

DEPARTMENT OF VISUAL ARTS

Marilyn I. Walker
School of Fine &
Performing Arts

Brock University
Faculty of Humanities



STUDENT HANDBOOK & INFORMATION GUIDE FW 2021 / 2022

The Brock University Visual Arts Program (VISA) is set up to provide a well-rounded studio-based visual arts education that prepares students not only to practice art at a professional level, but also to pursue careers in art education, art administration, curating, design and art entrepreneurship. Through innovation and diversity in teaching approaches, the program strives to foster and promote valuable skills, knowledge and attitudes in students that will provide them with practical and conceptual tools for success in the visual arts.

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_permalink=1768145889988187¬if_id=1578585723069935¬if_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. Any students taking photos of life models will be expelled from the class. The impugned action may leave the wrongdoer open to legal action.

Directions to the MIWSFPA Campus (Marilyn I. Walker School of Fine & 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

All students as well as employees at Brock University must pay for their own parking. Our MWSFPA location does not have parking available for students. You can choose from several options: purchase a parking permit from Brock and use the main campus as a hub to and from the downtown location or purchase a monthly pass for City of St. Catharines parking facilities and use public transit to get from downtown to the main Brock campus.

- Students have access to a bus pass via their Brock ID card and bus pass sticker available through the Brock Student Union which provides them with access to St. Catharines (yourbus.com), Niagara Falls and Welland Transit from September through April.
- Parking permits valid at Brock's main campus are available for purchase by 4 month or 8 month terms through Parking Services. As the downtown campus lot is very small, these permits will not be valid at the downtown campus building, only on the main campus. Permits rates vary depending on location. Brock's main campus also offers a daily parking rate. Visit the Parking Service booth for some current permit information.
- Short-term hourly parking is available on campus at meters and pay machines at \$3.00 per hour.
- 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 students 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/

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

MWS 330 x4656

afriend@brocku.ca

Amy Friend holds a BFA honours Degree and BEd from York University and an MFA from the University of Windsor. She has received grants from Social Sciences and Humanities Research Council, Canada Council for the Arts and the Ontario Arts Council. In 2015 Amy was awarded the Clarke Thompson Award for Sessional Teaching at Brock University. Her work has been featured in select publications such as: California Sunday Magazine (USA), Musee Magazine (USA), Virginia Quarterly Review (University of Virginia), Supernatural (& Magazine, Israel), Creative Block, (Chronicle Books), Magenta Flash Forward Emerging Photography Competition (Canada) and in November of 2015 Amy released her first monograph published by Photolucida. Recent exhibitions include Strange Cities, Onassis Cultural Center in Athens Greece, Dare alla Luce at 555 Gallery (Boston), Assorted Boxes of Ordinary Life (Rodman Hall, Ontario, Canada) and Chronologies at Museum London (Ontario, Canada). Friend has upcoming exhibitions at the DongGang Museum of Photography in South Korea, the GetxoPhoto Festival in Bilbao, Spain and the international festival of photography in Lodz, Poland.

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.

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.

Troy David Ouellette

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 is an art historian who received her PhD at Binghamton University in New York. She teaches for both the Department of Visual Arts and in the Great Books/Liberal Studies Program. Linda is interested in how images and texts circulate, are read and work to construct meaning in different contexts. In her doctoral work she examined the ways in which the French surrealists deployed methods of photographic presentation for revolutionary purposes. She also writes about contemporary art.

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.

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 x5830

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.

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.

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.

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 received her MFA from Concordia University. She is an artist and filmmaker working with text, video, installation and the internet. 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 x5046 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 (MIWSFPA) MWS236 x4111 smercerc@brocku.ca

Michael Gicante, Academic Advisor Email: humanities.advising@brocku.ca
x 4279 MWS 236 MIWSFPA Office Tuesday and Thursday (Rest of the week MCA 313 Main Campus Office)
IMPORTANT INFORMATION FOR STUDENTS

BROCK STUDENT ID CARDS

All students must have a Brock ID card. Students taking classes in the MIWSFPA will need a student "proxy card" to have access to their classroom space after hours. 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/>

BROCK EMAIL ACCOUNTS – COMMUNICATION

All university-related communication with students should be done through Brock email accounts. Please check your Brock email accounts on a regular basis. Important university information and notices from departments and 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.

