

**York University
Faculty of Graduate Studies**

**GRADUATE PROGRAM IN GRAPHIC DESIGN
MDes Program Handbook 2011–12**

**MDes Program
Department of Design
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GETTING STARTED!

Before you can access York's online services, you **MUST** create a Passport York account. Your Passport York username and password authenticate you as a member of the York computing community.

Go to [Computing at York U](#) and select "Current Students to Continue." Then select [A Step-by-Step Guide](#). A Passport York account gives you access to a wide range of services. You can register, add/drop courses, view grades on-line, print receipts for tax purposes, etc. After you have created your Passport York account, proceed to item number 2 and create an York email address if you have not already done so.

Please note you are not competing for spaces in required courses with other students.

***In August, mail a VOID personal cheque or complete a bank account information form (from your bank) to the GPA's attention in order to process September's payroll by direct deposit.**

Continuous **registration** is mandatory for **all** MDes level students. MDes students are expected to work on their thesis exhibition during the summer. You are required to register, but you do not enroll in courses. Information regarding New Student Orientation (usually begins August 20) will be sent via email as soon as the dates have been confirmed.

The handbook provides essential information for all graduate level Design students. It outlines the objectives of the MDes program, enrolment and supervision guidelines/procedures and other useful information such as faculty research interests, scholarships, finances, contact information, etc. Its purpose is to facilitate a successful candidacy towards the MDes degree. MDes students are advised to consult the handbook for important guidelines and procedures.

Information provided in the handbook is supplementary to the Faculty of Graduate Studies Calendar for 2010–11 (hereafter designated as the Main Calendar). Every attempt has been made to make it as current as possible. Please read carefully the "Faculty Regulations" and the "Program Regulations" found in the main calendar or by going to the [Faculty's website](#). **In the case of any conflict with Faculty or Department publications, the information contained in the York University Calendar takes precedence.**

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FACULTY IN THE DESIGN GRADUATE PROGRAM

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*****on sabbatical leave Fall semester 2011**

RETURNING MDES STUDENTS

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FACULTY

David Cabianca, Associate Professor

MA Typeface Design, University of Reading, UK

MFA Design, Cranbrook Academy of Art, USA

MArch Princeton University, USA

typeface design, contemporary graphic design, issues of representation and disciplinary conflict

Sandra Gabriele, Associate Professor

MDes University of Alberta, Canada

typographic legibility and the digital representation of large text collections, information design, specifically, patient safety initiatives involving graphic design

Jan Hadlaw, Associate Professor

PhD Simon Fraser University, Canada

MA Concordia University, Canada

design in the construction of Canadian national identity, vernacular design and architecture

Wojtek E. Janczak, Associate Professor, Chair, Department of Design

MFA Academy of Fine Arts, Poznan, Poland

physical computing, information spaces and tangible interfaces

Michael Longford, Associate Professor, Associate Dean, Faculty of Fine Arts

MFA Rutgers University, USA

intersection of photography, graphic design and digital media, developing technology and media rich content for mobile devices

Angela Norwood, Associate Professor, Graduate Program Director

MGD North Carolina State University, USA

social, cultural and cognitive aspects of wayfinding and signage systems, information design, structural devices in advertising

David Scadding, Associate Professor, Emeritus

MVA University of Alberta, Canada

history, development and contemporary practices of typography

Paul Sych, Assistant Professor

typographic works in print, branding, public art, motion graphics and broadcast design

Wendy Wong, Associate Professor, Associate Chair, Department of Design

PhD MA Hong Kong Polytechnic University

Chinese and Hong Kong visual culture and history

INTRODUCTION

MDes Program at York

York University's MDes program is distinguished by its emphasis on design practice and its interdisciplinary approach to making graphic design.

Laying the foundation in first-year, the curriculum includes classroom study in the foundations of theory, research, methods and issues, all in support of studio practice. Students have the additional option of enrolling in electives in the Department of Design and/or other graduate programs across the university. This interdisciplinary curriculum is designed to stimulate and encourage the students to share insights, information and ideas across their fields of study. Students pursue individual goals, discover new modes of practice and gain design experience—ultimately leading to a practice-oriented graduate thesis in the second year.

The second year consists entirely of the student-directed thesis project which includes a written support paper component. Students must be able to communicate their ideas and respond to critical assessments of their own work. Writing is always an important aspect of research, which helps to articulate ideas and opinions, and is an integral component of the thesis project. In the York MDes Program, a student's critical design awareness and discovery will inform or may even become their thesis subject. Students entering the program are encouraged to take an introspective look and examine what it is they want to do with design, what is design, and what makes it one's own? Above all, each student should be aware of one's own work as part of a constellation made up of contemporary issues, work by other designers, and broader areas of knowledge. Question how does one's own work fit in to any of these areas—what meaning does it draw from and what does it contribute? How does one's ideas, as part of a cultural practice, inform social discourse?

As many already have a number of years of study, or a few years of professional experience, master's students will have a clearer sense of these questions that define their own practical and personal limits. They might also already have the beginnings of a body of personal work, developed either as practicing designers or as undergraduate students. Drawing on prior experience, as well as their own interests and expectations, they are in a position to engage with graphic design in a critical way. The York University program offers a space, in terms of discourse and resources, to fully encourage and support the risk-taking necessary for a critical engagement with design.

Objectives of the MDes Program

To advance in the field of design through exploration, intellectual growth and the refinement of practice-based expertise. To define and nurture design's emerging talents who will challenge the limits of the discipline.

The Master of Design program challenges students at the graduate level, opening them to a world of possibility and inspiration. Faculty guide students through an in-depth curriculum of advanced exploration that fosters critical thinking, develops design skills and shapes the student's creative capacity for mature and critical studio practice.

Learning Goals for Graphic Design MDes program

Graduate students will ideally be able to leave with an MDes prepared to enter professional graphic design practice or academia as an advanced thinker and maker.

During their 2-year program, students will be encouraged to:

- Conceptualize and realize a sophisticated body of work.
- Conceptualize a project informed by critical design theory and history.
- Articulate intentions, context and audience for project work.
- Evaluate the pros and cons of a project's outcome.
- Independently carry out research, develop a methodology and explore a design problem.
- Explore the possibilities of a design brief and find solutions in a personally distinctive manner.
- Respond to the constant change, social context, media and burgeoning technology in the field of contemporary design.
- Articulate and realize a thesis artifact that exhibits mastery of contemporary graphic design theory and practice, and reflects a personal interest and direction for future design practice.

