

2009-2010 DHA Instructor's Guide

Table of Contents

Basics in DHA	1	Office Assignments
	1	Mail
	1	Office Hours
	2	Communication
	2	Photocopying and Printing
	2	Supervisor
	3	Supplies
	3	Use of DHA Lounge, Water and Coffee Clubs
Course Information	3	Course Controls and Permission Numbers
	4	Course Evaluations
	4	Course Fees
	4	Course Prerequisites
	5	Course Withdrawals
	5	Final Exam Schedule
	5	Guest Lecturers
	5	Syllabi Requirements
	6	Textbooks
Grades	6	Grade Books
	6	Students Absences from Class
	6	Grade Disputes
	6	Grade Entry
	6	Incompletes
	7	Midterm Grade Alerts
Facilities	7	Keys and Building Access
	7	Classroom Maintenance
	7	Computer Classrooms
	8	Lab and Studio Safety
	8	Room and Equipment Scheduling
Human Resources	8	Benefits
	8	Emergencies
	8	Payroll
Instructional Information	8	Academic Resources
	9	Additional Instructional Resources
	10	Management Reports
	10	Undergraduate Program Directors
Students	10	Advising
	10	Disability Services
	10	E-mailing Students
	11	Student Conduct
	11	Student Photos
	11	Student Work

BASICS IN DHA

Office Assignments

Office assignments are prepared by semester. Each PT instructor and graduate student with an appointment in DHA will be assigned a desk within DHA office space. Keys are issued for the duration of your appointment and must be turned in at the end of the semester. Shared computers are available in each office.

Mail

E-mail

A University e-mail account is established for all employees of the department and all employees are expected to use this account as the official means of departmental communication. E-mail is an official form of communication between faculty, students and administration, so you are expected to check your e-mail regularly. Check your e-mail before each class, as students are likely to contact you in this manner. E-mail may be accessed via the Internet at www.mail.umn.edu. Contact Julie VanSteenbergen for assistance with your e-mail.

Voice Mail

The greeting to your voice mail is recorded by the DHA Service Desk and should not be changed. Individuals in a shared office will have an extension so that they can retrieve just their own messages. Be sure to check your voice mail frequently, beginning a week before classes actually begin. The DHA Service Desk refers callers to your voice mail box. Voice mail can be accessed from off campus by calling 612-626-0000 and following the prompts. Please do not change the passcode that has been preset by Network Telephone Services.

Mailbox

You have a mailbox in 240 McNeal Hall. Please check it regularly before each class.

Mail – outgoing and delivery

Items to be mailed via campus mail or USPS should be placed in the appropriate box in the mailroom. Campus mail is delivered and sent out each morning around 10:00 a.m. USPS mail leaves DHA for the McNeal pick-up at 9:45. USPS mail is delivered and sorted into DHA mailboxes around 2:00. USPS mail is also taken from DHA to the post office around 3:30 each day. For help in sending items UPS or FedEx, contact Sandy Symons.

If you need to send materials for official UM business, place the envelope in the bin on the end of the front desk and fill out the postage slip and attach it to the envelope. The postage is charged to the appropriate grant or budget account. We do not sell postage stamps, but they can be purchased at the St. Paul Student Center post office.

Office Hours Department Hours

The DHA Service Desk is open from 7:45-noon and 1:00-4:30, Monday through Friday. You are welcome to use the photocopier, mailroom, etc., outside of those times but remember to bring your U Card so you can open the door. Summer hours are 8-noon and 1-4:00.

Your Office Hours

You are required by your contract to hold office hours. Typically an hour or two before or after class, once or twice a week is sufficient. *The DHA Service Desk should receive your office hours by the end of the first week of class.* The DHA Service Desk refers

students to your office hours, so you are expected to be available in your office for drop-in students during those hours.

Communication

If you are ill and will not be able to teach, call the Service Desk so that they can post a sign. Also, if you have scheduled your class to meet at a different location, to go on a field trip, or if you have a guest speaker or crit, please let the front desk know so that they can inform students and guests if necessary.

Submit news items about yourself or your students to Michael Fraase (mfraase@umn.edu) for inclusion in the CDes Memo. Please cc Becky Yust and Kathy Guiney.

