

2017-18 INSTRUCTOR GUIDE

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INTRODUCTION

The staff in DHA is poised and ready to assist you with preparations for a successful semester.

Julie Hillman serves as your primary contact for questions related to your employment, assistantship, course scheduling questions, and other issues and concerns. Questions concerning classroom management and course content should be directed to the lead instructor or program director.

Kathy Guiney can assist you with special event planning such as student shows, scheduling annual review appointments with the department head, university travel and conference registrations, your faculty expertise website, and conference room requests.

Amber DeVries can assist you with course schedule questions, room assignments, class permission numbers, and internships.

Our DHA Service Desk can assist you with class supply requests, photocopying needs, parking coupons for guest speakers, field trip buses, textbook orders, equipment check out and general office supply requests.

Each course in DHA has an instructor (you) and a lead instructor (full-time faculty member). The lead instructor serves as the first point of contact for instructors regarding questions about course content, student learning outcomes, class permission numbers, and classroom management, etc.

We want your teaching experience to be enjoyable, so please let us know how we can assist you!

MyU

The University has a single sign-on portal for the University community to access email and all other resources related to their business as an employee or student. Please go to myu.umn.edu. You will need to sign in to access your site.

On your MyU portal, you will find tabs on the left side for all of your information (teaching, student account access, your pay, your personal information, etc.). This is the gateway access to all systems you need as an employee and/or student.

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

External Broadcasts

In the event of an emergency *during regular office hours*, the McNeal communication team will check classrooms and offices to notify people of the situation. Information is also available on the University web site, or by text messaging via *TextU*, which is especially helpful for classes that meet after the office has closed.

As a part of the University community, you will receive *Text U* messages during an emergency if your cell phone is listed in the system. To add your cell phone number you may go to your MyU page and click on your *My Info* tab. There is a link at the bottom of the page.

The University also broadcasts emergency messages through the public address system, which can usually only be heard when you are outdoors.

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 and a staff person will provide support until emergency personnel arrive. If it is after hours, ask a student to go to the atrium to meet the emergency personnel and direct them to your classroom. (Sometimes emergency personnel enter via the northwest entrance on the second floor and not the atrium.)

Weather

Signs are posted in each classroom and meeting room to identify safe locations in the event of a tornado or severe weather. If there is a siren or emergency broadcast message on the public address system, or you receive a *TextU* message, go to the nearest location indicated or follow the broadcast directions. Emergency information is available on the University's main page web site (www.umn.edu) during an emergency. Seldom does the University cancel classes due to the weather. Information will be available through the media if this occurs.

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 meters, surface lots, ramps, garages, loading zones, and vendor stalls. After calling the hotline, 612-626-PARK (7275), individuals will receive assistance with unlocking their vehicle when the keys are locked inside, changing a flat tire, jumpstarting a vehicle, 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.

Payroll

Paydays are every other Wednesday—pay dates are posted in the mailroom. If you have questions regarding your pay, please contact Nancy Galas at galas001@umn.edu. All employees are paid via direct deposit, with pay statements available only through the Web. You can view your online pay statement on your MyU page under *My Pay*.

Basics in DHA

Office Assignments

Office assignments are subject to change each year. Each part-time instructor and graduate student with an appointment in DHA will be assigned a hotel-style office. Shared computers are available in each office. There are no assigned desks and the space should be shared fairly. Part time instructors and graduate students with teaching appointments may reserve a personal locker located in room 366 (first come, first served). Research assistants may reserve a locker as space permits. Reserve the locker through the DHA Service Desk. You provide your own lock.

Keys

Office keys are issued by the DHA Service Desk and requires a \$20 deposit. You will receive your \$20 deposit back when all keys are returned; you may be charged for the cost of a lock change due to a lost key. You are expected to use keys responsibly. Keys are issued for the duration of your appointment and must be turned in at the end of the semester or academic year.

Card Access

The main office (240 McNeal), room 346, and all other DHA classroom studios are card access only. The department will automatically program your U Card for access to the office and to the McNeal Hall building for access outside of public hours. If you are teaching in a classroom studio, both you and your registered students will be granted access via U Card. This will allow students to work on projects outside of scheduled class time. *Make sure you carry your card with you at all times. There is nobody available after business hours to open up a door.*

Mail

Email

A University Google email account is established for all employees and it is the official means of communication. Employees are required to use Google email and it should be the only email address on your syllabus. Email is the 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 your MyU page and click on the email icon. Contact Julie Hillman for assistance with your email.

