DEPARTMENT OF VISUAL ARTS

Marilyn I. Walker School of Fine & Performing Arts

Brock University
Faculty of Humanities

Postal/mailing address: 1812 Sir Isaac Brock Way, St. Catharines ON L2S 3A1
Physical location & deliveries: 15 Artists' Common, St. Catharines ON L2R 0B5
(parallel between St. Paul Street and HWY 406, adjacent to the Meridian Centre Hockey Arena)

INSTRUCTOR HANDBOOK & INFORMATION GUIDE
FW 2021/2022

This guide is intended to provide important information for a productive academic year at Brock. Included is information about the VISA program, staff, faculty, facilities and processes that will make it possible for you to plan your work and courses effectively. Please refer to the University Calendar for any information or policies that are not spelled out here and for other useful information about Brock in general. The current calendar is available on the Registrar's Office website.

For more information about the VISA Department and updated information on related news and events, see the VISA webpage: www.brocku.ca/visualarts and the "Brock Art Collective" Facebook page: https://www.facebook.com/groups/brockartcollective/?multi_permalinks=1768145889988187&notif_id=1578585723069935&notif_t=group_activity

Personal mobile devices are only allowed during instructional time for educational purposes, health purposes or for special needs. Out of respect for our life models' privacy, when a model is present in studio classes it is strictly prohibited to take photos. Anyone taking photos of life models will be expelled from the class. The impugned action may leave the wrongdoer open to legal action.

Undergraduate Sessional Dates

Fall/Winter 2021-2022 University Important Dates https://brocku.ca/important-dates/#fall-winter
Important Note: students must receive 15% of their final grade one week prior to last date to withdraw without academic penalty.

Occasion	Session	Stakeholder/Type	Date
Labour Day	Fall 2021	Holiday/University Closure	September 6, 2021
First day of classes	Fall 2021	Undergraduate	September 8, 2021
First day of Fall/Winter session (D1, D2 - Undergraduate)	Fall 2021	Undergraduate	September 8, 2021
Fall 2021 tuition due (All students including International ISP cohort) *subject to change	Fall 2021	Finance	September 8, 2021
Last day for registration - web registration closes (D1 and D2)	Fall 2021	Undergraduate; Registration	September 21, 2021
Thanksgiving	Fall 2021	Holiday/University Closure	October 11, 2021
Students must receive 15% of their final grade by this date D2	Fall 2021	Undergraduate 15%	October 26, 2021
Last day to withdraw from a Fall (D2) course (without academic penalty / no grade)	Fall 2021	Undergraduate; Withdrawal	November 2, 2021
Fall Convocation	Fall 2021	Convocation	October 15, 2021
Reading Week (no classes)	Fall 2021	Reading Week	October 11-15, 2021
Fall Preview day	Fall 2021	Campus Event	TBC
Last day of lectures (D2)	Fall 2021	Undergraduate	December 7, 2021
Snow/Reading days	Fall 2021	Undergraduate	December 8, 2021
Examinations begin	Fall 2021	Examinations	December 9, 2021
Examinations end	Fall 2021	Examinations	December 22, 2021
Residences closed (Students are required to move out of residence no later than 12 noon of the day following their last exam)	Fall 2021	Residence	December 23, 2021
Christmas and New Year holiday - university closed depending on operational needs, there may be limited service available during this time	Winter 2022	Holiday/University Closure	Dec. 24, 2021 (noon) - Jan. 3, 2022
University reopens**	Winter 2022	Holiday/University Closure	January 4, 2022
Residences reopen at noon	Winter 2022	Residence	January 9, 2022
First day of Winter term classes (undergraduate)	Winter 2022	Undergraduate	January 10, 2022
Winter 2022 tuition due (All students including International ISP cohort) *subject to change	Winter 2022	Finance	January 10, 2022
Students must receive 15% of their final grade by this date D1	Winter 2022	Undergraduate 15%	January 14, 2022
Last day for registration - web registration closes (D3)	Winter 2022	Registration	January 22, 2022
Last day to withdraw from a Fall/Winter D1 course (without academic penalty / no grade)	Winter 2022	Undergraduate; Withdrawal	January 21, 2022
Last day to submit an intent to graduate for Spring Convocation	Winter 2022	Convocation	February 1, 2022
Family Day	Winter 2022	Holiday/University Closure	February 21, 2022
Reading Week (no classes)	Winter 2022	Reading Week	February 21-25, 2022
President's Holiday*	Winter 2022	Holiday/University Closure	February 22, 2022
Students must receive 15% of their final grade by this date D3		Undergraduate 15%	February 25, 2022
Last day to withdraw from a Winter D3 course (without academic penalty / no grade)	Winter 2022	Undergraduate; Withdrawal	March 4, 2022
Good Friday	Winter 2022	Undergraduate	April 15, 2022
Last day of lectures	Winter 2022	Undergraduate	April 8, 2022
Snow/Reading days	Winter 2022	Undergraduate	April 11, 2022
Examinations begin	Winter 2022	Undergraduate	April 12, 2022
Examinations end	Winter 2022	Undergraduate	April 26, 2022
Residences closed (Students are required to move out of residence no later than 12 noon of the day following their last exam)	Winter 2022	Residence	April 26, 2022

VISUAL ARTS FULL TIME FACULTY

Keri Cronin MWS 335 x5306 keri.cronin@brocku.ca
Keri received her PhD from the Queen's University. She is a historian of visual culture whose current research explores the use of imagery by 19th century animal welfare activists. Keri is the author of *Manufacturing National Park Nature: Photography, Ecology & The Wilderness Imagery of Jasper Park* (UBC Press, 2011) and the co-editor of *Imagining Resistance: Visual Culture & Activism in Canada* (Wilfrid Laurier University Press, 2011).

Amy Friend, Chair MWS 331 x4656 afriend@brocku.ca
Amy Friend has exhibited in a generous roster of national and international exhibitions. Select exhibitions include: Taylor Wessing Portrait Prize Exhibition (UK), Gexto Photofestival (Spain), DongGang Photography Museum (Korea), Mosteiro de Tibães at the Encontros Da Imagem, (Portugal), Onassis Cultural Center (Greece), Recits Festival, Abbaye da Silvacane, (France), Museum London (Canada), Rodman Hall Art Centre, (Canada).
Her work has been featured in select publications such as: California Sunday Magazine (USA), Archeology of Photography – Lux (Poland), Musee Magazine (USA), Virginia Quarterly Review (University of Virginia), Supernatural (&Magazine, Israel), Wired (USA), and Photography and Culture (Routledge). In 2017, Friend published the now sold-out monograph, Stardust, with L'Artiere Publishing, Italy. In 2018 at her work was featured at ParisPhoto with incamera Galerie and was selected for the Elles X exhibition, showcasing the work of 100 women photographers, from the beginning of photography to today. Friend recently exhibited at Bildhalle (Switzerland) and is included in the award-winning publication, Keeper of the Hearth: Picturing Roland Barthes' Unseen Photograph, (Schilt Publishing, edited by Odette England).
She has received grants from Social Sciences and Humanities Research Council, Canada Council for the Arts and the Ontario Arts Council. She is currently working on a project for exhibition at the Orestadi Foundation, Sicily.

Derek Knight MWS 333 x3754 dknight@brocku.ca
Derek received his MA in Art History from the State University of New York. Derek is both an artist and an art theorist. He is also a respected curator who has interpreted the work of a number of significant Canadian artists in exhibitions and catalogue essays. Derek also teaches in the graduate program in Comparative Literatures & Arts.

Murray Kropf MWS 315 x3212 mkropf@brocku.ca
Murray received his MFA from the University of Windsor. He is an accomplished painter whose work is in constant demand. His work also includes painting, drawing and photography. Murray is also researching the Alternative Work Service Program of WWII, a unique program designed for the Mennonite conscientious objectors.

Troy David Ouellette MWS 317 x3212
Troy David Ouellette is an artist/research specializing in Assemblage Theory. He received his PhD in visual arts from York University and his MFA from the University of Windsor. From 1999-2005 he was the sculpture facilitator at the Banff Centre for the Arts. Troy is a founding member of the London Ontario Media Arts Association (LOMAA) and the sound art collective Audio Lodge. His work has been included in several solo and group exhibitions in Canada, Australia and United States.

Linda Steer MWS 337 x3821 linda.steer@brocku.ca
Linda Steer is an Associate Professor, Department of Visual Arts at Brock University, and a member of the PhD Program in Interdisciplinary Humanities at Brock University. Professor Steer's research focuses primarily on twentieth-century art and visual culture. In earlier projects, she examined the use and manipulation of photography by twentieth-century avant-gardes, including the Surrealists and the Beat Generation. Steer's current research looks at the complicated connections between empathy and photography from the 1970s to the present. Her book *Found and Borrowed Photographs in French Surrealist Periodicals, 1924-1939* was published by Routledge Press in 2016.

Donna Szoke MWS 339 x4116 Donna.Szoke@brocku.ca
Donna Szoke creates video art, animation, installation, drawing, and printmaking. She received her MFA from Simon Fraser University. Her research investigates immanence, embodied perception, and the fluidity of lived experience. Her work has been exhibited in Canada, USA, France, Germany, Turkey, Hungary, Croatia, Cuba, and Dubai, UAE. She has received numerous awards including SSHRC, Canada Council for the Arts, BC Arts Council, and Ontario Arts Council. She received the Brock Faculty of Humanities Award for Excellence in Research and Creative Activity in 2017.

