Master of Design Student Guide 2017-18

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+ Master of Design Structure +

Curriculum:

The two-year Master of Design program provides an opportunity for students to broaden their
theoretical knowledge of design and focus on innovative research in the areas of visual
communication, the built environment, interaction design and design studies. The M.Des
program offers a stimulating and creative environment in which students are encouraged to
explore conceptual and theoretical issues through a project-based or academic research.

The Master of Design Program comprises two key components: seven core seminars (21
credits) and a research project accompanied by a written thesis (24 credits). The Master's
Research and Thesis will combine a body of work or practice-led research with a written thesis
document of 40-55 pages that contextualizes the practice historically and theoretically and
reflects critically on the process and production. A formal oral defense and a final public
exhibition of the work or practice-led research are required.

The program duration is two academic years, the core goal is to build theoretical/conceptual
knowledge and creative/technical skills, which will be applied to the successful realization of an
applied project. While part of the program involves the advancement of knowledge and hands-
on experience in the areas of design and digital technologies, the core focus is on guiding
students to develop critical skills and develop an innovative creative project and a well-
articulated thesis.

Faculty Advisors: Each graduate student will choose a faculty advisor who will work closely with the student to consult on the conceptual, technical and logistical development of the thesis project. At the start of the fall semester, each full-time faculty member in the department will present his/her research and/or creative work, in order to provide students with an overview and enable the appropriate selection of advisors to work with over the course of the program. Students are expected to meet with the advisor on a bi-weekly basis (if not weekly, depending on schedules) to discuss progress. Faculty advisors are expected to participate in group critique sessions as well as individual studio critique sessions with the student in the M.Des studio space. Faculty advisors may also be requested to write letters of recommendation for students applying for internal or external funds for the realization of thesis work. Should conflicts arise between the student and advisor for whatever reason, students are expected to contact the Graduate Program Director immediately, in order to discuss and resolve the issue.

Documentation of Work: Documentation of work is an ongoing process and should occur throughout the terms. All work should be undertaken with care and intelligence, and should be archived in good condition to be included in the portfolio. Any work that is of a transient nature (such as an event or experiment) should be documented photographically, or in a manner appropriate to the intentions of the work. Models are normally made to study or show something. The photographic documentation of models should include images that reveal the point that is being studied. A digital file of each student's complete work must be submitted at the end of each semester to the supervisor.

Exhibition: The thesis project will culminate in a public presentation of the work. The exact nature of the exhibition will be based on the type of work that students are developing over the two years, as well as the available resources (spatial, technical, financial, etc.). The exhibition format, structure and organization will be planned early in the winter semester of year two. All students are required to exhibit their work and to participate in setting up and taking down the exhibition. Depending on the nature of the projects, the exhibition will typically include both the thesis project and the portfolio/documentation of work. In addition to the technical resources outlined below, there will be some departmental funding available for construction, organization, and publicity of the exhibition and its public outreach. The exhibition will normally take place in mid-April with the exact dates to be determined.

Thesis: In parallel to the thesis exhibition, students are expected to complete the written thesis component of the program. The exact nature of this document is to be negotiated between the faculty advisor and the student, depending on the thesis project and the student's academic direction. March 10th is the deadline to submit the thesis to the supervisor and the two members of the evaluation committee.

Graduate Studio: This studio space (**EV 6.735)** is a workspace provided by the Department and should, therefore, be used for course-related activities. All students are required to maintain a fully-equipped individual workspace, including books, prototyping materials and other project-specific equipment within the general studio space provided. All work carried out at any time of the day or night should be conducted in a respectful manner. Any activities that require loud machinery and ventilation <u>must</u> occur in other locations (CTC shops, booked rooms, or off-campus). Spraying of paint or using hazardous chemicals <u>must</u> occur in specialized facilities. Spray booths are available on the 8th floor, next to the metal shop. Music is designated to headphone listening only. All students are required to clean out their studio spaces and return their keys in a timely manner before <u>May 31st of academic year two</u>. Any work not kept for exhibition purposes is to be taken home.