Emailing 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. You are required to keep student email addresses hidden from others.

Office Phone

Some office spaces still have landlines. Since email is the official form of communication, not all offices will have phones. The department no longer provides voice mailboxes. Please communicate with students via email.

Mailbox

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

Mail – Outgoing & Delivery

Items to be mailed via campus mail or USPS should be placed in the appropriately marked box in the mailroom in 240 McNeal. Campus mail is delivered and sent out each morning. USPS mail is delivered and sent out about 9:45 a.m. It must have postage on it in order to be mailed. 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 the DHA Service Desk.

To send materials for official UM business via USPS mail, place the envelope in the designated bin on the end of the DHA Service 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 for personal mail, but stamps may be purchased at the St. Paul Student Center post office.

Office Hours

Department Hours

The DHA Service Desk is open from 7:45 AM - Noon and 1:00-4:30 PM, Monday-Friday. You are welcome to use the photocopier, mailroom, kitchen area, etc., outside of those times, but remember to bring your U Card so you can get into the office.

Your Office Hours

Instructional staff is required 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 Resource Information

If you are ill and are unable to teach, call the Service Desk at 612-624-9700 so that they can post a sign in your classroom. If possible, please email your students as early as possible. Provide them with direction on assignments until the next class meeting. 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 critique review, 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 College's Design News. Please copy Missy Bye (ebye@umn.edu) and Kathy Guiney (kguiney@umn.edu) on this email. Send items/photos to Kathy Guiney for inclusion on the department digital display.

Web site resources that you may need most often are:

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|-------------------------|---------------------------------------|
| myu.umn.edu | Personal MyU Portal |
| www.design.umn.edu | College of Design Web Address |
| dha.design.umn.edu | Department Web Address (DHA Intranet) |
| apparel.design.umn.edu | Apparel Design Program |
| graphic.design.umn.edu | Graphic Design Program |
| interior.design.umn.edu | Interior Design Program |
| housing.design.umn.edu | Housing Studies Program |
| product.design.umn.edu | Product Design Program |
| retail.design.umn.edu | Retail Merchandising Program |

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 for photocopying classroom materials. Please limit your use of the DHA photocopier to syllabus, tests, and materials that are necessary for students to complete the course. We encourage instructors to use Moodle for course management, grade book, handouts, etc. See Julie Hillman for more information.

Personal photocopying is discouraged, but in the event you need to make an occasional copy, it is on the honor system at \$.05/copy. Envelopes for payment are in 240 McNeal; indicate your name, number of copies, and cash (no checks accepted) and place the envelope in Julie Hillman's mailbox. Payment is due at the time of photocopying. The copier or any departmental printers 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. Copyright permission applies to electronic copies and Moodle. Links to library resources do not create copyright concerns. However, PDFs of copyrighted materials and using the same material for multiple years does cause concern. This material may be better distributed via a course packet. 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 St. Paul Campus Bookstore. Check with Copies on Campus (612-625-4771) to determine adequate timelines.

Printers are networked to an 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 Laurie Johnson (orner004@umn.edu). Personal printing is discouraged. In the event you need to occasionally print, the charge for color printouts is \$.20/sheet. 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 near the printers in 240 McNeal; indicate your name, number of copies, and cash (no checks accepted.) Place the envelope in Kathy Guiney's mailbox. *This applies to any personal printing done in shared offices as well.*

Supervisor

If you are a graduate student (teaching assistant or graduate instructor), your direct 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 direct 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 240 McNeal and are available during regular office hours. In order to track expenses, we ask that you fill out a supply 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 available on the DHA Intranet and submitting it to Julie Hillman. Please allow five business days for ordering supplies.

Purchasing

All requests for purchases require a one-week lead time. This will allow staff to make the requested purchase. Please do not submit your request until it is complete to reduce the amount of trips staff need to make to the store.

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 2016-17, membership in the DHA Water Club is \$20.00 per year. Your check must be received by September 30 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 (36 oz.) can of regular caffeinated coffee each semester. Coffee can be given to Kathy Guiney. Non-members may purchase coffee at 25 cents a cup with payment left in the container near the coffee pot. Please use your own cup.

The St. Paul Student Center offers a variety of food including the Gopher Spot on the lower level. Vending machines offering a limited variety of food and beverages are located in 190 McNeal Hall.