Overview of MDes Program

Year 1: Terms 1, 2 and 3	Year 2: Terms 4 and 5
*Term 1: MDES 5108 3.0 - Design Studio 1 MDES 5101 3.0 - Design Theory and Criticism MDES 5102 3.0 - Design Issues MDES 5106 0.0 - Design Colloquium	*Term 4: MDES 5001 18.0 - Design Thesis MDES 5106 0.0 - Design Colloquium
*Term 2: MDES 5109 3.0 - Design Studio 2 MDES 5104 3.0 - Design Research Methods MDES 5106 0.0 - Design Colloquium Thesis Supervisory Committee established	Term 5: MDES 5001 18.0 - Design Thesis MDES 5106 0.0 - Design Colloquium Oral Comprehensive Examination
*Term 3: Summer semester.	

***Note: MDes students are required to complete two electives which are normally completed by Term 4.**

ENROLMENT AND REGISTRATION PROCEDURES

You will be able to enroll in courses and register for the term (instructions are provided below) and are required to enroll and register in fall and winter courses at the same time. Registration and enrolment will take place during Orientation week.

Enrolment Procedures for all Graduate Level Students:

- 1) Registration: you are required to register in each and every term you are enrolled in the program, regardless if you are taking courses or not. Registration is very simple. Once you access the [Registrar's web site](#) and ACCEPT THE FEES, you are registered! You must adhere to the deadlines established by the Faculty of Graduate Studies. Otherwise, you will be charged a \$200 fee for late registration.
- 2) Once you have successfully registered. You need to enroll in courses. Catalogue numbers are listed for the first and second year MDes courses below. Log on to the [Registrar's web site](#), select "Web Registration and Enrolment" – under the heading "Your Student Record Online" on the left side of the screen. You must have created your Passport York username and password to access this information. Select "add/drop courses." Choose "Fall 2010 Graduate and Law" to add your fall courses Then go back and add your winter course. Choose "Winter 2011 Graduate and Law"

***Degree Requirements**

First Year MDes

Fall (Term 1)

GS/MDES 5108 3.0 **Design Studio 1**

Tuesdays 12:30–16:30 Paul Sych

GS/MDES 5101 3.0 **Design Theory and Criticism**

Wednesdays 9:30–12:30 Rob Gill

GS/MDES 5102 3.0 **Design Issues**

Thursdays 9:30–12:30 Angela Norwood

GS/MDES 5006 0.0 **Design Colloquium**

Wednesdays 14:00 – 17:00 Angela Norwood

Winter (Term 2)

GS/MDES 5109 3.0 **Design Studio 2**

Tuesdays 12:30–16:30 Angela Nowrood

GS/MDES 5104 3.0 **Design Research Methods**

Wednesdays 9:30–12:30 Sandra Gabriele

GS/MDES 5006 0.0 **Design Colloquium**

Wednesdays 14:00–17:00 Angela Norwood

Summer (Term 3)

No required courses.

Second Year MDes

Fall (Term 4)

GS/MDES 5002 18.0 **Thesis** (Full Year – add in fall only)

GS/MDES 5006 0.0 **Design Colloquium**

Wednesdays 14:00 – 17:00 Angela Norwood

Winter (Term 5)

GS/MDES 5002 18.0 **Thesis** (continued from Fall semester)

GS/MDES 5006 0.0 **Design Colloquium**

Wednesdays 14:00 – 17:00 Angela Norwood

***MDes students are required to complete two electives which are normally completed before Term 5.**

The MDes Colloquium is a course in which students will engage with each other and visiting designers/artists/theorists. The course work is intended to amplify the student's theoretical and topical interests in graphic design, while simultaneously providing students with a venue to test their ideas prior to engaging their thesis project.

Elective courses are meant to strengthen the theoretical and conceptual area(s) of each candidate. Graduate courses can be chosen from any area in the university. Because a greater understanding of a theoretical area of study leads to more subtle and complex studio work, these courses will inform the development of the candidate's thesis production. They will also aid the candidate in completing the written portion of the thesis. It is the student's responsibility to contact programs and/or Graduate Program Directors directly to obtain permission to take courses outside Design. Students must complete permission form, signed by both respective program GPDs – not the course instructor.

MDes THESIS REQUIREMENTS AND SUPERVISION PROCEDURES

Students identify a chosen area of research and develop an individual direction within the greater context of contemporary design practice. Working at an advanced graduate level, students develop a body of work that demonstrates a critical awareness of themselves and the place of design in the world.

The MDes design thesis reflects this awareness and concludes with a final public review, where the thesis project (design work and written support paper) is evaluated both on its own merit and as it pertains to the broader field of contemporary graphic design discourse.

MDes Supervisory Committee (objectives and protocols)

The supervision committee is comprised of a faculty Supervisor and Advisor(s). The Supervisor must be an FGS Appointed member of the Department of Design, while the Advisor(s) may be an FGS appointed Design faculty member or a York Faculty member external to the department. The committee acts to ensure and foster the MDes candidate's development of a vigorous, informed and productive studio practice leading to a successful thesis presentation at the end of the year.

The supervision protocol requires MDes students to contact and arrange a minimum of three meetings each term with their supervisory committees (once per month). Duration of each meeting should be no less than one hour and can be extended if required. **Students are responsible for organizing and scheduling meetings with their supervisory committee.** Failure to arrange meetings may jeopardize the students' candidacy. During meetings, students are expected to: Introduce and discuss their work with the supervisory committee; receive advice and be challenged concerning their practice; demonstrate progress in both studio production and theoretical application.

Reports

At the end of the meeting, students are required to submit to the committee a one-page report that serves as a document and summary of the meeting. The report/summary should be integrated into the students' learning process. Hence, it should provide critical reflections on the meeting in relation to students' design production and theoretical development. Once submitted, the committee will review the student report and complete the necessary areas for commentary. Signing off by faculty and the students on each report completes the supervision process. Forward the signed original to the Graduate Program Director for review. Completed reports will be added to the respective student's permanent file. See Appendix B for the MDes Thesis Progress Report form.