Linda Carreiro MWS 332 x 6780 lcarreiro@brocku.ca
Professor and Associate Dean of Fine and Performing Arts, Faculty of Humanities. As a text-based visual artist, my recent work explores the physicalizations in making and reading words. Building from and working against assertions posed by a previous generation of word-based artists, I evidence physicalized gestures to enable an opening of meanings that include tactile, sensuous and kinesthetic responses. My most recent project examines the relationship between movement and reading, in what I term choreogrammatics. Readers of these artworks can only access the words through moving: side-to-side, up and down or across a space. The synergy of reading while moving reveals how the impact, affect and meaning of a text can be intensified through a bodily performance of words. My work has been exhibited internationally in solo exhibitions, including Center for Books Arts (NYC, 2015), Harcourt House Gallery (Edmonton, 2015), Mallin Gallery (Kansas City, 2013), Truck Contemporary Art in Calgary (2013, 2001), Cuesta College Gallery (San Luis Obispo, 2009), Limerick Printmakers Gallery (Ireland, 2009), Nickle Arts Museum (Calgary, 2007) and Gallery 101 (Ottawa, 2005), as well as numerous group exhibitions across Canada, the United States, England, Scotland, Ireland, and Korea. Support for my work has generously been provided by Canada Council for the Arts, Alberta Foundation for the Arts, Manitoba Arts Council, Brock University, University of Calgary, OCAD University and University of Alberta.

VISUAL ARTS SESSIONAL INSTRUCTORS

Donna Akrey MWS 334 x3749 dakrey@brocku.ca
Donna is an interdisciplinary artist who creates installations, sculpture, video, photography, book works and collaborations. She received her MFA from NSCAD. Her work reflects her interest in the urban environment, language and communication, body and mind and the power of the habitual on our dreams and realities.

Gustavo Cerquera MWS 340 x3830 gcerquera@brocku.ca
Gustavo is a Colombian-born Toronto-based digital media artist, animator and teacher. He specializes in computer animation, video installation and drawing. He teaches at OCAD and Brock University.

Grace Channer MWS 402 x5150 gchanner@brocku.ca
Grace's visual art practice is concentrated in a transnational, Black Diaspora, decolonial aesthetic experience. Her work uses drawing, painting, animation, video, audio sculpture and digital media environments, including Augmented Reality to engage in critical black, queer and cultural theory. Her work has been represented in national and international solo and group exhibitions in Canada, France, Thailand, India, UK, Australia, Italy, Africa, Cambodia, Alaska, Trinidad & Tobago, US and Pakistan. Grace has an MFA in Fine Art from York University and is currently a PhD candidate in the Interdisciplinary Humanities Studies program at Brock University.

Elysia French MWS 340 x5830 efrench@brocku.ca
Elysia French is a recent SSHRC Postdoctoral Fellow at York University in the Faculty of Environmental Studies. She received her PhD from Queen's University in the Department of Art History and Art Conservation. Her current research examines the visual culture of climate change and its relations to public environmental understanding, environmental policy, and social and environmental justice.

Max Holten-Andersen MWS 229 x4033 mholtenandersen@brocku.ca
Max received a BMus from Brock University and an MA from University of Ottawa, focusing on classical guitar performance, composition and music theory. He is a guitarist, composer and sound designer who has been heavily influenced by South American harmonies, rhythms and techniques. Max teaches sound design and music programming at Brock University. He is a founding member of Stolen Theatre Collective and of the Chimichangas Latin Music Duo. Max has been a featured musician in several recordings, and a commissioned sound designer and composer for theatre companies and visual artists in Toronto and the Niagara Region.

Kristin Patterson MWS 340 x5830 kpatterson@brocku.ca
Kristin received her Ph.D. in Contemporary Visual Culture at the Courtauld Institute of Art in London, England. Her dissertation examined biography as a gendered discourse in the reception of women artists working from 1960-1980. Her current project explores the relationship between feminism and domesticity in contemporary performance and new media along with research interests in film, design, textiles and craft. Kristin has presented at several international conferences and is currently preparing a portion of her dissertation for publication.

Kate Schneider MWS 334 x3749 kschneider@brocku.ca
Kate is an artist, educator, and kayaking instructor of settler ancestry living in Tkaronto (Toronto) who received her MFA from X University and BA from Ohio University. Her artistic practice is engaged with the areas of activism, political culture, and environmental social justice. Her works have shown at the Prefix Institute of Contemporary Art (Toronto), Harbourfront Centre (Toronto), SoHo Photo (New York), and published in numerous publications, such as *Magenta Foundation's Flash Forward* publication and *PDN's Photo Annual*. Kate is 2020 recipient of the John Hartman Award, granted by The MacLaren Art Centre in Barrie, Ontario.

Christina Sealey MWS 402 x5150 csealey@brocku.ca
Christina is a visual artist and musician. She received her MFA from the Edinburgh College of Art, Scotland and BA(Hons) from McMaster University. She has exhibited throughout Canada and the UK in public and commercial galleries and artist-run centres and regularly performs throughout Europe, North America and Asia. Her work can be found in private, corporate and public collections. She has been awarded grants for both her painting and audio work from the Ontario Arts Council, the Canada Council for the Arts and from private foundations including the Pollock-Krasner Foundation and Elizabeth Greenshields Foundation.

Denise St. Marie MWS 402 x4507 dstmarie@brocku.ca
Denise received her MFA from the University of Waterloo. She is an Interdisciplinary Artist focusing on the psychological dimensions of familiar objects and environmental spaces. Denise's practice hybridizes disciplines of print, installation, art intervention, sculpture, audio, video, photography and participatory experiences. Her conceptual concerns investigate the applied nature of perception, meaning and belief, while exploring the potential of social economies, the prosthetic use of objects, and the semiotics of language, text and dialogue.

Bruce Thompson MWS 334 x3749 bthompson2@brocku.ca
Bruce received his MFA from the University of Windsor and his undergraduate degrees from Brock University and Dalhousie University. He has exhibited throughout Canada and has an artist studio in downtown St. Catharines. He is a SSHRC recipient, a board member of Niagara Arts Center, and has also been an actor for many years, performing all over North America and on Broadway.

Tracy Van Oosten MWS 340 x5830 tvanoosen@brocku.ca

Tracy is an artist and filmmaker working with text, video, installation and the internet. She received her MFA from Concordia University. Using the moving-image within immersive contexts, her research focus is the affective relationship between bodies and mediums, both as conduits and networks, embodied and entangled, hosting the currents and maelstroms of feeling. Tracy's work has been exhibited nationally and screened at festivals internationally.

Timothy Walker MWS 402 x5150 twalker@brocku.ca
Timothy received his MFA from the University of Waterloo and his undergraduate degree from the University of Toronto. He is an interdisciplinary Artist, integrating philosophy and psychology within his practice. He has exhibited nationally (e.g., Malaspina Printmakers in Vancouver, SNAP in Edmonton and Art Mur in Montreal) and recently was part of Literaturfest Luzern in Switzerland. In 2018 he was awarded a Governor General's Academic Gold Medal for his graduate work.

Tobias Wiegand twiegand@brocku.ca
After finishing a three-year apprenticeship in Digital Media Design Tobias graduated from The German Film School in 2004. Tobias is President of and founded morro images Canada - a VFX and 3D animation company in April 2009. He is also the co-owner of morro images Germany located at the Babelsberg Film Studios. He is the Chair of the Generator at one Advisory Panel and is also technology partner of the Generator at One. Tobias has been nominated for and won several awards with his companies' work both in Germany and Canada. Tobias' special interests lie in 3D animation, VFX, 3D Scanning, 3D printing, Motion Capturing and Augmented Reality. Tobias has been teaching in Germany at The Babelsberg Film School and Canada at Brock University.

VISUAL ARTS STAFF

Monika Lederich, Administrative Assistant: MWS 328 x3214 mlederich@brocku.ca
Monika manages and coordinates the administrative details and projects of the Visual Arts department, liaises with other areas within the university and provides information and support to both students and faculty. Monika attended Niagara College and Brock University and previously worked for the University of Toronto.

Arnie McBay, Instructor / Studio Facilities Technician: MWS 413A x 5046 amcbay@brocku.ca
Arnold provides studio support for the art supply store, woodworking shop and editing room. He is also an artist as well as a musician. Arnold's artwork has been exhibited widely across Ontario, and his work is represented in public & private collections across North America. He is represented by Thielsen Gallery of London, Ontario. Arnold attended the University of Western Ontario and Brock University.

Max Holten-Andersen, *Media Resources Coordinator* MWS 229B x4033 mholtenandersen@brocku.ca

Sean Mercer, *IT Support Technicain (MIWSFPA)* MWS236 x4111 smercer@brocku.ca
(or contact**:** ithelp@brocku.ca)

Michael Gicante, *Academic Advisor* Tuesday/Thursday MWS236 x5279 humanitiesadvising@brocku.ca
(Rest of the week MCA 313 *Main Campus Office***)**

IMORTANT INFORMATION & POLICIES

MIWSFPA Campus (Marilyn I. Walker School of Fine and Performing Arts)
The postal/mailing address is: 1812 Sir Isaac Brock Way, St. Catharines L2S 3A1), however the MIWSFPA campus physical location is: 15 Artists' Common, St. Catharines L2R 0B5 which is located parallel between St. Paul Street and HWY 406, just off of David S. Howes Way (formerly IceDogs Way) adjacent to the Meridian Centre Hockey Arena.

Parking and Transportation
It is the responsibility of all Brock employees commuting from out of the area to ensure they have access to transportation in order to fulfill their contracts. Please note that contracts do not include/provide parking services. All employees at Brock University must pay for their own parking. Our MWSFPA location does not have parking available for part time/sessional employees.

- Purchase a monthly parking pass for a City of St. Catharines parking facility (ranges from $81 - $95 per month for covered garage facilities – see www.yourbus.com/ for updated information and all available options). Parking | St. Catharines Downtown Association
- Short-term pay parking in downtown St. Catharines at meters or pay machine areas at $1.50 per hour.
- Short-term pay parking in city garage facilities - $1.50 per hour (some have daily maximums of $4.50 - $12.00)

Disclaimer – the information piece is meant to help provide employees with options for parking and transportation based on information available to us at this time. Pricing and availability are subject to change.

