



School of the Arts

Kootenay Studio Arts Program Policies

DATE(S):

- | | |
|---|-------------------|
| 1. Next Policy Review: | <u>2021/09/01</u> |
| 2. Admissions & Standards Committee Approval: | <u>2016/05/09</u> |
| 3. Education Council Approval: | <u>2016/06/16</u> |
| 4. Effective: | <u>2016/08/01</u> |
| 5. Previous Revision(s): | |

CREDENTIAL(S):

Certificate, Advanced Certificate, Diploma

Kootenay Studio Arts students are registered in one of the following programs:

4 month Certificates in:
Blacksmithing Studio
Bronze Casting Studio

10 month Certificates in:
Ceramics Studio
Jewelry Studio
Textiles Studio
Sculptural Metal Studio

Open Studio Advanced Certificate
Studio Arts Diploma

PROGRAM OUTCOMES (previously program objectives)

Selkirk College is dedicated to graduating students who can make a living through their professions in art, craft and design. In support of this goal, our curriculum emphasizes studio work and our faculty is made up of individuals who are, first and foremost, practicing artists and craftspeople.

Students in the Kootenay Studio Arts Programs are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website:
<http://policies.selkirk.ca/college>

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, as outlines in Policy 8600 Pre Admissions Basic Skills Assessment (College Readiness Tool CRT) and Policy 8611 Admissions 5.1; applicants to the Kootenay Studio Arts Programs must meet the following requirements to be considered fully-qualified:

1. Specific
 - a) Completion of the Studio Arts Application Questionnaire – Found on-line on the Studio Arts program pages or available through contacting the Admissions department.
 - b) Submission of a Portfolio – Requirements found in Appendix F in this document as well as on the Studio Arts program pages and from the Admission department.
 - c) Interview - Applicants are required to attend an interview with representatives from the KSA Program. **Interviews will be scheduled when all other admission requirements have been met.** In situations where face-to-face interview is not possible a telephone interview will be arranged.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Grading will follow Grading Table 1 as per *Policy 8612: Grading*

2. Types of Assessments

a) Studio Evaluation

In addition to evaluation for competence in the subject matter, students may be continually evaluated on their performance in studio situations. In addition to competence in the chosen medium, factors which may be considered here include: punctuality, conscientiousness, general safety, industriousness, efficiency, quality of work, thoroughness, and the ability to follow instructions. The evaluation of these factors will be considered by instructors when grading activities. Evaluations in all studios include group and individual activities including: critiques, exams, assignments, and other activities as required.

b) Critiques

Critiques involve students showing their work to faculty and fellow students for critical feedback and reflection.

B. PROMOTION

1. Promotion to Subsequent Semester

Each semester students must earn a Grade Point Average (GPA) of 2.00 ("C" average) or better with no more than two grades below a "C" to continue into the next semester. GPA will be based on grades earned for all courses (see Admissions and Standards 8610: Grade Point Average).

2. Release of Final Grades, Transcripts, and Diplomas

Final grades, transcripts or diplomas will not be released until students have:

- (i) Returned all signed out equipment and,
- (ii) Paid in full for all materials and outstanding fees.

C. GRADUATION

1. Credentials:

4 Month Certificate available in: Blacksmithing and Bronze Casting

10 Month Certificate available in: Ceramics, Jewelry, Textiles, and Sculptural Metal

Open Studio Advanced Certificate

Studio Arts Diploma available in: Ceramics, Jewelry, Textiles, and Sculptural Metal

2. Requirements: **(see Policy 8617: Graduation)**

4 Month Certificate Blacksmithing Studio

Blacksmithing Studio		
Semester 1		
Code	Name	Credits
BLCK 121	Shop Culture: Safety and Devices	1.5
BLCK 123	Fabrication Techniques: Welded Forms	4
BLCK 125	Drawing and Design for Blacksmithing	3.5
BLCK 127	Force, Stance, Direction: Primary Hammer Skills	4
BLCK 129	Advanced Techniques: Conceptualize and Create	4
BLCK 131	Production Process	3
Total Program Credits		20

4 Month Certificate Bronze Casting Studio

Bronze Casting Studio		
Semester 3		
Code	Name	Credits
CAST 122	Drawing and Design for Metal Casting	3
CAST 124	How to Cast Bronze	7
CAST 126	Exploration of Bronze	7
CAST 128	Sculptural Modeling in Clay	3
Total Program Credits		20