Website resources and phone numbers that you may need most often are:

612-624-9700	Service Desk
612-624-2750	Fax
612-626-0000	Off-campus access to voicemail
www.design.umn.edu	College of Design web address
dha.design.umn.edu	Department web address
onestop.umn.edu	One Stop web address (click on faculty button)
www.umreports.umn.edu	UM Reports web address

Photocopying and Printing

The department photocopier is located in the mailroom in 240b McNeal. You will be issued a photocopy number from Julie VanSteenbergen for photocopying classroom materials. Please limit your use of the DHA photocopier to the syllabus, tests, and materials that are necessary for students to complete the course. Personal photocopying is on the honor system at \$.05/copy. Envelopes for payment are in room 240b; indicate your name, number of copies, and include cash or check and place the envelope in Sandy Symons's mailbox. Payment is due at the time of photocopying. The copier should never be used for duplicating your personal thesis or dissertation or other personal papers or projects. For large numbers of copies over 50 pages (includes two sided copying), you are expected to use Printing Services whenever possible. This is much less expensive, does not tie up the DHA machine, relieves you of the pre-class rush at the DHA copier, and only a 48 hour turnaround is required. In addition, the copies are delivered to our department. See the DHA Service Desk for assistance in bulk printing services.

Copyrighted materials should not be photocopied in DHA for distribution to students. The Copyright Permissions Center, www.copyright.umn.edu, will work with you to receive copyright permission and make the packet available for purchase by students through the Bookstore. Check with Copies on Campus to determine adequate timelines.

Printers are networked to your office computer and should be used for materials you need to instruct your class. If you need to make color prints, send your file to Sandy Symons. Personal printing charges for color printouts are \$.20/sheet and payment is due at the time of printing. Black and white computer printing is on the honor system at \$.10/sheet. Envelopes for payment are in room 240k; indicate your name, number of copies, and include cash or check (to U of M). Place the envelope in Sandy Symons's mailbox.

Supervisor

If you are a graduate student (teaching assistant or graduate instructor), your supervisor is the lead instructor for the class you are teaching. If you are a teaching specialist or lecturer, your supervisor is Becky Yust, the department head; however, it is important to

maintain close contact with the lead instructor for the class you are teaching and the program director. Each year, graduate students are expected to meet with their supervisor in January for a performance evaluation. Teaching specialists and lecturers should make an appointment with Becky Yust in late fall (if teaching only fall semester) or early spring to review their work. Those teaching spring semester should schedule an appointment with Becky Yust in April to review their work. Appointments are scheduled through Kathy Guiney.

Supplies

Supplies (pens, markers, notepads, exam books, etc.) are located in the closet near the front desk in 240a McNeal and are available during regular department hours. In order to track expenses, we ask that you fill out a pink slip (located in the supply closet) indicating course number and section. If you need supplies after hours, leave a note at the DHA Service Desk so the items can be put in your mailbox. Special items may be requested by completing a purchase requisition form and submitting it to the department head for approval. Sandy Symons will complete the order through university purchasing procedures. Please allow three business days for ordering supplies.

Use of DHA Lounge, Water and Coffee Clubs

You are welcome to use the refrigerator and microwave in the 240 McNeal lounge. We ask that you mark and date the items you place in the refrigerator and wipe-up any spills in the microwave.

You are welcome to join the DHA Water and Coffee Clubs. For 2009-10, membership in the DHA Water Club is \$10.00 per year. A check payable to “Premium Waters” can be given to Kathy Guiney. Membership in the Coffee Club is obtained by providing a 3-pound can of regular caffeinated coffee each semester. Non-members may purchase coffee at 25 cents a cup. Please use your own cup.

Vending machines offering a wide variety of food and beverages are located in 190 McNeal Hall.

COURSE INFORMATION

Course Controls and Permission Numbers

Each class has a limit--or *control*--on enrollment. Many of our classes, particularly the foundations studio classes, are very popular and fill quickly. Our published policy is that if a student does not attend the first day of class, his or her seat may be given away. You should check your voice mail, e-mail and mail box immediately before your first class for messages from students who are unable to attend the first class meeting, but are requesting that their seat be saved. We instruct students on the waiting list to attend the first class meeting, so that they may be eligible for any seats made available by no-shows. You will receive a copy of the waiting list for your class section prior to your first class. Check with the program director to determine which students should have priority for entry into the class.