Forming a Thesis Committee

You are required to solicit the members of your thesis supervisory committee. MDes students write a **draft** thesis statement in the second term (around the second week of March), which is circulated to desired Graduate Design faculty. Faculty read these topic proposals and determine whether projects intersect with their

expertise and interest. N.B. Students cannot be forced to work with a faculty member; faculty similarly cannot be forced to work with a student who requests them as a supervisor for reasons of workload, etc. In some cases, faculty from outside a student's stream may serve on a supervisory committee for reasons of expertise, etc.

The draft thesis statement will include the following information (approximately 500 words):

- Title
- Thesis statement
- Brief overview of concepts being investigated
- Possible design project outcome

Once faculty have agreed to serve as supervisor and advisor(s), the signed Thesis Supervisory Committee Form is to be submitted to the GPA in Graduate Design Program office by March 31.

The thesis student is expected to meet with his/her Supervisory Committee in April to review a plan of study for the summer, including the completion of the formal Thesis Proposal which will be due in mid August. The thesis proposal indicates the ideas and work that the student will explore in their second year. The plan of study provides thesis students with direction during the summer term.

A Supervisory Committee will consist of a minimum of two members from the Faculty of Graduate Studies, at least one of whom must be from the Master of Design Program and who serves as the principal supervisor, while other member(s) serve as an Advisor(s). Non FGS-appointed members, e.g. a designer from the Toronto area, may also be part of a committee. The final selection of members must be approved by the Graduate Program Director. Students are responsible to arrange three meetings each term with their thesis supervisory committee. The objective of the committee is to assist students towards the production of a challenging body of work and support paper that fulfills the requirements of the MDes degree. During the meetings the students are expected to:

- 1) Introduce and discuss their work with the thesis supervisory committee;
- 2) receive advice and be challenged concerning their practice and support paper;
- 3) Demonstrate progress in both studio production and support paper.
- 4) Confirm the date and location of oral defense **

** It is imperative that thesis students observe various deadlines regarding oral defense dates, etc. In order to convocate in June, your defense must be completed by mid April. For example, external examiners are required to receive your final version of the support paper 3 weeks prior to the scheduled oral defense.

Upon completion of your last thesis supervisory committee meeting, you are required to submit the Oral Defense information Sheet to the Graduate program office.

MDes Thesis Project

The depth and breadth of the MDes thesis project should exhibit a mastery of contemporary graphic design theory and practice. The format and media of the final project will vary.

MDes Thesis Proposal

- 1) The first meeting with your committee will take place in April (see section **THESIS SUPERVISORY COMMITTEE** above). In April, you should prepare a **rough draft** thesis proposal describing the ideas of the thesis project and a (realistic) workplan timeline for the thesis. N.B. Students tend to find a visual timeline of work more useful. It allows them to see overlaps and breaks in production.
- 2) The maximum length of a Thesis Proposal is approximately 1000 words but is not to exceed 3500 words, double spaced including a bibliography. The proposal should contain a thesis statement, an overview of the theoretical concerns to be engaged, i.e. contribution the student wishes to make to the advancement of the practice of graphic design and contemporary graphic design discourse, a description of the medium(s) to be pursued and possible designed outcome, a bibliography. It should also include the title, name of the supervisor and the supervisory committee. Following Thesis Proposal Presentations in August, once the members of your thesis supervisory committee have approved and SIGNED your thesis proposal, the FINAL copy, (including any [ethics forms and ethics tutorial certificate](#) if necessary), must be delivered to the GPD for final approval and signature by **the end of August, following the MDes Thesis Proposal Presentations**. Failure to submit completed forms will result in delays and may affect your convocation date.

MDes Thesis Support Paper

The support paper should be 20–40 pages (approx. 5,000–10,000 words). Being a part of an interdisciplinary institution with an emphasis on the integration between theory and practice, the Design Program regards the “support” paper as an important supplement to design studio practice. The final format of the support paper must adhere to [FGS Thesis/Thesis Guidelines](#) or the support paper will be returned by FGS.

A useful question for candidates thinking seriously about the paper could be “in what sense and form does the paper support the design studio work?” The most effective response to this question may or may not be in the form of a standard research paper. Past examples of other creative responses may be signed out through the Graduate Program Assistant, Andrea DiFlorio-Sgro, in the Department of Design office.

MDes Oral Examination and Thesis Support Paper Submission Dates

To be considered for June convocation, your oral defense **must** be completed by mid April, the absolute latest.

No later than three weeks before the scheduled oral defense, a student must submit five final copies of their thesis support paper to their Thesis Supervisor. The paper is then distributed to the members of the oral defense committee, which includes the external examiner. No revisions to the paper can be made to the paper by the student during this three week period, as all members are reviewing and commenting on the same copy. (All revisions to the paper must be reviewed and approved by the thesis supervisory committee before the 3 week deadline).

Conduct of the Oral Examination

- 1) Before an oral can be convened, a majority of the examining committee members must agree that the thesis is examinable. The graduate program director shall poll the members of that committee one week before the scheduled date for the oral. If the candidate does not receive a majority vote, the members of the examining committee who do not agree that the thesis is examinable are required to give their reasons in writing to the candidate, the supervisor, and the Dean within one week after the poll. In such cases, the oral shall be postponed for a period not to exceed one year. However, the student has the right to insist that the oral proceed as planned.
- 2) The time and place of oral examination shall be set by the Thesis Supervisor in consultation with the candidate, the Chair and members of the examining committee and with the approval of the Dean of Graduate Studies. Normally the examination shall be held no less than three weeks from the date on which copies of the completed thesis approved by the supervisory committee are sent to each member of the examining committee. The examination may be held less than three weeks from the time copies are sent to the examining committee provided all parties agree.
- 3) The oral examination will centre on the thesis i.e. design project and support paper.
- 4) The oral examination is a public academic event. Faculty members, graduate students and others may attend oral examinations. They may, at the discretion of the Chair, participate in the questioning. Only members of the examining committee may be present for the evaluation and for the vote at the conclusion of an oral examination.
- 5) The thesis oral examination requirement is met if one of the following situations exists:
 - (i) if the committee accepts the thesis with no revisions; or,
 - (ii) if the committee accepts the thesis with specified revisions.
- 6) Specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the thesis. The committee must specify such changes with precision. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean’s representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.
- 7) A thesis is referred for major revision if any of the following conditions exist:
 - (i) The committee agrees that the thesis requires substantive changes in order to be acceptable; or,
 - (ii) There are two votes for failure; or,
 - (iii) There is one vote for failure **plus** a minimum of one vote for major revision; or,
 - (iv) There are at least three votes for major revision.
- 8) In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.