10 Month Ceramics Certificate

Ceramics Certificate									
Semester 1			Semester 2			Semester 3			
Code	Name	Credits	Code	Name	Credits	Code	Name	Credits	
CERM 101	Wheel 1	4	CERM 102	Wheel 3	5	CERM 114	Studio 2- Glaze & Surface Development	1.5	
CERM 103	Hand Forming & Molding	4	CERM 104	Hand Forming & Molding	5	CERM 112	Studio 1- Design for Production	1.5	
CERM 105	Introduction to Glaze Technology & Surface Treatment	4	CERM 106	Ceramic Technology 2 - Surface and kiln	5	CERM 120	Self-Directed Studio 1	2	
PPD 101	Drawing as a Basic Visual Communication	3	CERM 108	Studio Specific Design	1				
PPD103	Drawing as a Basic Visual Language	3	PPD111	Professional Practice and Design	3.5				
PPD 104	Introduction to Digital Design Applications	3							
Semester Credits		21	Semester Credits		19.5	Semester Credits		5	
								Total Year Credits	45.5
								Total Program Credits	45.5

10 Month Jewelry Certificate

Jewelry Certificate									
Semester 1			Semester 2			Semester 3			
Code	Name	Credits	Code	Name	Credits	Code	Name	Credits	
JEWL101	Approaches in Metal: Introductory Fabrication	4	JEWL 102	Molten Metal: Introduction to Casting	4	JEWL 112	Adding More Bling: Intermediate Gemsetting	1.5	
JEWL 103	Colour and Texture	2	JEWL 104	Product Design and Creation for Jewelry	2	JEWL 113	One of a Kind: Advanced Fabrication	3	
JEWL 105	Hammer and Connect: Intermediate Fabrication Level 1	4	JEWL 106	Exploration in Metal: Intermediate Fabrication 2	4	JEWL 120	Self-Directed Studio 1	2	
JEWL 107	Sparkle and Shine: Introduction to Gemsetting	2	JEWL 108	Jewelry Design Process	2				
PPD101	Drawing as a Basic Communication	3	JEWL 110	Dynamic Metal Forming	2				
PPD 103	Design as a Basic Visual Language	3	PPD 111	Professional Practice and Design	3.5				
PPD 104	Product Design and Creation for Jewelry	3							
Semester Credits		21	Semester Credits		17.5	Semester Credits		6.5	
								Total Year Credits	45
								Total Program Credits	45

10 Month Textiles Certificate

Textiles Certificate									
Semester 1			Semester 2			Semester 3			
Code	Name	Credits	Code	Name	Credits	Code	Name	Credits	
TEXT 101	Dye Technology	4	TEXT 102	Printing	4	TEXT 112	Design for Production & Product Development	2	
TEXT 103	Textile Construction	4	TEXT 104	Pattern Drafting and Design	4	TEXT 114	Applied Textile Design	1	
TEXT 105	Surface Design	2	TEXT 106	Weaving	4	TEXT 120	Self-Directed Studio I	2	
TEXT 107	Felt: Textile Pattern and Design	2	TEXT 108	Studio Specific Design	2	TEXT 113	Contemporary Fibre & Mixed Media Applications	1.5	
PPD 101	Drawing as a Basic Visual Communication	3	PPD 111	Professional Practice and Design	3.5				
PPD 103	Drawing as a Basic Visual Language	3							
PPD 104	Introduction to Digital Design Applications	3							
Semester Credits		21	Semester Credits		17.5	Semester Credits		6.5	
								Total Year Credits	45
								Total Program Credits	45

10 Month Sculptural Metal Certificate

Sculptural Metal Certificate									
Semester 1			Semester 2			Semester 3			
Code	Name	Credits	Code	Name	Credits	Code	Name	Credits	
BLCK 121	Shop Culture: Safety and Devices	1.5	CAST 122	Drawing and Design for Metal Casting	3	KSA 190	Self-Directed Studies	9	
BLCK 123	Fabrication Techniques: Welded Forms	4	CAST 124	How to Cast Bronze	7				
BLCK 125	Drawing and Design for Blacksmithing	3.5	CAST 126	Exploration of Bronze	7				
BLCK 127	Force, Stance, Direction: Primary Hammer Skills	4	CAST 128	Sculptural Modeling in Clay	1.5				
BLCK 129	Advanced Techniques: Conceptualize and Create	4	DA 141A	3D Modeling	1.5				
BLCK 131	Production Process	3							
Semester Credits		20	Semester Credits		20	Semester Credits		9	
								Total Year Credits	49
								Total Program Credits	49

