# 2011-2012 DHA INSTRUCTOR’S GUIDE

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BASICS IN DHA

Office Assignments

Office assignments are subject to change each year. Each part-time (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 or academic year. Shared computers are available in each office.

Mail

Email

A University Google email account is established for all employees and it is the official means of departmental communication. Employees are required to use Google email and it should be the only email address on your syllabus. Email is an official form of communication between faculty, students and administration, so you are expected to check your email regularly. Check your email before each class, as students are likely to contact you in this manner. Email may be accessed via the Internet at www.mail.umn.edu. Contact Julie VanSteenbergen for assistance with your email.

E-mailing Students

When emailing more than one student at a time, the University requires that you use the “Bcc” field for entering email addresses to protect student identity information.

Voice Mail

The greeting to your voice mail is recorded by the DHA Service Desk and should not be changed. Each individual in a shared office will have their own 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 pass code that has been preset by Network Telephone Services.

Mailbox

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

Mail - outgoing and delivery

Items to be mailed via campus mail or USPS should be placed in the appropriately marked box in the mailroom in 240. Campus mail is delivered and sent out each morning. USPS mail is delivered and sent out about 9:45 a.m. Staff sorts the mail and places it in the DHA mailboxes by 2:00 p.m. For help in sending items UPS or FedEx, contact Cheryl Johnson.

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 stamps can be purchased at the St. Paul Student Center post office.
Office Hours

Department Hours
The DHA Service Desk is open from 7:45 a.m.-noon and 1:00-4:30 p.m., 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 get into the office. Summer hours are 8 a.m.-noon and 1-4:00 p.m.

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 and Emergency Information
If you are ill and are unable 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 Service Desk know so that they can inform students and guests if necessary.

Submit news items about yourself or your students to Trevor Miller (tamiller@umn.edu) for inclusion in the CDes Memo. Please copy Missy Bye (ebye@umn.edu) and Kathy Guiney (kguiney@umn.edu) on this email.

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

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>612-624-9700</td>
<td>Service Desk</td>
</tr>
<tr>
<td>612-624-2750</td>
<td>Fax</td>
</tr>
<tr>
<td>612-626-0000</td>
<td>Off-campus access to voicemail</td>
</tr>
<tr>
<td><a href="http://www.design.umn.edu">www.design.umn.edu</a></td>
<td>College of Design web address</td>
</tr>
<tr>
<td>dha.design.umn.edu</td>
<td>Department web address (DHA Intranet)</td>
</tr>
<tr>
<td>onestop.umn.edu</td>
<td>One Stop web address (click on faculty tab)</td>
</tr>
<tr>
<td><a href="http://www.umreports.umn.edu">www.umreports.umn.edu</a></td>
<td>UM Reports web address (class list, etc.)</td>
</tr>
<tr>
<td>apparel.design.umn.edu</td>
<td>Apparel Design Program</td>
</tr>
<tr>
<td>graphic.design.umn.edu</td>
<td>Graphic Design Program</td>
</tr>
<tr>
<td>interior.design.umn.edu</td>
<td>Interior Design Program</td>
</tr>
<tr>
<td>housing.design.umn.edu</td>
<td>Housing Studies Program</td>
</tr>
<tr>
<td>retail.design.umn.edu</td>
<td>Retail Merchandising Program</td>
</tr>
</tbody>
</table>

In the event of an emergency during normal business hours, the McNeal Communication team will check classrooms and offices to notify people of the situation. Information is also available on the U website, or by Text U which is especially helpful for classes that meet after the office has closed. See page 11 for additional information.

Photocopying and Printing
The department photocopier is located in the mailroom in 240 McNeal. If you have a teaching related appointment, 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 240; indicate your name, number of copies, and
cash (no checks accepted) and place the envelope in Cheryl Johnson’s mailbox. Payment is due at the time of photocopying. The copier should never be used for duplicating personal thesis or dissertation or other personal papers or projects.

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 course 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 Cheryl Johnson. 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 cash (no checks accepted.) Place the envelope in Cheryl Johnson’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 Missy Bye, 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 Missy Bye to review their work in late fall (if teaching only fall semester); or in April (if teaching both semesters.) 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. Cheryl Johnson 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 your spills in the microwave.

You are welcome to join the DHA Water and Coffee Clubs. For 2010-11, membership in the DHA Water Club is $15.00 per year. Your check must be received by September 30th and should be payable to “Premium Waters”. Please give your check 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 variety of food and beverages are located in 190 McNeal Hall.

