2019-20 INSTRUCTOR GUIDE

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**INTRODUCTION**

The administrative staff are poised and ready to assist you with preparations for a successful semester. This year, the product design program will be administratively supported by Joe Favour, Landscape Architecture head (LArch), and his staff. All other programs are administratively supported by the DHA staff listed below. This guide does not address the practices set forth by Architecture and Landscape Architecture unless specifically noted.

Julie Hillman serves as your primary contact for questions related to your employment, teaching support and resources, graduate assistantships, funding questions and other classroom related concerns.

Chelsea Unold can assist you with course scheduling questions, room assignments, class permission numbers, portfolio reviews and internships. Questions concerning classroom management and course content should be directed to the lead instructor or program director. (Amanda Smoot will be the staff support person for Product Design needs.)

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.

Sue Finnegan 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. (Amanda Smoot will be the staff support person for Product Design needs.)

Each course in DHA has an instructor (you) and a lead instructor (tenured/tenure-track faculty). 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**

**Required Training**

The University requires all faculty, staff and students to complete an online training course for sexual misconduct. This training provides valuable information on what is considered sexual misconduct and your responsibilities as an employee in regard to your behavior and in reporting suspected issues. New employees will receive an email notification and it will direct them to the online training.
Instructor Expectations

Instructors are expected to be prepared and in attendance at each scheduled class meeting. If you are ill or have an emergency and are unable to teach, call the Service Desk at 612-624-9700 so 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 in DHA or LArch know so they can inform students and guests if necessary.

If you are traveling and need to miss class, complete and submit the required travel form to the office. Please indicate how your class will be covered in your absence i.e. substitute, out of class assignment. Work days still require the instructor to be present and available for students during the scheduled class time. Canceling class without reason is a breach of our required contact hours with our students.

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 CDES 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 them the address.

In McNeal - If you are in McNeal Hall, the address is 1985 Buford Avenue. 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.)

In Rapson – If you are in Rapson Hall, the address is 89 Church Street. Contact someone in the Dean’s office (101 Raps), Architecture (145 Raps) or Landscape Architecture (144 Raps) to assist you with the situation. If it is after hours, ask a student to meet the emergency responders who will most likely enter near the courtyard.
**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 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 for up to two years back 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 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 McNeal (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**

If required, office keys for McNeal Hall 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. Rapson Hall spaces are generally card access, which we will program for you.

**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 and Rapson Hall buildings 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 on the top right. 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
If you primarily teach in McNeal, you have a mailbox in 240 McNeal Hall. If you primarily teach in Rapson, you will have a mailbox in 151 Rapson Hall. This might be a shared mailbox. 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 or 151 Rapson. 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 Sue Finnegan.

In McNeal Hall, 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. If you are in Rapson Hall, please contact the Landscape Architecture office for assistance.

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. For our safety, please do not allow anyone to enter the office during closed times.

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

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:

- 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
- product.design.umn.edu  Product Design Program
- retail.design.umn.edu  Retail Merchandising Program

Photocopying and Printing

If you teach in McNeal, 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 Canvas for course management, grade book, handouts, etc. See Sue Finnegan for more information.

If you teach in Rapson Hall, then email pedesk@umn.edu with any printing and scanning requests. The printer/copier/scanner is located in the Landscape Architecture | Product Design office, room 145Q Rapson. No copy code is needed. Printing can also happen directly from a flash drive (insert on right hand side).

Personal photocopying is discouraged, but in the event you need to make an occasional copy, it is on the honor system at $.05/copy. In McNeal, envelopes for payment are in 240 McNeal; indicate your name, number of copies, and cash (no checks accepted) and place the envelope in Sue Finnegan’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 for distribution to students. Copyright permission applies to electronic copies and Canvas. 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 limited to materials you need to instruct your class. If you need to make color prints, send your file to Sue Finnegan (finne006@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 Sue Finnegan’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 DHA department head. Joe Favour will supervise the PDES part-time instructors. 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 or Joe Favour 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**

If you teach in McNeal Hall, 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 teach in Rapson Hall email pdesk@umn.edu with any instructor supply orders and other general administrative needs. In person requests can be made at the Landscape Architecture | Product Design Front Desk located in 144 Rapson Hall.

After hour requests can be emailed to Sue Finnegan at finne006@umn.edu. Special items may be requested by completing a purchase requisition form available on the DHA Intranet and submitting it to Sue Finnegan. 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 McNeal Community Room, Water and Coffee Clubs**

You are welcome to use the refrigerator and microwave in the 240 McNeal workroom or in 111 Rapson staff room. We ask that you mark and date the items you place in the refrigerator, and wipe up your spills in the microwave.

