Syllabi
All syllabi should contain the following information:

1. Grading Breakdown clearly stated, such as: Participation in discussions/critiques 10%, Projects (3) 20% each, Final project/paper 30%. Please mention the possibility of a reduction in grade for late work, showing up tardy, leaving class early, or missing class altogether.

2. Disability Services and Programs Accommodations: Students requesting academic accommodations based on a disability are required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP once adequate documentation is filed. Please be sure the letter is delivered to the professor as early in the term as possible. DSP is open Monday through Friday, 8:30-5:00. The office is located in the Student Union room 301 and their phone number is (213) 740-0776.

3. Roski Art Programs Application Information:

   Art minor- http://roski.usc.edu/minors/
   Contact Christina Aumann in HSH-101 / aumann@usc.edu / (213)740-6260

   Art major- http://roski.usc.edu/undergrad/becoming-an-art-major.html
   Contact Penelope Jones in HSH-101 / penelope@usc.edu / (213)740-9153

4. Artwork Documentation Request: At the close of the semester, all 300-level and 400-level students are required to submit reproduction quality documentation of their projects via Dropbox for the Roski Archives. Students will receive an invitation to a shared Dropbox folder via USC email. Images and caption list must be uploaded before the last day of classes. The Dropbox invitation will contain easy-to-follow instructions. For more information, please contact USC Roski Public Communications Manager, Erin Connors, at erinconn@usc.edu.
Please submit a copy of your syllabus to Annie Watanabe, at awatanab@usc.edu, by the first day of your class.

**Copy Work Requests (Volume Printing)**
Please use Blackboard to post syllabi and any handouts or assignments, whenever possible. In class, use Powerpoint or other means to project these handouts while walking students through the syllabus or the assignment. *All volume printing requests are produced by Michael Shroads in the Galen Lab (HAR 220).*

All prints are black and white, double-sided, and will be delivered to your mailbox.

**To print class syllabi and handouts for Fall 2014, this form must be received by August 20th.** During the semester, print requests may be made using the following steps below. Please put in your requests for handouts during the semester at least 3 days in advance.

**Step 1:** Go to [https://art.usc.edu/osticket/open.php?topicId=15](https://art.usc.edu/osticket/open.php?topicId=15)
**Step 2:** Enter up to 4 filenames along with the number of copies.
**Step 3:** Use “Volume Printing fa14” for printing needs in the fall 2014 semester. Subsequent semesters will need proper titling.
**Step 4:** Attach up to 4 files.
**Step 5:** Click “Create Ticket”.
**Step 6:** Prints will be delivered to your mailbox up to 72 hours later.

Please address any questions regarding volume printing to Matthew Horne at volumeprinting@roski.usc.edu.

Please contact Annie Watanabe to arrange the printing of course readers via the bookstore.

**USC Grading and Roster System**
Access your current class roster online at [https://grs.usc.edu](https://grs.usc.edu). Use your USC email username and password to login. The Web Roster includes student names, ID numbers, photo and email address. This is also where you will submit midterm and final grades. For instructions on how to use the system please visit: [http://www.usc.edu/dept/ARR/grades](http://www.usc.edu/dept/ARR/grades).
Registration
All courses are open registration during the first two weeks of the semester, allowing any interested student who has met prerequisites to register for courses without faculty permission until the class reaches the established seat cap. If you have prospective students sitting in on early classes please instruct them to register as soon as possible.

It is important that we retain all students during this open registration period. Please speak to students who seem to be considering dropping your class, and consult with Penelope Jones (penelope@usc.edu) if you fear you will be losing multiple students.

At the beginning of the third week of the semester, September 8, all Roski School courses will require D Clearance, which prevents students from registering online; they must get your permission in writing. If you wish to allow a particular student to register for your course after September 8, please sign the Add/Drop “Request for Change of Program” form that the student has completed, available in the Main Office (WAH 104), and have the student bring the form to HSH-101 for verification, processing and further instructions. For questions contact the advisors in HSH-101: Christina Aumann, aumann@usc.edu, (213) 740-6260.

Attendance
Please document the attendance of your students. The Roski School encourages faculty to take poor attendance (a student’s failure to attend three or more classes per semester) into consideration when assigning grades. If attendance is a factor in your grading decision it is important to submit an attendance log to the Advising office (HSH 101).

Classroom Etiquette
As students are expected to participate in class discussions and critiques, please discourage them from the use of mobile phones and other devices during class time.

Midterm Grading
All instructors of undergraduate courses must notify students of official mid-semester standings and enter them in the Grading and Roster System (either [http://my.usc.edu](http://my.usc.edu) or [https://grs.usc.edu](https://grs.usc.edu)). The options for most students are “At Risk” and “Not at Risk.” Mid-semester standings can be entered in the Grading and Roster System beginning with the sixth week.
of classes (September 29) and must be entered before the end of the eighth week of classes (October 18).