**COURSE INFORMATION**

**Using Moodle for Course Management**

The University's Data Security Policy requires only University owned computers and servers be used to store private student data. This means student names, ID numbers, grades, class lists, etc are prohibited from being stored on personal laptops, computers, or portable media devices.

CDes is recommending all instructors use Moodle course management software for managing class data. (WebVista will retire after Spring Semester 2012.) DHA has set up class folders for all instructors for 2011-2012 classes. You are encouraged to use the program for tracking student grades, student access to class materials etc. This can be an alternative to costly photocopying of many class materials and you can provide students with unrestricted access to them. Free training courses are available and Cheryl Johnson is trained in Moodle and can assist you with questions or problems.

**Course Controls and Permission Numbers**

Each class has a limit—or control—for 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, email 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. Check with the lead instructor or program director to determine which students should have priority for entry into the class.

A permission number allows a student to register for a class that they do not have the prerequisites for or a class which is full. The department takes into consideration the current size of the class, and the number of drawing tables or computer stations. 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. Please contact the full-time faculty lead instructor for your class or the program director for advice.

Instructors who need a permission number for students should email Cheryl Johnson (johns194@umn.edu) with the students’ name, student ID number, and email address. The department will follow up with the student.

Students who are not admitted to one of our majors can sign up on the paper waiting list in 240 McNeal. Cheryl Johnson will provide the list to the instructor prior to the first class session.

**Course Prerequisites**

Prerequisite courses are listed in the online 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 (Apparel Design, Interior Design, Housing Studies), advisor to be determined (Graphic Design), and Katrina Ginther-Thompson (Retail Merchandising).

Course Evaluations

Student evaluations of teaching are distributed prior to the last two weeks of the semester. Evaluation forms and directions will be placed in your DHA mailbox. If you need more forms, contact the DHA Service Desk. Online evaluations are available, but are not recommended to be used for classes not held in a computer lab as the response rate typically is very low. Evaluation summaries are mailed to your campus mailing address so be sure to pick them up a few weeks after the end of the semester. Keep these evaluations in your personnel file. It may be a required document if you apply for a faculty position at any academic institution on a teaching award. They are also helpful in writing a teaching philosophy statement. If you would like a midterm evaluation of your teaching, please send requests to Cheryl Johnson.

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, sewing notions, 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 2011 and Spring 2012 are as follows:

### Apparel Design Courses (ADes)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Use</th>
<th>Fee Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1221</td>
<td>Sewing supplies</td>
<td>$40.00</td>
</tr>
<tr>
<td>2213</td>
<td>Lab supplies</td>
<td>$20.00</td>
</tr>
<tr>
<td>2214</td>
<td>Chemicals &amp; testing consumables</td>
<td>$15.00</td>
</tr>
<tr>
<td>2221*</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>$50.00</td>
</tr>
<tr>
<td>2222*</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>$50.00</td>
</tr>
<tr>
<td>3217</td>
<td>Chemicals &amp; testing consumables</td>
<td>$10.00</td>
</tr>
<tr>
<td>3223*</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>$50.00</td>
</tr>
<tr>
<td>3224*</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>$50.00</td>
</tr>
<tr>
<td>4215</td>
<td>Chemicals &amp; testing consumables</td>
<td>$10.00</td>
</tr>
<tr>
<td>4225*</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>$50.00</td>
</tr>
<tr>
<td>4226*</td>
<td>Consumables used in class</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### College of Design Courses (DES)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Use</th>
<th>Fee Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111</td>
<td>Torrance test and individualized scoring</td>
<td>$25.00</td>
</tr>
<tr>
<td>3711/5711</td>
<td>Materials for toy design prototype</td>
<td>$210.00</td>
</tr>
</tbody>
</table>
Housing Studies Courses (Hsg)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Use</th>
<th>Fee Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>4467W/5467</td>
<td>Field trip fee</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Graphic Design Courses (GDes)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Use</th>
<th>Fee Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1311</td>
<td>Materials/model fee for studio courses</td>
<td>$15.00</td>
</tr>
<tr>
<td>2311</td>
<td>Materials/model fee for studio courses</td>
<td>$15.00</td>
</tr>
<tr>
<td>2345</td>
<td>Typesetting studio fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>2351</td>
<td>Fees for production project</td>
<td>$70.00</td>
</tr>
<tr>
<td>3312</td>
<td>Materials for studio courses (fabrics &amp; dyes)</td>
<td>$75.00</td>
</tr>
<tr>
<td>4330</td>
<td>Materials and dye fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>4345</td>
<td>Typesetting studio fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>4351</td>
<td>Photo supplies &amp; chemicals</td>
<td>$45.00</td>
</tr>
<tr>
<td>4352</td>
<td>Bookmaking papers, instruments</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

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

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/final_exams.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 (the department is charged for all reservations regardless if the person parks or not). See Cheryl Johnson in advance to make arrangements. Please alert the Service Desk when you have a guest speaker scheduled, so we may direct them to the correct classroom.

