The Visual Arts Student Handbook is an official document with information pertaining to the Visual Arts Program. It is accurate as of its printing date. The College Senate reserves the right to modify academic programs and regulations at its discretion after the publication date of the handbook. In addition, the Visual Arts Program Committee reserves the right to modify the contents of this document. Always refer to the most current student handbook which is available from the Office of the Fine Arts Department Chairperson. Moreover, the information contained in the handbook or any other College document related to academic programs and regulations is subject to verification and correction by the Senate and the Office of the Registrar.

The Fine Arts Department is located at 4001 de Maisonneuve Boulevard West (office 2G.6-2), Montreal, Quebec, H3Z 3G4. The Admin Support is located in office 2G.7. Office hours are Monday to Friday, 7:30-12:00 and 13:00 to 15:30.

Telephone: 514-931-8731, ext. 3200

Revised and edited by ANDRES MANNISTE
25/10/2016

Cover image:
Colin Meredith (class of 2016)
Ingvar jacket, 2015
Ikea bags, thread, plastic and acrylic paint
Men’s size large

Back cover:
Anaelle Bohbot (Class of 2016)
Self-portrait, 2015
digital print
2394 X 3072 px
Katarina Martins (class of 2016)
*Heart of the Maze*, 2015
intaglio on paper
18 X 18 cm
Welcome!

The Dawson College Visual Arts Program will be your home away from home for the next two years. We hope you will enjoy your time at Dawson College. We know that you will benefit from the knowledge our teachers will be sharing with you. The Fine Arts Department has put together this handbook that should answer most of your questions. Please read it and keep it for referral.

Please make sure to familiarize yourself with the following document as well:

Institutional Student Evaluation Policy. Make sure you are familiar with the ISEP document. It outlines the rights, responsibilities and obligations of students, faculty and administration. It is available on the Dawson College website.

www.dawsoncollege.qc.ca/governance/institutional-student-evaluation-policy

As Chairperson of the Fine Arts Department, part of my responsibility is to ensure students in our Visual Arts Program succeed and graduate. If you have any questions or concerns, please come and see me.

David Hall, Chairperson 2015-17
Alexia McKindsey (Class of 2016)
*Transparency*, 2015
graphite, watercolour and tracing paper
on illustration board
61 X 76.2 cm
Visual Arts...

1. Background

Visual Arts is a two-year pre-university program that prepares students for future studies in the arts. The program provides a balanced education that includes a general education component and a visual arts (specific education) component that is focused on painting, sculpture, drawing, printmaking, media art, photography, video, and the history of art and aesthetics. Through diverse study methodologies and studio practices, Visual Arts graduates acquire a discriminating ability for visual expression and creative processes, culminating in the production of a portfolio of original artwork.

Dawson College is fortunate to be located in a flourishing cultural environment, close to museums, public art institutions, commercial art galleries and artist-run centres, providing a dynamic cultural context for the Visual Arts Program. Motivated teachers, all of whom possess a strong and vital interest in their own art production, respect and support the artistic development of students in an atmosphere of creativity. This two-year program leads to a Diploma of College Studies (DEC) and prepares students for further studies in Visual Arts, Studio Arts, Painting and Drawing, Art History, Art Education, Creative Arts Therapies, Design Arts, Photography, Intermedia Cyberarts, Set Design, and other art-related fields.

Dawson Visual Arts students and graduates have been regularly awarded scholarships and bursaries, winning prizes in art competitions throughout the country. Our graduates have been successful in gaining entrance, often with advanced standing, to both English and French speaking universities around the world.
2. History of the Visual Arts Program

Over forty years ago, the Fine Arts Department began to function in a revamped pharmaceutical factory in lower Westmount. It was part of a new concept in pre-university education that, in the optimism and humanistic environment of the late sixties, came to be defined as the “Dawson Community”.

Sandra Toogood, the first chairperson of the department, expressed a vision that the school should be a place where practicing professional artists would share their experiences with their students in an intensive and comprehensive environment. These students were fortunate to have such exposure to drawing, painting, printmaking and sculpture at a pre-university level.

From the early years, the Fine Arts and Applied Arts programs were closely integrated, sharing facilities facing Viger Square. In the mid-seventies, a move to an expanded campus at the corner of de Lorimier Avenue and Sherbrooke Street in the east end of Montreal created an environment where the Fine Arts Program developed its own reputation for excellence.

In the eighties, the Fine Arts Program was revised to better reflect the interdisciplinary nature of the art world. Students were given the opportunity to participate in projects that crossed the traditional Fine Arts disciplines.

In 1991, with the construction of the Visual Arts Sector (G) wing on the Atwater metro line, we were reintegrated with the main campus of Dawson College. In the nineties, there was recognition of the whole learning experience and the necessity to define outcomes for the student. The Fine Arts Program responded by recognizing the importance of curriculum integration and the growing importance of communications technologies.

In the decade since the 2000 revision of the Fine Arts Program, there have been many changes in the world that the fall 2013, now renamed Visual Arts Program, addresses. The disciplines of drawing, painting, sculpture, printmaking, and art history are strongly reinforced as a foundation but the revised curriculum expands to embrace innovative and emerging forms of visual expression in new media art, video, and photography.
3. Program Aim

The Visual Arts Program assures that when you graduate you will have a balanced education that includes a general education component and a visual arts component. This will prepare you to meet the application standards for university studies in the fine arts, art history, art education and other related fields.