Facilities

Building Access

You may access 240 McNeal (the main office) by using your U card. You can also access the McNeal Hall building 24/7 by using your U Card via the card access system. Central Security automatically locks and unlocks the exterior 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 (FM) 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, the west atrium doors, and at the south entrance on Buford Avenue. Public access hours are:

Monday-Friday: 7:00 AM – 7:00 PM

Saturday: 7:00 AM – 4:30 PM

Sunday: 1:30 PM – 4:30 PM

Note: For security reasons, do not allow any person to follow you through any locked door, including the DHA office. DHA does not want people wandering through the office when staff is unavailable.

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. Please work with the lead instructor to establish studio expectations for students. Some studios may be equipped with basic cleaning supplies to make this job easier. Please note that ***the use of spray adhesive anywhere in McNeal Hall is prohibited***. To report a problem within the classroom, contact Julie Hillman.

WiFi Network Access

Eduroam (*ed-u-roam*) is the preferred WiFi network for University of Minnesota students, faculty, and staff. To log in, choose “eduroam” from your WiFi network options and enter your **full** University email address (including the @umn.edu) and your password for the most secure and user-friendly campus WiFi experience. Eduroam is available at all University of Minnesota campuses in Minnesota and at many other colleges and universities across the world. Learn more at z.umn.edu/eduroam. Questions? Contact Technology Help at help@umn.edu or [612-301-4357](tel:612-301-4357).

Computer Classrooms

The computer labs (216 and 305 McNeal Hall) are managed by the College of Design. Only students registered in a CDes class will be allowed to use the labs when a class is not scheduled. The CDes open lab (69 McNH) is open daily. Hours are posted on their website: (<http://www.design.umn.edu/about/offices/it/labs/McNealOpenLab.html>).

In the open lab, a lab monitor is available to help with printing and hardware issues for University equipment. If you are assigned to teach a course in a computer lab, please familiarize yourself with

the programs to be used for that class. If you have questions, please speak with the lead instructor. In addition, 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. Software and hardware requests are reviewed annually. They are reviewed first by the program committee, 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 complete 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 Hillman.

SHARPS containers are currently located in any studio where needles or razor blades are used: B3, B9, B22, 205/212, 233, 258, 262, 322, 470, 475 and 480. Please instruct your students to use them.

Room and Equipment Scheduling

You may contact the DHA Service Desk to arrange a reservation for a laptop, LCD projector, or other electronic 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" icon in the Google file icon in the upper right corner.

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".

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_L 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 612-624-9700 for scheduling assistance. Computer lab requests should be referred to Amber DeVries. Room 274 McNeal requests should be sent to Kathy Guiney.

For courses in which the classroom does not have electronic equipment in place, DHA has a TV, VCR, DVD, LCD, laptops, 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.

Course Information

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 to the department and redistribute it to your students. The official University policy statement on syllabus requirements can be found at:
<http://policy.umn.edu/Policies/Education/Education/SYLLABUSREQUIREMENTS.html>

All instructors are required to prepare a detailed syllabus for their class. Syllabus can be distributed either electronically or printed and distributed in class. Some courses may have syllabi developed by the program—check with the program director. Submit an electronic copy [via email to Amber DeVries (devri126@umn.edu)] prior to distribution to the class. The subject line should include course number, e.g., GDes 1312, section number, and instructor's last name. Students must receive the syllabus on the first day of class.

DHA had developed a syllabus template cover page with all required information. Instructors are asked to use this template when creating their syllabus. If another format is used, all required information must be included. Syllabi must include class schedule, reading assignments, projects, due dates, etc. Please review the template information, which can be found on the DHA Intranet page at <http://dha.design.umn.edu/intranet/>

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 Educational Innovation has excellent resources for instructors regarding syllabi and other teaching issues. The Web site is <http://cei.umn.edu/>

Textbooks

Lead instructors are responsible for ordering textbooks for their class. If the lead instructor asks you to place the order, please see Julie Hillman. You may receive an email from the DHA Service Desk about the ordering timeline for textbooks. Textbook orders must generally be placed several months in advanced 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 make available for student purchase. 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. Desk copies are to be shipped to the University and not to your home address.

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 email and DHA mailbox 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 waitlist to attend the first class meeting so that they may be eligible for any seats made available by no-shows. Before you issue a permission number check with the lead instructor or program director to determine which students should have priority for entry into the class. All students must be registered if they are attending your class.