STUDENT WELLNESS AND ACCESSIBILITY SERVICES (OASIS) <https://brocku.ca/health-wellness-accessibility/sas/>

Register with Student Accessibility Services to arrange the appropriate accommodations if you are experiencing limitations due to disability, ongoing health or mental health conditions access appropriate accommodations, supports and specialized technologies.

UNDERGRADUATE CALENDARS for Program / Course Information: <http://www.brocku.ca/webcal/>

COURSE EVALUATIONS, ONLINE

Visual Arts strongly encourages all students to fill in the online course evaluations. The feedback from the evaluations is helpful to the department and the instructors for continued improvement to pedagogy and course content. Students will receive an email from "Brock University Course Evaluations" within a couple of weeks towards the end of term with a link to the online course evaluation system. Please note that students should check their Brock email regularly for university related communication.

VISA STUDENT CLUB

The Visual Arts Student Club is organized and run independently by the visual arts students who choose to be members, student participation in the VISA Club is strongly encouraged. Each year, a new executive is elected and they will be responsible for the following:

- Keep students informed of related news, events and policies affecting VISA students.
- Responsible for maintaining the VISA Facebook Account.
- Take leadership role for the planning and organization of extracurricular/social activities and events.
- Organize the VISA Student Exhibitions, Student Juried Show and MIWSFPA Festival of the Arts VISA student events, in consultation with the Department Chair.
- Liaise between the student body and the department. At the request of a club member may attend a department meeting to bring relevant student initiatives, questions and concerns to the department committee for discussion and where appropriate, approval.

For more information, please contact the Brock University Students' Union at Clubs@busu.net

STUDENT SUPPORTS

Available Student supports offered by **A-Z Learning Services** such as Drop-In Academic Support, Scheduled Workshops, Faculty-Request Tailored Workshops, Referrals, and Tutoring. Check out the resources page to explore what A-Z Learning has to offer: <https://brocku.ca/student-life-success/learning-services/>

The University has various systems set up to assist students in coping with problems that may come up: If you have tech challenges, contact the **MIWSFPA ITS Technician**, Sean Mercer smercerc@brocku.ca or contact ITS: itshelp@brocku.ca

If you have **financial issues**, go to Student Accounts and Financial Aid: <https://brocku.ca/safa/> contact: central@brocku.ca

If you have **problems with registration**, contact our visual arts academic advisor Mike Gicante: mgicante@brocku.ca

If have **health concerns, including mental health**, go to Student Health Services: <https://brocku.ca/health-wellness-accessibility/student-health-services/>, extension 3243 or Student Wellness and Accessibility Services: <https://brocku.ca/health-wellness-accessibility/>

PROCEDURE FOR COURSE OVERRIDE REQUESTS

Email the VISA office at: visualarts@brocku.ca Please provide the following information: student ID number, the course(s) and section # that you wish overrides for. When the override is processed the student will be notified by email. All overrides after the start of classes, if the class is already full overrides are subject to instructor approval.

Override Requests for Concurrent Education Students and Non-Visa Majors

Concurrent Education students and all von-VISA Majors must email the Visual Arts academic advisor with their student ID number, the course(s) they want, the sections they prefer (if applicable). 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 needing the course.

VISA FACILITIES/OPERATIONS VIDEO

Please see orientation video (link below) which will answer many questions that you may have about our facilities and operations. The video outlines the following areas of information: Studio & safety protocols; Art materials & Artstores; Studio fees; after-hour studio access; lockers

VISA Orientation Video (This video is particularly helpful for new VISA students): <https://www.youtube.com/watch?v=SOT6aTH2jhQ>

VISA FAQ: <https://brocku.ca/miwsfpa/visual-arts/important-information/student-faq/>

VISUAL ARTS FACILITIES

ARTSTORE, WOOD SHOP, WORKSHOP

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)
Smart Seminar Room	MWS 207
Smart Seminar Room	MWS 211
Large Format Printer Lab	MWS 325
Drawing Studio	MWS 406
Painting Studio	MWS 416
PAC Film Theatre (Performing Arts Centre)	PC (large lecture hall)

SPACES FOR SPECIAL CLASSES/WORKSHOPS

VISA Gallery & storage space	MWS 159/160
Creative Commons (Computer Commons) Mac/Dell/ printer	MWS 227
Library Commons / Quiet Study	MW S229 / MW 229A
Equipment Rental Kiosk	MWS 229C

IMPORTANT SAFETY PROTOCOLS

- VISA students working in the building after hours and on weekends are **required to SIGN-IN AND OUT** at the security desk/window in the lobby. This procedure is in place for your safety and security.
- DO NOT prop door open that has proxy access when the room is vacant. Students who still require proxy access should contact the administrative assistant for their department.
- DO NOT leave personal belongings unattended in classrooms, studios, the Learning Commons, the Lobby or any public spaces.

