstudies.fccs@ubc.ca](mailto:gradstudies.fccs@ubc.ca) by April 30.**

The application should be a letter of interest, no longer than two pages, outlining why the student would like to be in residence, and what plans the student might have to contribute to the place - we have a blog for photos, art or writing; students could commit to hosting a public event during their residency. Students could create eco art for the property or propose any creative or interesting contribution.



## Funding

Jump to [Timeline Chart](#)

**College of Graduate Studies Awards List.** The College of Graduate Studies maintains a [Tuition, Awards, and Finance](#) page on their website with information about a variety of funding opportunities. In particular, you may wish to browse their [Award Opportunities](#) listing for CGS and many other awards.

Some of the awards include the following:

**FCCS Graduate Research Award.** The [FCCS Graduate Research Award](#) supports graduate students in FCCS to attend conferences to present original research/ creation, to complete research activities for the student's thesis, or to prepare research/ creative work for publication or exhibition. Students request to access the fund at any point in their studies by contacting the [Program Assistant](#). This fund can only be accessed once during the program.

**Okanagan Graduate Research Scholarship.** OGRS awards do not require an application. Eligible students who have made satisfactory progress in their program will be automatically considered. Eligible students are those who have been in the program for 24 months or less (temporarily 36 months due to the pandemic) and have submitted a complete satisfactory [Annual Progress Report](#) by the deadline.

**Graduate Dean's Thesis Fellowship.** The [GDTF](#) is a merit-based fellowship that is awarded to full-time, thesis based graduate students who are approaching their final term and are focusing on the completion of their thesis or dissertation.

**Graduate Teaching Assistantship.** Graduate Teaching Assistantships (GTA) are paid employment/learning opportunities for graduate students. Incoming students are automatically considered for GTA positions, while continuing students must apply in order to be considered for placement. Under the supervision of the faculty member teaching a course, students selected for GTA positions support the learning of undergraduate students, get paid, and get teaching experience to add to their CVs. For more information on GTA opportunities and other paid student employment, [click here](#). Questions about GTA applications can be directed to [jodi.lord@ubc.ca](mailto:jodi.lord@ubc.ca) for English courses, [susan.cripps@ubc.ca](mailto:susan.cripps@ubc.ca) for Creative Studies/Art History courses, or [sheila.andrulevich@ubc.ca](mailto:sheila.andrulevich@ubc.ca) for other language courses.

## Thesis Development

Jump to [Timeline – Important Dates and Documents](#) section.

### MFA THESIS REQUIREMENTS

Students must submit to the Graduate Programs Planning Committee (GPPC) a Research Production Plan by Nov. 1. See the Production Plan [form](#) for details about what is required. Once this plan is approved by the GPPC, the MFA Graduate Coordinator will sign it, have it filed in FCCS and forward a copy to the College of Graduate Studies.

In order to initiate a defense of the MFA thesis, both the artwork and the support paper must be separately approved by the supervisor and supervisory committee. See [MFA THESIS SUBMISSION PROCESS](#) below.

### Thesis for MFA with Specialization in Creative Writing

The thesis in Creative Writing is a full-length work of publishable quality (book-length poetry, fiction or non-fiction manuscript, full-length stage play, or screenplay) with an accompanying introductory essay (minimum 2,500 words) and an oral defense of both the creative writing work and the support paper. An oral defense will be held normally within four to six weeks of the Creative Writing thesis submission.

For the introductory essay, students discuss some of the reasons behind the artistic decision-making that went into the thesis, as well as offer some literary comparisons and an awareness of the literary context or tradition in which their work is situated. It is not intended to be a stand-alone critical work, although it could be. It can be closer to an artist statement or it may be a separate work of art in itself, such as a hybrid work or Creative Non-fiction. Whatever form the paper takes, it addresses all or any of these questions: What did the student accomplish or create? Why did the student create this work (themes, concerns, questions, motivations)? How did the student create this work (process, influences)? Why was this work made in this way (limitations, ambitions, problem-solving)? The support paper should be an interesting and thoughtful exploration of the student's approach to the creative work.