Upon request, you will be issued course *permission numbers*. These numbers allow a student to register for a class that is either full *or* for which they do not have the required prerequisite course. Understand that this will add an additional person to your class and if your class is already full, or you only have a limited number of drawing tables or computer stations, this could affect all students' ability to successfully complete the course. In addition, students who are allowed by an instructor to take a course out of sequence may cause problems in subsequent semesters when we are planning for adequate course sections and advising students. If you have a question about letting a

student into your course, contact the program director for advice. Use permission numbers carefully! Permission numbers expire the second week of classes.

Non-admitted students can sign up on the paper waiting list in 240 McNeal. Sandy Symons will work with the instructor for each class prior to the first class session

Course Evaluations

Student evaluations of teaching are done the last two weeks of the semester. Evaluation forms and directions will be given to you. If you need more forms, contact the DHA Service Desk. On-line evaluations are available, but are not recommended to be used as the response rate typically is very low. Evaluation summaries are mailed to your campus mailing address. Keep these evaluations in your personnel file. It maybe a required document if you apply for a faculty position at any academic institution. They are also helpful in writing a teaching philosophy statement.

Course Fees

Several DHA courses have student fees attached to them to pay for supplies associated with the class (i.e., fabrics, dyes, model fees, drafting table repairs, etc.). If you teach a class that charges a fee, you must contact your program director or Julie VanSteenbergen (4-7721) in advance to discuss purchases you want to make. Courses fees for Fall 2009 and Spring 2010 are as follows:

Course #	Use	Fee per student	Course #	Use	Fee per student
1221	Sewing supplies	40.00	3217	Chemicals & testing consumables	10.00
1311	Materials/model fee for studio courses	15.00	3223*	Sewing machine & patternmaking supplies	25.00
			3224*	Sewing machine & patternmaking supplies	25.00
2213	Lab supplies	20.00	3312	Materials for studio courses (fabrics & dyes)	75.00
2214	Chemicals and testing consumables	15.00			
2221*	Sewing machine & patternmaking supplies	25.00	4225*	Sewing machine & patternmaking supplies	25.00
2222*	Sewing machine & patternmaking supplies	25.00	4226*	Consumables used in class	25.00
2311	Materials/model for studio course	15.00	4330	Materials and dyes fee	75.00
2345	Typesetting studio fee	15.00	4340	Loom & knitting machine supplies	40.00
2351	Fees for production project	70.00	4351	Photo supplies & chemicals	40.00
			4352	Bookmaking papers, instruments	20.00
			5215	Chemicals and testing consumables	30.00

* A student who registers for any of these courses will pay just the one fee per semester.

Course Prerequisites

Prerequisite courses are listed in the course catalog. Students who have not met course prerequisites should not be able to attend the course. You have every right to strongly advise inadequately prepared students to withdraw from the class—you are not required to hold tutorial sessions so that ill-prepared students can catch up to the rest of the class. Check with the advisors in CDes Student Services if you have questions about a student's

status. The advisors are Wanda Loerch (Interior Design, Housing Studies), Zahra Khorasani (Graphic Design), and Katrina Thompson (Apparel Design, Retail Merchandising).

Course Withdrawals

If a student drops your class, remind him/her that he/she must officially withdraw to avoid being charged for the course. If the student never formally withdrew and never completed the course requirements, you should assign an “F” to the student for a grade at the end of the term. When entering final grades, you will be asked to enter the last day of attendance for students receiving an “F.”

Final Exam Schedule

The finals schedule for your class is predetermined by the university and can be found at <http://onestop.umn.edu/onestop/Calendars/FinalExams.html>. Room assignments for finals week are based on this schedule. Due to the inevitable disruption in room scheduling, you are not permitted to reschedule the day or time of your final exam.

Guest Lecturers

You are welcome to invite guest speakers into the classroom; however DHA does not pay speaker’s fees or honoraria. We are able to reserve or pay for guest parking. See Sandy Symons in advance to make arrangements. Please alert the Service Desk when you have a guest speaker, so we may direct them to the correct classroom.