STUDENT ASSISTANTS (monitors)

Student Assistants are employed for specific areas within the visual arts studios/labs. Please note that the student assistants work specific hours and are not to be contacted outside of their specified work hours for support or additional help.

STUDIO COURSE MATERIAL FEES

Most studio courses have a course material fees in addition to the tuition. These fees are deposited to departmental accounts used to purchase course related materials which are disbursed to you in-class by your instructor or from the department Art Store in room MW413. All items procured for courses using studio fees are requested for the course by the instructor. Please note that **unused credit with the VISA ArtStore has no cash value**. All fees are used up for the purchase of supplies. If you have a credit remaining, your fee money exists in the form of art supplies on the shelves. You can use up your remaining fee by purchasing supplies from the VISA ArtStore.

ART SUPPLIES – VISA ArtStore MW413

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 (*Praxis Space*) MWS159

The on-site gallery is a visual arts praxis space used for teaching purposes, exhibitions and 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. **Restriction for Proxy Access:** *Proxy access to the Digital Media Lab is restricted. Course instructors will provide The MIWSFPA IT Technician with class lists and access will be granted for the term.*

COMPUTER COMMONS (MWS 227) This computer lab is “open space” for student use.

Monday – Thursday 8 am – 10 pm / Friday 8 am – 9 am / Weekends 12 noon – 4 pm / Mac and Dell computers + printer.

Social space. Food and drink allowed but please clean up after yourself.

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. The learning commons is available as “open space” for student use.

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 (MW406) / PAINTING STUDIO (MW416) / FOUNDATION STUDIO (MW151)

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.
- 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. No open toe shoes are permitted in the studios.
- 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 when finished critiques or working on the wall.
- Modeling platforms are not to be used as work surfaces/painting etc. Modeling stands affected must be repainted the student.
- If a student’s painting/drawing process results in marking up walls, they will re-prime that area of the wall using the paint roller and touch up paint provided by the Facilities Technician.

Ladder Safety Rules for 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. (See Studio Safety page on the Visa website for ladder safety information)

- **Only use ladders/step-ladders** when hanging projects or adjusting lighting in the studios. **Do not** use chairs or tables.
- Before ladder use, **students must be trained** by an instructor or staff member.
- Students are **not permitted to use ladders alone**, only under supervision of an 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**. If the ladder is damaged, tag it and inform an instructor, staff or monitor.
- **Do not** use a self-supporting ladder as a single ladder or in a partially closed position and **Do not** step on the top step/rung of any ladder.
- 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 are properly engaged** on your ladder.
- **Do not** exceed maximum load rating of a ladder, consider load rating, weight it is supporting & weight of any tools or equipment.
- Always **maintain a 3-point contact** (two hands and a foot, or two feet and a hand) on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.

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 STUDENT EXHIBITIONS

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 two exhibitions of its VISA 4F06 Honours students presenting an individual yet rich diversity of original work. This exhibit is a rite of passage for graduating students as it celebrates their highest achievements.

Exhibition

Opening reception: Friday, April 3, 7 pm

Exhibition: April 4 to 26, 2020

Location: Rodman Hall, 109 St. Paul Street, St. Catharines ON L2S 1M3

905-684-2925 or x5804

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.

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 RECOMMENDATIONS)

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 Catharines, ON L2R 3M2 **Phone:**(289) 362-2636

EXHIBITION ARRANGEMENTS AROUND CAMPUS

Not all exhibits and public projects will take place in a gallery setting. Often instructors and students wish to engage in interventionist projects, or to install work in unconventional locations for either the purpose of exhibit or simply for group critiques. Other locations where projects have been mounted include various locations in the Library, a variety of hall spaces and lounges, stairwells, outdoor locations etc.

It is important to note that the University is liable for any injuries that happen on campus as a result of such an exhibit. As such, a full description of the project you intend to mount including a detailed list of materials, processes, equipment involved and how you intend to install the work must be submitted to both Health & Safety and Facilities Management.