Class Attendance: Attendance and participation during the entire scheduled class time is mandatory. It is not enough to simply show up for a class. Students must be engaged in questioning and discussing the class materials. The department policy states that after two missed classes, students will receive a written warning. Missing three classes, except for medical reasons or for compassionate grounds (at the discretion of the course instructor) will result in a failing grade.

Critique Policy and Structure: Critique sessions are an integral part of the program. These will be ongoing, both in group critiques with all department faculty over the course of each term, as well as in individual sessions with faculty advisors. There will be a review session scheduled at the end of the winter semester. The purpose of these sessions is to demonstrate and present the ongoing thesis work in a collaborative atmosphere of peer-based feedback. All faculty members participate in this session.

Dora and Avi Morrow Fellowship for Excellent Achievement in Visual Arts: Each year, one M.Des Graduate student is chosen as recipient of the Dora and Avi Morrow Fellowship. This $5000 entrance award is based on the quality of the admissions portfolio and the potential for success in the program. Members of the faculty nominate one student, who will be notified during the first half of the fall semester. The money must be used to partially or wholly fund development of the thesis project.

+ ORIENTATION (GETTING SET UP) +

Student ID: Your student I.D. card can be picked up in the main lobby of the McConnell Library Building (1450 de Maisonneuve West). This service is available to all students during the first three weeks of the fall semester. A photo will be taken and your card presented to you on the same day (a small fee will be charged to your student account).

My Concordia Portal: This website provides access to many of your student needs such as student record, financial/personal services, student requests, grades etc.

Code Permanent: The Quebec Ministry of Education requires all Quebec Universities to have a permanent code for each registered student for whom the University receives funding. If you have attended a cégep or a university in Quebec, you have one. If you have never attended these in Quebec, you do not have one. For information and forms related to Quebec Ministry of Education Requirements, visit their website provided below. It is very important that you complete this form during the first week of the semester otherwise, the additional fee on your account will remain and you will have to pay it.

Access Card and Keys: You will be provided with a magnetic access card to allow entry into the EV building outside of normal work hours. Kathy McAleese will prepare the access card forms and you will be advised by email when your access card is ready. You will need to present yourself at the Security Desk of the EV Building's main lobby (with student I.D. card) to have your photo taken and pay a twenty dollar ($20.00) non-refundable fee. You will also be given a key to the Graduate studio**, EV-6.735**. A $10 deposit will be collected for the key and refunded when returned. This will be handled early in the first semester.

Graduate Orientation Activities: As a new student, Concordia offers several orientations to help students discover all the available resources on and off campus. It`s worth your time to attend these if possible. Graduate Student Orientation (see website below) and Graduate School Base Camp (see website below).

Health Coverage: As a Concordia student you have health coverage and this is outlined in your offer of acceptance, on the Student Hub and the Health Coverage website.

Bureau de Cooperation Interuniversitaire (BCI): Aims to facilitate the arrival of new international students registered in a Quebec university. They offer a great service that lets you access and check out library books in any Québec library. In order to receive your BCI card, go to the circulation desk at the Webster Library (located in the library building on Maisonneuve) with your student I.D. You will receive a green card that then needs to be presented at whatever library you wish to use. To check out books at McGill University, you will need to present your BCI card at the circulation desk in the Humanities and Social Sciences library (3459 McTavish Street, corner Sherbrooke St.) in order to receive a McGill library card. Note that circulation policies will differ based on each individual university library.

Libraries: Concordia has two main libraries: Webster (1400 de Maisonneuve St. West) on the Sir George William Campus (downtown), and Vanier (7141 Sherbrooke St. West) on the Loyola Campus. You can order books that are located at the Vanier campus online with a library PIN number. For information on how to create your unique PIN code visit the website. It usually takes 1-2 days for the books to circulate from Vanier to Webster. If you wish to go directly to one

of the other campus libraries (sometimes it's faster), you can take the Concordia shuttle bus that runs between SGW and Loyola campus.

Shuttle Bus: The bus stop is located directly in front of the Hall building at 1455 de Maisonneuve St. West, and the schedule can be viewed on Useful Links below.