- 9) In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:
 - (i) The committee will reconvene within twelve months to continue the oral examination; or,
 - (ii) The revised thesis will be circulated within twelve months to all members, who will inform the Chair and the Dean's representative whether they feel the stipulated requirements have been met.
- 10) Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the candidate concerned within two weeks.
- 11) A thesis is failed if there are a minimum of three votes for failure. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and candidate within two weeks.
- 12) After an adjournment and when the major revisions have been completed, the thesis is failed if there are two or more votes for failure. A thesis cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and candidate within two weeks.

Decisions of the thesis examining committee are communicated to the Faculty of Graduate Studies' Thesis Office, usually in the form of the Certificate Pages containing appropriate signatures, through the Dean's representative, on or before the deadline specified in the *Calendar of Events* for those students expecting to be awarded degrees at the Spring or Fall Convocations.

After the defense has taken place, and the committee has signed off, three final copies of the thesis support paper, including images must be submitted directly to the GPA. The format of the final submission must follow FGS Guidelines or it will be rejected by FGS. In the event you are required to make minor or specified revisions, a letter (or email) signed by your supervisor and the oral defense committee chair must also be submitted verifying that the changes were satisfactorily completed.

MDes GENERAL STUDENT INFORMATION

Grading System

The MDes program adheres to the standard grading system set forth by the Faculty of Graduate Studies:

A+	(Exceptional)	90 – 100%
A	(Excellent)	85 – 89%
A-	(High)	80 – 84%
B+	(Highly Satisfactory)	75 – 79%
B	(Satisfactory)	70 – 74%
C	(Conditional)	60 – 69%
F	(Failure)	0 – 59%
I	(Incomplete)	N/A (see below)

Grade of "Incomplete"

When a graduate student is unable to complete course work by the designated deadline, written approval for an extension must be obtained from both the course director and the graduate director. An incomplete request form must be completed and filed with the office. A grade of "Incomplete" will automatically revert to a grade of "F" (Failure) sixty (60) days from when the Incomplete is recorded. This is standard FGS policy.

Key Distribution

Proxy key cards for the MDes Studio space are available through the Graduate Program Assistant. The primary studio spaces are controlled by a numerical key code which will be provided at the start of the fall term. Should you require access to secondary areas, please inform the Graduate Program office as soon as possible.

It is your responsibility to keep your area clean and free of debris. Your studio space must be returned to its original condition when you leave.

Studio Space

Each graduate student is provided with an individual studio space that includes a desk, desktop Mac computer, lockable cabinet, and chair. **Graduating students are required to vacate their studio space and return all**

keys and/or key cards by May 31. Students are expected to participate in the upkeep of the graduate area. Caretaking **does not** dispose of garbage left in the studio. Please ensure that all garbage is deposited in the appropriate receptacles located in the hallway outside of Studio Four.

Please make an effort to be considerate to your fellow graduate students. It cannot be stressed enough that this is a shared space. The use of toxic substances and the continuous playing of loud music, will definitely NOT be appreciated or tolerated by others.

Equipment

If graduate students require AV equipment such as data projectors, DSLR cameras, HD camcorders etc., please see the Design Department technicians during regular office hours.

If graduate students require any other equipment, including equipment for the **undergraduate courses they are teaching**, they must forward their request to the undergraduate office, **before 9:00am the day before the event**. Please note that there is no flexibility with this timeframe.

Digital Locker Access

Each student is allocated 5G of data storage space for the length of their MDes education. To access your Digital Locker space, via the Mac OS Finder, go to Go > Connect to Server ... > and type in the following:
digital-locker.design.yorku.ca

Enter your "User name" and "Password." Your personal space will be located in the folder: YORKMDES. Please note that access to the Digital Locker for PC computers requires a different protocol.

Mail Distribution

Mail will be distributed once per day to the graduate student mailboxes, located in the main MDes Studio.

TA Office Hours

It is expected that TAs hold office hours for their undergraduate students. Each TA is assigned a desk space in the cubicle area of the main Department of Design office for purposes of grading, meeting students, etc. Please arrange to meet your students during regular Department of Design office hours, 8:30am–4:30pm, Monday–Friday. Note that TAs will not have card access to the main office outside of normal business hours.

York ID

York's official photo ID is the York Card. It is required as identification, along with a valid photo ID for exams, recreational facilities, meal-plans and the library. A visit to the YU-card office on campus to have your photo taken and receive a YU-card will then replace the sessional card. You must present one piece of valid government ID to have your photo taken. There is no cost, but if lost there is a \$20 replacement fee. For further information, contact:

[The YU-card Office](#)

Room 200, William Small Centre
Monday–Friday 9:00am–4:00pm.
416.736.5674

How do I get to York using public transportation (TTC) and how much does it cost?

There are direct buses to York from both Downsview (York Rocket, bus 196, 106) and Finch subway stations (60C and 60F). The [TTC](#) costs \$3.00 per ride. Student monthly passes are \$99.00. ([Metropass Discount Plan](#): \$89.00 per month based on a 12 month subscription)

Please note that the 196 bus does not run on Saturday or Sunday, in which case, your only option is to take the 106 bus. There is also regular [GO Bus/Train](#) services to York. For information on a specific route, call 416.896.3200 (Toronto area), 1.888.438.6646 (toll free), or 1.800.387.3652 (TTY teletypewriters only).

How do I get a parking pass?

You can purchase your parking pass either in person or by mail. Only renewals can be done online by sending an email to: parking@yorku.ca. Instructions for purchasing your pass can be found online at www.yorku.ca/parking/.

The office is located in:

Room 222, William Small Centre,
155 Campus Walk
416.736.5335

Regular Office Hours

Monday–Thursday: 8:45am–4:15pm.

Fridays: 8:45am–1:15pm.

Avoiding Line-ups

The best time of day to avoid line-ups is the early morning. Currently the busy periods are between 11:00am and 1:00pm. Note, the months of September, January and May are exceptionally busy owing to the commencement of classes.