It is absolutely imperative that any materials related to any project or display of art taking place in public spaces anywhere on campus **be removed immediately after the conclusion of the project**. It is also important to note that these procedures include projects taking place both inside or outside of buildings. Please note that 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 paint and walls.

NOTE: All VISA exhibitions MUST be promoted through the Marilyn I. Walker School of Fine and Performing Arts Coordinator/Graphic Designer, Gilgun Doran. Please be sure to submit all pertinent information to her no later than 2 or 3 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 Gilgun at ext. 4765, office MW334, email miwsfpa@brocku.ca

LOCAL NIAGARA ART GALLERIES

Rodman Hall Arts Centre <http://www.brocku.ca/rodmanhall>

Niagara Artists Centre <http://www.nac.org>

Niagara Art Gallery www.niagaragallery.ca

Niagara Falls Art Gallery <http://www.niagarafallsartgallery.ca>

Pumphouse Art Centre <http://www.niagarapumphouse.ca>

Grimsby Public Art Gallery www.town.grimsby.on.ca

RiverBrink Art Museum <http://riverbrink.org/>

ONLINE ART SUPPLIERS

Above Ground Art Supplies

Toronto 1800 5601979

www.abovegroundartsupplies.com

Curry's Art Supplies

1800 268-2969

www.curry's.com

Loomis Art Store

1-800-263-1456

www.LoomisArtStore.com

DEPARTMENT / UNIVERSITY POLICIES

Attendance in Studio Courses

Failure to attend classes, absence from scheduled 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 classes in a full credit course or 2 classes in a half credit 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 that gives reasonable justification for missed classes.

Retention of Exams / Papers / Projects

Exams must be kept for one year and then are to be discarded by confidential shredding. Students have the right to inspect their final examination papers under faculty supervision. 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.

Work left in the visual arts studios at end of each term must be removed in a timely manner as the studios will be cleaned out and leftover work will be discarded to prepare the studios for the beginning of the following term.

Issues and Complaints

Students are encouraged to bring ideas, issues and concerns to their instructors, their student representative or to the Department of Visual Arts Chair. Problems specific to a course should first be discussed with the instructor. Requests for reconsideration of a mark must be made

to the instructor. Students wishing to formally challenge a mark may do so following the formal academic appeals process outlined in the University Calendar - <http://www.brocku.ca/webcal/2007/undergrad/areg.html - sec16>

Plagiarism

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Associate dishonest practices include faking or falsification of data, cheating or the uttering of false statements by a student in order to obtain unjustified concessions.

Plagiarism should be distinguished from co-operation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented, for example, by way of formal acknowledgment or by footnoting. Instructors should inform students what constitutes acceptable workmanship, proper form of citation and use of sources.

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

A Dean who is satisfied that academic misconduct has occurred may impose the following sanctions:

- oral or written disciplinary warning or reprimand;
- lower grade or failure on the assignment or examination;
- failure in the course;
- suspension from the University for a definite period;
- notation on student's official transcript;
- withholding or rescinding a Brock degree or certificate

For more detailed information about Brock University plagiarism policies visit the University Calendar:

<http://www.brocku.ca/webcal/2007/undergrad/areg.html - sec16>

TERMINOLOGY

Major

A major is an area of major concentration of study. Most majors require students to take a minimum of 12 credits for a 20 credit degree and 8 credits for a 15 credit degree.

Combined Major

A combined major program is established in two individual Departments/Centres.

Minor

A minor is distinct from a student's major or combined major and requires from four to six credits as designated by the relevant academic Department/Centre. The minor in Visual Arts is an option for non-VISA Majors only.

Concentration

A concentration in an honours degree normally requires a minimum of six credits from a list of courses approved by the relevant academic Department/Centre. A concentration such as the Concentration in Curatorial Studies enables students to pursue studies in this specialized area within their major or combined major. Application and approval to carry a concentration is required.

Context Credit

All students must include one credit (or two half-credits) from each of the list of Humanities, Social Sciences and Sciences courses to fulfill degree requirements. In some cases, a context credit may be part of the major program's requirements.

Students in the VISA program must have completed all three of the required context courses within the first 10 credits.

Course

A course is a unit of study. Courses are generally .5 credits (0P00 or 0Q00) or 1 credit (0F00).