Hexagram Network: Hexagram (EV 10.745) is an international network dedicated to research-creation in the fields of media arts, design, technology and digital culture. The quality and diversity of research and technical infrastructure available to researchers and graduate students makes Hexagram unique. This network has two central goals: (1) Promoting collaborative work between Hexagram researchers to develop theoretical, methodological concepts/tools/processes and practices for the promotion of research-creation as an emerging field and (2) consolidating, exchanging and exporting this expertise on the international stage.

Milieux Institute: Milieux Institute for Arts, Culture and Technology was launched in March 2016 and is an ambitious institute for research-creation working at the intersection of design, art, culture and technology. Milieux will examine, co-create and share ideas, technological prototypes, experiences and practices that challenge assumptions about what is possible to be, to do and to imagine in a rapidly changing digital world. Their main focus is on creative and critical articulations of new technologies and the production of tangible, playable and accessible research that can be useful to generate new meaning and inform participation, engagement and innovation across culture, economy and civil society. Milieux breaks down barriers that have separated researchers, designers and artists in the university to work with communities, industry and the cultural sector to explore new solutions to pressing problems through core research on the interaction between people, technologies and culture.

Graduate Student Association (GSA): The Graduate Student Association (GSA) is a non-profit corporation that collects student fees to provide useful services and a political forum for Concordia Graduate Students. The GSA sponsors social events, workshops, provides support for international students and other services. An orientation for all incoming graduate students will take place in September. See website for details on the event and how to register.

International Students Office (ISO): The International Students Office offers a wide variety of informative, useful and essential information sessions and workshops for international students. You can attend the "International Orientation Activities" (WISE) by registering on their website.

+ FACILITIES AND TECHNICAL RESOURCES +

As a graduate student at Concordia you have access to a number of different workshops and short-term development courses. These will help introduce you to specific equipment in the various institutes and centers, as well as provide you with training in software/hardware or other technologies that you may need to develop your research projects. Since the Graduate seminars you will take are **not** centered on technical training, you will need to fill in any critical gaps by taking extra workshops, sitting in/auditing Design/Computation Arts undergraduate courses, or pursuing other strategies. The faculty will work with each student individually early on to help identify what technical skills/knowledge may be needed for specific projects.

DEPARTMENT FACILITIES

EV Building (EV): Also known as the Engineering and Visual Arts Complex, the EV building is where the Faculty of Fine Arts and the Department of Design and Computation Arts are located (civic address, 1515 St. Catherine Street West). This building is also connected to the Guy-Concordia Metro Station at sub-level S-2.

Graduate Study Space: (FB-630) Fine Arts graduate students can congregate in FB-630, a private lounge area with a large study space, a kitchenette, a conference room, a small meeting room and a privacy booth, as well as five research labs. Students may use the privacy booth and small meeting room on a first-come, first-served basis.

Sensor Lab (S-Lab): The Sensor Lab (EV-7.765) is a central department resource for electronics and sensing technologies. The S-Lab provides facilities to all graduates and undergraduates in Design and Computation Arts working on class-related projects that involve analogue/digital electronics, physical computing, and simple textile construction. The lab is staffed by the Sensor Lab Coordinator (Elio Bidinost), who conducts tutorials and workshops, and assists with development of specific project components. The lab has a range of equipment (oscilloscopes, power supplies, sewing machines, prototyping tools, etc.) that may be used on-site.

Computation Lab (C-Lab): A companion facility to the S-Lab, the Computation Lab (EV-7.760), offers programming advice, support and workshops specifically in the area of programming-intensive projects. The Computation Lab Coordinator (Sabine Rosenberg) offers individual consultations, workshops on Computation Arts topics, project development workspace, and reference books.

Visual Communication Lab (VC-Lab): The Department's newest facility is the Visual Communication Lab. Co-located with the S-Lab (EV-7.765), the VC-Lab focuses on printed matter, bookbinding, and related finishing equipment.

DART/CART Room Bookings: To book individual studio spaces in rooms which are managed by the department, please see Mich Sardella (see contact info on page 1).

FACULTY-WIDE FACILITIES

Centre for Digital Arts (CDA): The CDA depot is located in EV-5.760 (5th floor, behind the garage door). It is a central facility for all students in the Faculty of Fine Arts, providing services such as workshops, equipment borrowing, A/V studios/suites, web accounts and web hosting (up to 2GB), printing facilities and the like. In order to use CDA facilities, you must pay an annual access fee of $90.00 ($45.00 per semester). Payment can be made online through the Concordia Bookstore (see Fine Arts Lab Fees). A full list of CDA equipment and resources is available online.