### Thesis for MFA with Specialization in Visual Arts

The thesis in Visual Arts is comprised of an exhibition of a body of work that appears in a venue suitable for an art exhibition for a minimum of two weeks and that is documented, as well as a written support paper of 8,000 to 10,000 words. The written support paper and the creative work should have substantial linkages in theoretical or topical context. Additional requirements include an oral defense of both the exhibition and paper which is held normally within four to six weeks of the written paper submission.

**MFA THESIS EXHIBITION:** Students are required to exhibit their thesis work as part of a cohort 'MFA Thesis Exhibition' scheduled during May-July in the second year. Exact dates and exhibition venue to be determined on a yearly basis.

### Thesis for MFA Interdisciplinary Studies

The M.F.A. thesis in Interdisciplinary Studies is comprised of the creative production of a body of work (see below) and a written research paper in a secondary area of study (or occasionally a creative work in

a different field from the primary area). The length of the paper is to be determined by the committee. Generally, the written research paper accompanying the creative component of thesis must be a substantial, scholarly work between 8,000 to 10,000 words in length in the student's secondary discipline. The written research paper and the creative work should have substantial linkages in theoretical or topical context. An oral defense of both the artistic work and the written support paper is required. The oral defense will be held normally within four to six weeks of the written paper submission.

The requirements around what constitutes a creative thesis within each area of specialization are predetermined as follows. Alternate thesis structure and content, such as the completion of two creative works, may be considered if planned ahead, especially in cases where a student's work is interdisciplinary in nature. The following are the thesis descriptions of the primary creative disciplines for students in the specialization of Interdisciplinary Studies:

- **Primary Discipline in Creative Writing**  
Requires a full-length work of publishable quality (book-length poetry, fiction or non-fiction manuscript, full-length stage play, or screenplay).
- **Primary Discipline in Visual Arts**  
Requires an exhibition of a body of work that appears in a venue suitable for an art exhibition for a minimum of two weeks. The show must also be well-documented. Please see under 'Thesis for MFA with Specialization in Visual Arts' regarding exhibition details (above).
- **Primary Discipline in Performance**  
Requires a publicized event equivalent in scope and profile to a full-length evening performance, with documentation of the creation and development of the work. The performance must be shown in public a minimum of three times over a period of two weeks.
- **Primary Discipline in Curation**  
Requires a curated show demonstrating the student's abilities to plan, research, develop, administer, implement and document a professional curatorial project.

## Ethics for Creative Research

The Creative Studies department is committed to ethical creative practice. Faculty and students engaged in creative practice are expected to be prepared to articulate how their work aligns with the ethical standards of the disciplines and sectors they are a part of.

If creative practices are employed as part of research projects in the humanities, social sciences and natural sciences, then they may be subject to REB review and approval.

You can find the FCCS Statement on Ethics for Creative Research here <https://fccs.ok.ubc.ca/student-resources/grad-degree-progress/>



## MFA Thesis Submission Process

It is crucial that everyone on the Supervisory Committee feels the thesis is ready to defend. Pressure to meet [graduation deadlines](#) must not determine the readiness of a thesis. When a student has finished the thesis work and is prepared to go forward to the defense, a series of forms must be completed and submitted to the MFA Coordinator and the College of Graduate Studies. In conjunction with the Graduate Program Assistant, the supervisor ensures completes and submits these forms.

An MFA thesis is BOTH the artwork produced and the accompanying support paper. Thus, the supervisor and the supervisory committee must feel BOTH are ready for defense. The exhibition or performance could occur before or after the support paper is completed; nevertheless, the artwork must always be approved by the whole committee before it is presented to the public in its final state. This policy does not dictate the order of the completion of the artwork or the support paper. The chronology varies across the disciplines. However, before any MFA thesis goes to defense, the artwork and the support paper must be separately and distinctly approved by the Supervisor and Supervisory Committee.

### **The following is the process for submission of the MFA thesis for defense:**

1. Student and supervisor agree the exhibition/ manuscript/ performance is ready for defense.
2. The Supervisory Committee is consulted and reviews the artwork in whatever way best suits the artwork.
3. The Supervisory Committee has two weeks to consider the work and provide feedback.