We recommend using the forms available outside the parking office at the William Small Centre, or online, mailing the completed form and paying by MasterCard, Visa, AMEX or cheque. You can arrange to either pick up your permit at the customer service reception window or have it mailed to you.

What is my mailing address for my mailbox?

As a graduate student, you have your own mailbox. Pay stubs and other information from the graduate program will be directed to your mailbox, unless you indicate otherwise. You can have mail sent to:

[Your name]
c/o Master of Design Program
Department of Design
York University
4008 TEL Building
4700 Keele Street
Toronto, ON M3J 1P3

Where can I do photocopying?

Self-service photocopiers are located in each of the libraries and all are equipped to handle the YU-card. The YU-card is the exclusive payment method for photocopying. The cost per photocopy is 10 cents. A few machines are set up to accept change. Another photocopy location can be found at the Keele Copy Centre (Keele St. & York Boulevard), where they offer 10% student discounts.

Where on campus is there a good quiet place to study?

- 1) Graduate Student Loft (Computer Lab) Room 338M
- 2) The main library, the Scott Library, maintains a [Graduate Student Library Guide](#). The Graduate Student Reading Room is located on the fourth floor of Scott Library (Room 409). Students can enter the Graduate Student Reading Room by punching in the current door access code, which is changed weekly. The code can be obtained online via the [Graduate Student Reading Room Door Access Code Form](#).
- 3) Scott Library offers late night study (24/5) Sunday to Thursday nights. The York University Libraries offers 24 hour study space, 5 days a week, on the 1st floor of Scott Library for most of the Fall and Winter academic terms. During the 2010/2011 academic year overnight study will be available:
Fall Term: Oct. 18th – Dec. 22nd, 2010
Winter Term: Feb. 14th – Apr. 21st, 2011

Is there a gym I can use?

At Tait MacKenzie, North West corner of campus, a membership can be attained for refundable \$10 to have full use of the recreational facilities. Report to Customer Service with your YU-card and you will be given a shoe tag that you should wear every time you use the gym. Membership ID card or current photo ID is required to enter all sports facilities. Please note that fall and winter YU-Cards are valid until the end of August. Summer YU-Cards are valid from May until the end of August. Please visit the [Tait MacKenzie website](#) for activities and listings.

Are International Student Identification Cards (ISIC) free for York students?

Yes. This card is internationally recognized proof of full-time student status. York is a member of the Canadian Federation of Students (CFS) which runs Travel Cuts (an office is located in the Student Centre). With a passport size photo of yourself and proof of your student status, you can get a free ISIC card on the spot at any Travel Cuts free of charge. At non-member universities the charge would be \$20.00. This card is required for student discounts with VIA Rail and on Greyhound bus trips. Reduced rates can also be obtained for certain accommodations, admission to some of the world's most renowned museums, historical sites, and entertainment.

Where can I get a free organizer?

You can pick up a free organizer at the York Federation of Graduate Students, student government office, in the Student Centre, whose main office is Suite 335, 94 York Blvd. between York Lanes and Vari Hall (above the food court). Tel: 416.736.5658.

Residence and Campus Living

The York Apartments are a complex of apartment buildings administered by the York Apartments Office of Student Housing Services catering to graduate students and married or more mature undergraduate students. Occupancy is by lease for a specified period of time and both furnished and unfurnished models are available.

York Apartments: Student Housing Services
4 Assiniboine Rd, Room 101
York University
Toronto, ON, M3J 1P3

Tel: 416.736.5152 Fax: 416.650.8008
Email: yorkapts@yorku.ca
Office hours: Monday–Friday 8:30am–7:00pm.

Telephone, cable and internet hook-up can be arranged through Telecom York, 416.650.8055, located in York Lanes. Dial-up access is free of charge to graduate students and high-speed access [ResNet](#) is available at a cost of \$25.00 + tax per month. Laundry machines are located in every residence building and operate on a debit card system.

Off-Campus Housing

You can view the off campus housing listings in and around the GTA at www.places4students.com

Libraries

How do I use the library?

The YU-card is your library card and will be required to access library services. Please bring your card to the Circulation Desk at any of the York University Libraries: Scott, Steacie, Bronfman, Law or Frost in order to obtain your library PIN. You will need the PIN for certain library services including online renewal, self checkout and off-campus access to [eResources](#).

Graduate students may apply for extended loan privileges at the Circulation Desk, Scott Library by submitting a signed letter from the GPA stating that they are currently working on a master's thesis. (Students writing Major Research Papers (MRPs) are not eligible to apply for extended loan privileges.)

You can return York books to other university libraries, **except** U of T. York will honour the date stamped into the book at the other library (return books to the Circulation desk to get the stamp). With the number of students at York, the library can get busy and noisy. The best times to go are between 8:00am–11:00am (for early risers) and after 6:00pm. **Note:** At York, graduate students are eligible for three-month book loans.

Can I use the libraries at the University of Toronto and other Ontario universities?

Yes, although the University of Toronto charges an annual fee of \$200. Note that even if you do not wish to borrow books from the U of T, you can still enter the stacks for free. After you get your YU-card set up as a library card, take it, and additional photo identification to the University of Toronto Robarts Library, located at 130 St. George St., Toronto, tel. 416.978.8450 to get a photo "Direct Borrower" card. This will allow you to make

use of two-week book loans from all University of Toronto libraries, with the allowance of one renewal. N.B. At ANY other Ontario university library, you can set up the same arrangement for FREE using your York library card, e.g. OCAD University, Ryerson University, et al. You can also return books borrowed from University of Toronto at York. They will be date stamped to ensure you are not fined, as long as they are returned on time.

Scott Library Research Workshops

Students who attend these workshops will be given the essential skills they need to efficiently retrieve solid academic material in the form of books, scholarly journal articles, and web pages. And that makes for time well spent. **All classes are held on the fifth floor of Scott Library in room 531. Online alternatives are also available:**

Research Seminars for Graduate Students

There is no need to make a booking or sign up to attend these workshops. Drop in at any available time and day that suits your busy schedule.

Graduate Research at York University Workshop (2 hours)

Expectations for research and academic work in North American universities can sometimes be confusing. In this workshop we will: 1) discuss what, generally, is valued in graduate research work and how that might differ across cultures; 2) examine how the scholarly research process in North America and UK works; 3) learn how to locate and use graduate-level research tools; and 4) consider how to negotiate workable topics for essays.

