

FAVA General Information

2016-2017

Monastery Hall Hours & Supplies Purchasing Times

MONASTERY HALL CAMPUS HOURS

Monday	7:30am-10:00pm
Tuesday	7:30am-10:00pm
Wednesday	7:30am-10:00pm
Thursday	7:30am-10:00pm
Friday	7:30am-10:00pm
Saturday	CLOSED
Sunday	CLOSED

Please note that times are subject to change: Nipissing University Security Services and Monastery Hall custodial staff will notify students if it is time to leave and have authorization to shorten studio times. If you wish to work in the studio outside of Monastery Hall hours, please see “After Hours Use of the FAVA Studios” for details.

SUPPLIES PURCHASING TIMES

Monday to Friday 10:00am-2:00pm

Please note, supplies will ONLY be distributed during the allotted times through the FAVA Coordinator (Leah, Office M006). There will be a No Credit system; all purchases must be paid in full by cash, or cheque made out to Nipissing University, (memo: Fine Arts Supplies).

The availability of the FAVA Coordinator before or after Supplies Purchasing Times may vary depending on departmental requirements. If Leah will be away, a note will be posted in advance on the whiteboard located outside the office area.

If you have any questions, comments or concerns, please contact Leah either by e-mail at leahs@nipissingu.ca or by phone 705-474-3450 ext. 4652.

FAVA FACULTY DIRECTORY

Name	Office	Phone Number	Email Address
Andrew Ackerman	M203	705-474-3450 ext. 4662	andrewa@nipissingu.ca
Alejandro Arauz	M114	705-474-3450 ext. 4713	alejandroa@nipissingu.ca
Liz Ashwoth	A243-A	705-474-3450 ext. 4463	liza@nipissingu.ca
Amanda Burk (FA leave)	M208	705-474-3450 ext. 4673	amandab@nipissingu.ca
Alex Landon Richardson	M211	705-474-3450 ext. 4640	alexlr@nipissingu.ca
Laura Peturson	M203	705-474-3450 ext. 4654	laurap@nipissingu.ca
Heather Saunders	M216	705-474-3450 ext. 4532	heathersa@nipissingu.ca
Andrew Van Schie	M220	705-474-3450 ext. 4655	andrewv@nipissingu.ca
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Leah Symington	M006	705-474-3450 ext. 4652	leahs@nipissingu.ca

After Hours Use of Monastery Hall FAVA Studios

Students enrolled in one or more FAVA courses may access the studio facilities after hours in accordance with the rules listed below. Please be aware that use of the studios after hours is a privilege, not a right. Failure to comply with the rules and/or any inappropriate use of the facilities may result in the loss of these privileges.

Regular hours are: Monday to Friday 7:30am-10:00pm; Saturday and Sunday Closed.

Students interested in using the studio facilities on the weekend or after hours must sign out an electronic key from the FAVA Coordinator (Leah, office M006). A record will be kept of all persons entering and leaving the building.

ALL students working in the studios MUST have current WHMIS training - Nipissing University module only - and provide a copy of their certificate of completion to the FAVA Coordinator.

MONASTERY HALL STUDIO RULES

- 1) Students are not to remain in the building beyond 1:00am.
- 2) The student signing out the electronic key is responsible for anyone else accompanying them, and agrees not to let anyone else in the building except those persons identified at the time the card was signed out. They must also ensure that everyone leaves the building at the same time. No outside visitors are permitted in the studios unless the FAVA Coordinator or a faculty member has granted them prior approval.
- 3) The access key must be returned within the week and logged as returned by the FAVA Coordinator. The key must not be lent to other students. If you lose the key you will be charged a replacement fee.
- 4) For safety reasons, all students are strongly encouraged to use the “buddy system” when working after hours.
- 5) Noise levels must be kept to a reasonable level at all times.
- 6) If you are planning to use a material in the studios that is not commonly used in our facility you must seek approval from the fine arts faculty. There are many toxic materials that could pose a serious health risk to yourself and others. PLEASE NOTE: Some art and/or industrial materials are extremely hazardous or become hazardous when brought into contact with other materials. Whenever possible, the MSDS (Medical Safety Data Sheet) for the product in question must be provided to the faculty. Suppliers must provide you with an MSDS upon request.
- 7) You must clean up your mess and the general work area before you leave. All tools, supplies, and artwork must be put away.
- 8) If you are the last one to leave please ensure that the hot plate and ventilation in the Printmaking studio are turned off, as well as all of the lights (with the exception of the security lights). If working in screenprinting, make sure the taps and pressure washer are turned off, and make sure the darkroom light is unplugged.
- 9) There will be no access to the studios during holiday shutdowns.