Open Studio Advanced Certificate

Code	Name	Credits
KSA 295	Self-Directed Studies	10

Studio Arts Diploma

Upon successful completion of a 10 month Certificate program students may pursue a diploma in Studio Arts with one of the following majors:

- Ceramics
- Jewelry
- Textiles
- Sculptural Metal

Students must enroll in:

KSA 290 Directed Studies (9 Credits)

In addition to KSA 290 students must complete a minimum of 6 credits from the courses listed below. This will be deemed sufficient new work notwithstanding Policy 8617. Other courses may be considered eligible for completion of the diploma but must be assessed by the School Chair and Registrar’s Office. Students are advised to contact the School Chair to discuss course selection for their diploma.

Course Code Name (Credits)

- DA 103A Art History (1)
- DA 103B History of Design as Information (1)
- DA 103C From Motion Pictures to Digital Cinema (1)
- DA 104 Introduction to Photography (3)
- DA 131 HTML, CSS and the Foundations of Web (3)

- CWRT 100 Creative Writing (3)
- HIST 104 Canada Before Confederation (3)
- HIST 106 Western Civilization I (3)
- WS 100 Women's Studies I (3)
- PEAC 100 Peace Studies I (3)
- ENGL 110 College Composition (3)

- DA 141A 3D Modeling (1.5)
- DA 141B 3D Modeling and Rendering (1.5)
- DA 112 Photoshop Projects (3)
- DA 113 Intermediate Digital Art and Design (3)
- DA 266 The Art of Making (1)
- HIST 105 Contemporary Canada (3)
- HIST 107 Western Civilization II (3)
- ENGL 111 Introduction to Literature (3)
- ADMN 181 Marketing (3)

PART III STUDENT CONDUCT (See also College Policy 3400: Student Code of Conduct)

A. ATTENDANCE

1. Scheduled Class and Studio Periods

Attendance at all classes is expected. Absences from studio periods may result in lost marks since studio work is a major source of evaluation and normally cannot be repeated. Students absent from classes or studio will be responsible for completing the missed work, otherwise marks may not be recoverable. Students absent from either two studio and/or four lectures, without prior and/or confirmed acceptable excuse may be required to withdraw from the course or program, upon the recommendation of the course instructor or School Chair. Course specific attendance requirements will be specified in course outlines and assigned a mark value. See Appendix D for example of a memo indicating Attendance/Evaluation concerns. When an event is missed, the student must provide a note verifying the absence (doctor's note, etc.) to their instructor.

2. Evaluation Events

Students must attend evaluation events (critiques, quizzes, examinations, skills evaluation, etc.) at the time these events are scheduled. "Make-up" evaluations may be allowed if possible but only for absences due to unplanned circumstances beyond the control of the student such as illness, compassionate reasons, court appearances, etc. Students are required to inform the instructor in writing of planned absences prior to an evaluation event taking place and must have the written permission of the instructor to be absent. Failing this, no "make-up" will be permitted.

B. PROFESSIONAL REQUIREMENTS

1. General Behaviour

Selkirk College Policy 3400 "Student Code of Conduct" and Policy 8610 "Admission and Standards" will be in effect during all school activities.

2. Physical Health and Safety

Students will be provided with information about safety issues prior to specific activities. Students are encouraged to inform the School Chair of any health (physical and/or mental) conditions (e.g. anxiety, diabetes, epilepsy, allergies), or prescription medications, which could lead to problems in isolated or studio situations. This information is for safety reasons only and will be kept confidential. Students should also inform the School Chair of any physical problems that may create difficulties for them in the program. Students who are unsafe or impact the safe environment for others will be required to leave the class until required remediation has been met.

3. Working Alone

Students must NEVER work in any studio alone or in isolation. There must be at least TWO students working in the studio at ANY time.

4. Alcohol and Drugs

In accordance with studio policy and KSA policy, no alcoholic beverages or illegal drugs are to be consumed on the College property during or before a college activity. If it appears you are under the influence of drugs or alcohol in the studio or on the premises, you will be asked to leave the studio and will be suspended from use of the studio and will be subject to disciplinary action (behavioural probation). A second offence will result in the student being dismissed from the program.