Our goal is to direct you to the means to determine where you stand in relation to contemporary society and culture, including:

- Developing an artistic intention
- Determining the role you play in society as an emerging artist
- Using research methods and information technologies
- Using elements of visual language to express yourself in your own artwork
- Developing your artistic potential through a variety of practices
- Presenting and showcasing your artist creations
- Demonstrating attitudes that foster your personal, social and artistic development
4. Program Goals

Upon successful completion of the Visual Arts Program, you will be able to:

- Apply active creative thinking to develop original visual artworks
- Create two-dimensional, three-dimensional, digital and virtual artworks
- Understand how culture, social and art-historical contexts inform current visual arts practices
- Situate yourself in relation to your own society and develop a personal outlook in conjunction with your visual arts production
- Develop personal and social ethics and assume responsibility for your creative expression
- Demonstrate critical thinking and problem-solving skills
- Use research skills to develop visual artworks
- Analyse and critique your own artwork
- Product a portfolio for application to university programs and for professional advancement in visual arts and its related fields
- Understand the role that cultural institutions play in the dissemination of art
- Exhibit your artworks in a group context
- Demonstrate an awareness of health and safety concerns of various workshops and studio environments
- Take on-going responsibility for personal health and physical activity
- Communicate effectively in English, particularly in the field of visual arts
- Communicate functionally in French as a second language

5. Visual Arts Exit Profile

When you graduate from Visual Arts you will have the essential training in general education and studio arts to apply to university with a refined set of visual and intellectual perceptions.

You will know how to apply active creative thinking and appropriate studio materials to produce original two-dimensional, three-dimensional, digital and virtual artworks. You will have demonstrated an awareness of the health and safety concerns of various workshops and studio environments. You will have developed, through the production of a body of original visual artworks, a sound understanding of visual expression and creative processes. You will have also developed an understanding of the cultural and historical context of
art, acquired a critical awareness of cultural diversity, and will possess an awareness of the cultural context of your art-making. You will have the ability to differentiate and logically analyse modes of expression and possess an understanding of the historical development of differing world views inherent in major artistic movements. You will have an understanding of many of the cultural institutions relevant to fine art production, and the role that cultural institutions play in the dissemination of art.

Through training and studio assignments, you will have gained an understanding of the formal structure of art-making. You will be able to reflect critically on self-directed work, and express perceptions and opinions orally and in formal written forms in effective English and competent French. You will have produced a portfolio for application to university and for professional advancement in visual arts and its related fields and exhibited your artworks in a group context.

Finally, you will have developed personal and social ethics and will have been made aware of your responsibility for your health and lifestyle choices.

6. Diploma Requirements

Over a period of four semesters, you must successfully complete 21 Visual Arts program specific courses (32 credits) and 13 general education courses—English, French, humanities, physical education, complementary (22.6 credits).

Graduating students must pass three exams as a requirement for receiving the DEC: the English Exit Exam, French Exit Exam, and the Visual Arts Comprehensive Examination.

The English and French Exit exams are uniform throughout Quebec and are provided by the Ministry of Education.

The Visual Arts Comprehensive Examination will require students to reflect the knowledge and skills acquired in the Visual Arts Program together with the general education courses. Further information about the format and nature of this evaluation will be presented at the beginning of the third and/or fourth term.
7. Transfer Of Credits, Substitution, Equivalence

Advanced standing may be granted to an applicant depending on the equivalency of credits from another institution to be determined by the chairperson in consultation with the discipline coordinator and/or equivalency officer.

8. Schedules

The Fine Arts Department provides a pre-determined schedule for program students. General education courses should be taken at the times suggested by the College.

9. Cheating and Plagiarism Policy

Cheating and plagiarism are serious academic offences. Both academic achievement and creative production are based on honesty and artistic integrity. Any act of plagiarism (the unacknowledged use of source material) will result in a grade of zero for the project or assigned work. Where originality is questionable, preceding developmental work must be produced to substantiate authorship. Any act of cheating (involvement in any dishonest or deceptive practice related to exams, in-class tests, or quizzes) will also result in a grade of zero in that instance. All instances of cheating and plagiarism that result in an affected grade will be reported to the office of the Dean of Creative & Applied Arts. According to ISEP, the teacher is required to report to the Sector Dean all cases of cheating and plagiarism affecting a student’s grade. (ISEP Section IV-C)

10. Tutorial Policy

The nature of Fine Arts teaching requires individual attention with respect to each student’s creative development. The Fine Arts teachers are available to students outside class in the follow ways:

- Teachers are present to help students during scheduled office hours.
- Additional appointment times can be arranged between the teacher and student outside of scheduled office hours.
• Teachers will regularly display classwork so that the student will not work in isolation.
• Ad Hoc critiques are given to Visual Arts students in first and second year by any teacher to whom students show their work.
• Second-year Visual Arts students receive a multi-disciplinary mid-term review of their work by regular classroom teachers and by guest teachers.
• Students having problems with more than one course are interviewed by a supportive team of Fine Arts teachers who help to identify their problems and suggest solutions.

11. Passing Mark

The Visual Arts passing grade is **60%**.

12. Mid-Term Assessment

Visual Arts teachers must meet each semester at mid-term (seventh and eight
week) to determine student progress. Where appropriate, students must be informed, in writing, of negative evaluation by the committee and must receive the appropriate tutorial support to alleviate the problem.

13. Academic Standing and Advancement Policy

To be in good standing and to register unconditionally, students must meet the requirements of the College Academic Standing and Advancement Policy, as well as the program requirements.

**College Policy**
To be in good standing and to register unconditionally:

- Students must have passed more than 50% of their courses for the year (not including summer school).
- Students admitted in January must pass more than 50% of their courses in that semester.
- Students must also meet the standards of their particular program. If that policy is more stringent than the College policy, the program policy (DEC or AEC) takes precedence.