Brock Parking Services at 905-688-5550 x4309 https://www.brocku.ca/parking-services
St. Catharines Transit Commission www.yourbus.com/
Union Bus Terminal 70 Carlisle Street, St. Catharines, ON L2R 7N6 **Phone** 905-682-9206
St. Catharines VIA Train Station 5 Great Western Street, St. Catharines, ON L2S 2K3 **Phone** 888-842-7245
GO Transit www.**gotransit**.com/ http://www.gotransit.com/public/en/travelling/connecting.aspx

Main Campus Security: General Information x4300 security@brocku.ca
MIWSFPA Security Office x4111 **Emergency Only (24 Hour) x3200**

Brock Email Accounts – Communication with Students
All university-related communication with students should be done through Brock email accounts. Please reinforce to students that they must check their Brock accounts on a regular basis. All important university information and notices from the department and their instructors are distributed through the Brock accounts.

Phone Charging Station – is located on the second-floor hallway by the Learning Commons. The charging station is comprised of 6 individual compartments that can be locked using a code (of your own choosing) while your mobile phone charges safely inside. Instructions are listed on the station itself but if you have questions please feel free to see Sean Mercer x4111.

Applying for Part Time Teaching Positions
All part time Instructors are members of CUPE and are required to apply for posted positions through the HR Website online system under "Careers" at: www.brocku.ca/hr Please note that you must fill out a separate CUPE application form for each course you interested in teaching. We are **unable to fulfill requests for teaching preferences**, you will be appointed to a position based on seniority and qualifications.

Contracts
You will be notified by email of success in securing a position with Visual Arts. The CUPE Union indicates that Instructors have 5 working days to respond before the offer moves forward as needed.
Upon acceptance, Instructors will be sent a "letter of offer" by email to their **personal email address**, accepting this offer will set in motion a process through the Brock WorkDay HR system and your contract will be finalized.

Expectations and Responsibilities
Please keep in mind that you are **required to fill the terms of your contract right from the beginning of the contract up until the expiry date of that contract**. Contract Dates: Fall Term (D2): September 1st – December 31st / Winter Term (D3): January 1st – April 30th
You may be required to come on campus to prepare for your class(s) and photocopy your course outlines prior the first day of classes or, you can arrange to have your course outlines and materials printed through Brock Printing Services. You can do this by accessing the online print request form at www.brocku.ca/printing and email your request form and documents (PDF format only) to: printing@brocku.ca

You will be required to be available on campus for regularly scheduled office hours. You will also be required to come back on campus after the end of classes: to drop off marked assignments and projects, meet with students, and complete your final grade forms and leave them with the VISA office so the final grades can be submitted in a timely manner to meet the deadlines set by the Registrar's Office. (Note that since we are located off-campus the turnaround time for interoffice mail is two days). If you feel you may be late submitting your grades, please notify the Chair and the VISA office so that we can obtain permission from the Dean to submit your grades late. **To facilitate late-grade submission we will need to know the date we can expect the grades and the reason for the late submission.**

Brock Identification Card
Following the processing and signing of the teaching contract, all instructors are assigned an employee ID number. With a copy of your contract and your employee number, instructors must obtain a Brock Proxy ID Card. The card will provide library privileges, proxy access to VISA teaching spaces and swipe card access to the photocopier. The **Brock Card Office** is located across from the top of Market Hall Stairs (beside the Sean O'Sullivan Theatre) and is open Monday to Friday 8:30 am - 4:30 pm. Phone: 905 688 5550 x4770 https://brocku.ca/blogs/campus-map/brock-card-office/

Office Space / Rooms / Keys / Proxy Card Access
All part time office space is shared. All instructors are required to post their office hours on their office doors as well as on their course outlines. Relevant office keys and appropriate proxy card set-up for the rooms needed to access can be obtained from the visual arts office. **Keys must be returned to the visual arts office at the end of your contract(s).** The exception is access to the MWS 133 computer lab, If you need proxy access to this space, please see Sean Mercer, IT Technician for a proxy access form that needs to be filled out. You can contact Sean at x4111, in his office MWS 234 or email smercer@brocku.ca

Proxy Access for Students for Studio Spaces is set-up by the visual arts office the first week of classes. However, access to the **MWS 133 Computer Lab is restricted**. Instructors whose students need access to this space are to fill out a proxy access form and drop it off for Sean Mercer, IT Technician in room MWS 234 or email the completed form to Sean at: smercer@brocku.ca

Photocopying & Printing
Your Brock Employee ID card gives you swipe card access to the departmental photocopier. You can photocopy your course outlines and handouts if your class is smaller. However if larger quantities (**80 - 100 or more**) of copies are needed, you are required to put a print request through printing services, which is more cost effective. The Printing Services website is www.brocku.ca/printing for on-line print request forms and information. Email your request form and documents to: printing@brocku.ca
Delivery time is approximately 2 – 5 days. Course-related printing should be charged to account #115-525-035.
Note: printing/photocopying outside of the university will not be reimbursed due to the inflated costs of such services.

Student Accessibility Services
Student Accessibility Services uses an online database management system, **OASIS,** to communicate among students, faculty, and staff regarding accommodations for students. **See OASIS FAQs on page 18 of this handbook.**
OASIS is accessed through my.brocku.ca > My Work > Brock DB Menu > oasFaculty

Exam scripts do NOT need to be submitted until two days before the exam date. However, you are asked to register all test dates and times (except Progress and Finals) administered through the Registrar's Office) in OASIS as soon as possible, ideally at the beginning of the semester. Students registered with SSWD are required to confirm if they wish to write in the Exam Centre **at least 14 days before the exam**. *Please note that students cannot confirm exams that are not entered by you in OASIS.*

Requested timelines:

14 days before the exam (at least)	Enter the **exam date and time** in OASIS. PLEASE NOTE WE DO NOT REQUIRE THE EXAM SCRIPT UNTIL 2 DAYS BEFORE THE EXAM
5 days before the exam (at least)	Complete the **parameters form** in OASIS. Click *blue arrow icon* of test entry and scroll down to view and enter exam details
2 days before the exam (at least)	Upload **exam script** and any additional files (e.g., formula sheet). Click *blue arrow icon* and scroll down to view upload box

Instructor Supports /Online Teaching Supports / Course Evaluation Information/Inquiries
Centre of Pedagogical Innovation (CPI): https://brocku.ca/pedagogical-innovation/
CPI has provided this Flexible Teaching and Learning page with videos and linked resources
Email for help: edtech@brocku.ca
Course Design Supports: cpi@brocku.ca
Sakai Squad: Humanitiessakai@brocku.ca
Sakai Help Index with text-based instructions to the ins and outs for instructor training and use

Booking Models for Studio Classes
The VISA Studio Facilities Technician, Arnold McBay is responsible for contacting and scheduling models. For those who require models for any of the drawing or painting classes, please be aware that there is a budget for models attached to each course. Arnie will notify you of what amount is allotted to your course for models.

Ordering Supplies and Materials for Studio Classes
It is important to be organized and communicate the material needs of a course promptly. Needs for materials and supplies for studio classes are to be conveyed to the Facilities Technician, Arnold McBay. Instructors must plan their course(s) in a manner that fits the rules and regulations that the department must adhere to as there are strict guidelines from the Ministry as what students' material fees can be used for. Arnold McBay is well-connected with suppliers and can source out and order any materials whatsoever as long as instructors are specific about the materials and any preferred suppliers/manufacturers/brands. Almost any materials and supplies that are needed for a course can be procured often on very short notice and in a timely manner. **Note: purchasing class materials at your own expense and expecting a reimbursement from the students' material fees accounts is not allowed.**

Student Work: Projects, Assignments and Papers
You must arrange to return marked student work to your students either during class time or during your office hours. There is insufficient space in the Visual Arts office for student work to be stored.

Retention of Exams / Papers / Projects
Exams must be kept for one year and then are to be discarded by confidential shredding. Projects, assignments and papers are to be kept for no longer than two weeks unless the student makes alternate arrangement to pick their work up at a later date.

Office Space/ Office Hours
All part time faculty will have shared office space assigned to them by the main office and will be provided with keys. All faculty are required to include their office hours on their course outlines and it would be helpful to post office hours outside of the office doors as well. One hour per class per week is expected and times of availability must be included on the course outline. **Please note that the part time offices are not facilitated with computers, it would be useful to bring your own laptop.**

Class Exhibitions
Due to the department's limited budget, the department is **unable to offer any funding for expenses incurred** in the mounting of class exhibits and transportation of students' materials and artwork. Please be aware that students' material fees cannot be used towards an exhibit. Material fees are only to be used for materials that students use in the production of their work and are closing monitored by both the Ministry and University finance. It is encouraged for the class as a whole to take full responsibility for the exhibit, finding an appropriate venue and providing the financial and material resources needed under the supervision from the instructor. The instructor will be responsible for ensuring that the work on display is appropriate in content and reflects favorably upon the skills our students are being taught at Brock. It is also the instructor's responsibility to ensure that students remove the artwork after the exhibit in a timely manner.

Field Trips
Course outlines must indicate the possibility of field trip(s) and that the students' will be charged a fee to their accounts for this. The instructor must coordinate and plan the field trip as well as supervise the students. The instructors must send the following information to the

department administrative assistant in order to complete the Finance FC Template to charge the field trip fees to each students' account: names & student numbers of students going on trip, date of trip, itinerary of trip.

Academic field trip forms can be found on the Human Resources / Health Safety Wellness / Insurance and Travel Risk Management website: https://brocku.sharepoint.com/human-resources/Pages/Insurance%20and%20Travel%20Risk%20Management.aspx

Click on the TREMP form (instructor to fill out): (TREMP) form

Click on the Brock Waiver of Liability, Assumption of Risk & Indemnity Agreement (students to fill out)): the link to the agreement form

Instructor Evaluations (Online System)
Course instructors will receive an email from *"Brock University Course Evaluations"* within a couple of weeks towards the end of term outlining the process for online course evaluations. You have the opportunity to **customize some of the related configurations, add up to five additional questions of your own**, or opt out of the online evaluation process.