5. Firearms

Firearms or other weapons are not permitted.

6. Electronic Devices

The use of personal electronic devices in the learning environment (e.g. classroom, lab, practice placement or studio) can be disruptive. Usage and restrictions will be determined by individual instructors, and may vary from course to course.

7. Students abusing this policy will be considered as absent and/or placed on behavioural probation.

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct

Policy 6550: Protection of Privacy

Policy 8400: Student Appeals

Policy 8600: Pre-Admissions Basic Skills Assessment

Policy 8611: Admission

Policy 8612: Grading

Policy 8613: Evaluation of Student Learning

Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit

Policy 8615: Standards of Academic Progress

Policy 8616: Student Withdrawals and Refunds

Policy 8617: Credentials and Graduation

Policy 8618: Cheating and Plagiarism

Policy 8619: Student Probation

Policy 8620: Interdisciplinary Studies

Part V EQUIPMENT TO BE SUPPLIED BY KOOTENAY STUDIO ARTS STUDENTS:

A. TEXTS AND MATERIALS:

Texts and materials required for individual courses within a studio will be identified for the students at the beginning of each semester by the studio faculty. In some cases, students will be responsible to purchase their own texts and materials.

B. STUDIO EQUIPMENT:

Each studio has specific equipment requirements that students are required to provide. This list will be provided to students at the beginning of each semester. Students must have this equipment available at all times.

Note. Students will be notified ahead of time if additional texts, materials, and equipment are necessary.

Part VI STUDIO AND EQUIPMENT POLICIES:

A. The Faculty Assistant and the Faculty have the authority to ensure the orderly use and maintenance of the studios in their area and of studio equipment. Special policies covering use of certain equipment along with safe usage will be issued to students. Prior to use, students will be trained in safe and appropriate usage of this equipment.

B. Studios and the equipment in them used by students in the Kootenay Studio Arts programs constitute a vital part of the KSA programs. These rooms and all equipment must be used and maintained to high standards for the

programs to operate effectively. To ensure this the following methods must be employed:

1. Borrowed equipment must be returned promptly.
2. Adhere to correct equipment usage to prevent damage.
3. Maintain equipment properly.
4. Inform studio personnel when a piece of equipment is damaged or not operating properly.
5. Leave studios neat and tidy.

C. RESPONSIBILITIES AND LIABILITY OF STUDIO USERS:

1. Student Responsibility

Students are responsible for the equipment used in the studio and equipment used for individual assignments or projects.

2. Proper Use of Equipment

- a) Any individual borrowing equipment shall demonstrate to the person signing out the equipment that he/she has an adequate knowledge or skill in the proper handling of the equipment, including knowledge of the safety procedures to be adhered to in the use of the equipment.
- b) All equipment shall be used only for its intended purpose according to the established procedure for its use.
- c) Safety procedures will be adhered to in full at all times.
- d) Students will be denied use of certain or all equipment if an instructor observes unsafe or inappropriate use.

3. Liability for Repair and Replacement Costs

Equipment users will be liable for the full cost of repairing or replacing damaged, broken, or lost equipment. Extenuating circumstances and condition of the equipment when borrowed may be taken into consideration in a decision whether or not to charge the student the whole amount of the repair or replacement value. In the case of non-payment of the assessed cost, term marks will be withheld from the student, as well as the certificate.

Part VII FIELD TRIPS:

Field trips may be a part of some course or studio learning at Selkirk College.

A. RESPONSIBILITY OF STUDENTS

1. Attendance

Attendance at field trips is required. If a trip is (to be) missed, it is the student's responsibility to:

- a) Notify the instructor beforehand if possible.
- b) Prove to the instructor that the reason for missing (e.g., serious illness) was justified. Pressing demands of other courses, or tardiness in arriving at the departure site will not constitute a valid excuse.

2. Consequences of Absence

At the discretion of the instructor a student who misses a field trip for any reason may be advised:

- a) To make up the trip on the student's own time on a weekend or other "free" time.
- b) That it is impossible to duplicate the activity and that the student will not receive credit for that portion of the course.
- c) That no direct penalty will be imposed, but that material presented and/or skills practised on the field trip will be subject to examination.