Syllabi Requirements

The University of Minnesota requires that specific information be included on syllabi, which the department is required to keep on file for each course. Your syllabus will be checked to make sure all information is included. If anything is missing, it will be returned to you and you will be asked to submit a revised syllabus. The official
University policy statement on syllabus requirements can be found at:
http://policy.umn.edu/Policies/Education/Education/SYLLABUSREQUIREMENTS.html

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 email to Kathy Guiney (kguiney@umn.edu) prior to distribution to the class. The subject line should include course number, e.g., GDes 1312] The syllabus must be distributed the first day of class. Be sure that your syllabus includes:

- Course Designator (ADes, ApSt, DES, GDes, Hsg, IDes, PDes, RM)
- Course number
- Semester (term and year)
- Number of credits
- Instructor name
- Instructor’s official University of Minnesota email address
- Instructor’s office location and hours
- Student learning outcomes
- Grading standards
- Statement about expectations (workload, attendance, extra credit, how you will accept and return assignments, policy for missed exams and grading late work, academic honesty)
- Contact information for students needing disability assistance
- Statement including climate of inclusivity such as:
  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.
- Statement regarding the use of students’ work by programs, department, and college, either online or in print. Exact wording below must by used:
  Students understand that enrollment in this course grants consent for their work to be selected for inclusion in college or departmental publications (online or in print.)

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. The Web site is:
www1.umn.edu/ohr/teachlearn

Textbooks
Each lead instructor is responsible for ordering textbooks for their class. Orders can be given to Cheryl Johnson for processing. You may receive information from the DHA Service Desk about the ordering timeline for textbooks. Textbook orders must generally be placed several months in advance, in order to be available the first day of class. 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 Web site with a “request for desk copy” section.

GRADES

Grading Student Exams
The Office of Measurement Services (OMS) is available for electronically grading exams for large classes, data analysis and exam question evaluation. The forms are located in DHA and Cheryl Johnson can assist you in preparing them and to coordinate the delivery to OMS. Please plan in advance when using this service.

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 Cheryl Johnson.

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 makeup 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 four 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 Web site 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 Cheryl Johnson, 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 Web site. 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 Web site—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. Complete the form including signature of both student and instructor, give a copy to the student, keep one for your file, and submit a copy to Cheryl Johnson 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 Web site 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

Office 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 major students 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: 7:30 a.m. – 9:30 p.m.
Saturday: 8:00 a.m.–5:00 p.m.
Sunday: 1:00 p.m.–5:00 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

All computer labs on the third floor and second floors of McNeal Hall (216, 305, 310, 316, 336) are managed by the College of Design. Only CDes registered students will be allowed to use the labs when a class is not scheduled. There are plans in place to potentially open a CDes open lab during Fall 2011.

Although a lab monitor is available to help with printing and hardware issues, the lab monitor 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. Also, the computer classrooms and labs in Rapson Hall are available for DHA graduate and undergraduate majors’ use.

If you identify 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 online. You should receive a “receipt” after your training which is important documentation. Please give a copy of your training receipt to Missy Bye, our DHA Research Safety Officer, or Julie VanSteenbergen.

SHARPS containers are currently located in any studio that uses needles or razor blades: B3, B9, B22, 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

You can contact the DHA Service Desk to make arrangements to reserve equipment. Alternatively, equipment and additional room reservations may be made using the Google calendaring program which is accessible through your email. You will need your internet ID and password to sign on and then click on the “Calendar” tab.

To reserve equipment, search for the equipment in Google calendar by entering “(EQ) CDes-DHA” in the “add a coworker’s calendar” under the Other Calendars area on the left side navigation panel. Click on the equipment you want to reserve. To search for a room in McNeal Hall, search by entering “DHA”.

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When reserving equipment or rooms, list the name of the EQUIPMENT or ROOM first followed by the NAME of the person it is reserved for (e.g., PC1_C Johnson, or NetBook1_K Guiney). Check to make sure that the reservation is on the correct equipment or room calendar before saving. Individuals may call the DHA Service Desk at 624-9700 for scheduling assistance or see Cheryl Johnson. Computer lab requests should be referred to Julie VanSteenbergen. 274 McNeal is reserved through Kathy Guiney.