Your students will receive up to two email reminders to complete the course evaluations. Instructors are encouraged to communicate to students about the upcoming opportunity to provide feedback and its importance.

Reports for completed evaluations will be made available to course instructors once the last day for grade submission has passed for the term. Course instructors will receive an email once these reports are made available and they can access them. Please note that it is the responsibility of each instructor to keep personal copies of their own evaluations, the department does not keep copies of these.

If you are using Isaak-Sakai you might want to add the corresponding **eXplorance Blue: Course Evaluation** tool. This can be done in your Isaak-Sakai site through Site Info > Edit Tools > Expand the Plugin Tools > select **eXplorance Blue: Course Evaluation** and continue through the options.

Once the online evaluation(s) become active, this facility will allow you to view ongoing student response rates for your course(s). Reports for completed evaluations will also be available through this same facility, once the deadline for the final submission of course grades has passed, or through alternative departmental means. You can manage your course evaluations and/or view student response rates here.

Please click here to access your reports. If you have any questions about your course evaluations, please contact the Centre for Pedagogical Innovation at edtech@brocku.ca or see the website's page on course evaluation. or for general information at brocku.ca/cpi *Please note that it is the individual instructors' responsibility to keep their own records of course evaluations.*

Computer Accounts, Sakai and Course Websites
All faculty members should apply for a Computer Account for access to email, class lists and Sakai through Brock University's Information Technology Services. This form may be acquired the main office (GL121) or from Information Technology Services in MCF314. The form requires both the signature of the Chair and the Dean.

Students at Brock have access to computing labs on campus including the Digital Arts Lab located in GLN162A. You may wish to set-up a website for your course. Brock University uses the **Sakai-based Learning Management System** to deliver online course material and services to students. For information about Sakai please see: http://www.brocku.ca/ctlet
Note that access to a Sakai course site is restricted to the instructor and students. Free workshops are offered to faculty throughout August to assist you with the preparation and use of this platform. Information about the workshops may be found at: http://www.brocku.ca/ctlet or email any questions to ctlet@brocku.ca You can also call for information at ext. 3933.

Courseware and Book Orders
The campus bookstore phone number for orders is ext. 3237. Book order forms are available on the Brock Website at: http://www.bookstore.brocku.ca/facultystaff/

Course Package Information – Contact the campus bookstore (Copyright Coordinator/Custom Publishing Special orders//Web Orders) Phone: (905) 688-5550 ext.4402

Requirements for Course Packages
1) A camera-ready copy of originals in the order you want them.
2) A separate list of all copyright material being used in the course package (please do not just write the information at the beginning of each article as she needs a copy for her files in order to log it with Accesscopyright).
The list should contain: all bibliographic information (title, author, publisher etc.), exact page numbers being used, ISBN (if possible), total pages in book (if possible) (*not required when using journals)
3) When you drop off the course package to Rachel, please indicate if you will need a copy for yourself or TA's (we cannot provide complimentary copies after the package has been priced and sent to print).
4) If you are using an exact package from a previous year please send Rachel an email indicating this as she never assumes a package will be used year after year.

Guidelines for Copyright
As you are preparing your course materials for the start of term, it is important to keep in mind copyright guidelines and regulations. If you are planning on using copyrighted material in your classroom or posting readings and other resources to Sakai, please take a moment to

familiarize yourself with your responsibilities on this front.

The library has put together a FAQ guide that is very helpful: https://brocku.ca/library/campus-copyright-information/brock-copyright-faq

If you have questions, there are people at Brock that can help you. Monica Rettig (mrettig@brocku.ca) and Laurie Morrison (lmorrison@brocku.ca) in the library, and Jordan Snel (jsnel@brocku.ca), the legal advisor in the Office of research services are happy to assist.

Office Supplies
Office supplies such as pencils, paper clips, elastics, red marking pens, paper, notepads, letterhead and envelopes are available in the main office. If you require exam booklets for tests during the academic year, please make your request to the VISA office well in advance as the booklets must be ordered.

Library Card
As an instructor, you are entitled to use of the library. Use your Brock ID Card at the Information desk in the Library they will inform you of how to use the facilities.

Health Services
The Health Services office (ext. 3243) is located in Harrison Hall. Their office hours are 8:30-4:30 Monday to Friday. They operate a walk in clinic on Thursdays from 4:30 – 7:30.

Student Challenges
If you have problems in class with a student's behavior, department policy is to work in graduated steps as follows: A) Discuss it with the student and provide a note to the Chair about the conversation. B) Ask the student to meet with you and the Chair. C) Initiate formal grievance procedure against the student. Of course, the student can also initiate this process. It is our policy not to discuss "class problems with an Instructor" with a student unless the student has already spoken with the teacher in question.

Grade challenges are the most common form of complaint. Most are solved by having on file in the course outline a clear explanation of what is expected of students and how their work will be evaluated. Faculty must also provide a marks breakdown sheet indicating all project and assignments marks. The marks breakdown sheet will be provided at the beginning of term. It is the instructor alone who assigns marks and who must be prepared to articulate the reasons for the mark to the student if challenged. Students may ask for reconsideration of marks and they can formally appeal a mark to the University Senate. If an instructor decides to change a student's grade, there is a "Change of Grade" form available in the main office, which you must complete and sign.

Class Lists and Final Grades
Instructors are responsible for accessing their own class list. You can access your class list through the portal at my.brocku.ca
Approximately one week after the last day of classes of a term, you will receive an email to enter and submit your final grades in the online system. If a student's name doesn't appear, you must contact them immediately and advise them to register. Unless their name is on that sheet, they will not be given credit for the course. It is also recommended you keep a record "marks break-down" where you outline the students' grades for all their assignments culminating in their total mark for the class. This is in case of student inquiries or challenges regarding their final grade.

Evaluation of Student Performance & Course Expectations
Evaluation of a student's performance in a course will be determined by employing such indices as examinations, seminar and classroom participation, papers, lab and studio activities including projects & critiques, peer evaluation and any other normal class assignments. For each course, the grading scheme will reflect a reasonable diversity of these methods as is appropriate to the subject matter. (Different methods of evaluation for students with special needs are available. Contact the Services for Students with disABILITIES Office)
When peer evaluation is used, that component cannot count for more than 25 percent of the final grade. Students' grades are reviewed at the end of each session and they are informed of their academic standing.
A review of all undergraduate student performance will take place following the Fall/Winter Session, the Spring Session and the Summer Session prior to the release of grades.

Course Override and Audit Requests
Students making override or course audit requests should contact the VISA office or the course instructor. Override requests can be granted by the instructor and processed by the VISA office. Certain override requests may be put on a waiting list and approved on a priority basis by the academic advisor. *Note, due to space limitations, audits are not permitted in Studio classes.*

Concurrent Education Students and Non-Visa Majors:
Concurrent Education students and all von-VISA Majors wishing to take VISA courses must contact the Visual Arts academic advisor, with their student ID number, the course(s) they want, the sections they prefer (if applicable) and a short description of why they want to take the course. Students are then prioritized based on their program of study, year of study (those closest to graduation of course are the highest priority), and reason for wanting the course.

Issues with Students in The Classroom (non-academic issues)
If a disruptive incident occurs in the classroom, the instructor should be advised to email the Associate Dean, Undergraduate Student Affairs & Curriculum and outline the history of the problem with this student, the student's name and student number and your class code (VISA 1PXX section 1), time of class and location of class. Be sure to **cc** the Student Conduct Manager in the Student Development Centre and also the Chair

of the Department. During an incident, you can suggest the student to go to the student development office to speak with someone for help, advice or counseling and if the student refuses you can call Student Development to send someone over to help diffuse the situation.
The instructor should also contact their union rep in HR so that their rights are observed should this situation result in formal complaints against the instructor.

COURSE OUTLINES / SYLLABI

Course Syllabus Template: https://brocku.ca/pedagogical-innovation/teaching-tools/syllabus-template/
This template is recommended and specifically references University policies (e.g., accommodations, medical exemptions, academic integrity). There is a fair bit of flexibility in the document so that you can customize the syllabus to meet specific needs/formats.

Course outlines must be submitted to the visual arts office electronically at: visualarts@brocku.ca by the beginning of term and are subject to Chair approval. The department office must keep an electronic record of all course outlines. Note: all course outlines are subject to the Chair's approval before the start of classes. All instructors are responsible for photocopying / printing their own course outlines.

A course outline must be provided to students at the beginning of every course. The course outline must provide all necessary details of the course - its goals, expected learning outcomes, activities, manner of evaluation, and requirements including attendance, penalties, expenses, etc. All instructors are responsible for photocopying / printing their own course outlines.

It is recommended you use the Senate-approved course syllabus template at the following link:
http://www.brocku.ca/pedagogical-innovation/publications/syllabus

This template specifically references University policies (e.g., accommodations, medical exemptions, academic integrity). There is a fair bit of flexibility in the document so that you can customize the syllabus to meet specific needs/formats.

Please do your best to ensure that your course outlines/ syllabi meet the minimum university requirements, as outlined in FHB III: 10.1.3 (appended below).

FHB III 10.1.3

A. At the beginning of each course, students will be advised in writing of the proposed manner in which evaluation will be carried out in each course. A student is expected to attend all lectures, discussion groups, seminars and laboratory periods, and examinations of the courses in which registered. Instructors must inform students about the relationship between attendance and their course grades early in each session. This should be indicated on the course outline and on the Composition of Final Grade Form, which shall be deposited with the appropriate Dean no later than the last date for course change.

B. At the beginning of each course, students shall be advised in writing of the assignments required of them and the due dates of such assignments. Due dates for assignments must not be scheduled after the last day of final examinations for the term. Exceptions should be rare and must be granted by the Dean in consultation with the Chair/Director, and reported to the Registrar's Office.