3. Personal Equipment

Students are expected to dress in the appropriate clothing and bring protective equipment and materials required to conduct the activity of the field trip. Failure to comply with this will normally result in the student being asked to miss the trip.

4. Pets

No dogs or other pets are permitted on field trips.

APPENDICES

- A. GENERAL STUDIO SAFETY REQUIREMENTS
- B. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM – WHMIS
- C. SAFETY AND EMERGENCY MANAGEMENT PROTOCOL
- D. EXAMPLE OF A FIELD TRIP PLANNING DOCUMENT
- E. GRADUATE EXHIBIT GUIDELINES
- F. PORTFOLIO GUIDELINES

APPENDIX A

GENERAL STUDIO SAFETY REQUIREMENTS

Although these are general studio policies, students must also follow all health and safety precautions that are taught as part of the course and/or posted in the studio by an instructor.

Studios at The Victoria Street Campus are not open studios. Unless arrangements are made with studio faculty in advance, only students registered in each studio may be in that studio.

There are many people working in each studio, sharing equipment and space, which means that extending common courtesy to others, is extremely important. In a studio environment, the smallest annoyance can become grossly magnified. Therefore, cooperation is essential. Think of others before you do something. Some things to remember:

Clean up your work area every day before you leave; it only takes a minute.

Return any studio tools and equipment to their proper place.

DON'T PLAY LOUD MUSIC (it may be very distracting to someone who is trying to concentrate on a difficult problem).

There is no smoking in any part of the school, including studios. Do not eat or drink in the studio.

Contaminants can enter the body by inhalation, skin absorption or ingestion (eating or drinking). All food and liquids are to be stored and consumed in designated areas only (such as the student area in the computer room). Drinks may be permitted at the discretion of the instructor in the lecture rooms.

DO NOT WORK ALONE. There must be at least two people in each studio for health and safety. Also, you should NEVER work while under the influence of drugs or alcohol. If it appears that you are under the influence of drugs or alcohol in the studio, you will be asked to leave and you will be suspended from use of the studio at the studio's discretion. The tools and equipment are potentially dangerous to yourself and others and require your full attention. This also applies to fatigue; trying to work when you are overtired usually results in ruining your work, putting you even further behind than if you had just gone home for a rest. Studio access hours will be posted in the studio.

All students must purchase a respirator mask and appropriate cartridges. Respirator masks are not to be shared under any circumstances and can be purchased from the reception desk.

When operating any tool powered by a motor, ALWAYS wear safety glasses / goggles / face shield. Although some of these items are available in the studio, you need to purchase your own safety equipment. Respirator masks and appropriate cartridges must be worn when working with any chemicals. Non-slip, closed toe shoes and appropriate "studio" clothes must be worn in the studio.

There is a first aid kit in the studio with Band-Aids, etc. to treat minor scratches and cuts. If you are in doubt whether or not the injury is minor, ask a First Aid Attendant or go to Emergency at the hospital. All injuries, no matter how minor they may seem, must be reported to the First Aid Attendant.

Familiarize yourself with the location of studio safety equipment (emergency exit plan; fire blanket; fire extinguishers; first aid kits)

DO NOT use any tool or piece of equipment until you have been shown how to use it properly and safely **by an instructor**. You will be shown how to use the equipment during demonstrations by the instructors, so take notes and add any diagrams/drawings you may need to help make your notes perfectly clear. If you are not sure about something, it is your responsibility to read your notes and ask an instructor before using the equipment.

When you are the last to leave the studio (at any time of day), follow the checklist posted to ensure the studio is properly shut down. Check all equipment **whether or not YOU were using it**.

APPENDIX B




WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM – WHMIS

Under the current WHMIS regulations, the utilization of controlled products (e.g. chemicals, solvents, compressed gases, etc.) requires that certain safety procedures are to be followed. Fundamental to this process is the information system consisting of an approved label on the container and a Material Safety Data Sheet (MSDS) for that product on file, where it is available to any user.

The following procedures will be adhered to:

All controlled substances in original containers will have the approved supplier's label.

All controlled substances that are not in the original container will be given a workplace label. The minimum information to be displayed is:





-  product identifier (usually name)
-  hazard rating
-  reference to MSDS for the product

Controlled substances in containers too small for hazard rating will only require the product name and reference to the MSDS for that product.

The Instructor or Faculty Assistant will evaluate the potential hazards of controlled substances and advise students of the appropriate safety procedures to be used in handling them.