Syllabi Requirements

All instructors are expected to prepare a detailed syllabus for their class. Some courses may have syllabi developed by the program—check with the program director. Submit an electronic copy [via e-mail; subject line should include course number (DHA XXX)] and two hard copies of the syllabus to Kathy Guiney prior to distribution to the class. The syllabus must be distributed the first day of class. Be sure that your syllabus includes:

- The year and semester term of the course
- Grading standards, including the consequences for students who violate standards of academic honesty
- A statement about expected workload
- Your attendance policy and how the student’s grade will be affected by attendance
- When and where you will receive and return student projects and papers
- Contact information for students who need disability assistance
- A statement affirming a climate of inclusivity. The following statement has been used by many instructors:

You are expected to be attentive during class, ask questions if you do not understand something, and to offer your opinion. You are also expected to listen respectfully to other students and to me when speaking. Racism, sexism, homophobia, classism, ageism and other forms of bigotry are inappropriate to express in this class.

If you teach a class with a writing intensive designation (“W”), meet with the lead instructor to be sure that you understand the University requirements for teaching that class.

The UM Center for Teaching and Learning has excellent resources for instructors regarding syllabi and other teaching issues. Their website is www1.umn.edu/ohr/teachlearn

Textbooks You may receive information from the DHA Service Desk about ordering textbooks, unless the program director or lead instructor has already arranged for textbooks for your class. Textbook orders must generally be placed several months in advance, in order to be available the first day of class. Textbook orders should be given to Sandy Symons as all orders are placed by the department. You may also provide a list of materials and equipment that you want the bookstore to sell to your students. Please work with the lead instructor in determining appropriate materials. If you desire a desk copy of a required text, you are responsible for contacting the publisher. Many publishers have a website with a “request for desk copy” section.

GRADES

Grade Books Grade books are available in the supply closet. If you will not be teaching within six months following the end of your class, please turn in a copy of your grade book or grade sheet to Sandy Symons.

Student Absences from Class

If you use attendance as criteria for a grade, explain how you determine absences in your syllabus. An absence from class for a legitimate reason **does not** count toward the maximum allowed absences in a class and the student should have the opportunity to make up work that is missed or late because of a legitimate absence. Legitimate absences include, for example: a verified illness [student must provide a doctor’s note indicating the student was ill on a specific date(s), but, for privacy reasons, the note should not explain the nature of the illness], participation in intercollegiate (not intramural) athletic events; subpoenas; jury duty; military service; bereavement; and, religious observances. See the Makeup Work for Legitimate Absences policy at <http://policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html>

Grade Disputes

It is the department policy that students should approach the instructor within two weeks after the term ends if they have a dispute with their grades. In most cases, grade changes can only be processed when a documented math error in determining the grade has been made by the instructor. Read DHA’s “Avoiding and Dealing with Grade Disputes” and “Final Course Grade Dispute Procedures” on DHA’s intranet website <http://dha.design.umn.edu/intranet/> If you will not be teaching the next semester, please submit a copy of your grade book or grade sheet to Sandy Symons, so the department can more easily facilitate the resolution of a grade dispute.

Grade Entry It is University policy that all final grades be entered via the web *no later than three business days* after the scheduled final exam. Late entries can cause delays in scholarships, financial aid, and/or graduation clearance for students. Access your grade roster through the OneStop website. Click on the faculty tab and on the left side is a link “enter grades.” In the event there is a problem, contact Julie VanSteenbergen who will arrange for your grade entry. In the event that a grade needs to be changed after final grades are entered, they must also be submitted online through the OneStop website—click on “enter supplemental grade.”

Incompletes Incomplete grade information forms are available from the DHA Service Desk. This is a contract you make with the student for the completion of work prior to the last day of class. Give a copy to the student, keep one for your file, and submit a copy to Sandy Symons at the time you enter grades. Incompletes can only be given at your discretion when you feel there were extenuating circumstances or emergencies that prevented the

student from completing the requirements of the course on time as outlined in the syllabus. Procrastination in completing assignments is not an acceptable excuse by a student for requesting an incomplete. In no event can a student receiving an incomplete be given more than a year to complete the course requirements. Realize that you will be responsible for helping the student finish the terms of the incomplete contract, even if you are no longer teaching for us. After a student completes the work as needed, you will need to enter the new grade through the link on the OneStop website labeled “enter supplemental grade”. If you are unable to do this, please see Julie VanSteenbergen.