SECURITY

- Security will be conducting random checks of the building (both inside and outside) daily.
- Security will monitor Monastery Hall through the security cameras.
- The telephone in the front entrance provides access to 911 and free local calling. Several of the buttons are hot wired to enable the caller to access security, campus walk program, taxicabs and other important numbers.

Field Trip Information Ottawa/Montreal November 11th – 13th 2016



TENTATIVE TRIP ITINERARY:

Friday, November 11

6:30am - board bus at Monastery Hall. Depart.
 9:00am - brief stop at Deep River Tim Hortons.
 11:00am - brief stop/lunch at Arnprior Wendy's/Tim Horton's.
 12:30pm - arrive Ottawa.

Some students will walk to Ottawa Art Gallery for organized tour.
 Some students will prefer to follow their own course of adventure.

ALL students and faculty will meet in the National Gallery of Canada foyer area by 3:45pm.

4:00pm - board bus to Montreal.

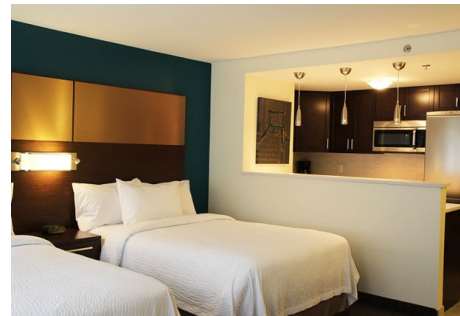
6:15pm - check in hotel. *free evening.*

Saturday, November 12

9:45am – make your way to the Montreal Museum of Fine Art.
 10:00am - enter Montreal Museum of Fine Art Main Entrance.
 2:00pm - board bus at MMFA to Montreal Museum of Contemporary Art or proceed to the Belgo Building.
 5:00pm - students and faculty find own way back to hotel. *free evening.*

Sunday, November 13

9:15am - checkout (students pay any additional charges on rooms).
 9:30am - board bus and depart Montreal.
 11:45am - arrive Ottawa: the National Gallery of Canada.
 2:30pm - board bus at NAG to North Bay.
 (stop for fast meal along way)
 7:30pm - arrive Monastery Hall.



(Newly renovated! Residence Inn by Marriot)

Projected Costs

Bus: Coach	Per Person: \$150.00		Total Cost: (bus + hotel)
Hotel: totals calculated for 2 nights at Residence Inn by Marriott	Room Total:	Per Occupant:	
Single @ 1 person in a room (1 queen or king size bed)	\$406 ÷ 1 =	\$406.00	\$556.00
Double (2 double beds) @ 2 people in a room	\$406 ÷ 2 =	\$203.00 ea	\$353.00
Triple (2 double) @ 3 people in a room	\$456 ÷ 3 =	\$152.00 ea	\$302.00
Quad (2 double) @ 4 people in a room	\$456 ÷ 4 =	\$114.00 ea	\$264.00
Quint (2 double, 1 pull-out bed) @ 5 people in a room	\$500 ÷ 5 =	\$100.00 ea	\$250.00

Full payment by cash or cheque (payable to Nipissing University, memo: FAVA Trip) is due before Thursday October 6th at 12pm, to Leah in office M006. Students will be responsible for purchasing their own meals and gallery admissions.

Space is limited! Non-FAVA participants are welcome. Upon payment, your name will be included on the bus and hotel lists; **only those who have paid in full will be added to the attendance lists.** If you have any questions, comments or concerns please feel free to contact Leah through email leahs@nipissingu.ca or phone 474-3450x4652.