If you are in McNeal, you are welcome to join the DHA Water and Coffee Clubs. For 2019-20, 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. Rapson Hall vending machines are located next to room 71 Rapson on the lower level.

**Facilities**

**Building Access**

You may access 240 McNeal (the main office) by using your U card. You can also access McNeal or Rapson Hall 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 and Rapson Halls 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.

For McNeal: 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

For Rapson: Handicapped access is located on the northeast side by the Dean’s office. Public access hours are:

- **Monday-Friday:** 7:00 AM – 7:00 PM
- **Saturday:** 7:00 AM – 5:00 PM
- **Sunday:** 12:45 PM – 5:00 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.

**Classrooms and Technology**

In McNeal Hall, the DHA departmental classrooms are: B9, B22, 205/212, 233, 250, 258, 262, 336, 470, 475, 480. The computer classrooms are 216 and 305. The general purpose classrooms are: 10, 33, 144, 146, 310, 316, and 395.

In Rapson Hall, the departmental classrooms for the Product Design program are 31 and 245. The general purpose classrooms are: 43, 45, 56, 58 and 100.

All of the McNeal classrooms and the general purpose classrooms have projection capability. For the departmental classrooms, we have a small variety of adapters available for check out from the DHA Service Desk. Adapters should be returned at the end of class so it can be shared with others.

If you are teaching in a general purpose classroom, please check out the classroom or use the room search tool prior to teaching so you can bring the proper adapter if needed.

The general purpose classroom has a hotline phone available for hardware assistance during class. If you have problems with hardware in a McNeal Hall departmental classroom please contact the DHA Service Desk.
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 or Rapson 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.

Computer Classrooms
The computer labs (216 and 305 McNeal Hall and 33 Rapson) 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 and 71 Raps) is open daily. Hours are posted on their website: (CDES Computer Labs).

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
Students should be trained in the safe use of chemicals, dyes, needles or razor blades. SHARPS containers are currently located in any studio where needles or razor blades are used: McNeal B3, B9, B22, 205/212, 233, 258, 262, 470, 475 and 480; and in 31 Rapson. 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 to be used in McNeal Hall. 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.
Impacting Students Wellbeing
How instructor’s set up their course can impact a students' mental health and wellbeing. Mental health is a top public health issue on campus; one in three UMNTC students have a diagnosed mental health illness prior to or during college. Instructors have the ability to create learning environments that support positive mental health, and help all students succeed. Here are three recommendations based on the Joint Task Force on Student Mental Health at the University of Minnesota that support student resiliency.

First, clarify expectations for the course and all learning activities. Students are often unsure of what is expected of them, and benefit from comprehensive syllabi and course guidelines. This includes measurable course objectives, a weekly course calendar, and reasonable expectations for time spent and course workload. The more you inform students, the more they can be proactive in meeting these objectives.

Second, build flexibility into your course structure. Some courses assign a grade based on a few, high-stakes exams. This practice can increase student anxiety and stress, negatively impacting their ability to learn. Instead, try to build in multiple smaller assessments and/or allow students to drop one or more of their lowest quiz or assignment scores. This decreases stress for students while still providing several opportunities to demonstrate mastery of the course material.

Third, consider your deadline expectations. Students often have exams and assignments due the same day, and may learn more if you grant them some deadline flexibility. If you are offering an important long-term assignment in your class, provide students with clear deadlines spaced throughout the term to prevent ongoing procrastination. Also, consider when you set deadlines in your course. Late night deadlines can promote poor sleep patterns, and exams scheduled right after break might prevent students from using the break as they are intended.

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 Sue Finnegan at finne006@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. It is important to include the workload expectations for your class. 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 Sue Finnegan. 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 advance in order to be available the first day of class. You may also provide a list of materials and equipment that you want the bookstore to make available for student purchase. Please work with the lead instructor in determining appropriate materials.

As the primary instructor, if you need a copy of the required text, the publisher requires that the instructor contact them directly. Many publishers have a Web site with a “request desk copy” section. Publishers generally require that desk copies 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 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. If space is available, they can stay for that class period. Before you issue a registration 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 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.

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 Julie Hillman for additional information.

NOTE: Once your appointment has begun, instructors may issue permission numbers for the upcoming semester of class; however, it is highly 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.