Disposal of any controlled substances will be under the supervision of the Instructional Assistant.

Examples of controlled substances that are commonly used in and around the Victoria Street Campus lab area include:

-  WD 40
-  Fire extinguisher
-  Glue
-  Paint

Material safety data sheets for all controlled substances in use at the Victoria Street Campus will be stored in a binder in the studio workspace (identified by faculty, students, and staff) available for any user. Additionally a copy of these safety data sheets will be stored in a binder in each studio office, and in a binder on the bookshelf in the front office of the school.

APPENDIX C

SAFETY AND EMERGENCY MANAGEMENT PROTOCOL

TERMINOLOGY:

Incident

*Any close call where no injuries occurred but where an emergency situation was potential.

OR

*Where a person requires first aid but is able to continue the activity.

Accident

*When a person receives an injury requiring more than basic first aid management and is unable to continue the activity due to this injury.

ON-SITE MANAGEMENT:

Protect the class from further hazards. This may mean directing the uninjured persons of the class to a safe location while you manage the situation at the initial site.

Call for Emergency Responders 911.

Assess the injuries.

Apply first aid within the limits of your training and record information on the incident/accident report form.

INCIDENT AND ACCIDENT REPORTING:

All incidents have a high educational value and must be recorded for future program safety planning. A Brief summary, analysis, critique and recommendation must be submitted to the Class Instructor within two days of activity/occurrence by the student and/or first aid attendant involved.

CONTACT NUMBERS:

In order to contact:

Selkirk College, KSA, Victoria Street Campus.....	250-352-2821
Program Coordinator	250-352-2821, ext. 24
School Chair	250-505-1305
Toll Free Number for Victoria St. Campus.....	1-877-552-2821
Ambulance, Fire, Police	911
Poison Control Centre.....	1-800-567-8911

APPENDIX D
EXAMPLE OF A FIELD TRIP PLANNING DOCUMENT
Field Trip Form

Class: _____ Dates: _____

Instructor(s): _____

Topics/Purpose: _____

Location: _____

DEPARTURE: Date: _____ Time: _____

Departing From: _____

RETURN: Date: _____ Time: _____

Returning To: _____

Attach the program itinerary and location.

STUDENT INFORMATION

List the students participating in the lab/field trip including their section number if appropriate.

Name & Course number(s)	Name & Course number(s)

Additional Comments:

** Submit this report to your School Chair 1-2 weeks prior to departure.*

APPENDIX E

GRADUATION EXHIBIT GUIDELINES

GRADUATION EXHIBITION GUIDELINES

At the end of each school year, the Kootenay Studio Arts programs work in partnership with a local or regional gallery to present an exhibition of work by students that are graduating or finishing their education at KSA. Studio faculty decide what work is to be included in this exhibition, and use the following guidelines to determine if a student is eligible to submit work for consideration:

- A student must have successfully completed all program graduation requirements. A student can exhibit in this annual exhibition once.

APPENDIX F

PORTFOLIO GUIDELINES

The portfolio is a very important part of the application process and applicants should take care to ensure that their work is presented as strongly as possible. Selkirk College is looking for a demonstration of visual awareness, creativity and technical skill. Applicants should choose pieces for their portfolios that demonstrate the nature, scope and direction of their work. The portfolio pieces may be of any medium and they need not be specific to studio preference.

Applicants participating in their admissions interview via telephone must ensure that their portfolio is received by the College at least one week before their scheduled interview date. Applicants attending their interview in person will bring their portfolio with them.

Applicants should give special attention to the following guidelines when preparing their portfolios:

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, a minimum of eight (8) and a maximum of twenty-four (24) pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Electronic portfolios are acceptable. Please contact the College for submission details.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the assessment of the portfolio.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

Portfolios for telephone interviews must be mailed to:

*Selkirk College
Victoria Street Campus
606 Victoria Street
Nelson BC V1L 4K9*

Mailed portfolios must be sent in one package and include the applicant's name, return address (marked inside and outside the package), the applicant's name on each piece (original work, slide or photograph), a self-addressed label for return mail and return postage and packaging.

Every precaution is taken to ensure that portfolios are handled with care. Selkirk College does not accept responsibility for any loss or damage to submitted materials. All portfolios that the College has not been able to return to applicants by Nov. 15 will be recycled.