The student circulates the [MFA Artwork Recommendation for Examination Form](#) to the Supervisory Committee. The Committee signs off on the form to say the thesis artwork is ready for defense. The completed form will be held in FCCS and will be attached to the College form below when the entire thesis is ready to defend.

The student may or may not have the support paper ready at this time. When the paper is ready, the supervisor will have two weeks to read the support paper, provide any feedback and once the feedback is addressed, the support paper is forwarded to the Supervisory Committee which will read the support paper and have two weeks to provide feedback (three rounds of revisions/reviews).

4. Once the support paper is ready, the supervisor completes the [Notice of Master's Thesis Oral Examination](#) form and submits BOTH the form and a copy of the thesis document to Graduate Program Assistant who files a copy in FCCS and submits to the College of Graduate Studies to initiate the defense. The form is used to set the date and time of defense, and to identify the members of the Examining Committee. In addition to the Supervisory Committee, the Examining Committee includes a Neutral Chair and a University Examiner. It is the supervisor's responsibility to form the Examining Committee.

The Notice of Master's Thesis Oral Examination form will NOT be sent to the College until both it AND The MFA Artwork Recommendation for Examination form are signed and completed. These two forms ensure all members of the Supervisory Committee have read the support paper and reviewed the artwork and agree the entire thesis is ready to defend. The Supervisor, Supervisory Committee members, and the Program Coordinator must sign both of these forms.

\*NOTE: It is recommended that students attend at least two MFA ‘Master’s Thesis Oral Examinations’ to help them prepare for their own.

## Thesis Defense Scheduling Timeline

In November of the second year of studies, the student submits the Research Production Plan outlining a proposal to complete the thesis work. The timeline will vary from student to student. To see when you would need to defend in order to graduate on a certain date, see the [Master’s Thesis Scheduling Timelines for Graduation](#). There’s more here [gradstudies.ok.ubc.ca/academics/program-completion-and-graduation/](http://gradstudies.ok.ubc.ca/academics/program-completion-and-graduation/). See quick link to [Timeline to Defense Graphic - Master's Thesis](#)

**Here’s an example of how you might plan your timeline**, depending on how your work progresses. Everyone works at a different pace. Use the below as a general guide and adjust the dates as needed. To help you plan, pick a defense date and work backwards with your supervisor to figure out your timeline. You’ll need to work closely with your supervisor at regular intervals throughout the summer, to ensure your creative work and support paper are progressing as they need to for your timeline.

**Let’s say you plan to finish your thesis work in August of your second year.** Your committee can take up to two weeks to review your work and provide you with feedback. Then, *once your committee finally approves the creative work and support paper* as ready for defense, it takes between four and six weeks until defense. It is normally recommended to avoid scheduling defenses in the last half of August or December.

|  |             |   |         |
|--|-------------|---|---------|
| Committee Approves Creative Work & Paper - “Ready for Defense” | 4 – 6 weeks | ➔ | Defense |
|--|-------------|---|---------|

**Example: Defend October 30.** Plan to exhibit/submit or otherwise present your thesis to your committee six weeks prior, in early September.

**September 20.** Your committee has viewed your exhibition and reviewed your draft support paper, and they agree that you’re ready to defend. Hooray! Now your supervisor needs to form your Examining Committee and talk to [Graduate Program Assistant](#) to get the scheduling paperwork in motion for a late October defense.

**August 25 – September 7.** Thesis work AND semi-final draft support paper exhibited/submitted to your committee. Your support paper won’t necessarily be 100% finished at this point, and that’s OK, but the committee still has to approve it as “ready for defense.”

**Throughout summer.** Meet with your supervisor regularly to review your progress.

**May 1 of Year 2.** You’re preparing your second Annual Progress Report and revisiting the timeline you had planned out the previous November in your Research Production Plan. You may need to revise your timeline depending on how your work has progressed. If you’re in Visual Arts, it’s time to start thinking about a date and venue for your thesis exhibition, if you haven’t already done so. You’ll want to meet with your committee soon. When you have dates booked, let your [Graduate Program Assistant](#) know your exhibition dates, the venue, and the title of the exhibit so promotional support can be arranged for you.