Students who do not fulfill the above conditions may register only with the permission of the College Academic Standing Appeals Committee.

Students denied permission to register under this section have a right to appeal to the College Academic Standing Appeals Committee.

**Visual Arts Program Policy**
Specific Education (concentration) disciplines in the Visual Arts Program include: Visual Arts (510), Art History (520), and Photography (574).

**Academic Standing**
1. Students must have passed more than 50% of their General Education courses (including at least one English) required in the year.
2. Students must complete the program within a maximum of three years of commencement.
3. Students must not fail more than two Specific Education (concentration) courses in one semester.
4. Students must not fail a Specific Education (concentration) course in more than one semester.

**Advancement**
Students must pass all Specific Education (concentration) courses in a term before advancing to the following term.
Students who fail to comply with the Standing Policy will be expelled from the program and the College. Expelled students have the right to appeal the expulsion to the College Academic Standing Appeals Committee.

Exceptional Circumstances

In extenuating circumstances, the Program Coordinator may recommend exceptions to the Academic Standing and Advancement Policy to the Program Dean.

14. Professional Conduct

The Visual Arts Program is a pre-university program of study. Self-motivation and self-discipline will be the determining attributes of the successful student in the Visual Arts Program, and will lay the groundwork for university studies and later professional life.

Students in the Visual Arts Program are expected to demonstrate a high level of integrity and honesty. They must display consistent courtesy and cooperative behaviour toward faculty, staff and fellow students.

Students must be respectful of College property and appropriate conduct must be displayed in all activities associated with the program. Students who exhibit inappropriate behaviour may be removed from the program.

Some examples of inappropriate behaviour may include but are not limited to the following:

- Display of behaviour detrimental to the learning or work environment (e.g., rudeness, interference with other students’ learning, violent or threatening behaviours, etc.)
- Refusal to follow instructions given by faculty or staff regarding the safe use of equipment and facilities
- Unethical practices, unauthorized copying of images for use as reference materials, destruction of other students’ work
- Unauthorized or inappropriate use of studio facilities and equipment
- Disregard for public and private property
- Disregard for the right to privacy of individuals

The procedure for removing students from the program on the basis of professional conduct will be applied in accordance with the College’s Institutional Student Evaluation Policy (ISEP).

Students expelled from the program under the Professional Conduct portion of the Academic Standing and Advancement Policy may appeal to the Academic Dean.
15. Visual Arts Program Grid

Year I

First Semester

English
French
Physical Education: Physical Activity & Health
Art History 1
Drawing 1
Colour & Painting 1
Sculpture 1
New Media

Second Semester

English
Humanities
French
Physical Education: Physical Activity & Effectiveness
Art History 2
Drawing 2
Painting 2
Sculpture 2
Photography
Year II

First Semester

English
Humanities
Physical Education
Complementary
Drawing 3
Painting 3
Sculpture 3
Printmaking 1
New Media & Video

Second Semester

English
Humanities
Complementary
Art Now
Drawing 4
Painting 4
Sculpture 4
Printmaking 2
Integrating Studio Practices
16. Visual Arts Comprehensive Examination

All students registered in the Visual Arts Program must pass the Comprehensive Exam in order to graduate.

All components of the Comprehensive Exam must be successfully completed in order for a student to be awarded a "Pass".

Comprehensive Exam components:

• A project related to visual arts in the context of the Block B French course. This component is administered by Dawson’s French Department.

• A self-directed visual art project integrating the knowledge acquired within the program. This project will take place in the context of the Integrating Studio Practices course.

• A written artist statement in English demonstrating the integration of knowledge of art and art history for the Exhibition Catalogue in the context of the Integrating Studio Practices course.

• A portfolio of ten original artworks in digital format representing an overview of works created within the Visual Arts Program. This portfolio will be submitted in the context of the Integrating Studio Practices course.

• Participation in the production of a group art exhibition which will take place at the end of Term 4 in a gallery setting (Dawson College Warren G. Flowers Art Gallery and Visual Arts studios). Planning for the exhibition will take place in the Integrating Studio Practices course and includes working collaboratively in committees to create a catalogue, poster and invitation; raise funds; organize a vernissage; select artworks to be exhibited; and install and take down the exhibition.
17. Outcome-Based Education

Learning activities for all general and specific education courses are based on objectives and standards that define the expected outcomes to be achieved at the end of a course. All courses contribute to the main program goals.

18. How to Read Your Course Outline

The course outline is the agreement that you have made with your professor. Ask questions about it when it is presented to you. Like all contracts, it is a two-sided document.

Instructor: This is the professor assigned to teach the course.

Ponderation: Ponderation (weighting) is described in three numbers which represent (in this order) lecture hours, studio or lab hours, and homework hours (e.g., 1-2-3 means one hour lecture, two hours studio or lab, and three hours homework).

Instructor Availability: The professor must be available at the office hours posted outside his/her office. You must remember that most professors also have administrative work that they do at these times. Although most professors enjoy drop-in visits by their students, it is always a good policy to make an appointment for a meeting for an important issue. Most professors provide contact info (phone numbers, voicemail, and e-mail).

Course Links: Course links describe how each course links to other courses in the program.

Objectives: The statement of competency is what you will be learning. The elements of competency summarize that which you will have learned by the end of the semester.

Standards: The achievement context situates how and where the teaching will occur. The performance criteria describe the minimum of what you must do in order to receive a passing grade (60) in the course.
Learning Activities: Learning activities describe how the professor will help you to achieve the objectives of the course.

Teaching Methods: Teaching methods describe the practical context of learning.

Grade Distribution: Grade distribution describes the basic outline for evaluation in the course. (The professor may change this in consultation with the students depending on how the course develops.)