Midterm Grade Alerts

University policy requires instructors in all 1000-level courses to provide a midterm alert for students who, on the basis of performance in the course through the sixth week of the semester, appear to be in danger of receiving a grade of D, F, or N. For more information on how to enter midterm grade alerts, go to <http://www.onestop.umn.edu/onestop/faculty/Grades/MidTermAlerts.html>

FACILITIES

Keys and Building Access

Keys are issued by the DHA Service Desk and require a \$20 deposit. You are expected to use keys responsibly and turn them in at the end of your appointment with DHA. You will receive your \$20 deposit back if all keys are returned; you may be charged for the cost of a lock change due to a lost key.

You may access 240 McNeal (the main office) by using your U card. You can also access McNeal Hall building after hours using card access. The card access system was installed to automatically lock and unlock the doors of the building. Faculty, staff, registered graduate students, and CDes undergraduate students registered for studio courses will automatically be programmed for entry into McNeal Hall usually by the end of the second week of class. Neither UM Police Department (UMPD) or Facilities Management will give you access to the building or to your office if you are locked out or forget your keys or your U card.

Handicapped access is located on the northeast side (in the back) of McNeal and at the south entrance on Buford Avenue. Building hours are:

Monday-Friday: 7 a.m. - 10 p.m.

Saturday 7 a.m. - 4:30 p.m.

Sunday noon - 4:30 p.m.

Classroom Maintenance

We are all responsible for the upkeep of classrooms. Regardless of whether your students are in a classroom, or working in other areas of the building, *you and your students are expected* to return furniture to its original location, dispose of the trash, and wipe up messes. Many studios are equipped with cleaning supplies to make this job easier. Please note that the *use of spray adhesive in McNeal Hall is prohibited*. To report a problem within the classroom, contact Julie VanSteenbergen.

Computer Classrooms

The St. Paul campus computer classrooms are operated by the Office of Information Technology (OIT) and managed by Jamil Jabr. Because the software used in DHA classes are not typical for the university at large, staff, including OIT lab monitors,

cannot be expected to troubleshoot for you. If you are assigned to teach a course in a computer lab, please familiarize yourself with the programs to be used for that class. The computer classrooms and labs in Rapson Hall are available for our DHA graduate and undergraduate majors' use but are not public labs as are the McNeal rooms.

If you see a need for software and hardware upgrades, please communicate that to your program director. DHA reviews *annually* requests for software and hardware. They are reviewed first by program committees, then by the DHA Curriculum Committee and prioritized as requests to the college for purchase. All students pay a collegiate fee to the college each semester that contributes to the cost of these upgrades. The college considers our requests in the context of what students can reasonably afford for collegiate fees.

Lab and Studio Safety

All instructors and assistants in a class that involves a possible safety hazard are required by law to annually attend Laboratory Safety Training offered through the University's Department of Environmental Health and Safety. Safety hazards would include any contact with chemicals, dyes, needles or razor blades. You can find the schedule for upcoming Laboratory Safety Training at.

http://www.dehs.umn.edu/training_newlabsafety.htm Training may be taken in person or on line. You should receive a "receipt" after your training which is important documentation. Please give a copy of your training receipt to Becky Yust, our DHA Research Safety Officer, or Julie VanSteenbergen.

SHARPS containers are currently located in any studio that uses needles or razor blades: B3, B9, 205/212, 258, 262, 470, 475 and 480. Instruct your students to use them; they are emptied at the end of each semester.

Room and Equipment Scheduling

Room and equipment reservations should be made using the Oracle calendaring program via the internet at <http://www1.umn.edu/umcal/> and click on "UMCal WebClient." You will need your internet ID and password to sign on. Click on "Open Scheduler" and "Search for Resources" using "DHA." Instructions are available by clicking on help. Individuals may call the DHA Service Desk at 624-9700 for scheduling assistance. Computer lab requests should be referred to Julie VanSteenbergen.

For courses in which the classroom does not have electronic equipment in place, DHA has slide projectors, TV, VCR, DVD, LCD, laptops, overhead projectors, and an Elmo that can be reserved on a class-by-class basis. The equipment is shared and must be returned after each class. Contact the DHA Service Desk for assistance.