**MFA Visual Arts and Interdisciplinary Studies: NO MORE THAN three months should pass between exhibition and defense**

## Post-Defence Submission

Once a student has passed the Master's Thesis Oral Examination and their support paper has undergone any revisions and has been approved by the supervisor and the College of Graduate Studies, students should upload their written thesis to cIRcle. Please see this [link](#).

## cIRcle Instructions for MFA in CRWR Students

MFA in CRWR students should upload their thesis to "Electronic Theses and Dissertations in Creative Arts, 2017+ (CWL ACCESS)" where only individuals with CWL access can access the collection. The form for this can be found here: <https://gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/post-defence-submission/>.

This puts your creative thesis in a special collection in cIRcle that is only accessible to people with a CWL and is not published to the general public. Student titles and abstracts will appear in public and on Google Scholar, but to access the theses someone would have to have a UBC ID and access the special collection directly. It is important for you to do this to protect your work from being perceived as "published" when it comes to sending your work out for consideration to publishers.

Under "Item Submission", click on "Select a collection" and select "Electronic Theses and Dissertations in Creative Arts, 2017+ (CWL ACCESS)" from the drop-down menu. Do NOT submit to any other collection.



## Additional Information & On Campus Resources

**Academic Integrity.** The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the University's policies and procedures for dealing with academic misconduct, may be found in the [Academic Calendar](#)

### Academic Integrity Matters (AIM) Program

LIB 237 250.807.9185

email: [csc.okanagan@ubc.ca](mailto:csc.okanagan@ubc.ca)

Web: <http://library.ok.ubc.ca/wrs/aim/>

**Student Learning Hub.** This service is for all writers who feel that they can benefit from having a reader look over an assignment and provide feedback about how they can strengthen their ideas and focus. Peer writing consultants in the Hub can help writers at any stage of the writing process, from planning and drafting to editing. Undergraduate students from every discipline, working on any type of written course assignment (or presentation), are welcome.

### LIB 237

Web: <https://students.ok.ubc.ca/student-learning-hub/>

Phone: 250-807-9185

### Indigenous Programs and Services

The primary goal of the Indigenous Programs and Services is to provide culturally appropriate services and support to First Nation, Metis and Inuit students.

UNC 212

Web: <https://students.ok.ubc.ca/indigenous-students/>

### International Program and Services

International Program and services (IPS) provide advising, transition services and programs for international students, and IPS works to foster an intercultural campus community where differences are embraced and respected and adapting is multidirectional.

UNC 227

Web: <https://students.ok.ubc.ca/international-students/>

### **UBC Okanagan Disability Resource Centre**

UNC 227A

Email: [earllene.roberts@ubc.ca](mailto:earllene.roberts@ubc.ca)

Web: <http://students.ok.ubc.ca/drc/welcome.html>

Phone: 250.807.9263

### **UBC Okanagan Equity and Inclusion Office**

An impartial, welcoming, confidential resource providing information, education and intervention services for Faculty, Staff and Students, primarily to prevent and help address harassment and other forms of discrimination and to support an equitable, respectful environment at UBC.

UNC 227C

Email: [equity.ubco@ubc.ca](mailto:equity.ubco@ubc.ca)

Web: <http://www.ubc.ca/okanagan/equity/welcome.html>

Phone: 250.807.9291

### **UBC Positive Space Campaign**

A campus-wide initiative intended to increase the visibility of positive supportive people and spaces for LGBT2SQIA+ students, staff and faculty in the working, living, and learning environments of UBC.

Web: <https://equity.ubc.ca/resources/positive-space/>

### **Health & Wellness**

UNC 337

Web: [students.ok.ubc.ca/health-wellness/welcome.html](http://students.ok.ubc.ca/health-wellness/welcome.html)

Early Alert: <https://facultystaff.students.ubc.ca/systems-tools/early-alert>

Phone: 250.807.9270

### **B.A.R.K. Program**

A dog therapy program, B.A.R.K. brings together university students and trained therapy dogs and handlers in an effort to reduce stress, combat homesickness, foster interpersonal connections, and promote the overall social & emotional well-being of students.

