

SCHOOL OF ART

ADJUNCT AND TA HANDBOOK

ACADEMIC POLICIES

For a listing of the U of A academic policies: <http://policy.arizona.edu/home>

Syllabus/Course Information Sheet

It is University policy that the distribution of a syllabus is required for all University courses. It must be distributed during the first week of classes and a copy must be emailed to our Scheduling and Curriculum Coordinator, Wilma Pinedo (wpinedo@email.arizona.edu).

The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and students. [Note: Item #15 gives instructors leeway to make certain changes.] It must be distributed (either as a hard copy or online) during the first week of classes, and a copy must be emailed to our Administrative Assistant, Nicole Lavelly at nclavelly@email.arizona.edu. The following minimum information should be provided:

1. Instructor's name, office/room number, telephone number, and email address;
2. Office hours or a statement of an "open-door" policy;
3. Overall course objectives and expected learning outcomes;
4. Grade policies;
5. Absence policies; in addition to the instructor's own absence policies, a statement should be included regarding the following kinds of excused absences:
 - a. All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion,
 - b. Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored.
6. List of required texts;
7. Number of required examinations and papers;
8. Policies regarding expected classroom behavior (e.g., use of pagers/cell phones);
9. Policies against plagiarism, etc., within Student Code of Academic Integrity:
<http://deanofstudents.arizona.edu/codeofacademicintegrity>
10. Policies against threatening behavior by students:
<http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>
11. Required extracurricular activities, if any;
12. Special materials required for the class, if any;
13. Notification, if the instructor believes necessary, warning students that some course content may be deemed offensive by some students;
14. Statement that disabled students must register with Disability Resources and be identified to the course instructor through the University's online process in order to use reasonable accommodations. For recommended language, see <http://drc.arizona.edu/faculty-staff/syllabus-statement>
15. A statement is permissible indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance

notice, as deemed appropriate by the instructor. **Please work with your supervisor or division coordinator to determine absence and grading policies.**

The School of Art also requires the following information be included on your syllabus. This is to inform students that they are required to comply with the University of Arizona Codes of Conduct and Academic Integrity.

CLASSROOM BEHAVIOR

Student Code of Conduct: “The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.” More information about the Student Code of Conduct can be found at: <http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct>

Code of Academic Integrity: “Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.” More information about the Code of Academic Integrity can be found at: <http://deanofstudents.arizona.edu/codeofacademicintegrity>

If a student’s behavior makes you uncomfortable, please contact the Assistant to the Director at 621-7000 for filing a complaint if a student violates the code of conduct. It is important that these violations are registered with the Dean of Students. If it is an emergency, call campus police at 911.

Attendance

Instructors should keep an accurate attendance record. According to University Policy, “Students are expected to be regular and punctual in class attendance. The University believes that students themselves are primarily responsible for attendance. Instructors will provide students with written statements of their policies with respect to absences. Excessive or extended absence from class is sufficient reason for the instructor to recommend that the student be administratively dropped from the course.”

As the instructor of record is responsible for setting the attendance policy, the School of Art requires TA’s and Adjuncts to work with faculty in their area to set appropriate attendance expectations. For example, you will need to determine whether you distinguish between documented and undocumented absences (documented absences are supported by third-party/external parties, such as a medical doctor’s note). You will also need to determine how many absences (documented or undocumented) will be allowed and what the penalty will be for exceeding allowed absences. (ex: grades are lowered by one letter grade for each absence over 3, or, after 5 absences the student will automatically fail the course).

Also, University policy governing excused absences for groups of more than three students is as follows:

1. A student may be excused from classes for attendance at officially authorized functions and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of the quiz or laboratory sections of these excused absences.
3. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.
4. Students with Dean of Students excuses have an approved participation form which they must show to all of their instructors.
5. As a matter of courtesy, students should provide a list of anticipated dates of absences at least one week in advance of being off campus.

According to university policy, all faculty must accommodate absences due to religious observances. For a calendar of religious holidays, please go to: <http://registrar.arizona.edu/religiousholidays/calendar.htm>

Changing Enrollment to an Audit

In some cases, students may change their enrollment status from for credit to an audit. This is done with a change of schedule form. After the 4th week of class, a student may change to an audit only if they have a passing grade in the course.

Disability Resource Center

The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations.

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that enables a qualified student or employee with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly-situated student or employee without a disability.

The University is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student or employee. To determine reasonable accommodations, DRC seeks information from appropriate University personnel regarding essential standards for courses, programs, services, jobs, activities, and facilities.

Examples of reasonable accommodations include, but are not limited to: text conversion to alternate accessible formats, interpreter services/real-time captioning, exam modifications, or making facilities readily accessible to and usable by individuals with disabilities. **The DRC may provide auxiliary aids and services to qualified individuals with a disability to facilitate effective communication and access to benefits of University programs and activities.**

Reasonable accommodations are determined by examining:

1. the barriers resulting from the interaction between the documented disability and the campus environment;
2. the possible accommodations that might remove the barriers;
3. whether or not the student or employee has equal access to the course, program, service, job, activity, or facility without accommodations;

4. whether or not essential elements of the course, program, service, job, activity, or facility are compromised or fundamentally altered by the accommodations; and whether or not accommodations are unduly burdensome.