Design and Computation Arts Fee: You must pay an annual $50 fee within the first two weeks of the academic year. This cost covers maintenance to audio-visual equipment in the CDA-EV Depot, and to administer the labs. Non-payment will prevent students from being able to borrow audio-visual equipment, access the Sensor/Computation/Visual Communication Labs, Documentation Room, etc. Payment can be made online through the Concordia Bookstore (see Fine Arts Lab Fees).

Core Technical Centers (CTC): The faculty-wide Core Technical Centers offer a series of workshops and training sessions for all wood/metal/rapid prototyping facilities. Dates for the fall workshops will be advertised in September. Signup sheets are posted on the entrance doors to the facilities on the 8th floor of the EV building (Wood: EV-8.745, Metal: EV-8.635, Maquette/Rapid Prototyping: EV-8.705). Please note that these facilities are open to all faculty, graduate and undergraduate students in the Faculty of Fine Arts, so you will need to book ahead to secure an appointment with one of the technicians. You will find information on the Center's policies and procedures on their website.

Fine Arts Reading Room: The reading and reference room provides students with all of the articles on reserve from Fine Arts instructors, and offers a comfortable study and reading space with computers for Internet research. The Reading and Reference room is located in EV-2.785, and is networked to local galleries and independent artists. They also run a student-directed website, Portfolio, which showcases the work of current students and alumni.

Digital Image and Slide Collection: The Fine Arts Slide Library holds 300,000 circulating slides, making it one of the largest collections in North America. The collection includes a large variety of slides, ranging in subject from pre-historic cave paintings right up to the most contemporary images. The collection focuses on the 20th century, with 80,000 slides in this category. Also included are slides of manuscripts, photographs, fibre works, decorative arts, and design. Access to the library is open to all members of the Concordia community, including faculty, staff, graduate and undergraduate students, for the purpose of borrowing slides to illustrate lectures and presentations in classrooms on campus. All are welcome to come in and browse (EV-3.741). Moreover, the slide library currently has a database of 127,000 digital images, which are accessible online.

FOFA Gallery: The FOFA Gallery (EV main lobby corridor) presents work showcasing the range and quality of artistic media and concerns as practiced by its current and past faculty, staff, and students. In addition, the Gallery will from time to time present work by artists from outside the Concordia community when it enhances, amplifies or informs the pedagogic goals of the Faculty.

Concordia Art Supply Store: Concordia has a comprehensive store in the LB building at LB-119 (McConnell Library next to the Mackay street entrance). They stock essential materials at reasonable prices and can special order supplies that are not commonly available. (There is an Omer deSerre Store at 1500, avenue Atwater, local S-30 at the Atwater Metro level)

Café X: You will quickly discover Café X, (EV 7.750) is a student-run initiative serving organic, vegan, and other specialty foods and beverages.

OTHER RESOURCES

Graduate and Professional Skills (Grad Pro Skills): Offers graduate students skills development workshops, on-line resources and responsive learning options designed to enrich the graduate experience and transition into a future career. Workshops focus on academic development, French language classes, and leadership skills, among others.

Auditing Undergraduate/Graduate Courses: As a graduate student, you are permitted to audit undergraduate courses in Design and Computation Arts with little bureaucratic effort. Taking courses outside of the Department and within any other Faculty will require you to speak with the instructor/professor and see if there is a possibility of auditing a course. You should do

this as soon as possible and before the "DNE" (Did Not Enter) period when students are "class shopping," as some courses fill up quickly and others will have spaces open as students drop the course. The **DNE deadline** date for fall courses is **Monday, September 18th**. We will try to assist whenever possible, but keep in mind that the decision to allow auditing is in the hands of the professor.

CART (Computation Arts) courses that past students have audited include:

- **CART 253 (Creative Computation I):** Introduction to computer programming techniques in Processing
- **CART 255 (New Media Theory):** Intensive introduction to theories in the media arts
- **CART 346 (Digital Sound I / Theory Practice):** Is an introduction to the fundamentals of digital audio using software such as Max/MSP and Supercollider.