Students are encouraged to share ideas and experiences in this workshop. Students are also expected to come prepared with a topic to use for hands-on work. This workshop is meant primarily for those graduate students enrolled in Humanities or Social Sciences programs. If you would like to attend this workshop, please contact Kalina Grewal at kgrewal@yorku.ca

Transcripts

Anytime you order a transcript of your graduate studies at York the order will take approximately 7–10 days.

Only undergraduate transcripts are available for immediate pick-up but **not** graduate. Graduate Transcripts will always take up to 7–10 days, **every time** one is ordered. You can order by mail, but it is always better to order in person at the main desk in the Office of the Registrar, Bennett Centre for Student Services: Transcripts office 416.736.5151.

MDes COMPUTING FAQs

How do I activate my email account?

To activate your email go to “Manage My Services” at: <http://www.yorku.ca/computing/students/> click on the “1-2-3 Getting Started”. Follow the instructions from there. For further assistance, such as using Telnet, visit [Computing and Network Services](#), or call them at 416.736.5800 or ex.55800. The main Computing Commons Help Desk is located in the William Small Centre in Parking Structure II.

How important is it for me to have email access at home?

It is extremely important as you will find it fairly difficult to get by without email at home. It is possible to check it everyday at school, but you may be frustrated. You can access your email account on campus at mymail.yorku.ca. Some professors will cancel classes over email or send out important information about changes to a reading list, etc. These cases are rare, but it can be annoying if you miss the message. It is also a good way for students in your tutorial to contact you the night before their essay is due without your phone ringing off the hook. York gives an email account for free to all graduate and undergraduate students. Otherwise the primary reason to have email is that all department information is sent to you by email: upcoming events, scholarship information and important reminders.

How do I use York as my Internet Provider (to get on-line from home)?

When you are in “Manage My Services,” go to active accounts and select “remote access.” Here you must select a dial up password and again of 8 characters. This will be active in 24 hours. You need to obtain the dial-up software from any of the Computing Commons where it can be burned to a CD and install it on your computer. There is no cost for the software. Please also note that the computers in the Scott Library connect to the same server as the Commons, so all the student files are also available there.

Note: As long as you remember your [Manage My Services](#) password you can change the others if you forget them. Remember your Manage My Services password! Help for all this is available from 8:30am–5:30pm, Monday–Friday at 416.736.5800, helpdesk@yorku.ca

COMPUTER ACCESS ON CAMPUS

- 1) Each MDes student is allocated a desktop Mac computer with requisite software for the duration of their degree.
- 2) Graduate Student Loft (Room 338M GCFA)
It houses at least two computers and is generally available 24 hours a day to authorized users who have been given a door card and an alarm code. To get a door access card and the alarm code, please visit the Graduate Program Assistant, in the Graduate Program Office. Once you have been given a card, the Graduate Program Assistant will request that it be activated by computing services. **N.B. In order to have your card activated, you must enable a Passport York account.** You can do this by visiting: <http://dooraccess.yorku.ca/> (Activation may take between 24 to 48 hours).
Check both Web sites: <http://www.yorku.ca/ffacomp> and [Graduate Studies Computer Lab](#) for additional computing information in “The Loft.”

All students using the loft must disable the alarm when entering the room, and enable it when leaving the room.

Computing Commons Labs

- 3) William Small Centre, located in Parking Structure II
- 4) TEL Computing Commons, located in the Technology Enhanced Learning (TEL) Building, Rm. 1017.
- 5) 017 ACE, There will be a *new* CNS Computing Commons in 017 Accolade East. There are 48 PC, 4 high-end MACS, printing and scanning facilities and a helpdesk counter. Hours of operation are: Mon. to Fri. 8:15am–7:50pm.

The Computing Commons have computers for all York students and these have internet, word processing and printing. Each time at the Computing Commons Lab, use your York Passport account to access the computers.

6) Faculty Support Centre, Computing and Network Services

This centre provides support for faculty and graduate students doing teaching and research. Several services are offered including scanner/multimedia equipment that is available for TAs and RAs to use.

For more details on support please visit <http://www.yorku.ca/fsc>

Location: 1050 TEL Building

Phone: 416.736.2100 ex. 55800

Mon. to Fri. 10:00am–4:00pm.

PRINTING

How much does printing cost?

MDes students are allotted \$40 worth of b/w print credits per semester for the first 5 semesters of full-time study at York. All print accounting is handled through the PaperCut system, which uses the same username and password as one’s Digital Locker account. Should students run out of b/w print credits prior to the next allotment, additional credits can be purchased at the Design Office reception at a cost of \$10 for 100 credits.

Do I have access to a colour printer?

MDes students have access to the Epson wide format inkjet printer in Studio 4 at no cost. This printer is capable of printing up to 17” wide and as long as the media provided. Paper and ink is supplied by the Department of Design. If students require larger prints, they can be printed on the 44” wide Epson inkjet in Rm. 4030 TEL at a cost of \$3/ft². Colour print credits can be purchased through one’s PaperCut account or at the Design Office (4008 TEL) during regular office hours.

Colour printing is now also available in some York University Libraries. So far, this service is available in the Steacie and Bronfman libraries, but it is also being planned for the Frost Library. The cost for colour printing is \$0.25 per page, paid for by using a standard print/copy card.

Epson Premium paper works very well for photo quality prints, and is available at the campus bookstore. Non-

Epson papers are allowed at the discretion of the technician or work-study student on duty. Large, high-resolution prints can take up to 45 minutes.

MDes FINANCIAL FAQs

Funding, Bursaries, Scholarships, Research Funding, Awards and Fees

GA/TA Funding: This information is to be used as a reference guide only and is subject to change! More detailed information will be provided during the Orientation sessions.

A portion of the guaranteed funding you receive in the first year will come in the form of salary from your GA/TA work (subject to Provincial & Federal taxation). The funds will be deposited into your **bank account** on a monthly basis in 12 installments — Sept. to August.

If you choose, you can pay your fees without penalty by payroll deduction, the total amount of the fees, divided by 8, will be deducted from your monthly pay. To do this you must sign a form in the Faculty of Graduate Studies office, Room 283 York Lanes.