Web: <http://bark.sites.olt.ubc.ca>

### **FCCS Calendar of Events**

FCCS will host many great events this academic year. Please bookmark this page for future reference:

<http://fccs.ok.ubc.ca/news-events/calendar.html>

### **SAFEWALK – 24 HR SERVICE**

Don't want to walk alone at night? Not too sure how to get somewhere on campus? Call Safewalk at 250.807.8076. For more information, visit: <http://security.ok.ubc.ca/welcome.html>

Add Safewalk to your phone 250.807.8076. Visit the Campus Security dispatch office in the Administration building to pick up a Safewalk key tag and have the number handy at all times.

“UBC Safe” is a free mobile app designed for UBC’s Okanagan campus community. The multi-function app provides the user with immediate access to Emergency Services, First Aid and Safewalk, as well as, information on Emergency Procedures, Support Resources and many other vital links and services.

# Appendix

## Timeline List

Jump to [Timeline – Important Dates and Documents](#) section

### **YOUR NEXT 12 MONTHS: DATES TO PUT IN YOUR CALENDAR!**

#### **January**

- Pay tuition for Term 2 (Jan – Apr) and always ensure you're registered in CCS 599 (thesis credits)  
Make sure you are registered in CCS 507

#### **February**

- TAs only: normally, you get last term's TA student evaluations.

#### **March**

- Apply for Graduate Teaching Assistantships for next year (due April 30)
- **Set up committee meeting**—meet your committee as a group; provide update on your year; ensure everyone approves of any changes to your program; provide a plan for the next six months (i.e. over the summer) including any directed studies; research plans

#### **April**

- Look for on campus work as Research Assistants <https://students.ok.ubc.ca/career-experience/get-experience/work-study/>
- Register in Indigenous Summer Art Intensive
- Register or volunteer for any on campus conferences
- **Fill in your [Annual Progress Report](#) with supervisor** – this is an important document that provides an official update for each year you are in the program. You will fill it in and then give to your supervisor who may ask you to revise, add, expand it. Supervisors write a short summary of your progress according to them. Then you will be responsible for getting the whole supervisory committee to sign. This can be time-consuming at this time of year
- Woodhaven Eco Culture Centre residence applications are due April 30

#### **May**

- May 1 – Annual Progress Report due to [Graduate Program Assistant](#)
- Pay summer tuition and always ensure you're registered in CCS 599 (thesis credits)
- SSHRC award notification
- Indigenous Art Intensive

#### **June**

- Register in fall classes
- TAs only: normally you get your Term 2 GTA student evaluations
- [Graduate Dean's Thesis Fellowship](#) award application due early July – for final year of MFA

## July

## August

- TAs receive contract for work in upcoming year (or in July—usually depends on undergraduate registration which is why it can be late.)
- If you have a SSHRC award, consider applying for the [Michael Smith Foreign Study Supplements](#) for research and study abroad—usually a September deadline

## September

- Pay fall tuition and always ensure you're registered in CCS 599 (thesis credits)
- Grad Orientation—great to meet incoming students
- Make any needed changes to your committee- there are forms of course!
- Meet with Supervisor and set up meeting schedule for next few months as you begin to really work on your thesis
- [Graduate Dean's Thesis Fellowship](https://gradstudies.ok.ubc.ca/resources/award-opportunities/graduate-deans-thesis-fellowship/) award application due— for final year of MFA. <https://gradstudies.ok.ubc.ca/resources/award-opportunities/graduate-deans-thesis-fellowship/>. Apply! Get organized ahead of time as your supervisor has to fill out forms

## October

- **1<sup>st</sup> year students: Meet with your supervisor to fill in your Program Plan**
- **2<sup>nd</sup> year students: Meet with your supervisor to fill in your Thesis Production Plan (due Nov 1),** the official document that approves your thesis proposal. You'll need to work on this together, come up with timelines, prepare a sample of your work. You'll also need signatures of all the committee so this can take time

## November

- **1<sup>st</sup> year students:** Nov. 1 – MFA Program Plan is due
- **2<sup>nd</sup> year students:** Nov 1 – MFA Thesis Proposal is due

In the last six to eight months of your degree, you will be focused on completing your thesis. You will need to meet with your committee sometime between November and April of your second year. Every student still registered in the program as of May 1 must submit an Annual Progress Report. There are several important deadlines and need for timeline planning for your thesis defense.