Department of Fine and Performing Arts

FAPA Department Policies

Last updated: January 14th 2015

The following policies apply to all FAVA and FILM courses.

ACADEMIC DISHONESTY

The University takes a very serious view of offences against academic honesty such as plagiarism, cheating and impersonation. Penalties for dealing with such offences will be strictly enforced. Students should review the complete policy on Academic Dishonesty in the policies section of the Academic Calendar.

Students may not submit work produced in another course for evaluation in this course, and vice versa. This sort of activity is considered academic dishonesty. Additionally, students must cite all references, influences, etc. (in written form for essays/papers, and verbally during presentations/critiques for studio work). Students who have questions or concerns about the authenticity/integrity of their work should speak to the course Instructor prior to submitting the work for evaluation.

ATTENDANCE, PARTICIPATION AND STUDIO ETIQUETTE

Attendance is mandatory and a requirement for the successful completion of the course. Any anticipated absence should be discussed with the instructor in advance. In an effort to respect fellow students, class material missed due to an absence should be obtained outside of class time. Students are responsible for catching up on any class material missed. Students should review the complete attendance policy in the policies section of the Academic Calendar.

At the discretion of the instructor, any/all of the following will result in a grade deduction: poor attendance and/or a lack of participation in class activities, a lack of preparedness, an unprofessional approach to presentations/critiques, incomplete homework or failure to meet deadlines, inappropriate use of studio facilities, disregard for other students or failing to foster a collegial studio environment, an unwillingness to explore, experiment, or challenge one's self, etc.

A minimum of 10% of the grade will be applied to attendance, participation, and studio etiquette. If a student's absences exceed 20% of the course credit hours (i.e. 10 hours for a studio course, or 7.5 hours for a lecture/seminar course) the student will, at the discretion of the instructor, receive a grade of zero on their entire attendance, participation, and studio etiquette allotment. Additionally, the student's lack of attendance will be reported to the department Chair and the Dean, if warranted.

Department of Fine and Performing Arts

FAPA Department Policies

Last updated: January 14th 2015

The following policies apply to all FAVA and FILM courses.

LATE POLICY FOR COURSEWORK

Extensions

Extensions will be considered on an individual basis and only for extenuating circumstances. If applicable, a doctor's note will be required. Extensions may be granted at the discretion of the instructor and will only be considered in advance of the due date.

Grade Deductions

Instructors are responsible for determining how deductions will be applied to late assignments and may, at their discretion, assign a grade of zero on any coursework submitted seven days (1 week) following the initial due date. The late policy is designed to respect those students who have met the required deadlines.

Submission of Late Assignments

Late assignments must be submitted directly to the Instructor, the FAVA Coordinator, or another faculty member within the department. If submitted to someone other than the instructor, the student must contact the instructor immediately via email to inform her/him that the work has been submitted and to whom. Students are responsible for ensuring that the date and the receiver's signature are clearly noted on the assignment. The receiver will ensure that the student's assignment is placed in a lockable location until the instructor can retrieve it.

Safety in the Studio

STUDIO SAFETY

The FAVA Coordinator is trained in first aid and should be called immediately in the event of an accident or emergency.

Some of the materials used in our studios require special handling:

Aerosol spray fixatives and cements: are not to be used in classrooms, corridors or any indoor area. They must be used outdoors and allowed to set for a few moments before bringing indoors. When working with the aerosols wear the N95 dust mask provided in your kit and use the safety glasses that are stored in the studio.

Charcoal, graphite, chalk pastels and similar materials: contain particles that may become airborne. If they do, you should try not to inhale any of the materials. Work with a damp paper towel beside the working surface and shake excess materials onto that surface. Never blow them away.

Utility and exacto knives, lino cutters: should be directed away from the body and the hand holding the surface being cut. Wherever possible, work with a partner to cut heavy materials that require some force. When cutting heavy, thick materials such as illustration board, use two or three passes with the knife rather than trying to do it with a single cut. Knife blades, broken glassware should be disposed of in the containers designated for them.