Attendance: Attendance is compulsory in the Visual Arts Program.Arriving late or leaving early is considered an absence.

Visual Arts Cell Phone Policy: This policy prohibits the use of cell phones in all classrooms, studios and resource rooms during class activities.

Reference Sources: You may be required to buy a textbook but generally these are the books that the professor has determined to be useful to you in the course.

Required Materials: You must have these materials to complete the assignments and receive credit for the course. If you have problems in obtaining materials, consult with your teacher to find alternatives before beginning an assignment.

Tentative Weekly Schedule: This may change depending on how the course evolves with a particular group of students.

19. Grading in Studio Courses

Much of your work in this program will be studio oriented. Often students wonder about the criteria for evaluation of artwork. This is especially true if you have been brought up to believe that “beauty is in the eye of the beholder”. While art-making may be profoundly subjective, there is objectivity in its assessment.

Although your teacher may be an excellent resource for practical skills, you will find that in this program there is an emphasis on content over process. In your initial coursework assessment is actually quite simple. Based on conven-
tion and historical tradition, there are a number of drawing methods, design principles and historical facts that should be explored by an art student. These form the foundation curriculum. The teacher assigns projects where you can demonstrate your acquisition of these notions. You are graded on your level of accomplishment vis-à-vis the stated objectives of the project.

At more advance levels, the basic method of teaching is through demonstrations and critiques. Practical criticism is applicable to a discussion of any kind of creative production. Quite simply, it is talking about an artwork and deciding whether it is good or weak. As your abilities evolve, the critique becomes the dominant assessment tool.

Most art teachers conduct critique sessions where they establish specific criteria to describe, analyse, interpret and judge artwork. Your teacher uses experience and training to establish a means of understanding the relationship between the quality of the work and the message of its content. Quite simply, does your work do what it is supposed to do? Through generalization, the teacher can also make an evaluation of a specific work beneficial to everyone in the group. In critiques, you learn how to express yourself clearly when discussing your own work or the work of others.

In the studio, evaluation is an on-going process integrated with instruction. Effective assessment measures personal progress and achievement rather than comparing your performance with the performance of others. For this reason, your personal learning goals are especially important in this program and this is why your teacher insists that you are vocal about your work.

*Remember that the most aesthetically pleasing work is not necessarily the work that best reflects your achievement. It is important to be patient. Your technical and intellectual skills will increase through practice and experience, and there will be a natural progression towards finer craftsmanship.*

20. Department Policy on Student Attendance

Attendance will be taken in every class. Arriving late or leaving early is considered an absence. After two absences, the teacher will notify the student and the department of his/her precarious state in the course. Three absences will significantly impact your final grade as this represents a loss of 20% of class
time and course work. It is at the teacher’s discretion to require documenta-
tion for absences. Note: When absent from class, students are responsible
for inquiring about missed information and assigned homework. Students who
are absent for more than one class must contact the teacher. Students may
refer to the Institutional Student Evaluation Policy (Section III-C) regarding
attendance.

21. Grading Policy for Late Assignments

Project deadlines (date and time) MUST BE RESPECTED. During the term late
submissions will carry penalties, however, the FINAL ASSIGNMENT / TEST
must be handed in by the deadline to be considered for grading.

Penalties for late assignments
1 week late  10% deducted
2 weeks late  15% deducted
3 weeks late  20% deducted
4 or more weeks late  0% assigned

Penalties for late/missed final assignment or test
Final assignment/test  0% assigned

If the project is late due to sickness, then a medical note must be handed in
to reduce or waive the penalty. Evaluation of all assignments, tests and
presentations includes availability for teacher feedback in class.

Both part-time work and extra-curricular activities should be scheduled as not
to have an effect on your studies. Research has indicated that a student who
spends their time exclusively on schoolwork has a significantly improved
potential for success. For this reason, missing class because of work or extra-
curricular activities is not acceptable.

Although attendance and punctuality are an integral part of the learning pro-
cess and as such they will ultimately affect your chances for success, we
realize that unforeseen events occur. It is important to us that you complete
your program of studies here. We are always willing to look into an alternate
means for you to complete your coursework. We highly recommend that you
speak with a professor, the program chairperson or counsellor before a prob-
lem becomes irremediable and you are forced to abandon your studies.

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Remember: When absent from class, you are responsible for inquiring about missed information and assigned homework from your classmates. Students who are absent for more than one class must contact the instructor.

22. Right To Publish or Exhibit Student Work

The Fine Arts Department reserves the right to exhibit student work. Work produced by the student remains the property of the department until the student graduates.

23. Visual Arts Student Exhibition

Students in second year will organize their graduate exhibition. Students’ families, the Dawson community and the general public are invited to the opening. Only those students who have completed all of their Visual Arts studio requirements will be invited to participate.

Although teachers provide considerable support in this event, students are responsible for the selection committee and the design and production of a catalogue, posters, invitations and general publicity. It is important to respect deadlines and be well organized since many of these activities occur at the same time as you are completing your final projects and your Comprehensive Exam.

24. Visual Arts Student Representatives

At the beginning of each semester, the Visual Arts students are responsible for electing one student representative per Visual Arts group. It is the Department’s responsibility to inform students of this requirement.

25. Student Government

The Dawson Student Union (DSU) is an accredited independant Student Union elected by students. The DSU and Student Services collaborate in providing services and activities for the student body and in developing and promoting student rights and interests within the college community.
26. Access to Studios

Studios are shared by many students.

You may work in the Visual Arts studios outside of regularly scheduled class times:

- If there is no scheduled class in the studio.
- If you have permission from a teacher.
- If you have made written arrangements with Security to have the studio opened after hours when there is a monitor present.