C. Any penalties to be levied for late submission of an assignment must be transmitted to students in writing well before the due date of the assignment.

D. To obtain standing in a course a student must complete the necessary term work, tests and final examination, where the latter is required, to the satisfaction of the Department/Centre. Details concerning how this will affect the final grade must be communicated to the student before the last date for deposition of grading schemes (see FHB III: 10.1.3A).

E. Whenever and wherever reasonably possible, instructors shall be responsible for communicating a minimum of 15 percent of the final course grade to all students registered in courses no later than the week prior to the last date for withdrawal without academic penalty. In cases where, due to the nature of the course, this requirement cannot be met, the instructor shall inform students in the course syllabus.

F. At the beginning of each course, instructors shall include in course outlines, the date for withdrawal without academic penalty, and the date by which they may expect to receive notification of 15 percent of their final grade.

G. At the beginning of each course, students will be advised in writing, whether a phrase matching system (e.g., Turnitin.com) will be used. The information should be included on the course outline and on the Composition of Final Grade form, which shall be deposited with the appropriate Dean no later than the last date for course change.

Please include the following information on all course outlines/syllabi:
Personal mobile devices are only allowed during instructional time if they are used for educational purposes when approved by the instructor, for health purposes or for special needs. Out of respect for our life models' privacy, when a model is present in studio classes it is strictly prohibited to take photos. Any students taking photos of life models will be expulsed from the class. The impugned action may leave the wrongdoer open to legal action.

Please include the following required information on all course outlines/syllabi:
Date students must receive 15% of their final grade; **1 week prior to last date to withdraw without academic penalty:**
The last day to withdraw from a D2 course without academic penalty: *date*
The last day to withdraw from a D1 course without academic penalty: *date*
The last day to withdraw from a D3 course without academic penalty: *date*
Note: all dates can be found on the Registrar's Office website in the Undergraduate Calendar: http://www.brocku.ca/webcal/

Please include the following student resources on your course outlines:

Learning Skills Centre http://www.brocku.ca/sdc/learning/
Information or appointments x3240 or x4225
Services include: Workshops in study skills, essay writing,, grammar, and preparing for exams Provide tutors and assistance for all students.

Personal Counseling http://www.brocku.ca/sdc/counselling/
Information and appointments 4750
Counseling services for students who are experiencing personal/social difficulties while studying at Brock University.

Student Accessibilty Services http://www.brocku.ca/sdc/disABILITIES/
Information and appointments x4028
The SAS provides services and accommodations to students who have a physical, medical, sensory, mental health, or learning disability. Services and accommodations are determined on an individual basis depending on the documented needs of the student. Students are responsible for contacting the Student Development Centre (x3240) http://www.brocku.ca/sdc/ to initiate services.

The Brock Sexual Violence Support
Supports and advocates for people who have experienced sexual violence. A full list of services can be found at https://brocku.ca/human-rights/get-support/

The Brock University Calendar states that:

At the beginning of each course, students will be advised in writing of the proposed manner in which evaluation will be carried out in each course. A student is expected to attend all lectures, discussion groups, seminars and laboratory periods of the courses in which they are registered. Instructors must inform their students about the relationship between attendance and their course grades early in each session. (see note below) This should be indicated on the course outline and on the Composition of Grade Sheet, which shall be deposited with the appropriate Dean no later than the last date for course change. Instructors shall include in course outlines, the date for withdrawal without academic penalty and the date by which they may expect to receive notification of 15 percent of their final grade.

At the same time, students shall be advised in writing of the assignments required of them in each course and the due dates of such assignments.

Any penalties to be levied for late submission of an assignment must be transmitted to students in writing well before the due date of the assignment. To obtain standing in a course a student must complete the necessary term work, tests and final examination, where the latter is required, to the satisfaction of the Department/Centre. Details concerning how this will affect the final grade must be communicated to the student before the last date for deposition of grading schemes.

Students should be informed that the rounding of their roughly computed score to arrive at a final grade, which complies with the 0, 2, 5, 8 marking scheme shall be at the instructor's discretion. Marks may be rounded either up or down between any pair, and need not necessarily be rounded to the closest number ending in 0, 2, 5 or 8.
The department policy on penalty for absences from studio courses is as follows:
Although a student in VISA courses will not be assessed a numerical grade loss for failure to attend classes, absence from scheduled studio class sessions may significantly limit the student's ability to meet the course requirements. The department has adopted a policy in which a student who misses in excess of four studio classes in an F course or 2 classes in a P course will be advised to drop the course. This policy also recognizes that exceptional circumstances can arise. Exemptions from this policy will be considered by the instructor upon notification by the student with accompanying documentation which gives reasonable justification for missed classes. (see Medical Exemption Policy)

It is still incumbent on each instructor to "inform students about the relationship between attendance and their course grades." It will be useful for you to tie attendance in some way to how you structure evaluation. This can be accomplished by assigning marks for such things as work-in-progress and specific participation in discussion and critiques. It is also useful to make sure students are informed that they must make up all work missed during absences.
A copy of your course outline must be sent to the Chair before the commencement of classes. Final course outlines must be sent electronically to the Monika Lederich for the Department files.

Computerized Plagiarism Detection (e.g., Turnitin.com)
The undergraduate calendar states: *Instructors are responsible for taking steps to detect plagiarism in all course work that is submitted by students.*

Instructors may take advantage of a number of different computerized plagiarism detection systems (e.g., Turnitin.com) during the course of evaluating essays, assignments, and other work that is required for a given course. However, if an instructor has decided to employ such systems, students must be informed in writing at the beginning of the course.
It will be assumed that students who remain in the course, having been informed of the use of such systems, will have agreed to their use. However, circumstances may arise whereby a student must continue in a course despite their principled objection to participate in the use of such systems.

In those cases, the instructor must provide such students with a reasonable offline alternative to using the system such as, but not limited to:

1. *Require a short reflection paper on research methodology;*
2. *Require a draft bibliography prior to submission of the final work;*
3. *Require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper; and/or*
4. *Require the submission of specified rough notes and drafts*

ONLINE ACCESSIBILITY SERVICES INFORMATION SYSTEM (OASIS) FAQs

What is OASIS? OASIS (Online Accessibility Services Information System) is the database used by Services for Students with Disabilities for managing student information, appointments, exam administration, and note taking services. **For help contact:** Doreen and Stacey at ext. 4028.

How do I access OASIS? my.brocku.ca > My Work > BrockDB Menu > oasFaculty

What happens if OASIS is missing from my BrockDB Menu? Write to Doreen and Stacey at sswd@brocku.ca to initiate the process of gaining access to OASIS.

How do I enter an exam date and time? Select the course code in OASIS. You will see a section called *Tests/Exams*. Under *Type*, select the type of test (e.g., mid-term, quiz, test, etc.). Choose the date and time. Note that the time is in military time (24-hour clock). Then click *Insert* to complete the entry. The entry will appear.

Do I need to enter Progress and Final exams? Not if the Registrar's Office will be administering your exam. Their schedule of exams is imported automatically.

Can I edit a class exam date or time if I made a change or a mistake? Yes, by clicking the edit button (pencil icon). Please notify Stacey and Doreen at sswd@brocku.ca of the details of any changes made.

What are parameters and why are they required? To appropriately schedule and administer exams (e.g., calculator allowed, Scantron required, open book, delivery method, etc.). Parameters, or exam details, help us to schedule students in appropriate locations (i.e., based on test format and accommodations), prepare exam packages (e.g., Scantron/exam booklets), package for delivery or pickup, allow supports (e.g., calculator, cheat sheet, etc.), and so on.
I can't find the parameters section and upload box. Where is it? Once the test date has been entered, select the blue arrow icon on the left side of the test entry and **scroll down**. The entry will now be highlighted in yellow and the upload box and parameters section will appear below. Choose the items that apply to your exam, enter any special instructions in the *Comments* box, indicate if you would like the completed exam delivered or picked up, and click *Save*.

What does *exam script* mean? Exam script means the exam paper.
How do I upload the exam script? Locate the exam entry with the correct date and time. Select the blue arrow icon at the left and **scroll down** to view the upload box and parameters sections. In the upload box, select "Script" as the *Type*; enter a *Document Description* (e.g., PSYC 1F90 Midterm); click *Browse* to locate the file on your computer; click *Insert* to complete the upload.

What if I need to make changes after I've uploaded the exam script? You may delete the original script by clicking the delete button (trash can) and resubmit a new script. If you make any changes to OASIS within 48 hours prior to the exam, please send an email to sswd@brocku.ca to let us know.

What if I don't know the exact date I plan to give an exam, just an approximate date? Please enter the approximate date in OASIS anyway so that students can confirm at least 14 days in advance that they wish to write this exam in the SSWD Exam Centre and it is recorded in our database. If you need to change the date or time, please let us know via email (sswd@brocku.ca) at least 5 days in advance.
Can I upload more than one file for an exam? Yes. Each file can be uploaded separately to one exam entry.

If a student needs to reschedule an exam; do I enter a new test date in OASIS? No, we always make changes based on the original test date. Simply upload the alternate script (if necessary) to the **original** exam date
and clearly state in the *Document Description* box that it is an alternate script. DO NO CHANGE THE ORIINAL DATE OR TIME.

There are multiple sections in my course; do I need to enter the information for all sections? Yes. Because some courses have multiple sections with different professors and different course content, we require that appropriate information be uploaded for all sections in all courses to avoid errors.

How many of my students are writing in the SSWD Exam Centre? You can view this information after entering the test date and time in OASIS. There are two columns in OASIS that provide up-to-date information on number of students writing in class and in the SSWD Exam Centre: *Writing Class* and *Writing SSWD*. Student names and accommodation details are listed when you select an exam entry.

I need to make a last-minute change to something in OASIS; is this possible? Yes it is possible: by clicking on the edit button (pencil

icon). If you make any changes to OASIS within 48 hours of the exam, please send an email to sswd@brocku.ca to let us know.