Department

A department is an academic unit that offers courses in a particular subject domain toward a degree

Elective

A course that does not fulfill any requirement towards a major or minor

Faculty

A faculty is a collection of departments. Faculties are divided according to broad categories like science and arts. The Department of Visual Arts is part of the School of Fine and Performing Arts which is part of the Faculty of Humanities.

Full Time

A student enrolled in three or more credits over the Fall/Winter Session

A student enrolled in three credits over the Spring and Summer Sessions.

Grade

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

Minimum Academic Requirements for Continued Registration

First-year students who have received grades in at least two credits must have attained a minimum 60 percent overall average. Continuing students must maintain a minimum 60 percent overall average.

Part-time

A student enrolled in less than three credits over the Fall/Winter Session.

A student enrolled in less than three credits over the Spring and Summer Sessions.

Prerequisite

Most courses at the upper levels restrict registration to students who have taken prerequisites or courses that provide foundational concepts for the course in question.

Registration

Students must register during the official registration periods designated for each session or term. Late registration may be permitted, upon payment of a fee, during the course change period of each session. Registration will not be permitted after the last day to add a course for a term. It is the responsibility of each student to ensure that the courses selected meet the academic degree requirements and adhere to restrictions, course prerequisites, and published deadlines. *Students may not enroll in courses which conflict in time without the written approval of each instructor.* All courses and programs are subject to enrolment limitations.

To register in courses a student must meet the following conditions:

- Be admitted to Brock or be a continuing student academically eligible to enroll.
- Enroll in courses in accordance with the procedures outlined in the University's Registration guides produced by the Office of the Registrar.
- Pay or make arrangements to pay fees. Students whose cheques are returned with "Non-sufficient funds" will be deregistered and subject to late penalty charges

Withdrawal

A student may voluntarily withdraw from the University and/or courses without academic penalty by informing the Office of the Registrar, in writing (Course Add/Withdraw Form) by the appropriate date. Please refer to the "Undergraduate Sessional Dates" section of the current course calendar (available on the Brock Website at www.brocku.ca)

Note: Unofficial withdrawal from a course after the above deadlines will result in the assignment of a failing grade in the course.

STUDENT SERVICES ON MAIN CAMPUS

Student Development Centre

<http://www.brocku.ca/sdc/>

4th floor Schmon Tower ST400 x3240 or x4225

The SDC supports and promotes the present and future well-being of students. We enhance student development and success through innovative programs, services and partnerships. We strive to create a community that is accessible to all, one where diversity is celebrated and good citizenship is valued.

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

They provide tutors and assistance for first generation and mature students.

Personal Counseling

<http://www.brocku.ca/sdc/counselling/>

Information and appointments 4750

The [Counseling staff](#) offers services for students who are experiencing personal/social difficulties while studying at Brock University. The majority of services are offered on an [individual basis](#) however we do offer some [group programs](#).

Services for Students with disABILITIES

<http://www.brocku.ca/sdc/disABILITIES/>

Information and appointments 4028

The SSWD 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. Contact should be made prior to admission to Brock.

Aboriginal Student Services<http://www.brocku.ca/sdc/aboriginal/>

MC302 (for information and appointments x4273)

At AbSS you will find an Aboriginal Student Advisor who is available to talk with you about your concerns while at the university, and if needed, will refer you to other services available on campus and in the community.

Career Services<http://www.brocku.ca/career/index.php>4th floor Schmon Tower (Student Employment Advisor x4227)

Career Services offers programs in Career Guidance, ExperiencePlus Student Employment Program, job postings and workshops in Resume Writing, Cover Letter Writing, Portfolio Development, Interview Skills and Job Search Skills

Recreation Services<http://www.brocku.ca/recserve/>

Athletics Centre – Walker Complex Welcome Desk x3387

Health Services<http://www.brocku.ca/healthservices/>

Information and appointments x3242

Brock Bookstore (Thistle Corridor)www.bookstore.brocku.ca**Brock University Student's Union** (Alumni Student Centre) www.busu.net**HUMAN RIGHTS & EQUITY OFFICE**

Available to all students.

Staff from Human Rights and Equity Services will be available in room **MWS 236 Mondays**.**STUDENT HEALTH SERVICES / MENTAL HEALTH SUPPORT**Staff/Counsellor from Student Health Services is available in room **MWS 236 Wednesdays 9:00 AM - 4:00 PM**.

