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**BASICS IN DHA**

**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 Kathy Guiney for inclusion in our periodic email newsletter, *DHA Draft!*

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

- 612-624-9700   Front desk
- 612-624-2750   Fax
- 612-626-0000   Off-campus access to voicemail
- [www.cdes.umn.edu](http://www.cdes.umn.edu)   College of Design web address
- [dha.cdes.umn.edu](http://dha.cdes.umn.edu)   Department web address
- [onestop.umn.edu](http://onestop.umn.edu)   One Stop web address (click on faculty button)
- [www.umreports.umn.edu](http://www.umreports.umn.edu)   UM Reports web address

**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](http://www.mail.umn.edu). Contact Julie Hillman VanSteenbergen for assistance with your e-mail and to learn how to access your e-mail from home.

*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 messages. Be sure to check your voice mail frequently, beginning a week or two 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.

*Mailbox*

You have a mailbox in 240 McNeal Hall. Please check it 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 CDes office at 9:30. USPS mail is delivered and sorted into DHA mailboxes around 3:00. USPS mail is taken from CDes to the post office around 3:30 each day. 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 service desk and fill out the postage slip and attach 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.

**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 get in.

*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.

**Photocopying and Printing**

The department photocopier is located in the mailroom in 240 McNeal. You will be issued a photocopy number from Julie Hillman VanSteenbergen. 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 include cash. Place the envelope in Cheryl Johnson’s mailbox. The copier should never be used for duplicating your personal thesis or dissertation or other personal projects. For large numbers of copies, you are expected to use the bulk copy service 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 requesting bulk copies.

Copyrighted materials should not be photocopied in DHA for distribution to students. The Copyright Permissions Center, [www.copyright.umn.edu](http://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 time lines.

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, e-mail your file to Cheryl Johnson. Personal printing is on the honor system at $.10/sheet. Envelopes for payment are in room 240; indicate your name, number of copies, and include cash or check (to U of M). Place the envelope 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 Becky Yust, the department head; however, it is important to maintain close contact with the lead instructor for the class you are teaching. Each year, graduate students are expected to meet with their supervisor before February for a performance evaluation. Teaching specialists and lecturers should make an appointment with Becky Yust in early spring to review their work.

**Supplies**

Supplies (pens, markers, notepads, exam books, etc.) are located in a closet next to the Service Desk in 240 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. Transparencies are available during regular office hours. 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 green purchase order 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 at the start of the semester.

**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.

Prior to your first class, you will also 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.

**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 course evaluations are an alternative to the paper forms and must be arranged for at the beginning of the semester with Cheryl Johnson. However, it has been our experience that response rates of the on-line forms have been very low for courses not taught in a computer classroom. Evaluation summaries are mailed to your campus mailing address, or, for the on-line form, at the website address you will be directed to when the on-line evaluation instructions are sent to your students.

**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 Hillman VanSteenbergen (4-7721) in advance to discuss purchases you want to make. Courses fees for Fall 2006 and Spring 2007 are as follows:
<table>
<thead>
<tr>
<th>Course #</th>
<th>Use</th>
<th>Fee per student</th>
<th>Course #</th>
<th>Use</th>
<th>Fee per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1221</td>
<td>Sewing supplies</td>
<td>35.00</td>
<td>3217</td>
<td>Chemicals and testing consumables</td>
<td>10.00</td>
</tr>
<tr>
<td>1311</td>
<td>Materials/model fee for studio courses</td>
<td>25.00</td>
<td>3223</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>15.00</td>
</tr>
<tr>
<td>1601</td>
<td>Materials fee for studio courses</td>
<td>10.00</td>
<td>3224</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>15.00</td>
</tr>
<tr>
<td>1602</td>
<td>Materials fee for studio courses</td>
<td>10.00</td>
<td>3312</td>
<td>Materials for studio courses (fabrics &amp; dyes)</td>
<td>65.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3605</td>
<td>Materials fee for studio courses</td>
<td>10.00</td>
</tr>
<tr>
<td>2213</td>
<td>Lab supplies</td>
<td>20.00</td>
<td>3606</td>
<td>Materials fee for studio courses</td>
<td>10.00</td>
</tr>
<tr>
<td>2214</td>
<td>Chemicals and testing consumables</td>
<td>15.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2221</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>15.00</td>
<td>4225</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>15.00</td>
</tr>
<tr>
<td>2222</td>
<td>Sewing machine &amp; patternmaking supplies</td>
<td>15.00</td>
<td>4226</td>
<td>Consumables used in class</td>
<td>15.00</td>
</tr>
<tr>
<td>2311</td>
<td>Materials/model for studio course</td>
<td>25.00</td>
<td>4330</td>
<td>Materials and dyes fee</td>
<td>65.00</td>
</tr>
<tr>
<td>2345</td>
<td>Typesetting studio fee</td>
<td>25.00</td>
<td>4340</td>
<td>Loom &amp; knitting machine supplies</td>
<td>40.00</td>
</tr>
<tr>
<td>2351</td>
<td>Fees for production project</td>
<td>70.00</td>
<td>4351</td>
<td>Photo supplies &amp; chemicals</td>
<td>25.00</td>
</tr>
<tr>
<td>2603</td>
<td>Materials for interior design studio course</td>
<td>10.00</td>
<td>4352</td>
<td>Bookmaking papers, instruments</td>
<td>20.00</td>
</tr>
<tr>
<td>2604</td>
<td>Materials for studio course</td>
<td>10.00</td>
<td>4607</td>
<td>Materials fee for studio courses</td>
<td>10.00</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>4608</td>
<td>Materials fee for studio course</td>
<td>10.00</td>
</tr>
<tr>
<td>5215</td>
<td>Chemicals and testing consumables</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 students’ status.