## Timeline Table

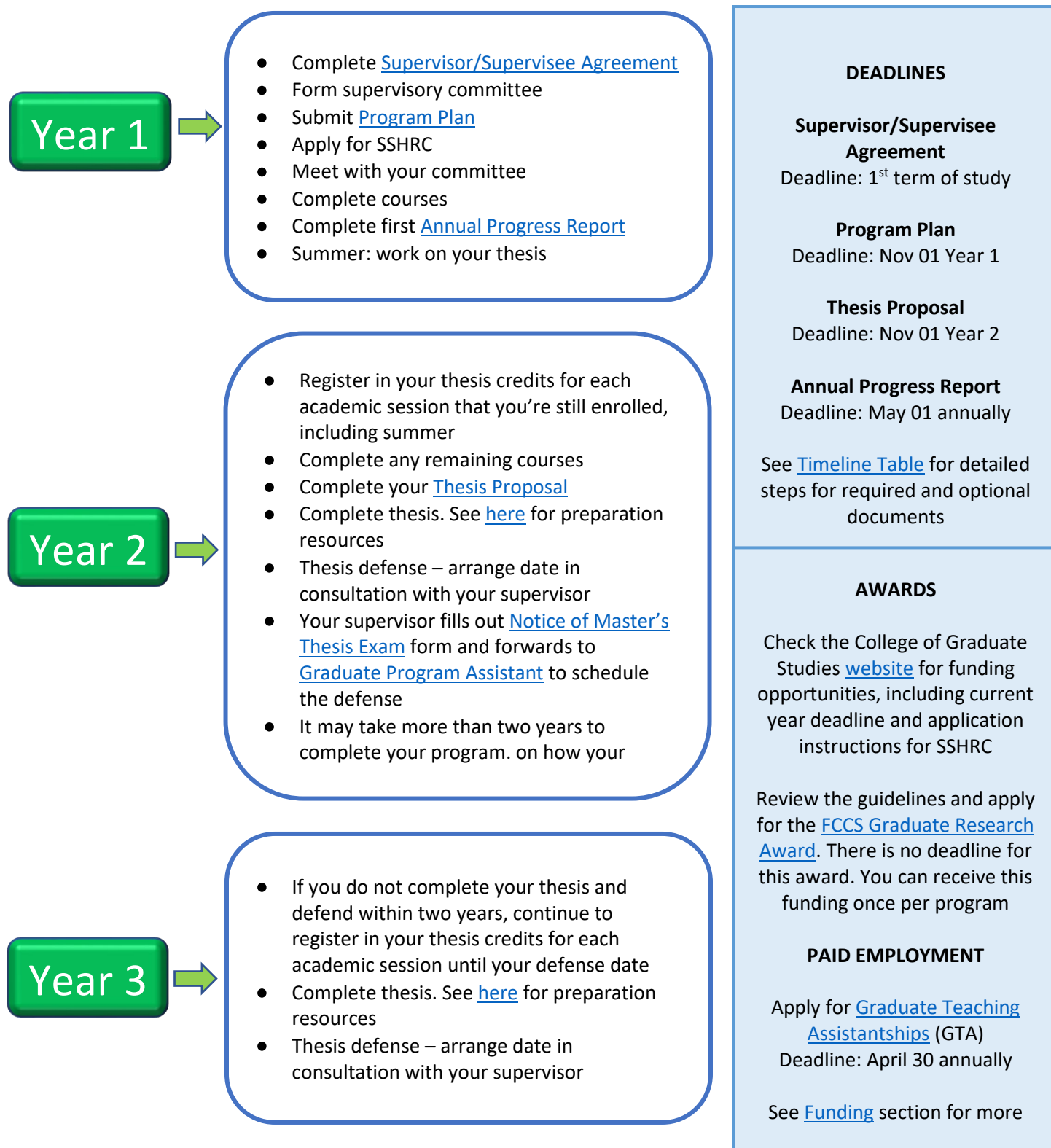
Jump to [Timeline – Important Dates and Documents](#) section