In addition, if you receive scholarship money (tax exempt), it will be applied to your **student account** in three installments fall, winter and summer — only after you register! You can view your student account on-line at passport.yorku.ca/ppylogin/ppylogin. If you do not owe money to York University, you can request a refund that will be sent to you in the form of a cheque.

You will also receive an additional Grant in Aid funding, which will be applied to your student account in three installments over the academic year — fall, winter and summer.

Bursaries

The Faculty of Graduate Studies and the Fine Arts Faculty organize several bursaries for graduate students throughout the academic year. You will receive information via email detailing how to apply as they come up. Students should also check the Student Financial Services website and the Faculty of Graduate Studies website periodically for additional resources.

Travel funding

The funding for traveling is minimal. If you are presenting at a conference, an artist's talk or attending an exhibition opening at a recognized institution, you can apply to the FGS Graduate Development Fund for travel funding (not expenses — only travel). You may apply each term (early Fall and early Spring) for travel funding: a \$300 maximum for a flight in North America and a \$500 maximum for a flight overseas with normally a maximum of \$500 per year. The grant may only cover mileage if the trip is within a reasonable driving distance. The Graduate Program Director must approve the application for funding after which time FGS will debate whether to grant you any money. The graduate program assistant will distribute all the necessary information to students by the end of September. Details of deadline dates when available, may also be found on the FGS' homepage.

Research Funding

The Research Costs Fund helps subsidize students' own research expenses that are above and beyond those costs that are typically associated with graduate work, such as travel to sources of research, payment of materials, supplies, services, photocopying, etc. The Fund generally does not cover books, conference costs, subsistence and tuition fees. All full-time registered graduate students who are members (past and present) of CUPE are eligible for a grant. Masters students should note that Doctoral students take priority. Funding is awarded early Spring and early Fall. Application forms are available for printing on the FGS website from mid-August through September and from mid-January to February. The graduate program assistant circulates a memo requesting the submission of applications to the Research Costs Fund at the end of September.

OGS (Ontario Graduate Scholarship)

The Ontario Graduate Scholarship award is for students attending graduate programs at Ontario universities. The minimum grade for applying is an overall average of "A-/80%" in your previous two years of university (undergraduate or graduate). The deadline is in October. More information will be sent by the GPA. Also, please check the following link for further information: <https://osap.gov.on.ca/>

SSHRC/CGS (Canadian Graduate Scholarship) for Masters Degree Student

The CGS Masters program offers non-renewable twelve-month awards, valued at \$17,500, and tenable at recognized Canadian universities, to students who intend to pursue full-time studies at the master's level in a discipline supported by SSHRC. Awards must be taken up in May or September 2011 or in January 2012. Calls for application will be given before October by the Faculty of Graduate Studies. You will be notified by the Graduate Program office for this timeline. Some eligibility requirements do apply. Please access this link for more information: <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

Other Awards

Students will receive timely notification of competitions for annual and semi-annual awards issued by the Faculty of Graduate Studies and the Design Graduate Program, such as the Fieldwork Cost Fund, the Research Cost Fund, the Graduate Development Assistantship Fund, the Heisey Award. There are also opportunities to apply for external awards on the [Student Financial Services](#) website.

What are the fees for 2010–11?

The following tables are the program fees and refund schedule for the 2010–11 academic year. Know that completing program requirements requires registration and payment for five academic sessions which includes summer terms (unless students want an elective leave of absence).

2010–11 Graduate Academic Fees-Domestic
Faculty of Graduate Studies
For students entering York University on Sept. 7, 2011 or later

Status/Program	1 Term (Domestic)	2 Terms (Domestic)	1 Term (International)	2 Terms (International)
Full-Time	\$4,949.39	\$9,898.78	\$9,603.64	\$19,207.28

Part-time status is not applicable to Design MDes students.

Refer to the Student Financial Services Web site for International student fees, <http://sfs.yorku.ca/fees/courses/gradfaq.htm>

Additional Charges:

- 1) **Registration fee:** \$15.00 per student per term.
- 2) **Graduate Student Association Health Plan:** \$355.00 (subject to change) for a single person. See [York University's Graduate Students' Association](#) homepage for more information.
- 3) **Associated Course Fees:** Additional fees for course materials, lab fees, etc. may be charged in individual courses. You may check with the appropriate academic department or unit for information about such fees.
- 4) **Leave of Absence and External student fees:** \$169.49 plus \$15.00 registration fee.

Complete information on graduate fees: <http://sfs.yorku.ca/fees/index.htm>

2010–11 Refund Table
Faculty of Graduate Studies

Term	Full Credit	20% Program Fee Withheld	60% Program Fee Withheld	No Credit
Fall	Up to and including Sept. 30	Oct. 1–15	Oct. 16–31	Nov. 1 onward
Winter	Up to and including Jan. 31	Feb. 1–15	Feb. 16–28	March 1 onward

Term/Program Withdrawal

Fees refunds/credit calculations are based on complete withdrawal from a term or program, not withdrawal from individual courses. Fees are calculated according to a student's full-time or part-time enrolment status/activity level.

When do I pay my fees?

Fees for the **Fall** session are due no later than **September 10**. Statements are always sent around the 18th of the month with payments due the 10th of the next month. For example, if you enroll on September 2 you get a bill in the mail soon after September 18 and the payment is due on October 10. If you have the wrong address on the system, or for some other reason you do not get a bill, you are still responsible for meeting the payment deadline. You can check your student account online anytime at <http://sfs.yorku.ca/services/statements/index.htm> to see your account balance and payment due date. You can pay your fees through telephone or web banking. For details how to set this up, please visit <http://sfs.yorku.ca/fees/paying/index.htm>.

OSAP Information:

For information concerning OSAP, visit the following web site: <http://sfs.yorku.ca/aid/osap/index.htm>

When can I get my student loan?