DART (Design) courses that past students have audited and are open for student participation:

- **DART 261 (Intro. to Design Studies):** Is a loosely chronological survey of design and applied arts, focusing on socio-cultural themes.
- **DART 262 (Exploring Design Studies):** Examines methodologies for design research and new approaches for responsible practices.
- **DART 391 (Socio/Cultural Research/Practice):** This course provides tools and models for developing complex and sustainable projects.

Student Success Centre: Your support network from first-year to graduation. You'll find one-on-one tutors, study groups and workshops, plus a friendly community of professionals, peers and faculty who want you to excel. They also offer Career and Planning Services.

Counselling and Psychological Services: The University offers group workshops designed to strengthen those self-management skills and interpersonal behaviours as well as psychotherapy and personal counselling.

Student Association Tutorials: In the past, the undergraduate student associations have offered free tutorials each semester in a variety of off-the-shelf software tools such as Flash, ActionScript, Photoshop, Illustrator, Max/MSP, Jitter, PHP, etc. These sessions are useful if you wish to brush up on software skills or introduce yourself to these tools. Keep an eye out for email notifications and postings in the department.

Studio XX Workshops: Studio XX is an artist-run center in the Mile End that offers intensive technology training in a variety of hardware and software applications. Their workshops are typically several weeks in length and are reasonably priced. If enough individuals are interested, they can also arrange special classes tailored to the interests of the group.

Eastern Bloc Workshops: Eastern Bloc is a performance space that also offers a variety of technical workshops. For a list of upcoming events, see website.

Printing Services: There are several qualified printing services on and around campus such as The Digital Store (LB Bldg main floor), Copies Concordia at 1520 de Maisonneuve Street West and Copie Nova at 1015 Sherbrooke Street West.

+ FUNDING +

While the M.Des program does not provide funding for the realization of thesis projects (except in the Dora and Avi Morrow Fellowship for Excellent Achievement in Visual Arts Award), there are a number of other competitive resources available for project support, both internal to the university and through external agencies.

For example, funds are available to registered graduate students for presentations at major scholarly conferences, or artistic exhibitions in a peer-reviewed or juried context. For more Information please visit the Graduate Awards website.

INTERNAL

Faculty of Fine Arts Student Association (FASA): FASA (VA-025) provides special funding for student-initiated projects. All Concordia Fine Arts graduate and undergraduates are eligible. For more information, application details, and deadlines see website.

Graduate Student Association (GSA): The GSA (2030 Mackay St.) offers moderate funding for conference/exhibition subsidies and funding for special projects.

Concordia Student Union (CSU): The CSU (H-711) provides competitive funding for Special Projects.

Alumni Association: The Faculty of Fine Arts artists, historians, and creative minds have produced exceptional graduates and secured our reputation as one of the top fine arts schools in North America. To support student activities, the Alumni Association offers modest funding for special project proposals.

Sustainable Concordia: This university-wide organization supports projects with outcomes that improve the social, economic, and/or environmental sustainability of the Concordia community through the Sustainability Action Fund. For further information and examples of past projects see their website.

Concordia Council on Student Life: CCSL makes funds available to support projects that enhance or contribute to the quality of student life at Concordia. Events, projects or initiatives that enhance student life are ones that seek to positively raise awareness or engage the student body in a social, political, educational or cultural context.

Concordia University Small Grants Program: The CUSGP supports special activities that enhance the educational experience, including conference events, speakers, and community-based initiatives.

EXTERNAL

Canada Council for the Arts: The Canada Council funds projects by graduate students in the Media Arts category that are not requirements of their coursework. In order to apply, the Graduate Program Director must write a letter to that effect, in support of a graduate student's

application. Eligible projects include self-directed research/creation work, for example, in the form of a thesis project.

CALQ (Conseil des arts et des lettres du Québec): Similar to the Canada Council, the Québec arts council funds projects from emerging artists/designers in media arts that are not requirements for coursework.