**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.

**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](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, however. See Cheryl Johnson in advance to make arrangements.

**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) 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 and serves as a contract with the student. Be sure that your syllabus includes:

- The year and 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
- 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.

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 how to order 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. Please plan accordingly. 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.

**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 employment with DHA. You will receive your $20 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. Access to McNeal Hall is restricted to the hours listed below. Handicapped access is located at the northeast (in the back) of McNeal. Building hours vary during semester breaks and holidays.

**Monday - Thursday**

- All doors open at 7:00 AM
- North door locks at 8:00 PM
- Atrium and South doors lock at 12:00 Midnight

**Friday**

- All doors open at 7:00 AM
- North door locks at 6:00 PM
- Atrium and South doors lock at 10:00 PM

**Saturday**

- All doors open at 8:00 AM
- All doors lock at 5:00 PM

**Sunday**

- All doors open at 1:30 PM
- All doors lock at 5:00 PM

Note that UM Police Department (UMPD) or Facilities Management will not give you access to the building or your office if you are locked out or forgot your keys. Please plan accordingly.
**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.

**Computer Classrooms**

The St. Paul campus computer classrooms are operated by the UM Academic Distributed Computer Services (ADCS) and managed by Jamil Jabr. Because the software used in DHA classes are not typical for the university at large, ADCS staff, including 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 technology 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 technology fees.

**Lab and Studio Safety**

All instructors who teach or TA a class that involves a possible safety hazard is required by law to 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/labtraining.html#3](http://www.dehs.umn.edu/training/labtraining.html#3). You should receive a “receipt” after your training which is important documentation. Please give a copy of your training receipt to Becky Yust, the DHA Research Safety Officer, or Julie Hillman 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/](http://www1.umn.edu/umcal/). You will need your Internet ID and password to sign on. Instructions are available by clicking on help. Computer lab requests should be referred to Julie Hillman VanSteenbergen. Individuals may call the DHA Service Desk at 624-9700 for scheduling assistance.

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

**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 to Cheryl Johnson.

**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. If you will not be teaching within the next semester, please submit a copy of your grade book to Cheryl Johnson, so the department can most 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. Access your grade roster through the Onestop website. In the event there is a problem, let Cheryl Johnson know; DHA has proxy access to enter grades. 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 grades.”

**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. 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 website labeled “enter supplemental grades”. If you are unable to do this, please see Cheryl Johnson.

**Midterm Grade Alerts**  University policy requires instructors in all 1-XXX 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

**HUMAN RESOURCES**

**Benefits**  Part time appointments below 75% time do not carry medical or retirement benefits. For information on other perks available to all university employees, see the University Resources section of this guide.
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. There are a few personnel, including Kathy Guiney, who have been trained in CPR and are available to respond in case of emergency. After calling 911, please contact the DHA or CDes offices to request assistance locating 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 check, please contact Arlene Jones-Swenson at 624-3497. For those choosing direct deposit, copies of paychecks are not distributed. Hard checks can be picked up at the DHA Service Desk during office hours and are available after 1:00 on payday. Whether you choose direct deposit or hard checks, 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 (formerly the Visual Resource Collection, aka Slide Library). Each of these resources has guidelines for use by students and instructors. Staff from the Digital Collections and Archive will also have office hours in the DHA Slide Library, room 244 McNeal. Times can be scheduled with the imaging lab to photograph student work.

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.

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Digital cameras 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 Hillman VanSteenbergen to add your class list to the camera reserve desk.

Digital Media Center (DMC)
The DMC is a University resource with a satellite office in room 68 McNeal.

Faculty and TA Handbook
The University’s Faculty and TA Handbook can be found at:
http://www1.umn.edu/ohr/img/assets/18005/facbook.pdf

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 website. Activities and processes available through this site include student photos, class lists, grade entry, mid-term grade alerts, principal investigator reports, account balances, etc. Online tutorials for accessing this information are at:

- Management Reports  http://www.umreports.umn.edu
- 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 welcome and encouraged to attend program committee meetings, portfolio reviews, and other special events during the year. 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, Clothing Design  624-3751
Carol Waldron, Graphic Design  624-3633
Stephanie Zollinger, Interior Design  624-3205
Becky Yust, Housing Studies  624-7461

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.

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 student’s addresses. Copy and paste those 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.
FERPA
The Family Educational Rights and Privacy Act (FERPA) provides students with rights to suppressing information about their educational records; right to see their records; right to seek amendment or append their record and the right to disclosure of their record. As employees of the University, you are not allowed to disclose students’ social security numbers, grades, student ID numbers and GPA, including disclosure of this information to students’ parents or guardians.

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/StudentConductCode.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 of Student Services in CDes, is the college contact for student behavior referrals.

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.
- See the Center for Teaching and Learning for additional resources: www1.umn.edu/ohr/teachlearn

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 http://www.umreports.umn.edu/NS/TGIE/TGIE.htm. Use of photos and suppressed e-mails is governed by federal law and may not be released to third parties.

Student Work
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. It is particularly important to note student work will be destroyed if it is not picked up from your office within one semester of the class.