General rules:

- You must possess a valid Dawson College I.D. card at all times.
- You must leave the building 1/2 an hour before the building closes.
- You must respect all civil laws and Dawson regulations. (No smoking, alcoholic beverages, theft, vandalism, graffiti etc…)
- Studio property must be respected and you are responsible to clean up before you leave.
- No visitors.

Although Dawson is a secure campus with video surveillance and emergency telephones, it is important that you observe some caution, especially outside of regularly scheduled classes.

- Never leave coats, bags or other valuables in the studios. Although the main locker area is relatively safe, the in-studio lockers are not secure.
- It is important that you report accidents, the presence of strangers or damage to property to Dawson security (1500).

2G4 is the first year Visual arts studio. This studio is almost fully booked the first semester, however, in the winter semester there is some space available for working outside of class hours. The painting racks and paper shelves are reserved for storage of Visual arts students’ work in progress. Please remove the work when it has been graded. Although we are respectful of students’ work, it is evident that anything stored in open spaces is done so at your own risk.
2G8 is the resource room and library. Entrance is restricted exclusively to currently registered Visual Arts students (no visitors). Books may not leave the library. (Please put the books back from where you found them) You cannot use this room as a studio for painting, sculpture, printmaking or drawing projects.

2G15 is the second year studio. It is shared with a few regularly scheduled classes from outside of the Visual Arts Program. The painting racks and paper shelves are reserved for storage of Visual arts students’ work in progress. The studio must be left clean at all times to accommodate classes that share this space as well as providing an environment appropriate for learning.

2G13 is a studio meant for printmaking and is shared by several programs. When you work in this studio, you must clean up the facilities and store your work in your storage space after you have finished. You cannot use this studio for painting, sculpture or drawing.

3B23, 3B25, the sculpture studios, the computer labs and the design studios are shared space used by several programs.

27. Visitors

For your security, homerooms and studios are off limits to visitors except during open house and the Graduate Exhibition.

• Visiting parents and guardians should be formally introduced as such to a teacher or the chairperson of the department both as a courtesy and for your security.

• Students’ significant others (friends, girlfriends and boyfriends) should make arrangements to meet in public areas (cafeteria, atrium) or off campus.

28. Smoking

Dawson College has been designated a non-smoking environment by civil authorities. You or anyone else will be prosecuted for smoking on campus. Vapes are considered cigarettes by Dawson College.
29. Bicycles, etc.

Bicycles, skateboards, skates, etc. are not permitted inside Dawson College in any case whatsoever. These items will be immediately removed by security.

30. Money

Fees are paid at the Finance Department (4B7). Emergency help pending receipt of a student loan can be negotiated at Financial Aid (2E19). Total book cost ranges between $400 and $700 per year. Limited used books are available in the atrium or in the daily bulletin. Supplies can cost up to $1600 per year. The New York field trip can cost $450. Bag lunches are cheaper than campus or off-campus food. It is much cheaper and recommended to live at home, if possible, rather than on your own.

The Quebec Loans and Bursaries program is intended for students who wish to study full time but who do not have the financial means to do so. Application forms for government loans and bursaries are available in April for students planning to attend College the following fall. It takes approximately six to eight weeks to process applications. Application deadlines are as follows:

• For the fall semester: June 30 or 45 days after they have received their letter of acceptance to the College.

• For the winter semester: January 31.

No documents or applications will be accepted in Quebec after March 31.

It is recommended that students fill out applications early. Forms, deadline dates, information and assistance can be obtained from the Financial Aid Office (2E19).

31. Field Trips to New York, Ottawa
Towards an on-going commitment to expose students to historical and contemporary art beyond the Montreal regional art community, the Fine Arts Department encourages its students to participate in two annual trips: one to New York City in the fall and a trip to Quebec City and/or Ottawa in the spring.

The purpose of these trips is to visit cultural institutions such as museums, galleries and artist-run centers.

Two or more faculty members accompany the students with a proposed itinerary of significant exhibitions.

**New York City**
This is a 3-day, 2 night trip. Students travel by deluxe motor coach and stay four to a room in a quality, clean hotel in Manhattan. The cost of bus and hotel are subject to seasonal rates and hotel availability. Students must have sufficient funds to cover the cost of meals, travel fare, and museum entrance fees where applicable.

**Ottawa or Quebec City**
This is usually a one-day event to visit museums and galleries. It is organized by faculty members and the cost of bus travel (motor coach) is nominal or in some cases, paid by the Department. Students are responsible for their meals.

32. Visual Arts Student Awards

**The Myles Tyrrell Purchase Award**

The oldest and most prestigious of the Fine Arts Department awards, this prize consists of the department chairperson’s selection of a work from the graduating exhibition for the permanent collection of the Fine Arts Department. The sum of $500 to $600 is annually allocated for the direct purchase of the work.
Visual Arts Student Prizes

Gift certificates are given to outstanding first year and second year Visual Arts students who have demonstrated excellence in studio and art history courses.

Dawson College Achievement Awards

The first year Visual Arts student receiving the highest average (minimum of 80%) in the first year of the Program is eligible for a $250 achievement award. An application is not required. Winners of these scholarships are contacted by Dawson College in late September or early October.

Dawson College offers many awards to students. For more information or to apply, contact Student Services (2E5) directly.