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, enter the last day of attendance for any student receiving an “F.”

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 Canvas 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 Canvas course management software for managing class data. All class folders must be made available to the faculty 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 Canvas 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, CDES 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 Sue Finnegan (McNeal) or Amanda Smoot (Rapson) to make arrangements. Please provide at least one week’s notice. Also, please alert the office 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 Sue Finnegan (McNeal) or Amanda Smoot (Rapson). 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 Sue Finnegan.

**Course Fees**

Several 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 2019 and Spring 2020 are available at: [DHA course fees](#)
Final Exam Schedule

The finals schedule for classes is predetermined by the university and can be found at Final exam times. 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

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 they obtain permission from 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 administrative offices cannot accept, return, or facilitate the exchange of student work (see #3 above). Not only does this create a logistical burden for the 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 office staff will refer students to your email so that you are able to make arrangements directly with your students. Please check email often. Unless instructors make arrangements with the department, all student work may be destroyed if it is left in a shared office at the end of the semester.

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. Please speak with Sue Finnegan (McNeal) or Amanda Smoot (Rapson) to get the forms and coordinate the delivery to OMS. Please get approval from your program director before submitting the request. Please plan ahead when using this service.
**Student Absence from Class**

The University’s policy regarding states that 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). **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 that semester.**

See the full details for the Makeup Work for Legitimate Absences policy at: [https://policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html](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 “Avoiding and Dealing with Grade Disputes” and “Final Course Grade Dispute Procedures” on the Intranet Web site: [http://dha.design.umn.edu/intranet](http://dha.design.umn.edu/intranet)

**Grade Entry**

Grades should be recorded in Canvas 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 Grade Contract – now online only**

Some students may experience 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.

This contract is now an online process and must be initiated by the student. The department will no longer be accepting paper versions of this contract. Incomplete contracts are approved at the instructor’s discretion. In no event can a student receiving an incomplete be given more than a year to complete the course requirements. Please realize that you may be expected to help the student finish the terms of the incomplete contract, even if you are no longer teaching for us.
It is critical that the student document what work is outstanding for the course. The instructor will be sent an email to approve the contract. Once the work is completed, the instructor must change the student’s grade to reflect the work completed through the instructor’s MyU portal. Click on the class, Grade Roster, Request Grade Change. If you are unable to do this, please contact Julie Hillman.

The Information on the grading policy may be found here: https://onestop.umn.edu/academics/grading-policies. Students may find the link to submit the form here: https://onestop.umn.edu/forms#ui-accordion-accordion-panels-middle-header-6

The contract is about halfway down the list of forms.

Full information regarding the instructor and student responsibilities can be found at https://onestop.umn.edu/academics/grading-policies

**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: In progress notifications

**Instructional Information**

**Academic Resources**

Academic Resources are available to faculty and students in the College of Design. The Design Fabrication manages the workshop, Digifab lab, laser lab, 3D print lab, metal shop, CNS lab, Fabstore, and fabrication annex. Check out more information available at Fabrication Shops.

The IT staff manages the Rapson and McNeal Hall computer classrooms. Greg Lockhart manages the Imaging 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. This media can only be shown in the classroom and is not permitted to be made available for students via the Internet. Several of them were converted to a digital format and are available on the 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 available with links to digitized media. There are many images available at: http://dcl.umn.edu/. Please check out media through the DHA Service Desk.
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/](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/](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](mailto:ldunne@umn.edu)
- Graphic Design: Fancy Trice [tric001@umn.edu](mailto:tric001@umn.edu)
- Interior Design: Tasoulla Hadjiyanni [thadjiya@umn.edu](mailto:thadjiya@umn.edu)
- Retail Merchandising: Hye-Young Kim [hykim@umn.edu](mailto:hykim@umn.edu)
- Product Design: Barry Kudrowitz [barryk@umn.edu](mailto: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](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 and 107 Rapson advise 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 (DRC) 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 department head in a timely manner. Steve Yang, the Assistant Dean for Student Services in CDes, is the college contact for student behavior referrals. In his 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 Steve Yang (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/
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.*

Displaying Student Work
DHA encourages instructors to display student work in one of several designated areas in the building. For McNeal, the display time is limited to two weeks so all classes will have an opportunity to display work. Reservations can be made by emailing Sue Finnegam at finne006@umn.edu. For Rapson, please contact Amanda Smoot at asmoot@umn.edu. Instructors are responsible for hanging and removing student work. Please contact Sue or Amanda if you have any questions.