Can a Course Coordinator have access to my course list in OASIS? Yes, a Course Coordinator can be given access to OASIS. Please contact Doreen and Stacey for more details.

If a student does not write in the SSWD Exam Centre or cancels an exam, how will I know? We will inform you by email if any student is a "no show" or cancels.

VISA 4F06 HONOURS EXHIBITION(S)

Presented by the Department of Visual Arts, Marilyn I Walker School of Fine and Performing Arts, Brock University.
Each spring, the Department of Visual Arts mounts an exhibition of its VISA 4F06 Honours students presenting an individual yet rich diversity of original work.

Exhibition
TBA

JURIED EXHIBITION
Organized and funded by the VISA Art Club. Some funding and admin support maybe provided by the Department upon request.
Students from the Department of Visual Arts submit their best artwork in a competition for inclusion in an annual exhibition juried by professional artists. This event showcases the diverse range and depth of talent that exists within the Visual Arts Department. Note that this exhibition does not take place every year. It is planned at the discretion of the Chair in consultation with the department committee and the Rodman Hall Arts Centre.

CLASS EXHIBITIONS/OTHER EXHIBITS AND EVENTS
Due to the department's limited budget, class exhibits are generally student-funded and organized. It is encouraged for the class as a whole to take responsibility for the exhibit with supervision from the instructor. It is expected that the students will be responsible for ensuring that the work on display is appropriate in content and reflects favorably upon the skills our students are being taught at Brock. Instructors are to give final approval regarding the content of a display/exhibit. If you organize any events involving student outcomes that are an official part of departmental activities/schedule, the information should be sent to Arnold McBay so that he may enter the event into the Visa Dept. Events Feed and post it on our website.

EXHIBITING AND DISPLAYING STUDENT ARTWORK AROUND CAMPUS
The student or the student's supervisor (instructor) must contact the University's Health and Safety department for permission when placing work in areas of the university outside of visual arts. The contact person is: Dan Pozzobon at dpozzobon@brocku.ca

Please note that as the students' supervisor, the instructor is responsible for ensuring the students adhere to the following guidelines: when putting up signage or displaying student artwork on any walls around campus you are required to use **only painter's tape** as any other adhesives, pins, nails can damage the walls, ceilings, floors and furniture. The general principle when using public space is to use common sense. Be aware of safety issues when placing the artwork. It is important to clear away your work and tidy the space in a timely manner.

EXHIBITION SPACE (COST-FREE VENUE RECOMMENDATION)
Options for space for students/classes to display artwork or hold exhibits:

Downtown St. Catharines
Mahtay Café & Lounge 241 St Paul St, St Catharines, ON L2R 3M7 **Phone:** 905-685-4040
Rise Above Restaurant 120 St Paul St, St Catherines, ON L2R 3M2 **Phone:**(289) 362-2636

NOTE: All VISA exhibitions MUST be promoted through the Marilyn I. Walker School of Fine and Performing Arts Communications Office. Please be sure to submit all pertinent information no later than three weeks prior to the event. Include PR information, posters and/or invitations, exhibit and reception dates/times, a title and basic description of the exhibition. You can contact the MIWSFPA office at miwsfpa@brocku.ca.

SERVICES AVAILABLE AT THE MIWSFPA CAMPUS

- **Human Rights & Equity Office** located in MWS236 - MONDAYS
- available to all faculty, instructors, staff and students
    - Staff from Human Rights and Equity Services will be onsite weekly on Mondays, starting **Fall Term**
    - This service is available to all faculty, instructors, staff and students

- **Student Health Services** located in MWS236 – WEDNESDAYS
- available to ALL STUDENTS
    - Staff from Student Health Services will also be on site on Wednesdays from 9am – 4pm starting **Fall Term**
    - Drop-in visits or by appointment

- Student Health Services can be reached by phone via x4136

- **Academic Advising** now located in MWS236* - TUESDAYS and THURSDAYS
  available to ALL STUDENTS twice a week on Tuesdays and Thursdays 9am to 12pm and 1pm to 4:30pm

VISUAL ARTS FACILITIES

Large Format Printer Lab	MWS 325
ArtStore (VISA Art Supply Store)	MWS 413
Wood Workshop	MWS 411
Stretcher Building Workshop	MWS 411A

TEACHING SPACES

ITS Computer Lab (Mac lab + printer)	MWS 133
Photography Lab / Darkroom	MWS 143
Digital Media Lab	MWS 147
Foundation Studio	MWS 151
Praxis Lecture Room	MWS 156 (small lecture room)
VISA Gallery	MWS 159
Smart Seminar Room	MWS 207
Smart Seminar Room	MWS 211
Drawing Studio	MWS 406
Painting Studio	MWS 416
PAC Film Theatre (Performing Arts Centre)	PC (large lecture hall)

SPACES FOR TEACHING / SPECIAL FUNCTIONS/CLASSES/WORKSHOPS

VISA Praxis Space (gallery & storage space)	MWS 159/160
Creative Commons (Computer Commons) Mac/Dell/printer	MWS 227
Learning Commons	MWS 229 / MW 229A
Equipment Rental Kiosk	MWS 229C
VISA ArtStores	MWS 413

ART SUPPLIES – ArtStore MWS413
On the first day of classes studio instructors will provide students with a detailed course outline and a list of art supplies students will need for their courses. The Department has an on-site ArtStore for the purchase of supplies.

VISA Gallery (MWS159)
The on-site gallery is a visual arts praxis space used for teaching purposes / exhibitions / visual arts program-related events.

PHOTOGRAPHY STUDIO & DARKROOM (MWS 143) / LARGE FORMAT PRINTER LAB (MWS 325)
The Photography Lab is equipped with a range of facilities for analogue and digital production. State of the art equipment for hands-on learning, such as traditional black-and-white printing, UV light exposure unit, digital printing and a variety of historical and experimental photographic processes. The traditional B&W darkroom has 18 enlarger stations with large format/wall projection capabilities. The extra-large darkroom sinks provide ample space for alternative processes and experimentation. The digital imaging equipment consists of Macintosh computers, scanners, printers as well as a large format 9900 Epson inkjet printer with 44-inch wide printing possible on a variety of photo-quality surfaces. Digital negatives are printed here for application in the analogue lab. The large format printing space is used for trimming, and photo editing purposes.

DIGITAL MEDIA LAB (MWS 147)
A state-of-the-art audiovisual production studio, with industry-standard recording and video equipment. The studio is designed for small to mid-size audiovisual productions, ideal for pedagogical needs and individual projects. The Digital Media Lab Studio features: 4K Black Magic video cameras (one Ursa, two Studio), a green screen infinity wall, one Dragonframe animation stands, an array of microphones, four mobile acoustic walls, a mobile sound booth, professional lighting, and an array of camera support tools. The Digital Media Lab Control Booth features: a 16x16 Pro Tools | HD system, and Avid C|24 controls surface with 5.1 KRK audio monitoring, Black Magic ATEM video switcher, Black Magic HyperDeck Studio, with 4K monitors, and 16 GB MacPro video editing station.

LEARNING COMMONS (MWS 229)
A moderated space set aside in the School for student study. It is open Monday to Friday, 8:30 – 8:00 pm and on Saturdays from 12 noon to 5 pm. This room accommodates 15 people. There are two Apple workstations for student use. One computer contains the Apple Creative Suite, and the second contains a number of music creation and editing programs. Both computers are networked to a printer in room 227. A second room within the Commons is set aside for "quiet" study needs, or when small student groups wish to meet for common study projects. This room is equipped with a flat screen display and computer terminal, and flexible seating for about 15 – 20 people.

VISA EQUIPMENT KIOSK (MWS 229C)
A resource of professional-grade audio-visual media equipment that is offered on loan to Visual Arts students to complete their assignments. The kiosk has audio recording devices, 35-mm cameras, DSLR cameras, projectors, lighting and other accessories. Only VISA students are permitted to borrow equipment. They are responsible for what is signed out in their name. Equipment must be returned in good working order and in a timely manner. Late fees will apply. The kiosk is open Monday to Friday, 10:30 – 3:30 (closed for lunch) and from 12 noon to 5 pm on Saturdays.

DRAWING STUDIO (MWS406) / PAINTING STUDIO (MW416) / FOUNDATION STUDIO (MWS151)

Studio and Woodshop Conduct Requirements
- All tools and supplies must be returned to their proper storage locations.
- Brushes and palettes are to be cleared/scraped of paints directly into garbage cans and not the sinks.
- No open toe shoes are permitted in the studios.
- Only water-based oil paints are permitted in the painting studio.
- Use of solvents and noxious materials is prohibited in all Visa studios.
- Coats and bags are to be hung on coat hooks or in lockers, not left in the studio.
- When using easels students **must** install the safety lock pin to adhere to safety protocols.
- Remove all tack & fasteners from walls / all hangers from the ceiling such as fishing line etc. when finished critiques or working on the wall.
- If a student's painting/drawing process involves walls & results in marking up the walls once the paint dries they will re-prime that area of the wall using the paint roller and touch up paint provided by the Facilities Technician.
- Modeling platforms are not to be used as work surfaces / painting. Students messing modeling stands will be responsible for repainting.

Helpful Suggestions For Instructors

1. **Do not make requests for cleanup or improved conduct in the studio with, *"I need you to...."***
   Speak with confidence, and don't end with, *"Okay?",* as in, *"I need you to clean up your paints now, okay?"* The less you come across as anxious or needy, the less likely you'll be to create a power struggle. Remember you are the boss in the classroom.
2. **Make sure all students have unplugged from the music players etc. during the cleanup phase.** This will make them fully present to the work at hand.
3. **Add energizing music to the mix.** By doing this during the clean-up session you'll put a more positive up-beat atmosphere in place for the otherwise boring task of studio cleanup. This might accelerate the work at hand as well.