33. Athletics and Sports Facilities

Dawson has a full gymnasium and fitness facilities on campus, and offers a diverse and widely-recognized athletics program. Students interested in either intercollegiate, recreational or intramural sports have a wide choice of activities. At the intercollegiate level, the Dawson Blues have consistently participated in top ranked national championships, and have brought home gold, silver and bronze medals in basketball and soccer. Dawson students may also participate in other sports such as squash, skiing, volleyball, badminton, indoor soccer, rugby and track & field, as well as join the many recreational sports offered (e.g. Tai chi, kick boxing, karate, aerobics, etc.)

34. Problems

In the case of any problems, academic or personal, please, address your professor first. You may make an appointment either directly with your professor or through the Fine Arts Secretary (3200). If the situation is not resolved, the next step is to speak with the chairperson of the department for further advice on how you should proceed.

35. Living on Your Own

The Visual Arts Program recommends (for a number of reasons including a higher potential for success) that junior college students remain at home for
the two years of the program. Some students, however, might be obliged to find their own lodging. Montreal is a large city and as such you should begin your search early and expect to pay a considerable amount of rent.

The College has no residences, but does provide a housing database for students who are searching for housing in the Montreal area. This database is also open to building owners who would like to provide housing to our students. The College DOES NOT take any responsibility as to the outcome and the quality of the listing. It is up to the students to do their own research and make a careful decision as to which apartment or room they choose to rent. For the Housing Directory, go to the Dawson website . . . Services menu; select Housing (Off-Campus). You may also enter data into the kiosk about an apartment/room to share that you may have.

36. Visual Arts Resource Room and Library

The Visual Arts Resource Room and Library is for the exclusive use of registered Visual Arts Program students. You may use the Visual Arts Resource Room at any time outside of your regularly scheduled class times. In the room is a small library, several computers and other resources. We want the Resource Room to be a place where Visual Arts students feel comfortable and free to use media resources or to research. The space is primarily a place to think about art.

**General rules**
- No painting, drawing, printmaking or sculpture can be left (even temporarily) in this space!
- You must have a valid Dawson College I.D. card in your possession at all times.
- You must respect all civil laws and Dawson regulations. (No smoking, alcoholic beverages, theft, vandalism, graffiti etc…)
- No food or drink is allowed in the Resource Room.
- No loud or disturbing behaviour in the Resource Room. Physical facilities in the Resource Room must be respected and you are responsible to clean up before you leave.
- Keep the Resource Room door closed.
- Never leave coats, bags or other valuables in the Resource Room.
- For your security, the Resource Room is off limits to visitors.
- Do not post signs in the Resource Room or on the Resource Room doors.
- You must leave the building 1/2 an hour before the campus closes.
Library
The Visual Arts library has been provided by your teachers and several external donors. It is not associated with the Dawson College Library and is maintained by its users (you!). Printed documents in the library are for consultation and must remain in the Resource Room. Please take time to replace items after consultation. Think about this resource as our personal bookshelf and be respectful of the generosity of donors.

Computers
Your login name and password are set up for your exclusive use. Do not share this information with others.

The Visual Arts Resource Room is reserved for Visual Arts Program Students. Letting other students in the lab or logging on other students under your name is never permitted. If you have a group project with non-Visual arts students, you must receive written permission by contacting the Chairperson of the Visual Arts Program (David Hall).

Refrain from activities or use of computers that may interfere with the ability of other students to do academic work. Visual Arts Program assignments take priority over all non-academic activities. It is your right to work at school assignments.

Certain computers may have specialised software and hardware; if you are not using one of these programs and a student needs to get on that computer for academic reasons, you should log out and move to another computer.

Student files or software should not be saved on the hard drives, but instead should be left on the server or a portable external device. All user files or software on the hard drives are regularly deleted.

Please report all hardware and software problems. (If we don’t know its broke we can’t fix it!)

All Students Please Note:

The following types of activities are examples of behaviours which are unacceptable, and which, in some cases, may violate civil and criminal law:

- Infiltrating any computer, computing system, or network.
- Altering system software or hardware configurations;
- Accessing someone else’s account, directory, private files, or e-mail;
- Misrepresenting one’s own identity in electronic communication;
- Violating copyright and/or software agreements (copying software, “cracking”, “warez”);
- Using computing resources to threaten or harass others;
- Using the College system for commercial or profit-making purposes;
- Violating lab and system policies, procedures, and protocol.
- Accessing pornography or any illegal material including hate or persecution websites.

Computing resources are subject to the policies and regulations of the College and any provincial or federal laws that apply. Alleged violations will be processed in accordance with the College Code of Conduct.

Digital Equipment for Student Use
The Department has several digital and video cameras, sound editing equipment and peripherals for student use. These items may be signed out for limited periods of time through the coordinator(s) of Computer Art.

When the Resource Room is not available, Visual Arts students have access to all normally accessible College equipment and libraries, through normal college procedures.

37. Borrowing digital equipment

Who may borrow the equipment?
• Visual Arts digital equipment, including cameras, video cameras and microphone, are for the exclusive use of Visual Arts Program students and Fine Arts Faculty.
• Students not currently enrolled in the Visual Arts Program, are not, under any circumstances permitted to borrow this equipment.
• Fine Arts Faculty members may, following this same policy, borrow the equipment when it is not in demand by students.

Priority:
• Visual Arts Program students and faculty engaged in course related activities or assignments requiring this equipment have first priority.
• High priority will also be given to students and faculty using the equipment to assist in preparing portfolio images for Comprehensive Assessment and University application.
During periods of high demand (i.e., course work requiring the use of this equipment) the Department reserves the right to refuse the loaning of the equipment to persons not engaged in said coursework.

**Loan Period:**
- Equipment may be borrowed for up to a 24-hour period. During periods of high demand, loan periods may be shorter as required. Equipment loaned on Friday must be returned by 8:30 Monday morning.
- Low-resolution equipment may be loaned out for extended periods of time (up to 1 week) as needed.