A permission number allows a student to register for a class that they do not have the prerequisite for or for a class which is full. Permission numbers expire at the end of the second week of class. The department takes into consideration the current size of the class and the number of desks 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 in

advising students. Please contact the full-time faculty lead instructor for your class or the program director for advice before issuing permission numbers.

Permission numbers can be issued with various parameters. Permission numbers are available through your MyU page under the teaching tab. Part-time and graduate instructors should *consult with the lead instructor* before issuing any permission numbers. The online waitlist should be reviewed along with any email requests sent to cdespn@umn.edu. See Amber DeVries for additional information.

NOTE: Once your appointment has begun, instructors may issue permission numbers for the upcoming semester of class; however, it is recommended that graduate instructors and part-time instructors forward all permission number requests to cdespn@umn.edu.

Students who are not admitted to one of our majors can submit a request to: cdespn@umn.edu
The department reviews all requests and open waitlists through the second week of class.

Course Prerequisite

You can find prerequisite requirements for your course by going to your *MyTeaching* tab and click on Class>Class List>Faculty Center, then select your class. Students who have not met course prerequisites should not be allowed 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. See Advising page 17.

Course Withdrawals

If a student drops your class, remind him/her that he/she must officially withdraw to avoid being charged tuition 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 any student receiving an “F.”

Grade and Coursework Retention

1. Instructors and academic units should retain submitted student work for 30 days after grades are posted to the student’s transcript in order to permit students the opportunity to retrieve or review their work, as appropriate. After 30 days, such student work may be discarded securely (following applicable University document-destruction procedures).
2. A student may request that his or her work be retained until 30 days into the next semester (not including summer, so a request in the spring would require an instructor to hold the work until 30 days into the following fall semester). A student must make this request to the instructor no later than the last day of instruction for the course.
3. Instructors must follow state and federal privacy laws in retaining and returning student work. (For example, graded student work may not be left in hallways or other public places where anyone may see it.)
4. Academic units must retain grade books or their equivalents for a minimum of one year or, if a grade is appealed, until the end of the appeal. Instructors leaving the University must give all grading records to the department.
5. Instructors must also be aware of and follow Administrative Policy: [Managing University Records Retention](#).

Data Security

The University is concerned about data security and in maintaining secure data. The University's data security classifications are:

Managing email can be a daunting task. Here are some helpful hints in managing email and the retention practice for email.

- **Remember, most of our work is public and is available to anyone upon request.** All University records, including emails, are public unless they contain information that is made private by the law. Examples of private information include private student and private personnel data. Much of our work does not involve private data, and must be produced publicly if requested.
- **Ownership of the computer system does not matter.** The Minnesota Government Data Practices Act governs all records relating to University business, whether those records exist on your work computer, your home computer, your smartphone, your University email account, or your private email account. By the same token, your personal, non-work-related emails are not government data subject to the law, even if they are on a University of Minnesota account. University business—especially when it involves private data—should be maintained on University of Minnesota systems.
- **Keep what you need; delete what you don't.** Emails tend to pile up, which makes it harder and more time-consuming to find what we need and to respond to requests for information. Much email consists of transitory, routine messages that do not need to be maintained. Delete what you do not need. Keep those emails that you need to keep for administrative purposes to document the work of your unit (you need not keep them in email form).

Examples of email that should be deleted once administrative use is completed:

- Transitory or routine messages that do not make policy or contain significant information
- Telephone messages, either transcribed or downloaded through Gopher messaging
- Interoffice or interdepartmental communications that do not result in the formulation of policies
- Copied or duplicate messages sent as information only
- Meeting notices
- Information request records that do not result in the formulation of policies
- Routine announcements or information such as notices of meetings, queries regarding processes or ideas, general information, and electronic journals or listservs

Examples of email that should be saved through the retention period:

- Email that sets or communicates policy or procedure
- Email that communicates who, what, why, when, where and how a significant transaction or decision was made
- Email that documents or monitors student behavior, consultation or progress; employment decisions; personnel behavior, consultation or progress; changes in terms or conditions of contracts, grants.

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, email addresses, grades, class lists, etc. are prohibited from being stored on personal laptops, computers, or portable media devices.

CDes recommends all instructors use Moodle course management software for managing class data. All class folders must be made available to the lead instructor for the class. That instructor should be

added as a “non-editing” instructor. DHA can set up a class folder for instructors to use for their class. You are encouraged to use the program for tracking student grades, student access to class materials, etc. Grades can be directly uploaded from Moodle into the U’s grade system. 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.