HUMAN RESOURCES

Benefits Part-time appointments below 75% time do not carry medical or retirement benefits. For information on other benefits available to all university employees, go to Employee Benefits <http://www1.umn.edu/ohr/benefits/index.html>

Emergencies *Medical*

On rare occasions, an emergency may occur during class. Please make note of the nearest phone to your assigned classroom (cell phones do not always function in some of our classrooms), and give the address of McNeal Hall, 1985 Buford Avenue. In case of an emergency, call 911 first and then contact someone in 240 McNeal (if during regular

office hours) to notify them that you placed the call. After calling 911, please contact the DHA or CDes offices to request assistance from one of these individuals so they can provide support until emergency personnel arrive.

Motor Assistance Program

The Motorist Assistance Program is a FREE program designed to help Twin Cities Parking and Transportation Services customers who are legally parked in any University parking facility. This includes University meters, surface lots, ramps, garages, loading zones, and vendor stalls. After calling the hotline, 612-626-PARK (7275), individuals will receive assistance with unlocking vehicles when the keys are locked inside, changing flat tires, jumpstarting vehicles, and can be given referrals upon request to a service station when the problem is beyond the scope of their staff. Hours of operation are Monday through Friday from 7 a.m. to 10 p.m. Service is not available on weekends or on official University holidays.

Weather

Safe locations in the event of a tornado are noted by signs in each classroom. If there is a siren, go to the nearest location indicated. Seldom does the University cancel classes due to the weather. Information will be available through the media if this occurs.

Payroll

Paydays are every other Wednesday—pay dates are posted in the mail room. If you have questions regarding your pay, please contact Nancy Galas at 612-624-4839. All instructors are paid via direct deposit, with pay statements available only through the Web. You can view your online pay statement at the Human Resources Self Service Web Site at <http://hrss.umn.edu>.

INSTRUCTIONAL INFORMATION

Academic Resources

Academic Resources is a unit of the College of Design and includes the Rapson Hall computer classrooms, the W.H. Hall Woodshop, the Imaging Lab, and the Digital Collections and Archive. Each of these resources has guidelines for use by students and instructors. Staff from the Digital Collections and Archive also have office hours in room 244 McNeal. Times can be scheduled with the imaging lab to photograph student work. Images are available for downloading at http://www.design.umn.edu/current_students/leo/dca/

Additional Instructional Resources

Library Reserve

You may wish to put materials on reserve at the St. Paul Mcgrath Library (across the street from McNeal Hall). Copyright laws require a payment for reserved materials, so please use this service with discretion. Contact the library for further information.

Digital cameras and video recorders also are available for students to checkout at St. Paul Mcgrath Library for classes in which they need to include visual images in their work. See Julie VanSteenbergen to add your class list to the camera reserve desk.

CDes Digital Collection and Archives

The McNeal office (244) has many VHS tapes, DVDs and slides. A list of VHS tapes and DVDs is available on the DHA Intranet. Slides are available for scanning for use in PowerPoint or in a slide projector.

UM Digital Media Center (DMC)

The DMC is a University resource with a satellite office in room 69 McNeal.

Center for Teaching and Learning.

The Center offers a variety of teaching resources including workshop to enhance your teaching abilities. (<http://www1.umn.edu/ohr/teachlearn/>)

Management Reports

Faculty and staff with appropriate clearance can access numerous reports and processes through the Management Reports website using their X.500 ID and password at <http://www.umreports.umn.edu/> or the OneStop Web Site. Activities and processes available through this site include student photos, class lists, grade entry, and mid-term grade alerts. Online tutorials for accessing this information are at:

- Midterm Grade Alerts
<http://onestop.umn.edu/onestop/faculty/Grades/MidTermAlerts.html>
- Grade Entry <http://onestop.umn.edu/onestop/faculty/Grades/FinalGrades.html>

Undergraduate Program Directors

Each undergraduate degree program has a faculty program director who is available to assist you with any questions you may have about curricular or classroom issues. Do not hesitate to contact them. You are welcomed and encouraged to attend program committee meetings, portfolio reviews, and other program events. Plan to review your syllabus with your program director in the event your lead instructor is not available.