+ USEFUL LINKS +

Alumni Association
http://www.concordia.ca/alumni-friends/benefits-services/student-programs.html#funding

Art Supply Store
http://finearts.concordia.ca/facilities/facilitiesandservices/artsupplystore/

Book Store
https://stores.concordia.ca/supplies/fine-art-fees.html

Bureau de Cooperation Interuniversitaire (BCI)
http://www.crim.ca/en/become-crim-s-member/members-list/bureau-de-cooperation-interuniversitaire-bci

Center for Digital Arts (CDA)
http://www.concordia.ca/finearts/cda.html

Canada Council for the Arts
http://canadacouncil.ca/funding/grants

Code Permanent
http://www.concordia.ca/admissions/tuition-fees/permanent-code.html

Computation Lab
http://www.concordia.ca/finearts/design/facilities/computation-lab.html

Concordia Council on Student Life (CCSL)
https://www.concordia.ca/offices/ccsl.html

Concordia Libraries
http://library.concordia.ca/

Concordia Maps
http://www.concordia.ca/maps/sgw-campus.html

Concordia Student Union (CSU)
https://csu.qc.ca/

Concordia University Small Grants Program (CUSGP)
http://www.concordia.ca/students/financial-support/small-grants-program.html

Conseil des arts et des lettres du Québec (CALQ)
https://www.calq.gouv.qc.ca/en/

Core Technical Centre (CTC)
https://www.concordia.ca/finearts/facilities/studio-support/core-technical-centres.html

Counselling & Psychological Services
http://www.concordia.ca/students/counselling.html

Eastern Block Workshops
https://easternbloc.ca/en/lab

Faculty of Fine Arts Student Association (FASA)
https://www.concordia.ca/finearts/students/special-project-funding.html

Financial Aid and Awards Office
http://www.concordia.ca/offices/faao.html

Fine Arts Academic and Research Facilities
http://www.concordia.ca/finearts/facilities/academic-research-support.html

Fine Arts Lab Fees
https://stores.concordia.ca/supplies/fine-art-fees.html

FOFA Gallery
http://www.concordia.ca/finearts/facilities/fofa-gallery.html

Graduate Awards
http://graduatestudies.concordia.ca/funding/graduateawards/

Graduate Calendar
http://graduatestudies.concordia.ca/publications/graduatecalendar/

Grad Pro Skills
http://graduatestudies.concordia.ca/gradproskills/

Graduate School Base Camp
https://www.concordia.ca/students/gradproskills/events/grad-school-base-camp1.html

Graduate Student Association (GSA)
http://gsaconcordia.ca/services/funding/

Graduate Student Handbook
http://www.concordia.ca/content/dam/sgs/docs/handbooks/graduatestudentshandbook.pdf

Graduate Student Orientation
https://www.concordia.ca/students/success/new/graduate.html

Graduate Studies Space (FB-630)
http://www.concordia.ca/finearts/student-life/graduate-study-space.html
Health Insurance Coverage
http://www.concordia.ca/students/success/new/first-year-guide/7-health.html

Hexagram Network
http://hexagram.ca/index.php/eng/

Instructional & Information Technology Services (IITS)
http://iits.concordia.ca/

International Orientation Activities
https://www.concordia.ca/students/international/sessions-workshops/orientation.html#content-main_wysiwyg

International Student's Office (ISO)
http://supportservices.concordia.ca/iso/?referID=cs_tab_li

Milieux
http://milieux.concordia.ca/

My Concordia Portal
https://my.concordia.ca/psp/upprpr9/?cmd=login&languageCd=ENG

New Student Programme
http://www.concordia.ca/students/success/new.html

Rubiks
https://www.rubiks.ca/

School of Graduate Studies
http://graduatestudies.concordia.ca/

Sensor Lab
http://www.concordia.ca/finearts/design/facilities/sensor-lab.html

Shuttle Bus Schedule
http://www.concordia.ca/about/contact/campus-map/shuttle-bus-schedule/

Sustainable Concordia
http://sustainable.concordia.ca

Student Hub
http://www.concordia.ca/students.html

Student Success Centre
http://www.concordia.ca/students/success.html

Studio XX Workshops
https://studioxx.org/en/xx-trainings/workshops/

Visual Communication Lab
http://www.concordia.ca/finearts/design/facilities/visual-communication-lab.html