Guest Lecturers

You are welcome to invite guest speakers into the classroom; however, DHA does not pay speaker fees or honoraria. Each program has discretionary funding to cover limited complimentary guest parking. Please seek the approval of the program director and then see Laurie Johnson to make arrangements. Please provide at least one-week’s notice. Also, please alert the DHA Service Desk when you have a guest speaker scheduled, so we may direct them to the correct classroom.

Course Evaluations

All instructors are required to offer a course evaluation to students. 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 front desk in 240 McNeal. Online evaluations are created for online courses. 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 an academic institution. They are also helpful in writing a teaching philosophy statement. If you would like a midterm evaluation of your teaching, please send requests to Julie Hillman.

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 Hillman in advance to discuss purchases you want the department to make for you. Courses fees for Fall 2017 and Spring 2018 are available at:

<http://dha.design.umn.edu/intranet/documents/DHACoursefeesFY18.pdf>

Final Exam Schedule

The finals schedule for all classes is predetermined by the university and can be found at http://onestop.umn.edu/calendars/final_exams/index.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 without permission from the department head.

Grades

Grading Student Exams

The Office of Measurement Services (OMS) is available, for a fee, for electronically grading exams for large classes, data analysis and exam question evaluation. The forms are located in DHA and Laurie Johnson can assist you in preparing them and to coordinate the delivery to OMS. Please get approval from your program director before submitting the request. Please plan when using this service.

Student Absence from Class

The University changed its policy regarding student absences effective fall 2017. If you use attendance as criteria for a grade, explain in your syllabus how you determine absences. Per University policy: An absence from class for a legitimate reason *does not* count toward the maximum

allowed absences in a class and the student should have the opportunity to make up work that is missed or late because of a legitimate absence. Legitimate absences include, for example, a verified illness (student must provide a doctor's note if their illness required medical attention), participation in intercollegiate (not intramural) athletic events; subpoenas; jury duty; military service; bereavement; and religious observances. For privacy reasons, the note should not explain the nature of the illness), The most significant change to the policy is: *Students are not required to provide a medical note for a single occurrence absence that does not require medical services, unless the student has had more than one single episode of absence.* See the full details for the Makeup Work for Legitimate Absences policy at:

<https://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 grade. Even if you are not on appointment, you may be contacted if there is a grade dispute by a student in your class. 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>

Grade Entry

Grades should be recorded in Moodle or in a document that is stored on a University computer. Instructors may store the grades in their assigned University storage drive (either H drive for PC users or Home folder for Mac users (through the G drive). *Student grades are not permitted on personal computers or portable media.*

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 grade entry through your MyU page *Teaching* tab. Click on Grade Roster. Be sure you have selected "final grade" roster and save the grades. Grades are not officially submitted until the word "posted" appears in the grade roster action box. If there is a problem, contact Julie Hillman for assistance. In the event that a grade needs to be changed after final grades are entered, it must also be submitted online via the grade roster under the *Teaching* tab on your MyU portal, within the grade roster click on "Request Grade Change".

Incomplete Grades

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 Amber DeVries 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. Please 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, you will need to enter the new grade through your MyU portal. Click on the class, Grade Roster, Request Grade Change. If you are unable to do this, please contact Julie Hillman.

In-Progress Grade Alerts

University policy requires instructors in all 1000-level courses to provide a midterm notice to 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. In-progress alerts will be entered the same way as final grades. Be sure to change the drop down option for type of grade to in-progress. If you have questions about accessing the grade entry area, please see Julie Hillman. FAQs on In-progress notifications can be found at: <http://onestop.umn.edu/faculty/grades/mid-term/faq.html>

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 Digifab Lab. Each of these resources has guidelines for use by students and instructors. 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. Please check with the program director for your class before you contact the library for further information.

DHA Library

The DHA Library has many VHS tapes and DVDs available for instruction. Several of them were converted to a digital format and are available on the DHA Intranet at <http://dha.design.umn.edu/intranet/>. Click on the *DVDs and videos available* link. This link will open a list of descriptions of VHS tapes and DVDs is available with links to digitized media. There are many images available at: <http://dcl.umn.edu/>. Please check with the DHA Service Desk if you would like to check a computer for your class.