Notice of Unsatisfactory Progress

http://roski.usc.edu/intranet/faculty-staff-forms.html

If a student is doing poorly in your class it is important that you fill out one of these forms, available in the Main Office, as soon as possible. Recording this in writing prods the student to take the situation seriously. If there is a disagreement about the final grade it is valuable to have this notice on file. You may notify students of their unsatisfactory progress at any time during the first half of the semester. This should definitely be done in time for them to withdraw, prior to November 14. For more information, please contact Christina Aumann at aumann@usc.edu, (213) 740-6260, or Cara Root at cararoot@usc.edu, (213) 740-7567.

Final Grades
Grades are due within 96 hours of your scheduled final exam/project/critique/paper due date. Grades are entered and submitted online at https://grs.usc.edu. The USC Grading Handbook is available online at http://www.usc.edu/dept/ARR/grades.

Graded Work Return
Graded work is confidential, and should be returned as such. Please email the Main Office (roski@usc.edu) to notify them of pending retrieval. Papers/exams must be folded and stapled to retain confidentiality. All work will be held subject to the Front Office's retention period.

Blackboard
Blackboard is USC’s e-learning platform. Instructors use Blackboard to post and distribute course content such as syllabi and handouts, to communicate with students via announcements and email messages, and to assess student learning through quizzes and online assignments. For Blackboard training, please visit https://blackboard.usc.edu/.

Textbooks
Undergraduate Coordinator Annie Watanabe is the Textbook and Course Reader Coordinator for the Bookstore. If you require books for your classes please contact her at awatanab@usc.edu. Please provide the title, author publisher, and the ISBN number for each book that is needed.
Course Reader
You may order a course reader for your class through Trojan Bookstores Custom Publishing at (213) 740-9408.

GUIDELINES AND ESSENTIALS

Faculty Handbook
USC Faculty Handbook: [http://policies.usc.edu/p4acad_stud/faculty-handbook.pdf](http://policies.usc.edu/p4acad_stud/faculty-handbook.pdf). The Faculty Handbook is an important resource. Section 2, Academic Practices and Policies, and Section 5, Integrity of the Academic Environment, are of particular significance and should be read by all faculty. For issues or questions of student integrity violations please consult the academic advisors in Hazel & Stanley Hall (HSH) 101.

Faculty ID Card
A Faculty ID card is required to access services on campus; this includes libraries, parking and other services. You may obtain one from the USCard office located in Parking Structure X to access many classrooms and buildings. Please phone (213) 740-8709 for more information.

USC Email Account
USC Roski and the larger University will send all electronic correspondence to your USC email address. A USC email account is required for accessing important online services and applications such as the USC Grading and Roster System and Blackboard (see below). Please set up your account before classes begin. Visit [https://secweb.usc.edu/cgilocal/firstlogin/showform?form=activate](https://secweb.usc.edu/cgilocal/firstlogin/showform?form=activate) for instructions and first login. If you require assistance in setting up your USC email account, or linking it to your personal email account, please contact Roski IT Manager Douglas Matthews at dougm@usc.edu, or IT Specialist Timmy Chen at timmyc@usc.edu.

Parking
For an on-campus parking permit or information on parking at the Parking Center visit the Transportation Services website at [http://transnet.usc.edu](http://transnet.usc.edu) or phone them at (213) 740-3575. A parking rate list is available at [http://transnet.usc.edu/index.php/parking-rates/](http://transnet.usc.edu/index.php/parking-rates/), as is a map showing the Transportation Services Office (located in Parking Structure X). Daily passes are available from the drive-up kiosks located at each entrance.
to the University. Passes cost $10 per day and are issued on a first-come, first-served basis. They are often sold out in the late mornings or afternoons. Metered parking is also available along Vermont Avenue and other nearby streets. The Natural History Museum on Exposition just opposite Watt Hall provides additional parking options. They offer daily permits as well as a $100 unlimited usage monthly rate.

**Harassment Prevention Training**

To comply with the USC Board of Trustees’ mandate, federal and state legislation, and professional “best practices,” all staff and faculty must complete the 2-hour harassment prevention online training course upon hire. Additionally, all University employees must complete the course on a bi-annual basis as directed by the policy.

The Harassment Prevention Program initiative provides education on preventing sexual and other types of illegal harassment, and workplace discrimination for all employees. Information is available through your department administrators or by visiting our website.

You must complete the Harassment Prevention Training within the first 60 days of your employment and every two years thereafter. After you have obtained a USC email account, you will receive a personalized training link from the training vendor, Workplace Answers. If you do not receive your link within your first three weeks of employment please contact the Professional Development Registrar at (213) 740-5885 or send an email to harassmentprevention@caps.usc.edu. Additionally, your link will be available on your eTrac account.