Drop-in visits or by appointment - room MWS236 or call x4136.

Students at Risk website:

<https://brocku.ca/student-life/student-affairs/students-at-risk/resources-for-students-staff/>

Learn how to recognize, respond and refer students experiencing mental health issues on campus.

<https://morefeetontheground.ca>**BROCK SEXUAL VIOLENCE RESOURCES**

<p>*PRIMARYCONTACT</p> <p><u>Office of Human Rights & Equity*</u></p> <p>Will provide advice on reporting options, refer to support services, and help the survivor seek academic accommodations</p> <p>Phone: 905-688-5550 x4859 Email: Humanrights@brocku.ca http://www.brocku.ca/human-rights</p>	<p><u>Campus Security Services</u></p> <p>Will assist the survivor in reporting to police and refer to support services</p> <p>Location: Kenmore Centre Phone: 905-688-5550 x3200 Email: security@brocku.ca https://brocku.ca/campus-security</p>
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<p><u>Student Development Centre</u></p> <p>Personal counselling and crisis care for students who are affected by sexual violence</p> <p>Location: Student Development Centre - ST 400</p> <p>Phone: 905-688-5550 x3240 (emergency: x4750)</p> <p>After-Hours Crisis Number: 905-327-2244 Hours: M-F: 8:30-12:00; 1:00-4:30</p> <p>Emergency: walk-in appointments are available daily; typically a student is seen within the hour.</p> <p>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.</p> <p>http://www.brocku.ca/personal-counselling</p>	<p><u>Student Health Services</u></p> <p>Medical services, including sexual health services and mental health care</p> <p>Location: Harrison Hall</p> <p>Phone: 905-688-5550 x3243 for appointment</p> <p>Hours: M-F: 8:45- 4:30; evening appointments available on Mondays</p> <p>Urgent Care: M-TH: 2:45 – 4:15; F 2:45-4:00. Campus Pharmacy Satellite Clinic: M-F 9:30-11:30.</p> <p>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)</p> <p>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.</p> <p>http://brocku.ca/health-services</p>
<p><u>Department of Residences</u></p> <p>Phone: 905-688-5550 x3706 or x4311</p> <p>Residence Life Staff can be reached 24 hours a day, 7 days a week for students living in residence via the Residence Service Desks.</p> <p>http://www.brocku.ca/residence/</p>	<p><u>Mental Health and Wellness Website</u></p> <p>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.</p> <p>http://mentalhealth.brockubeta.ca/</p>
<p align="center"><u>Community Resources</u></p>	
<p><u>The Brock Student Sexual Violence Support Centre</u></p> <p>Phone: 905-397-7671</p> <p>Email: info@ASaferBrock.org</p> <p>24-hour email support: Support@ASaferBrock.org 24-hour texting support line: 289-990-7233</p> <p>http://www.asaferbrock.org/</p>	<p><u>NHS Sexual Assault/Domestic Violence</u></p> <p>Phone: 905-378-4647 x45300</p> <p>Counselling is recommended to all clients who are recent victims of sexual assault or domestic violence. Requests and referrals are accepted.</p> <p>http://www.niagarahealth.on.ca/en/sexual-assault-domestic-violence-treatment-program</p>
<p><u>Niagara Region Sexual Assault Centre (CARSA)</u></p> <p>Counselling/24 hour support line: 905-682-4584</p> <p>http://niagarasexualassaultcentre.com/</p> <p><u>Sexual Assault Centre Hamilton Area</u></p> <p>24 hours support line: 905-525-4162</p> <p>http://sacha.ca/</p>	<p><u>Good2Talk</u></p> <p>Phone: 1-866-925-5454</p> <p>Free, confidential, and anonymous helpline providing professional counselling, information and referrals for mental health, addictions and well-being to post-secondary students in Ontario</p> <p>http://www.good2talk.ca/</p>

MEDICAL EXEMPTION POLICY: 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 (ie. 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, click on the following link: <http://www.brocku.ca/healthservices/exemption.php> (print this medical certificate and take it with you to the walk-in clinic.)

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

MIWSFPA Campus Security: x6300

Main Campus Security: General Information x4300

security@brocku.ca

Emergency Only (24 Hour) x3200

Important Safety Protocols

- Doors with proxy access are not to be propped open when the room is vacant. Students who still require proxy access should contact the administrative assistant for their department.
- 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) who is always happy to chat with students.

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**