- 1) Check your OSAP application status at: <https://www.osap.gov.on.ca/> to ensure that your application has been processed. Your loan documents will arrive at York about 2–3 weeks after the processing date.
OSAP funds cannot be released after the end of your academic year or if you are no longer a full time graduate student. Students with a permanent disability can contact Student Client Services to clarify what is required to maintain full-time status.
- 2) **Where can I get my loan documents?**
All enquiries about OSAP are done through Student Financial Services in the Bennett Centre for Student Services: 416.872.YORK (9675). (Please be aware that the phones are exceptionally busy in September.) Check the [Office of Student Financial Services](#) website regularly for updated information pertaining to your OSAP documents. The particulars change every year and they will be posting information on their website around mid-August. Also, watch their site for new online services which will enable you to check to see if your documents have arrived at York!
Note: If you need to go to Student Client Services, go when it first opens to avoid long lines-ups. (Office hours are: Monday–Thursday 9:00am–4:00pm; Friday 10:00am–3:00pm through August 27.) If you can go the week before school starts do so, or else wait until the end of September. You generally have to wait over an hour during lunch at the beginning of September. Watch for special distribution sites for graduate students during peak periods.
- 3) **What do I need to pick-up my loan documents?**
To collect your documents, you need to show a valid SIN card and photo ID.
- 4) **Where do I go with my loan documents?**
Students receive new OSAP student loans must take them to a designated Canada Post Outlet for processing by the [National Student Service Loan Centre \(NSLSC\)](#), the lender that pays out your OSAP funds. During peak periods a NSLSC kiosk will be available on campus. You can also visit the Canada Post designated outlet, *Inkblotz*, in York Lanes. For more information visit the Student Financial Services page at <http://sfs.yorku.ca/aid/>
- 5) **What Happens at the NSLSC kiosk or at the Canada Post Outlet?**
 - You must present your valid social insurance card and photo ID (e.g. driver's license).
 - You will complete a Loan Agreement form (this will be given to you) at the kiosk/outlet.

- You will need to provide either a void cheque or your banking information (your bank account number, bank name, address and phone number, and bank transit number).
- Your loan document and the Loan Agreement form will be forwarded to the National Student Loan Service Centre to have the funds disbursed (this takes anywhere from 1–2 weeks — it will be faster if you provide a void cheque).
- Your OSAP entitlement will be released to you in two installments — 60% in the first term and the balance in the 2nd term.

As soon as you negotiate your first loan, you become a borrower with important financial responsibilities. Always make sure that you read the instructions carefully and ask questions if you are unclear.

If you have previous student loans check our [Maintaining Your Interest Free Status](#) page, for details about 22A forms and interest free status.

How do I pay my tuition with OSAP funds?

If you owe fees when the loan document is released to you, we will instruct the National Student Loan Centre (NSLC) to send funds (some portion or your OSAP loan) to York. This amount will be applied directly to your student account.

However, if you are able to pay your tuition from your own resources, you may do so as this will not jeopardize your OSAP entitlement in any way. The full amount indicated on the loan document would then be issued to you through your bank.

What should I do if I need to prove I am still a student for a loan OTHER than OSAP or CSL, such as a Student Line of Credit through my banking institution?

Go to the Student Client Services, Student Services Centre (SSC) any time after you are enrolled and registered and request an Enrolled and Registered Letter. Photo ID is required when collecting your letter.

What can I do if unforeseeable expenses arise?

The Graduate Students Association provides emergency short-term interest-free loans to graduate students who experience temporary financial difficulties. The maximum amount loaned is \$200 with a repayment schedule of four months. To qualify, you must be a full-time York Graduate Student and have good standing in your Program. To obtain a loan, contact the GSA President or Treasurer in 325 Student Centre (416.736.2100 ex. 33453) during office hours or by appointment. For more information, please visit:

<http://www.yorku.ca/dancgrad/fAssist.html>

Sessional Dates

This information is important for Graduate level teaching assistants and integrated courses.

Graduate level dates may vary from undergraduate. The GPA will update as required.

http://www.yorku.ca/grads/current_students/important_dates.html

Students registering after these deadlines will be charged a \$200.00 penalty.

Fall: September 7, 2011

Winter: January 3, 2012

USEFUL PHONE NUMBERS

YORK SECURITY/EMERGENCY (dial from any internal phone)

ex. 33333

Student Security Escort Service, Ste D East Office Building	416.736.5454
Main Switch board	416.736.2100
York Bookstore, York Lanes	416.736.5024
Career Services	416.736.5351
Computing & Communications Services (CCS), Steacie Science Library	416.736.5800
Counselling & Development Centre, 145 Behavioural Sciences Bldg	416.736.5297
CUPE 3903, 104 East Office Building	416.736.5154
Faculty of Graduate Studies (FGS), 283 York Lanes	416.736.5521
Fine Arts Student and Academic Services	416.736.5135
Graduate Students Association (GSA), 325 Student Centre	416.736.5865
MDES Graduate Program Office, 4005 TEL	416.736.5885
Graduate Admissions, Student Services Bldg	416.736.5000
Lost and Found, Ross Bldg.	ex. 33369
On-Campus Housing, Room 101, 4 Assiniboine Rd (general)	416.736.5152
Off-Campus Housing, N200 Student Services Centre	416.736.5144
York Apartments	416.736.5859
Ombudsperson	416.736.5682
Information Security, Ste D East Office Building	416.650.8808
Student Security, Ste D East Office Building	416.736.5919
Office of Student Financial Services (OSFS), Student Services Bldg.	416.872.9675
York Card Office	416.736.5674
Parking, Parking Structure II	416.736.5335
Payroll, Ste A, East Office Building	416.736.5552
Scott Library Information	416.736.5150
Transcripts, Registrars Office, Student Services Bldg	416.736.5151

IMPORTANT WEB SITES

York's Main Page: <http://www.yorku.ca>

1. Office of the Registrar: <http://www.registrar.yorku.ca/>
2. Faculty of Graduate Studies: <http://www.yorku.ca/grads/>
3. Faculty of Graduate Studies programs: <http://futurestudents.yorku.ca/graduate/programs>
4. York (Keele) campus map: http://www.yorku.ca/web/futurestudents/map/keele_map.html
4. Department of Design: <http://design.yorku.ca>
5. Student Account Statements Online: <http://sfs.yorku.ca/services/statements/index.htm>
6. Ontario Student Assistance Program (OSAP): <http://osap.gov.on.ca/>
7. Graduate Housing: <http://www.yorku.ca/stuhouse/yorkapts/index.htm>
8. York Libraries: <http://www.library.yorku.ca/>
9. Student/Staff Directory: <http://starcraft.ccs.yorku.ca/atlas/servlet/atlas>