**Extensions:**
- Loan extensions may be granted during periods of low demand.

**Reservation Policy:**
- Digital equipment may not normally be reserved; it is available on a first come first served basis with respect to the above stated priority.

**Responsibility:**
- Loaned equipment is the responsibility of the borrower.
- Responsibility for lost or damaged equipment is as per College policy.
- Use of loaned equipment must conform to standard operating procedures of equipment as stated on the users manual. No modification of equipment is permitted.

**Loan Procedure:**
- Loaned equipment (including cables, memory cards etc.) must be identified along with student name and loan date on the "Loan Sheet".
- Time of return must be established!

**Return Procedure:**
- When equipment is returned it will be checked for condition and completeness (i.e., cables etc.) and loan sheet dated and initialed.

**Additional Information:**
- Digital cameras are supplied without batteries (AA x4), students must supply their own.
- Video cameras are supplied without video cassette (mini DV), students must supply their own (available in bookstore).
- Rechargeable battery on video camera may require charging before use.
The Campus A-Z

**Dawson Phone number:** 514 931-8731  
**Emergencies:** 1000

**Academic Advising:** Academic advising can be found in Room 2D.4, ext. 1176.

**Admin Support (2G.7, ext. 3200):** For seven art programs, including Visual Arts. She knows just about everything but does not accept submission of assignments and cannot give out teachers’ home phone numbers.

**Art Supplies:**
- *Concordia University Art Store:*
  1395 René-Lévesque West, VA building (room VA 109)
  514-848-2424, ext. 4609
- *DeSerres:*
  Place Alexis Nihon, 514-357-4329
  Concordia University, 1515 St. Catherine West, 514-908-1876 (metro level)
  Place Montréal Trust, 1500 McGill College, 514-938-4777, www.deserres.ca
- *Boutique des arts COOP UQAM:*
  405 St. Catherine East, Judith-Jasmin Pavilion, Room J-M100
  (Berri-UQAM metro station)
  514-987-3000, ext. 1862, www.coopuqam.com

**Audio-Visual and Printing (2E.1):** Students may borrow equipment with written permission from a faculty member. Dawson College photocopy and computer print-out machines use a common print card. Machines are available to credit your student identification card to allow you to print on various machines.

**B-wing:** There are two studios: a design studio and a drawing studio. As well, there are two faculty offices and a department storage room.

**Bookstore (1F.2):** Has some basic art materials, pencils, pens, drawing paper, computer media, office supplies and required textbooks. It is located in the lower Atrium (metro level).
**Cafeterias:** The food court on campus is in the upper Atrium (ground floor). Meals, sandwiches and snacks are available. Food services are supplemented by vending machines. There are also food courts in the adjacent shopping centres which offer a variety of meals at competitive prices. Close to campus are the usual array of fast food outlets and restaurants.

**Chairperson (2G.6-2, ext. 4642):** The Fine Arts Department Chairperson is always available for consultation about any aspect of your student life. Please make an appointment for important issues.

**Computer Labs & Technician (4G.11):** Located on the fourth floor G-wing. 4G.6 is always open during regular college hours and furthermore you generally have access to any open labs with a valid ID. The technician ensures that the equipment and network is in good working order.

**Counselling (2D.3-2, ext. 1208):** Provides short term personal counselling to help individuals cope with personal, academic or career concerns. There is also a mentoring program where new students are paired with a faculty or staff member who has volunteered to offer students support during their first semester.

**Daily Bulletin:** Available each morning at the Information Office (located in the upper Atrium, 2F.0). It contains information of interest to the College community as well as important notices. A great deal of information is also available online.

**Daycare (514 939-0701):** A non-profit licensed daycare for children between the ages of 3 months and 5 years is available on campus. Reserve well in advance.

**Dean of Creative & Applied Arts:** 3H.3-3, ext. 5107.

**Faculty Offices (Visual Arts):** Most are in the G-wing and B-wing. There is an average of three teachers per office.

**Health Services (2D.2, ext. 1128):** Consists of a drop-in centre staffed by a full-time nurse who provides first-aid, health, counseling and education problems on an individual or group basis. Referrals to other agencies and appropriate medical specialists can be arranged.

*It is the place to go if you:*

- Have a health concern
- Want information on preventative health care such as nutrition, blood pressure, infectious diseases including STDS, HIV / AIDS
• Need advice on reproduction health issues such as birth control, morning-after pill or pregnancy tests
• Would like a referral to a medical professional, or a health or social service agency
• Are not feeling well, need help and/or a place to rest and recover
• Want to get involved in health education and promotion activities

_All services are free and confidential._

_Info Office (2F.0, ext. 1050):_ General inquires, Daily Bulletin, lost & found. Located in upper Atrium, close to the escalators.

_Internet:_ Available campus wide. Your My Dawson password and your student number are required to log on. There are two levels of access: Dawson Open and Dawson Secure.

_Library (5C.1):_ The library has over 100,000 volumes, databases audio-video tapes, and specialized materials for your research needs. They also offer a variety of services to make studying easier, including a computerized catalogue system, reserve readings, photocopying, periodical indexes on CD-ROMs, and borrowing privileges from other libraries. The library catalogue is accessible on the web (http://discover.library.dawsoncollege.qc.ca/). Visual Arts students also consult the Concordia and McGill university libraries.