Dropping and Adding Courses

The School of Art does not advocate adding more than the maximum number of students to classes (the maximum number of students can be found in the schedule of classes). Students may drop or add courses by using the drop/add form found in the Advising Center. It is the student's responsibility to pick one up and fill it out, and it must be signed by the instructor. Please be aware of the deadlines for adding and dropping classes.

Family Educational Rights and Privacy Act of 1974 (FERPA)

<http://www.registrar.arizona.edu/ferpacourse/>

FERPA allows students access to their educational records and limits the ability of others to access those records, except as authorized by law. To be in compliance with FERPA, instructors cannot post grades with names attached or leave graded student work unattended to be picked up.

Fees and Purchasing Materials for Classes

Certain courses have affiliated course material fees, which are to be used for materials that students consume and to pay for models. The Studio division in the School of Art buys materials in bulk to be shared by classes. Each area approaches purchasing materials a little bit differently, so please consult with the division chair about any materials you might need and he/she can let you know if these are fee appropriate and what processes should be followed. Adjunct instructors and TA's cannot purchase materials without the authorization of their division chair and the School of Art Business Manager. If the course you teach does not have an approved affiliated course fee, you cannot charge the students additional fees. Allow a minimum of 3 weeks to order supplies. The School of Art Purchasing Procedure is attached at the end of this handbook.

Requesting Models for a Class

If your class requires a model, contact the model coordinator and let him/her know when you will need a model and for what class. The model coordinator will arrange to have a model present for your class. Please allow at least 1 week for the model coordinator to arrange for a model. If we do not have a model coordinator, (like in the summer) you will be responsible for arranging to have a model for your class. Please see the Business Office Program Coordinator in room 108 for a list of models and their contact information. The course must have an approved affiliated course fee specifically for a model in order to request a model.

Final Examinations

Every class has a scheduled exam time which can be found on the U of A website <http://www.registrar.arizona.edu/schedules/finals.htm>. Classes are **required** to meet at the scheduled exam time. In studio classes where there isn't a final examination, final critiques can be held at this time, or portfolios can be returned with the instructor available. If there is any change in the final exam schedule the instructor must have prior permission from the Dean's office.

Final Grades

Instructors are required to keep records of student grades that are in keeping with the expectations outlined in the syllabus. At the end of each semester, the final grades will be electronically recorded using UAccess, an on-line service. All deadlines and instructions will be announced well before the end of the semester. **Adjunct Faculty, Teaching Assistants or Visiting Artists and Scholars are not permitted to assign the grade of I (incomplete).**

Grade Appeals

If a student wishes to appeal their grade there is a policy and procedure: see <http://catalog.arizona.edu/2013-14/policies/gradappeal.htm> for the guidelines. Generally these situations can be resolved through conversations before embarking on this process.

Grade Change

Grades can be changed through UAccess Instructor Center. The only reason that an assigned grade A B C D E can be changed is due to an error in calculation. A change of grade must be made within a year of the end of the class.

Grading

There are three elements that you need to include in your syllabus that have to do with grading. Please consult with your supervisor on the preferred mode of grading.

1) Course requirements and percentage/point value

For example:

Project 1- 25% (or 250 points)

Midterm- 25% (or 250 points)

Project 2- 25% (or 250 points)

Exam- 25% (or 250 points)

2) Grading scale: what percentage or point value determines the final grade:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	E

3) Criteria for what constitutes the particular letter grade.

The School of Art follows the University of Arizona Grading System. A, B, C, D, and E constitute the regular grades used at the University of Arizona. This information should be included on your syllabus

Incompletes Not Permitted

Adjunct Faculty, Teaching Assistants or Visiting Artists and Scholars are not permitted to assign the grade of I (incomplete).

The University of Arizona Grading System	
A*	Excellent
B*	Good
C*	Satisfactory
D*	Poor

E*	Failure
P	Passing (Special S/P and P/F grade)
F	Failure (Special P/F grade)
S	Superior (Special S/P grade)
O	Audit

Internships and Independent Studies

Adjuncts instructors and Teaching Assistants **cannot** sponsor independent studies or internships.

D2L and UAccess Instructor Center

When your paperwork has been processed, you will have access to D2L and UAccess Instructor Center. If you have signed your paperwork and do not yet have access to these systems, please contact the Graduate Program Coordinator or the Assistant to the Director.

D2L (Desire 2 Learn) is a course management system (CMS). It's a relatively easy way to create a course web site. A D2L course site allows "anytime, anywhere" access to syllabi, readings, multi-media files, electronic dropboxes, online quizzes, email, grading, student progress reports, project files, etc. If you need help setting up D2L for your class, please contact D2L Help <http://help.d2l.arizona.edu/>.