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 areas of the building), 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 office (4-9700) to request assistance from one of these individuals so they can provide support until emergency personnel arrive.

 Motorist 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 or severe weather 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. Emergency information is available on the University’s main page website (www.umn.edu) during an emergency. Information will be available through the media if this occurs.

The U community may also sign up for the “Text U” to receive messages during an emergency. If the Alert Radio is sounded during office hours, there is a communication team that will notify building occupants of an emergency. See page 2, Communications.
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 employees 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 and McNeal 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 266 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 MacGrath 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 checkout by students for use in completing their student work. Students can check out equipment for up to one week through the DHA office during regular business hours.

CDes Digital Collection and Archives (CDes DCA)
The McNeal Hall office (room 244) has many VHS tapes, DVDs and slides. An updated list and descriptions 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. The DCA also has many images available at: http://dcl.umn.edu/

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 at: http://www1.umn.edu/ohr/teachlearn/

Management Reports
Faculty and staff with appropriate clearance can access numerous reports and processes through the Management Reports Web site using their X.500 ID and password at: http://www.umreports.umn.edu/. You can email students, print class lists, view student photos, etc.
On the OneStop Web Site instructors may enter student grades, submit mid-term grade, view class lists, final exam schedule, etc. 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.

Apparel Design: Lucy Dunne  
626-5901
Graphic Design: Sue Chu  
624-9705
Housing Studies: Ann Zlebarth  
625-8795
Interior Design: Tasoulla Hadjiyanni  
626-1245
Retail Merchandising: Juanjuan Wu  
626-1254

**STUDENTS**

**Family Education Rights and Privacy Act (FERPA)**

Federal law, state law, and regents' policy govern access to student records. The federal Family Educational Rights and Privacy Act (FERPA) as amended, and the State of Minnesota Data Privacy Act form the backdrop for the Regent’s Policy on Access to Student Records. The following information is public information, unless the student has requested non-disclosure (suppress).

- Name
- Address
- Electronic (E-mail) address
- Telephone number
- Dates of enrollment
- Enrollment status (full/part time, not enrolled)
- Major
- Adviser
- College
- Class
- Academic awards and honors
- Degree received

For more information, view the tutorial on FERPA at:  
http://onestop.umn.edu/staff/ferpa_tutorial/index.html

**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 (Apparel Design, Interior Design, Housing Studies), advisor to be determined (Graphic Design), and Katrina Ginther-Thompson (Retail Merchandising).

Disability Services
Students with a documented disability are required to contact University Disability Services in order for accommodations to be defined. If a student indicates they have a disability, the student must contact Disability Services directly. 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 Missy Bye or Julie VanSteenbergen if you have questions or concerns.

Emailing Students
If you need to email your class, you can find student’s email addresses on your class list in UM reports. Click on the “email all students” button and a window will open with students’ addresses. Change the “semi-colon” to a comma and then using your University issued email account copy and paste those names and addresses in your email “Bcc” field so it is sent as a blind copy to students. The student will see only their email address in the message received. For privacy reasons, student names should never appear in an email address subject line or in the message body and student email addresses should not be used in the “To” or “Cc” fields.

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.pdf

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 Missy Bye 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 Missy Bye (Department Head) or Kate Maple (Assistant Dean of Students).
- Complete the “Report Form for Scholastic Dishonesty” found at the Web site of the Office for Student Conduct and Academic Integrity at: www1.umn.edu/oscai
- 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/Research/ACADEMICMISCONDUCT.html

Student Photos

Instructors of record may access course lists with links for student photos and email 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 emails is governed by federal law and may not be released to third parties. This information can only be stored on University computers and servers.

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. Students’ grades cannot be left unsecured with student work. Please note: Student work cannot be left in the corridor or in your office at the end of the semester. Do not ask students to leave projects or papers in your mailbox or in the corridor outside your office. 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 email so that you are able to make arrangements directly with your students. Please check your email often. Student work will be destroyed if it is not picked up from your office before the next semester begins.

Displaying Student Work

DHA encourages instructors to display student work in one of several designated areas in the building. The signup sheet to reserve a display area is located in the mailroom. Display time is limited to two weeks so all classes will have an opportunity to display work. Instructors are responsible for hanging and removing student work. Please see the Service Desk if you have any questions.