_Lockers:_ Early each semester, portfolio lockers are available online through My Dawson portal under My Omnivox Services. Because there are a limited number of these lockers for Visual Arts and Applied Arts students, they are offered on a first-come, first served basis. Please note: Although portfolio lockers are paired (shared) through the back, students must select the option to be alone when choosing their locker online. Please keep in mind that selecting this option doesn’t mean you won’t be sharing your locker with someone else. For this reason, if you have a friend you would like to share your locker with, you should each reserve a locker that is paired with the other. Not doing this might result in you sharing a locker with someone you don’t know. For any portfolio locker related concerns or questions, please go to Campus Life and Leadership in office 2E.6 (10:00 a.m. to 4:00 p.m.).

Second-year students are allocated additional space in the studios. This includes (sharing, generally two to a locker): 1 flat portfolio drawer in the printmaking studio, 1 locker 30 x 30 x 30 cm in the homeroom studio, 1 open shelf in the painting studio.

_Lunch Hour:_ There is no formal lunch hour. Some Visual Arts professors permit food in the studio. Always ask first; otherwise have your lunch before or after the studio.
Even if you are allowed to lunch in the studio, be respectful of other students by avoiding foods that are smelly or that may trigger allergies (peanut butter, etc.). Obviously, don’t make a mess and clean up after yourselves.

**Metro / Subway:** Directly connected to the campus. The passageway also provides access to shopping centers and downtown. My Dawson: You may access your account to find out about class cancellations, check your internal e-mail or follow your academic progress. You may also wish to subscribe to My Dawson College on Facebook, where the College posts current announcements.

**Museums:** The Montreal Museum of Fine Arts is located at 1379 Sherbrooke Street West, a few blocks east of the campus. Its general collections are open free of charge. Special exhibitions have student rates. The Montreal Museum of Contemporary Art, 185 Ste-Catherine Street West (Place-des-Arts metro) has student rates and is open free of charge on Wednesday. The Redpath Museum at McGill University is used often for drawing classes.

**Ombudsperson (2E.7-2, ext. 1172, 1191):** The Ombudsperson is an independent, impartial professional who hears complaints about procedures and policies, and can provide information about policies, rights and avenues of redress. This person will listen to you and answer your questions or help you find someone who can. E-mail address: ombudsperson@dawsoncollege.qc.ca.

**P.A.R.C. (1H.4, ext. 1199):** Athletic facilities include triple gym, weight room, two fitness rooms, combat and dance rooms, and a rock climbing wall. Memberships sold by activity on a semester-by-semester basis.

**PC Labs:** Located in the H-wing and on the fifth floor B-wing. Consult availability at the 2H.12 service counter.

**Registrar's Office (2D.6, 514 933 1234):** Information on admissions, registration, scheduling, transfers, etc.

**Security (2E.4, ext. 1500):** Security is responsible for safety, surveillance, parking and the enforcement of campus regulations. For an emergency, call ext. 1000.

**Shopping Centres:** The College is directly connected to three shopping centres. In these malls, you will be able to find a hardware store, clothing stores, food stores, movie theatres, and a food court which offers meals at competitive prices.
**Student ID Card:** Included in your fees; check Daily Bulletin to find location for obtaining your card.

**Student Employment (4E.2, ext. 1184):** Assists students in finding part-time and summer employment as well as help with interview skills and résumé writing.

**Tools:** Limited hand tools for sculpture and printmaking are available for loan to students on presentation of a valid student ID card to a Fine Arts Technician.

**Visual Arts Resource Room (2G.8):** Has Macintosh and PC computing stations as well as a small library. It is open to currently registered Visual Arts students and Fine Arts faculty only.

**Visual Arts Studios & Offices (G-wing and B-wing):** Mainly in basement and second floor.
- 2G.4 is the Visual Arts first-year homeroom.
- 2G.15 is the Visual Arts second-year homeroom.
- The basement has the wood shops and the sculpture studios as well as the technicians' offices. The second floor has the 2D studios, printmaking, design, the Visual Arts resource room (library and computers), faculty offices, the chairperson's office, and the Admin Support office. The third floor has faculty offices and lecture rooms. The fourth floor has computer labs, the Macintosh computer systems technician, a design studio and some lecture rooms.
- G-wing: Photography and Industrial Design are in the basement and the second floor; Illustration & Design, 3D Animation & CGI and Interior Design are on the third and fourth floor; Graphic Design is on the fourth floor.
- B-wing: There are three studios: a sculpture studio (3B.8), a design studio (3B.23), and a drawing/painting studio (3B.25). As well, there are two faculty offices (3B.12 & 3B.17) and a department storage room (3B.10).

**Visual Arts Technicians:** Fine Arts workshop technicians are in 1G.5 (ext.3103) and 1G.4-1 (ext. 3107).

**Warren G. Flowers Art Gallery (2G.0):** Has a regular series of professional and student exhibitions organized by the Fine Arts and Applied Arts departments throughout the academic year. Students are always welcome at openings.

Good Luck to all on your studies!!!
39. **Visual Arts Program Specific Competencies**

0544: Appreciate current and contemporary modes of artistic creation

0545: Apply an art history method

0546: Interpret visual artworks from different periods

0547: Create colour effects for art productions

0548: Represent live models, objects and sites, drawing from observation

0549: Use drawing as a tool of artistic creation

054A: Apply painting techniques to create an artwork

054B: Utilise creative methods currently used in painting as part of their artistic intention

054C: Apply sculptural techniques to create an artwork

054D: Utilise creative processes currently used in sculptural practices as part of their artistic intention

054E: Create photographic images for artistic purposes

054F: Use image processing techniques as a tool of artistic creation

054G: Integrate the knowledge, skills and attitudes acquired in visual arts

054H: Use printmaking processes and techniques as a means to produce a current artwork

054J: Use video art techniques

054K: Create a self directed work
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