Ladder Safety Rules in Studio Spaces
As part of adjusting lighting for presentation, critique or suspending project outcomes from the ceiling struts the use of ladders in the Visual Arts Department studios is part of normal operations. Ladders in the studios can be used after viewing the safety video provided by the department. There are also downloadable support documents available that can be reviewed prior to ladder use.

- Only ladders are to be used when hanging projects from the ceilings or adjusting lighting in Visa studios. Do NOT use chairs or tables.
- Only folding step ladders may be used in studio spaces.
- Before ladder use, students and new instructors must be trained by an instructor or staff member.
- Ladder use is not permitted alone, only under supervision of a Visa instructor, staff-member or with a trained partner.
- Avoid overhead or electrical hazards and ensure the ladder is free of any slippery material on the rungs, steps or feet.
- Always inspect the ladder prior to using it. If the ladder is damaged, tag it and inform an instructor, Visa staff or Visa Studio monitor.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- Be sure that spreader locks on your ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder, consider ladder load rating, weight it is supporting & weight of any tools or equipment.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.

For more information on ladder safety please visit the Studio Safety page on the Visa website.

CURRICULUM GUIDELINES AND LEARNING OBJECTIVES

The Curriculum in the Department of Visual is constructed to address skills, knowledge and attitudes it wishes to foster and promote in students as they progress through their course of study. The VISA Curriculum embraces a diversity of approaches and is built upon learning objectives: knowledge of and critical engagement in historic and contemporary art practice and theory; understanding and application of methods of inquiry, research and creative production; reflection and personal development; active experimentation and expression; integration of concepts both inside and outside the disciplines; effective communication; and capacity for meaningful contribution to culture and society.

The outline that follows is meant to provide guidance to students as to the challenges and expectations they will encounter at each new level of their university art education and, in addition, to assist faculty in course planning and curriculum development.

First Year
At this level, students work in an environment that provides support and guidance as well as a high level of structure within which to engage the fundamental vocabulary or art and to expand their creative processing abilities.
Students in first year:

- respond to assigned work with a focus on understanding the nature of the challenge, finding creative solutions to problems and developing research capabilities and manual skills related to art.
- recognize, define and apply basic formal, historical and perceptual vocabulary of art
- identify fundamental conceptual issues of visual representation
- accumulate basic material skills associated with art production.
- differentiate major genres of art practice and locate the characteristics of major art periods including modernism and postmodernism.
- articulate, both orally and in writing, basic aesthetic intentions and arguments.
- develop a familiarity with library holdings and bibliographic resources as well as web-based research techniques.

Second Year
Tasks, whether assigned by the instructor or selected by the student, are increasingly components of a larger pattern of practice. Students now apply key concepts and theories. They use knowledge of rules as well as experience to guide them in increasingly independent, though supported and supervised, activities.
Students in second year:

- select and interpret assignments with a focus on expanding existing creative and visual production options.
- demonstrate and synthesize increasingly broad knowledge of visual art domain including an ability to identify and define major modern and contemporary studio trends.
- work progressively toward self-determined goals in projects and course work with advice and guidance from faculty
- explain, compare and organize basic issues as they relate to modernism.
- distinguish between the relevant theoretical or intellectual contexts in academic and studio pursuits.
- Access, evaluate and utilize a range of research materials including periodicals, monographs and exhibition catalogues.

Third Year
Students at this level become acclimatized to a greater degree of interpretation as to expectations and they will provide a wider diversity of response. They formulate learner-generated plans with prior approval and review by the instructor. Third year students can analyze from experience and application of theory.

Third year students will:

- work through studio and academic challenges with focus on constructing and sustaining individual approaches.
- Initiate and propose exploration in media and methodology.
- demonstrate knowledge of the visual art domain including art history and contemporary discourse through the 20th C.
- analyze approaches, contexts and theories.
- generalize from personal, social and intellectual contexts.
- pursue the definition of objectives and goals in individualized art production.
- justify activities and positions in written and verbal contexts.
- maintain an ongoing engagement with specific art journals and new critical or theoretical anthologies.

Fourth Year
Students in the final year of visual arts studies are able to work with a complexity of approaches; integrating theory and practice such that their performance has a high level of authenticity. They are able to devise and revise within a critical context. They typically produce interconnected bodies of work capable of being exhibited in a public context.

Fourth year students will:

- formulate and sustain creative work in individually-determined creative output.
- critique the merits and limitations of theory and practice in a wider context of approaches.
- integrate understanding of current art practice and discourse in studio and academic projects.
- work independently toward coherently articulated individual goals

- engage in self-examination.
- defend positions and practice in written and oral presentation**.**

GRADES AND APPEALS
All final grades **must be submitted in numerical format**, letter grades will not be accepted. The following grades are awarded for undergraduate courses: (A)– 80 to 100; (B)– 70 to 79; (C) – 60 to 69; (D) – 50 to 59; (F)– 49 and below.

AG - Aegrotat standing
Aegrotat standing is the granting of credit for a course(s), based on the course work already completed, when no further assessment - for example, a deferred examination - is considered feasible because of illness or other extenuating circumstances beyond the student's control. Dean's approval is required.

SP - Deferred examination
If a student is unable to write a formally scheduled examination, or having begun the exam, is unable to complete it, for reasons of ill health, with supporting documentation, a Deferred Examination will be granted. Requests made on the basis of compassionate grounds or on the grounds of extenuating circumstances will be judged on a case by case basis. (See "Examinations" section for more information.)

SA - Satisfactory
Used for co-op work terms, internship options and non-credit courses.

UN - Unsatisfactory
Used for co-op work terms, internship options and non-credit courses.

W - Withdrawn (where xx is the week of withdrawal)

IN - Incomplete
A temporary grade granted only in exceptional circumstances to a student who has been unable to complete some part of the term work in a course. A final grade must be submitted within 56 days of the last day of the examination period.

IP - In Progress
Used only for fourth-year thesis and project courses or graduate courses (the list of acceptable courses is available in the Office of the Registrar). An IP for undergraduate courses must be cleared within 12 months of the initial registration, otherwise the student must reregister in that course and pay the appropriate course fee.

NR - Not reported

CH/F - Challenge grading
Grade awarded to indicate a successful/unsuccessful challenge for a credit course.

NW - Not withdrawn

Appeal of Course Grades
Students who have a question regarding the final grade in a course must first discuss the matter with the course instructor. (Failure in itself is not a valid reason for an appeal.)
In the event of an unresolved disagreement, the student must refer the matter to the Chair/Director of the Department/Centre. If not satisfied, the student must then refer the matter to the Dean of the Faculty. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Senate Student Appeals Board (see Appeals Procedures). Appeals of final grades, including the assignment of a failing grade for non-attendance in a course, must be made within 180 days of the official release of grades by the Office of the Registrar. If the absence of the instructor, or other factors make an appeal within 180 days impossible, the intention to appeal should be indicated to the Chair/Director of the Department/Centre within 180 days of the official release of grades by the Office of the Registrar. In circumstances that prevent the student from presenting information in a timely fashion, a student must present documentation of mitigating evidence, to the Registrar. Upon validation of the documentation, the appeal will be processed.

Appeals Related to Academic Requirements/Decisions
A request for an exemption to a departmental/centre degree requirement must be directed to the Chair/Director of the student's Department/Centre major. (Combined majors shall appeal to the Department/Centre directly affected by the request for an exemption.) If not satisfied with the outcome of the request, the student will then refer the matter to the Dean of the Faculty. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Senate Student Appeals Board (See Appeals Procedures).
A request for an exemption to a University or Faculty degree requirement must be directed to the Dean of the student's faculty. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Senate Student Appeals Board (See Appeals Procedures).
Appeals of Charges of Academic Misconduct
All appeals relating to the charge of academic misconduct, penalties assigned or notations on transcripts will be heard by the Senate Student Appeals Board (See Appeals Procedures).

Requests for Retroactive Registration/Backdated Withdrawals
A request for retroactive registration must be submitted as early as possible in the academic term. Requests will be considered upon the receipt of supporting documentation, which outline the reason(s) why formal registration did not occur. A Request for a Retroactive

Registration, as well as a Course Change Form signed and dated by the course instructor verifying that the student has been in continuous attendance, must accompany this documentation. If approved a late fee may apply. Forms are available in the Office of the Registrar.
A backdated withdrawal will be considered within 12 weeks of the last day of class upon the receipt of a request that is supported by documentation verifying medical reasons or compassionate grounds.
Documentation must indicate the reason(s) the student was not able to withdraw on the last day for withdrawal or must note the medical reason(s) or compassionate grounds which will make it impossible for the course to now be completed. Requests submitted without supporting documentation will not be considered. Forms are available in the Office of the Registrar.
Requests for retroactive registration or backdated withdrawal are considered and a decision rendered by the Registrar.
Students wishing to appeal the decision of the Registrar must refer the matter to the appropriate academic Dean. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Senate Student Appeals Board. Appeals to the Senate Student Appeals Board must be typed, must provide any additional documentation not submitted to the Dean and must be accompanied by the appeal fee. The fee will be refunded only if the appeal is successful. When appropriate, the grade NW (Not Withdrawn) may be assigned by the Senate Student Appeals Board within the specified appeal period and when supporting documentation is supplied by the student.

Appeals Procedure: Method of appeal to the Senate Student Appeals Board
All appeals directed to the Senate Student Appeals Board must be received in typewritten form. Submissions not received in this form will be returned to the student without decision. Appeals should be submitted to the Secretary of the Senate Student Appeals Board, in care of the Office of the Registrar, must provide any additional documentation not submitted to the Dean and must be accompanied by the appeal fee. The fee will be refunded only if the appeal is successful.
Appeals must clearly state the arguments and expectations of the student. The onus is on the student to demonstrate the validity of the appeal and to provide full and appropriate supporting documentation. Dissatisfaction with University policy and ignorance or neglect of published deadlines will not constitute sufficient grounds for appeal.
Appeals of academic decisions must be made within 30 days of the date of the letter informing the student of the academic decision or within 30 days of the official release date of the Statement of Standing which informs the student of the academic decision and/or final grade.
Appeals based on emotional or medical problems must be supported by a certificate from a licensed medical practitioner or other professional indicating specifically the student's inability to fulfill the requirements being appealed.
A student may abandon an appeal at any time during the particular process.