UM Digital Media Center (DMC)

The DMC is a University resource that provides technology support to instructors who wish to explore options to improve teaching and learning practices through the use of technology. You can learn more at <http://umn.edu/dmc/>

Center for Education and Innovation

The Center offers a variety of teaching resources including workshops to enhance your teaching abilities at: <http://cei.umn.edu/>

Classroom Management Information

Instructors can email students, view class lists and student photos, etc. through their *Teaching* tab on their MyU page. Click on the class list for that class and use the icons on the left side.

Undergraduate Program Directors

Each undergraduate degree program and minor 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 | ldunne@umn.edu |
| Graphic Design: Sue Chu | schu@umn.edu |
| Housing Studies: Becky Yust | byust@umn.edu |
| Interior Design: Abi Asojo | aasojo@umn.edu |
| Retail Merchandising: Hye-Young Kim | hykim@umn.edu |
| Product Design: Barry Kudrowitz | barryk@umn.edu |

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 Student Education Records. The following information is public information, *unless the student has requested non-disclosure (suppress)*.

- Name
- Address
- Electronic (E-mail) address (the University treats this as private data)
- 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://it.umn.edu/external/ferpa-tutorial>

Advising

It may be detrimental to a student's academic progress to be advised by someone who is not a trained academic advisor. If undergraduate students ask you for advice on their program requirements, please refer them to their assigned academic advisor. CDes Student Services in 12 McNeal advises CDes major undergraduate students so that they may help the student plan a program that will achieve their academic goals in a reasonable timeframe. The advisors can be reached at 612-624-1717.

Disability Services

Students with a documented disability are required to contact the Office of Equity and Diversity, Disability Resource Center at <https://diversity.umn.edu/disability/> in order for accommodations to be defined. You should make every attempt to follow the accommodation recommendation of the DRC, but feel free to contact Missy Bye or Julie Hillman if you have questions or concerns. If the disability is confirmed, the DRC will provide the student with a letter of recommended accommodations. The student is responsible for meeting with their instructor and working on a plan. In difficult cases, the DRC will assist in communication between the student and the instructor.

Emailing Students

Your email to your class of students should always be sent as a blind copy (bcc), do not use the "To" field. If you need to email your class, you can find student's email addresses by going to your MyU portal. Click on Teaching>click on Class List>click Notify All Students. The student will see only their email address in the message received. For privacy reasons, student's full name 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://regents.umn.edu/sites/regents.umn.edu/files/policies/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 Vincent, Director of Academic Advising, can be contacted. It is important to document student conduct violations so that the University has a record of all occurrences with 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).
- Report an incident of scholastic dishonesty by going to the web site of the Office for Student Conduct and Academic Integrity at: <http://www.umn.edu/oscai/>
- See the Center for Education and Innovation at: <http://cei.umn.edu/>
- 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 their class list through their MyU portal and have access to student photos and email addresses for all students including those who have asked to have public directory information suppressed.

Use of photos and email addresses are 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.

Please carefully review the Regent's Policy on retention of student work below.

1. Instructors and academic units should retain submitted student work for 30 days after grades for the course are posted to the student's transcript in order to permit students the opportunity to retrieve or review their work, as appropriate. After 30 days, such student work may be discarded securely (following applicable University document-destruction procedures).
2. A student may request that his or her work be retained until 30 days into the next semester (not including summer, so a request in the spring would require a unit to hold the work until 30 days into the following fall semester). A student must make this request to the instructor no later than the last day of instruction for the course. ***(Instructors must make arrangements with the department to identify a secure storage area during the summer.)***
3. Instructors must follow state and federal privacy laws in retaining and returning student work. (For example, graded student work may not be left in hallways or any place where anyone may see it.)
4. Academic units must retain grade books or their equivalents for a minimum of one year or, if a grade is appealed, until the end of the appeal. Instructors leaving the University must give all grading records to the department.
5. Academic units must also be aware of and follow Administrative Policy: *Managing University Records Retention*.

You are responsible for both the receipt of student work throughout the semester *and* the return of the student work. ***Do not ask students to submit projects or papers to your mailbox or leave them in the corridor outside your office. The DHA Service Desk cannot accept, return, or facilitate the exchange of student work (see #3 above).*** 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. Projects left in the corridor are subject to damage or theft and compromise custodial work. 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. Unless instructors make arrangements with the department, all student work will be destroyed if it is left in a shared office at the end of the semester.

Displaying Student Work

DHA encourages instructors to display student work in one of several designated areas in the building. The sign-up 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.