Gouache, Watercolour, Acrylic and Oil Paints: avoid direct contact as many paints contain harmful chemicals that can be absorbed through the skin. Be aware that odourless solvents still contain the many chemicals that are dangerous to the nervous system. They should always be kept capped and closed when not in immediate use. Remember WHIMIS instructions about labeling materials decanted into new containers.

Please make your instructors and the studio coordinator aware of any allergies.

Always keep medications such as inhalers, epi pens on your person and make your instructor aware of where to find them.

No Food, No drink in the studio. Take breaks in the kitchen/lounge area.

DRESS

Lab coats or smocks or shirts that can be buttoned up are recommended to protect clothing. As well, if you spill any volatile chemicals on yourself, they are easily and quickly removed.

You must wear closed toe shoes with flat heels to prevent injury from dropped materials, falls on wet spills etc.

TRAINING

(Information regarding WHMIS will be issued at a later date.)

WAIVERS

All students must sign a waiver (students under the age of 18 years old must have their legal guardian sign) before they will be allowed to participate in any FAVA outdoors activities, field trips, or workshops. Please see the Coordinator (M006) for a form to be filled out and returned.

Safety in the Studio

FIRE SAFETY

Familiarize yourself with the fire protocols on the Nipissing University website: http://www.nipissingu.ca/campussafety/downloads/erp_fire.pdf

Your instructor will show you the location of fire extinguishers, eyewash stations and fire blankets. If you are not trained on how to use the fire extinguishers, don't try to use them in an emergency.

Exits: Be sure you know the location of the nearest exit. (Cross the driveway to the lawn or move down to the end of the parking lot, well away from the building).

Fire Alarms:

An intermittent alarm – stay in the studio and wait for further instruction. Turn off electrical equipment and close windows

Continuous alarm – leave the building immediately via the nearest exit

Lockdown procedure – remain in the studio behind a locked door and remain out of sight. Do not unlock or open the door until there is an announcement that it is safe to do so.

(See also: http://www.nipissingu.ca/campussafety/erp_violence.asp)

SECURITY

Security will make random checks of the building during evening hours and will monitor Monastery Hall through security cameras whenever possible. Do not work alone. The telephone in the entrance provides access to 911 and free local calling. Several of the buttons are hotwired to enable the caller to access security, campus walk program, taxicabs and other important numbers.

Telephones along the road and throughout the campus access security but through a message system. As soon as an Emergency phone is picked up, Security is dispatched to that location.

A campus Safe Walk Program is available to everyone from 6:00pm to 11:00pm Monday to Friday from the 3rd week in September to mid-April. Use the lobby phone to contact them or call 705-494-9192. Outside of Campus Walk hours, please call Security at 705-474-7600 x 5505 or 705-498-7244 (cell)

There are occasional bear sightings on the trails between residence and campus. Familiarize yourself with the suggestions listed on the website regarding what do if you encounter a bear: http://www.nipissingu.ca/campussafety/erp_bears.asp

Parking areas are designated around Monastery Hall; Security will make random checks throughout the day and ticket unauthorized vehicles.

Please inform your instructor of anything that seems unsafe in the studio: for example, broken furniture, unlabeled jars of materials, unsafe behaviour of another student etc.

Please report all accidents to your instructor, no matter how small. Yes, that includes papercuts!

Statement of Understanding

I understand the rules of the studio as explained in the FAVA Studio Safety handout and as outlined by the Course Instructor.

I understand that failure to follow these rules will result in either expulsion from the class, the studio, and/or the course itself at the discretion of the Instructor.

I understand that certain chemical and/or biological and/or physical agents that could have a negative impact on the health of someone with a medical condition, such as compromised immune system or pregnancy, may be used in this course. I acknowledge that if there are any concerns, I should consult my medical care provider prior to beginning this course. If my medical provider makes recommendations as to which activities should be avoided, I will inform my studio instructor so that an accommodation may be made.

I understand that if I believe that I am suffering potential side-effects due possibly to the materials used in the studio, I will seek immediate medical attention and report such to the FAVA Coordinator.