MEDICAL EXEMPTION POLICY (PLEASE NOTE THIS POLICY CHANGES SOON)
The University requires that a student be medically examined in Health Services or by an off-campus physician ***prior*** to an absence due to medical reasons from an: exam, lab, test, seminar, assignment, etc.

Student Health Services will provide medical documentation only if:

1. Medically warranted (for example, a simple cold is not medically warranted).
2. The student presents themselves to Health Services ***before*** the exam.
3. The student is seen in our office the day of the exam, lab, etc.

If your medical condition requires special consideration for academic activity (e.g. missed seminars or labs, assignment extensions or examination/test rescheduling) and is on a day or at ***a time*** when Health Services is not open, then you must go to another medical facility to obtain the necessary written medical documentation, which is the **completion of Brock University's Medical Certificate**. To access the medical certificate/doctor's note, click on the following link:
https://brocku.ca/registrar/wp-content/uploads/sites/45/Medical-Certificate.pdf

(print this medical certificate and take it with you when seeing a physician)

APPENDIX VI

BROCK SERVICES FOR STUDENTS

Personal Counseling **https://brocku.ca/health-wellness-accessibility/personal-counselling-services/**
Information and appointments x4750
Counseling services for students who are experiencing personal/social difficulties while studying at Brock University.

RespectfulWorkandLearningEnvironmentPolicy **https://brocku.ca/human-rights/human-rights/policies-reports/**
Information and appointments x4859

Brock University is committed to building and maintaining a diverse and inclusive community where our students, staff, faculty course participants, volunteers and visitors can work and learn in an environment that respects the dignity and worth of members of the Brock community. The policy, as spelled out in Appendix B of the Collective Agreement, covers issues of equity, diversity and dignity; harassment and discrimination; and mechanisms to give effect to this policy. Accountability for this policy rests in the Office of Human Rights and Equity Services/Human Resources.

Student Accessibility Services **https://brocku.ca/health-wellness-accessibility/sas**
Information and appointments x3240
The Student Accessibility Services Office provides services and accommodations to students who have a physical, medical, sensory, mental health, or learning disability. Services and accommodations are determined on an individual basis depending on the documented needs of the student. Students are responsible for contacting the Student Development Centre to initiate services.

A-Z Learning Services **https://brocku.ca/student-life-success/learning-services/**
A-Z Learning Services provides workshops, tutoring, and other forms of academic support for students.

Office of the Ombudsperson **https://brocku.ca/ombuds/**
A confidential, independent and impartial service for students, faculty, staff, prospective students and persons connected to Brock University. The Ombudsperson can support people who have complaints or concerns by providing resources and advice, facilitating communication, assisting with informal problem solving, assisting with appeal procedures and investigating concerns.

Sexual Violence Support Resources **https://brocku.ca/human-rights/sexual-violence/support-resources/**

Anyone who has been affected by sexual violence does not need to make a formal report to gain access to accommodations and support services. Informal disclosures of sexual violence made to the Human Rights & Equity office will initiate the support process.

Office of Human Rights and Equity Anyone wishing to speak with someone in the Human Rights & Equity office about a **human rights issue** or an **incident of sexual violence** is encouraged visit: https://brocku.ca/human-rights/contact-us/ and contact the appropriate person listed to assist you.

Office of Human Rights & Equity*
Will provide advice on reporting options, refer to support services.

Phone: 905-688-5550 x4859
Email: Humanrights@brocku.ca
http://www.brocku.ca/human-rights

Campus Security Services

~~Willassistthesurvivorinreportingtopoliceand refer to supportservices~~

Location: Kenmore Centre
Phone: 905-688-5550 x3200
Email: security@brocku.ca

https://brocku.ca/campus-security

Student Welllness and Accessibility Centre

Personal counselling and crisis care for students.

Location: Student elllness and Accessibility Centre

- ST 400 **Phone:** 905-688-5550 x3240 (emergency: x4750) **After-Hours Crisis Number:** 905-327-2244 **Hours:** https://brocku.ca/health-wellness-accessibility/#pc-hours

Emergency: walk-in appointments are available daily; typically a student is seen within the hour.

Note: All of the counsellors have professional training and experience in responding to sexual violence situations. The crisis intervention counselling involves listening to the student and offering options to consider, making referrals as needed and helping the student develop a plan for next steps, depending on what the student wants.

https://brocku.ca/health-wellness-accessibility/personal-counselling-services/

Student Health Services

Medical services, including sexual health services and mental health care

Location: Harrison Hall
Phone: 905-688-5550 x3243 for appointment

Hours: M-F: 8:45- 4:30; evening appointments available on Mondays

Urgent Care: M–TH: 2:45 – 4:15; F 2:45-4:00.
Campus Pharmacy Satellite Clinic: M–F 9:30-11:30.
Spring/Summer Hours: Harrison Hall open M–TH 9:30-4:00. Satellite clinic is closed. Urgent care available as above (SHS closes in July)

Note: Medical staff will assist the student medically (such as sexual health services), initiate support, offer options, resources, and referrals to Brock counselling and/or community resources.

https://brocku.ca/health-wellness-accessibility/student-health-services/

Department of Residences
Phone: 905-688-5550 x3706 or x4311

Residence Life Staff can be reached 24 hours a day, 7 days a week for students living in residence via the Residence Service Desks.

https://brocku.ca/residence/

Mental Health and Wellness Website
This website offers extensive information to help foster positive mental health. The necessary supports, services and resources for mental health management are highlighted in each section.

https://brocku.ca/mental-health/

Transgender Inclusion Guide

https://brocku.ca/human-rights/wp-content/uploads/sites/208/Brock-University-Transgender-Inclusion-Guide-1.pdf

CommunityResources

NHS Sexual Assault/Domestic Violence
Phone: 905-378-4647 x45300
Counselling is recommended to all clients who are recent victims of sexual assault or domestic violence. Requests and referrals are accepted.
http://www.niagarahealth.on.ca/en/sexual-assault- domestic-violence-treatment-program

Niagara Region Sexual Assault Centre (CARSA)
Counselling/24 hour support line: 905-682-4584
http://niagarasexualassaultcentre.com/

Sexual Assault Centre Hamilton Area 24 hours support line: 905-525-4162 http://sacha.ca/	**Good2Talk** Phone:1-866-925-5454 Free, confidential, and anonymous helpline providing professional counselling, information and referrals for mental health, addictions and well- being to post- secondary students in Ontario http://www.good2talk.ca/

IMPORTANT SAFETY PROTOCOLS

- Doors with proxy access are not to be propped open when the room is vacant.
- Do not leave personal belongings unattended in classrooms, studios, the Learning Commons, the Lobby or any public spaces.
- Report any security concerns or suspicious activity to the building security (located in the Lobby).
- Should an incident occur or if you have any questions or concerns pertaining to your own safety, please enlist the help of one of our security officers located in the Lobby (x6300).
- If you would like to speak with our head of security, feel free to contact Rick Tollar at: rtollar@brocku.ca (office MW 338).

MIWSFPA Campus Security: x6300
Main Campus Security: General Information x4300 security@brocku.ca
Emergency Only (24 Hour) x3200

REPORTING OF INCIDENTS/INJURIES https://brocku.ca/human-resources/health-safety-and-wellness/
Community members have a responsibility to report all incidents/injuries promptly. Once a supervisor, or an authorized University representative (person in charge of a workspace) receives information from the community member with regard to an injury/incident, she/he fully completes the report form in consultation with the injured, or affected person within **twenty-four (24) hours** of the circumstance occurring. Failure to report an injury to HSW within 24 hours may subject Brock University to receiving a fine from WSIB. In the event the delay of reporting occurs at the employee, or supervisor level, the ensuing fine will be charged to the department responsible for the delay. Completed report forms are to be sent to Health, Safety & Wellness (HSW) via email at besafe@brocku.ca Go to: https://brocku.ca/human-resources/wp-content/uploads/sites/81/Brock-Incident-Injury-Report-Form-06-06-17.pdf to access the incident/injury report form; open and complete the Injury/Incident Report form using the newest version of Adobe Acrobat Reader. Email the completed form to: besafe@brocku.ca

DEPARTMENT EMERGENCY PROCEDURES – IN CASE OF EMERGENCY
[Health Services ext. 3243 (Monday to Friday 8:30 AM – 4:30 PM, September to April)]

MINOR SICKNESS OR INJURIES, CUTS OR BURNS: If the person is not in serious pain, is able to walk, bleeding is minimal - give first aid immediately. *It is important to always advise to seek follow-up medical attention as soon as possible.*

MAJOR INJURY OR SICKNESS:
Call 9 -911 immediately and building security ext. 6300 and give necessary first aid, keep warm, do not move
Serious injury or experiencing any of the following: considerable bleeding, chest pain, shortness of breath, unbearable headache, uncontrollable vomiting, unresponsive, unable to move, seizures

MW416: First Aid Kit is located next to the sink.
MW406: First Aid Kit is located next to the sink.
MW411: First Aid Kit is located next to the emergency telephone.
MW143: First Aid Kit is located in the computer station area.
MW147B: First Aid Kit is located behind the door.
MW160: First Aid Kit is located next to the sink.
MW151: First Aid Kit is located next to the sink.

IN CASE OF FIRE:
Alert everyone in the area & provide assistance where needed.

Determine: If fire is controllable, suffocate or extinguish and/or if fire is uncontrollable
Action: **Evacuate, close door, pull wall alarm / call 9-911 and building security ext. 6300**