| Deadline | Task   | Steps   |
|----------|--|---|
| 18-Sep   | Last day to self-register for Term 1 Courses (same date as last day to withdraw with no W for each term)         | <ol style="list-style-type: none"> <li>1. Register for your courses through the <a href="#">Student Service Centre</a></li> <li>2. If you want to register for courses after this date, check the College of Graduate Studies <a href="#">Forms Database</a> for the Registration/Audit form</li> <li>3. Fill form and submit to <a href="#">Graduate Program Assistant</a> for signatures</li> <li>4. Receive an email from the College when course add has been processed</li> </ol>                          |
| 01-Nov   | Program Plan Due- <b>REQUIRED for Year 1 students only</b>   | <ol style="list-style-type: none"> <li>1. Download the form from our <a href="#">Forms Database</a></li> <li>2. In consultation with your supervisor, fill out form and return to <a href="#">Graduate Program Assistant</a> signed by your supervisor and committee</li> <li>3. Grad Program Assistant get final signature from your Program Coordinator and submits to the College of Graduate Studies on your behalf</li> <li>4. Receive a confirmation email that form is complete and submitted</li> </ol> |
| 01-Nov   | Directed Studies Applications due for Winter Term 2 (Jan – Apr)  | <ol style="list-style-type: none"> <li>1. Note, <a href="#">applications</a> are FACULTY responsibility, although graduate students are encouraged to contribute to reading lists and course outlines</li> <li>2. Graduate Program Assistant emails FCCS FACULTY in January with instructions and link to the <a href="#">Scheduling Form</a>. To find out more about pursuing a directed studies course, please contact an instructor</li> </ol>   |
| 01-Nov   | Thesis Proposal Due <b>REQUIRED for Year 2 students only</b>   | <ol style="list-style-type: none"> <li>1. AKA Research Proposal</li> <li>2. Download Research Proposal form from FCCS <a href="#">Forms Database</a></li> <li>3. Sign and collect signatures from your committee</li> <li>4. Forward to <a href="#">Graduate Program Assistant</a>, who collects final signature from Program Coordinator</li> </ol>  |
| 01-Dec   | SSHRC Masters Applications Due   | <ol style="list-style-type: none"> <li>1. Find information in the College of Graduate Studies' <a href="#">awards database</a></li> <li>2. Apply directly to <a href="#">SSHRC</a> website</li> </ol>   |
| 01-Mar   | Directed Studies Applications due for Summer session (May – Aug)   | <ol style="list-style-type: none"> <li>1. Note, <a href="#">applications</a> are FACULTY responsibility, although graduate students are encouraged to contribute to reading lists and course outlines</li> <li>2. Graduate Program Assistant emails FCCS FACULTY in January with instructions and link to the <a href="#">Scheduling Form</a>. To find out more about pursuing a directed studies course, please contact an instructor</li> </ol>   |
| 30-Apr   | GTA Applications Due (direct questions to <a href="mailto:mackenzie.nichol@ubc.ca">mackenzie.nichol@ubc.ca</a> ) | <ol style="list-style-type: none"> <li>1. Fill out online <a href="#">application</a> and submit online</li> <li>2. If you are successful you will receive a confirmation email in the summer</li> </ol>  |