UAccess Instructor Center is your access point to your Class Schedule, Class Rosters, and Grade Rosters. You may also have access to Desire2Learn (D2L) information, as well as any Exam Schedules for your classes. UITS has provided a booklet to walk you through how to use Instructor Center

[http://www2.uits.arizona.edu/sites/default/files/workshops/watt/UAccess Student Instructor Center.pdf](http://www2.uits.arizona.edu/sites/default/files/workshops/watt/UAccess%20Student%20Instructor%20Center.pdf).

Teacher-Course Evaluation (TCE)

The Teacher-Course Evaluation system (TCE) is the University of Arizona's centrally-supported service for collecting end of term feedback from students about UA courses and faculty. For regularly dated courses, instructors will receive TCE packets in their mailboxes in the last two to three weeks of the semester. There are instructions on the front of the packet. Please select a reliable student to administer the TCE's, collect the evaluations and submit the TCE's to a designated drop off point. For dynamically dated courses (all FYE classes) the TCE's are all online. Be sure to encourage students to go online and complete the TCE or set up a time to go to the computer lab for the students to complete the TCE's.

CatCard

Before you can get your keys, door codes, or parking permit, you will need a University Identification Card – the CatCard. To obtain your CatCard, bring a government or state issued photograph identification such as a driver's license, state identification card or passport to the CatCard office on the ground floor of the Student Union. New employees must have been issued an employee identification number and show active status in the payroll system.

Keys and Codes

Please see the Administrative Assistant in the Joseph Gross Building administrative offices to start the paperwork for issuing keys, building entrance and door codes. There is a key/code

form that must be filled out and signed by your supervising faculty before a key/code can be issued. Please allow 3-5 days for this paperwork to be processed. After your paperwork has been processed you can pick up your keys at the Key Desk. <https://www.fm.arizona.edu/fm-dept/lockkey.html> The key(s) must be turned in to the Key Desk at the end the time period for which they were issued; there is a \$50.00 fee for non-returned keys.

Facility Issues

If you notice a facilities issue, please immediately report the issue to the Business Office Program Coordinator in room 108.

Computer Labs

If your class requires a computer lab you will need to schedule it through OSCR <http://www.uits.arizona.edu/departments/oscr> These computer labs are open to the entire University, so you'll want to schedule these labs as soon as possible before the semester starts to make sure you can get the time slot you need. If any students need access to a computer outside of class, OSCR offers general computer labs that are not schedulable and available for individual use.

Projectors

The School of Art has several rooms with projectors and some of these rooms also have a computer (103, 203, 312, 245, ARTST 119). To schedule a room with a projector, contact the Administrative Assistant or the Program Coordinator in the School of Art admin office. The 3D, 2D or First Year Experience divisions also have projectors available for classes in those divisions. To use a division projector, talk to division chair.

Scheduling Demos & School of Art Facilities – 3D, Darkroom, Digital Studio

If you need to have a demo or use the facilities in the 3D studio, darkroom or digital studio be sure to schedule these with the studio techs at least **2 weeks in advance**. If at all possible, avoid scheduling a facility or demo near the end of the semester. These are especially hectic times in those facilities.

Visual Resource Center

The VRC can provide you with a log in and password to access the Imagen digital image database which contains works covering pre-historic to contemporary art. The VRC will also scan images needed for lectures and presentations, but can require 1-2 weeks' notice depending on the number of images needed. Once you have access to the Imagen database you can create portfolios for your classes or research that you can share with your students. If you would like your students to be able to access Imagen you will need to provide a class list. Instructions on how to access the database and individual assistance with PowerPoint presentations is available through the VRC.

Mailboxes

Every Adjunct instructor will be assigned a faculty mailbox for the period of time they are teaching. Depending on the number available, some may be shared. The Administrative Assistant in the Joseph Gross Gallery will make the assignments and arrange for a key. Teaching Assistants will use their graduate mailbox in the main hall of the art building.

Check your mail box and university email regularly. Many students will contact you through these avenues.

Parking

The Park Street garage (corner of Park and Speedway) is the closest parking garage. Permit parking and hourly/daily slots are available at the garage. Street parking can be found in the neighborhoods around the university, but you must be careful not to park in areas requiring a neighborhood permit. Also, beware of parking in the Jack in the Box lot—they will tow you. The loading dock is reserved for deliveries. If you park in the loading dock for more than 20 minutes there is a very good chance that your car will be ticketed.

TA office spaces: Harvill Bldg. (next to the Center for Creative Photography)

110- Art History- 626-2019

114- Photography + VisCom 626-9169

120- AVCE 626-3366

122- FYE + 2D 626-9232

126 C - AVCE 621-1272

126 D – AVCE 621-0463

128- AVCE 621-5866

Division Chairs

ARH- Dr. Larry Busbea

AVCE- Dr. Elizabeth Garber

3DXM- Jim Cook

2D- Alfred Quiroz

Photo- Sama Alshaiibi

ID- Karen Zimmermann

Foundations- Gary Setzer