Name (print)

Student ID

Signature

Date

Witness

FAVA Studio Safety Talk

- 1) **Footwear:** Footwear with full-foot coverage is recommended for all studios. Any footwear requirements, as described by the instructor, must be followed.
- 2) **Safety equipment:** Your instructor will indicate when it is required for you to wear safety glasses, gloves and/or earplugs.
- 3) **Specific instructions for any lab procedures/techniques:** Pay close attention and follow instructions from your instructor.
- 4) **No food, no drink, no exceptions:** This includes bottles of water.
- 5) **Fire safety:**
 - a) **Exits:** Be sure you know the location of the nearest exit.
 - b) **Fire alarms:**
 - i) *An intermittent alarm* – stay in studio and wait for further instructions.
 - ii) *A sustained alarm* – leave the building immediately via the nearest exit.
 - iii) *Lockdown procedure* – remain in the studio behind a locked door and remain out-of-site; do not unlock or open the door until it is announced on the P.A. system that it is safe to do so.

The FAVA Coordinator will show you the location of the following:

- c) **Fire extinguishers**
- d) **Fire blanket**
- 6) **Eye-wash station:** The FAVA Coordinator will show you its location and function.
- 7) **Broken glass, sharp materials, and biohazard materials:** Dispose of these materials in the appropriate container. Do not put non-contaminated waste into the contaminated waste bins.
- 8) **PLEASE inform your instructor of anything that seems unsafe in the studios:** For example, a stool with a broken leg, a broken piece of glassware, or another student behaving unsafely, etc.
- 9) **PLEASE report all accidents to the FAVA Coordinator:** NO MATTER HOW SMALL

- I have listened to the introductory safety rules and will follow these procedures.
- I understand that failure to follow these rules will result in either expulsion from the class, the studio, and/or the course itself at the discretion of the Instructor.
- I understand that certain immune-compromising medical conditions may make me more susceptible to infection. It is my responsibility to consult my medical care provider prior to beginning this course and if my medical provider makes recommendations as to which activities should be avoided, I will inform my Instructor so that an accommodation may be made
- I understand that if I believe that I am suffering the signs or symptoms of an infection (due possibly to the materials used in the studio) I will seek immediate medical attention and report such to the Instructor and the FAVA Coordinator.

Print Name

Signature

Date

Also initial the class-list

Waiver of Claims and Release from Liability

Please read this document carefully before signing. By signing this document, you are assuming risks which may have financial and other consequences for you and/or your family should you be injured or killed while participating in any of the activities described below.

The undersigned student (the "Student") wishes to participate in one or more activities that are offered by the University as part of the curriculum or linked to research and other authorized activities, which are listed below:

1. Working in the Fine Art studios
2. Outdoor studies; landscapes, assignments, etc.
3. Field Trip; visit major galleries

The Student acknowledges and agrees that in exchange for and as a condition of his/her participation in any of the activities listed above, he/she shall assume full responsibility for any damage to property which may be sustained in connection with his/her participation in any of the activities listed above.

The Student further acknowledges that:

- he/she is aware that participation in any of the activities listed above may be hazardous and could result in damage or injury including death;
- he/she is in satisfactory physical and mental condition to safely participate in the activities listed above;
- he/she has disclosed to the Professor/Instructor and Department or Division Chair any allergy or other medical condition that may affect his/her ability to safely participate in the activities listed above;
- he/she is competent to sign this document; and
- he/she has read and understands the terms of this document.

Waiver of Claims and Release from Liability

Accordingly, the Student hereby releases the Faculty, Nipissing University, its agents, employees and volunteers from all liabilities, claims, demands, actions and causes of action of any nature whatsoever arising from or related to any injury, including loss of life, that the Student may sustain, howsoever arising, including any damage, loss, theft or destruction of property, injury or death resulting from the negligence of Nipissing University, its agents, employees or volunteers, while attending at, participating in or travelling to or from any of the activities listed above.

This document shall bind the Student's heirs, estate trustees, successors and assigns.

Signed on the _____ day of _____, _____.

Student's Name _____

Local Address _____

Student's Signature _____

Witness' Signature _____

Emergency Contacts

Name _____ Telephone Number _____

Name _____ Telephone Number _____