| Deadline | Task   | Steps  |
|----------|--|--|
|          |  | 3. To accept, follow the steps outlined in your confirmation email<br>4. Note, after Year 1 you MUST apply to be considered  |
| 01-May   | Annual Progress Report Due- <b>REQUIRED once per year, every year you are enrolled</b> | 1. Download form from College of Graduate Studies <a href="#">Forms Database</a> or find it on the FCCS <a href="#">website</a><br>2. Choose Report A (thesis), or Report B (non-thesis)<br>3. Fill out form online in consultation with your supervisor<br>4. Form will automatically circulate for required approvals  |
| 01-Jul   | Directed Studies Applications due for Winter Term 1 (Sept – Dec)                       | 1. Note, <a href="#">applications</a> are FACULTY responsibility, although graduate students are encouraged to contribute to reading lists and course outlines<br>2. Graduate Program Assistant emails FCCS FACULTY in January with instructions and link to the <a href="#">Scheduling Form</a> . To find out more about pursuing a directed studies course, please contact an instructor |
| Ongoing  | College of Graduate Studies Awards   | 1. Go to College of Graduate Studies <a href="#">Awards Database</a><br>2. Browse awards and follow listed procedures  |
| Ongoing  | FCCS Graduate Student Research Award   | 1. Discuss with your supervisor how best to spend the award.<br>2. Have supervisor request a dedicated research account to be set up in their name <a href="#">using an RPIF</a> .<br>3. Complete <a href="#">Grant Information Form (GIF)</a> .<br>4. Email documents, along with supervisor's approval, to <a href="#">Graduate Program Assistant</a> .                                  |

## Timeline Chart

Jump to [Timeline – Important Dates and Documents](#) section



## Campus Map, Transportation, and Parking

**Getting Around:** [U-Pass Info](#) | [Maps, Directions & Tours](#) | [Transportation \(getting to and from campus\)](#)

**Parking Permits.** Parking information is posted at <https://parking.ok.ubc.ca> with a [Campus Map](#) link on the front page of the website. Permits are online purchase only and are based on availability. It is the student's responsibility to check this site and apply for a permit when it's available. To apply for a permit or to manage and maintain your vehicle information, login to your Parking Account with your CWL (Campus Wide Login). In the Parking Portal, select Add/Edit Waitlists and follow the prompts to add to a waitlist. You will remain on the waitlist during the semester and be emailed to purchase a permit based on your priority and placement. A vehicle needs to be on the account before purchasing the permit.

RE: Parking at the Innovation Drive Precinct Bldg. (MFA studios), please see under [MFA Studios – 1540 Innovation Drive](#).

**Traffic Notices.** Traffic Notice disputes are not accepted by email or over the phone.

Traffic Notices must be disputed either online at [www.parking.ok.ubc.ca/trafficnotices](http://www.parking.ok.ubc.ca/trafficnotices) or by mailing in using the address on the back side of the ticket. Traffic Notice can be disputed within 14 days of when it was issued. Once you have entered a dispute the ticket value will not escalate. After the 14-day window, the ticket escalates and is outside of the appeal window unless the ticket was issued incorrectly.

**Loaner Vehicles.** Vehicles on your Parking Account are for you to manage and maintain and are your responsibility. If you are needing to add a loaner vehicle to your account, it must be done on your parking account. Before adding a vehicle, make sure to check for tickets before you add a plate. You will be charged for tickets of plates added to your account.

## Restaurants, Events, and Galleries

### Restaurants

Information on restaurants on campus, as well as off-campus dining where you can use your student Flex pass to purchase tasty eats [food.ok.ubc.ca/feed-me/](http://food.ok.ubc.ca/feed-me/)

### Events

UBCO events list [events.ok.ubc.ca/](http://events.ok.ubc.ca/)

FCCS events and workshops [fccs.ok.ubc.ca/about/events-workshops/](http://fccs.ok.ubc.ca/about/events-workshops/)

### Galleries

Galleries and community connections [fccs.ok.ubc.ca/about/our-community-partners/](http://fccs.ok.ubc.ca/about/our-community-partners/)

### Housing

[students.ok.ubc.ca/new-to-ubc/residence-housing](http://students.ok.ubc.ca/new-to-ubc/residence-housing)

[students.ok.ubc.ca/new-to-ubc/residence-housing/off-campus-housing-ambassador](http://students.ok.ubc.ca/new-to-ubc/residence-housing/off-campus-housing-ambassador)



## FCCS Flow Chart