Kim Johnson, Retail Merchandising	624-3687
Elizabeth (Missy) Bye, Apparel Design	624-3751
James Boyd-Brent, Graphic Design	624-1731
Denise Guerin, Interior Design	626-1257
Lyn Bruin, Housing Studies	624-3780

STUDENTS

Advising

It may be detrimental to a student's academic progress to be advised by someone who is not a trained academic advisor. If students ask you for advice on their program requirements, please refer them to their assigned academic advisor in CDes Student Services in 12 McNeal so that they may help the student plan a program that will achieve their academic goals in a reasonable timeframe. The advisors are Wanda Loerch (Interior Design, Housing Studies), Zahra Khorasani (Graphic Design), and Katrina Thompson (Apparel Design, Retail Merchandising).

Disability Services

Students with a document disability are required to contact University Disability Services in order for accommodations to be defined. If a student indicates they have a disability, ask them to have Disability Services send their recommendations for accommodations to you. Instructors will receive a letter from Disability Services outlining the reasonable accommodations for a disabled student. You need to follow the accommodation recommendation of Disability Services, but feel free to contact Becky Yust or Julie VanSteenbergen if you have questions or concerns.

E-mailing Students

If you need to e-mail your class, you can find student's e-mail addresses on your class list in UM reports. Click on the "e-mail all students" button and a window will open with students' addresses. If using Thunderbird change the "semi-colon" to a comma and then

copy and paste those names and addresses in your e-mail “To” box, but change the “To” to “**Bcc**” so it is sent as a blind copy to students. The student will see only their e-mail address in the message received. For privacy reasons, student names should never appear in an e-mail address subject line or in the message body.

Student Conduct

All students admitted to the university are expected to be familiar with the student conduct code. The conduct code is available from the Office of Student Judicial Affairs and is published at least once a year in the *Minnesota Daily*. The conduct code addresses numerous behaviors ranging from academic dishonesty to harassment to substance abuse. You can view the conduct code in its entirety at:

http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html

As an instructor, you have a responsibility to respond when you suspect scholastic dishonesty. If you have questions about a student’s behavior, please inform your lead instructor, program director, or Becky Yust in a timely manner. Kate Maple, the Assistant Dean for Student Services in CDes, is the college contact for student behavior referrals. In her absence, Mary Franco, Advising Coordinator, can be contacted. It is important to document student conduct violations so that the University has a record of all occurrences of a student.

Following are some steps to take immediately if you suspect scholastic dishonesty:

- Secure evidence, such as blue books and assignments.
- If you observe cheating, try to have another faculty member or TA observe it also, before you confront the accused.
- If you have confiscated student work, it should still be graded even though the grade is withheld. This will provide useful evidence if the case goes to a hearing.
- Be sure to write up objective and descriptive notes about what you observed, any evidence, and the action you feel is appropriate.
- Contact Becky Yust or Kate Maple.
- See the Center for Teaching and Learning for additional resources: www1.umn.edu/ohr/teachlearn
- See UM Policy for Handling Reports of Academic Misconduct at <http://policy.umn.edu/Policies/Education/Student/ACADEMICMISCONDUCT.html>

Student Photos

Instructors of record may access course lists with links for student photos and e-mail addresses for all students including those who have asked to have public directory information suppressed at <http://www.umreports.umn.edu>. For a tutorial on how to use these reports, go to: <https://www.umreports.umn.edu/UMReports/Main.aspx?page=help>
Use of photos and suppressed e-mails is governed by federal law and may not be released to third parties.

Student Work

Students should be reminded that we expect that the work they do for assignments in your class cannot be used for an assignment in another class unless the student obtains the permission of both instructors

You are responsible for both the receipt of student work throughout the semester *and* the return of the student work. ***The DHA Service Desk cannot accept, return, or facilitate the exchange of student work.*** Not only does this create a logistical burden for the DHA Service Desk staff (typically at an extremely busy time), it leaves student work vulnerable to damage and loss. The DHA Service Desk staff will refer students to your voice mail so that you are able to make arrangements directly with your students. Please

check your voice mail often. ***Do not ask students to leave projects or papers in your mailbox or in the corridor outside your office.*** Student work will be destroyed if it is not picked up from your office before the next semester begins.