**Class Changes/Schedule Adjustments**

Please notify the office of any changes to the location or timing of your regularly scheduled class by completing the Class Change Form, which is available in the office and online at: [http://roski.usc.edu/docs/Class_Change_or_Cancel_Form.pdf](http://roski.usc.edu/docs/Class_Change_or_Cancel_Form.pdf).

If you cannot attend your class due to illness or other emergency, or if you are going to be late, please notify the Main Office as soon as possible by calling (213) 740-2787, and email Annie Watanabe (awatanab@usc.edu).

**Faculty Absences**

Faculty members are expected to teach the courses that have been assigned to them, and to keep absences to a minimum. It is very
important that the students receive the instruction to which they are entitled from the official instructor of the course. In cases where a faculty absence is necessary the assigned faculty members must provide appropriate class coverage. Coverage plans must be approved by Margaret Lazzari, Vice Dean (lazzari@usc.edu), at least two weeks prior to the expected absence.

**Reimbursements**
Non-Travel Expense Report Forms (available online: [http://roski.usc.edu/intranet/faculty-staff-forms.html](http://roski.usc.edu/intranet/faculty-staff-forms.html)) are used for reimbursement requests for various classroom supplies. Completed forms and attached receipts should be turned in to Annie Watanabe (awatanab@usc.edu) for approval from the Vice Dean. The following must be included when submitted:

- All receipts are attached for all dollar amounts.
- Name of reimbursee is clearly listed.
- Business purpose is listed.

**MAIN OFFICE RESOURCES**

**Office Forms**
All forms are available at the Main Office in WAH 104 and online at [http://roski.usc.edu/intranet/faculty-staff-forms.html](http://roski.usc.edu/intranet/faculty-staff-forms.html), including those referenced in this document. Forms may be electronically downloaded and submitted (preferred method).

**Facility Work Station**
The Lounge in the Main Office (WAH 104) offers a computer station for faculty use. The computer prints to the copy machine in the back portion of the office. This is to be used ONLY for confidential printing, such as class lists or grades, and for a very limited number of copies.

**Mail**
Individual mail slots are located in the Main Office (WAH 104). Please check your mail slots every day that you are on campus and respond to requests in a timely manner.
**Phone Messages**
The Art & Design office telephone number is (213) 740-ARTS (2787). Phone messages will be placed in your mailbox.

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**FACILITIES AND KEYS**

**Facilities Manager: Ian McCully (mccully@usc.edu)**  
**Facilities Assistant: Greg Curtis (curtisg@usc.edu)**

**Rules and Procedures for Keys: WAH/HAR**
- Submit all key requests to the facilities office via the Wufoo request form found on the Roski website: [http://roski.usc.edu/intranet/faculty-staff-forms.html](http://roski.usc.edu/intranet/faculty-staff-forms.html)

- Faculty and students will be contacted via email to arrange for a time to pick up keys. Key pick up is available Monday – Friday, 8:30 AM – 4:30 PM from the facilities office located in Watt Hall room 110.

- Keys are issued within 48 hours of receiving the key request.

- There is a $20.00 dollar deposit per key for faculty, student staff, and students. This is due at the time the key is issued. Keys will not be issued without the deposit. Only checks will be accepted. Cash, credit cards, or money orders will not be accepted. The check will be deposited within 72 hours of receipt and the amount held until the key is returned.

- In the event that a faculty member or student staff loses a key, the entire deposit for that key will automatically be applied towards the cost of rekeying the affected door(s) and a new deposit of $20.00 per key will be required prior to receiving replacement keys.

- **Lost keys are to be reported immediately to the Facilities Manager, Facilities Assistant, Facilities Technician, or the Department of Public Safety (DPS).**

- Keys are not to be transferred among faculty or students. Keys must be returned to the facilities office before being reissued.
Key returns.
-Keys are to be returned, in person, to the facilities office. The returnee’s address must be noted at the time the keys are returned. A reimbursement check will be mailed to the returnee’s address within 3 weeks of receiving the returned key.

-If a key is not returned within two weeks of issuing a request for return, the deposit for that key will be forfeited and the deposit may be used towards rekeying of the affected door(s).

For more info, please visit: [http://roski.usc.edu/intranet/key-order.html](http://roski.usc.edu/intranet/key-order.html)

Rules and Procedures for Keys: IFT building
-Submit all key requests to Facilities Technician, Juan Morales at jcmorale@usc.edu

-Faculty and students will be contacted to arrange for a time to pick up keys. Keys are issued within 48 hours of receiving the key request.

-There is a $20.00 deposit per key for faculty and student staff. This is due at the time the key is issued. Keys will not be issued without the deposit. Only checks are accepted. Cash, credit cards, or money orders are not accepted.

-For MFA students, key deposits for individual studio keys are understood to be included with students’ studio deposit.

-Checks will be deposited within 72 hours and held until key is returned.

-In the event that a faculty member, student, or student staff loses a key, the entire deposit for that key will automatically be applied towards the cost of rekeying the affected door(s) and a new deposit of $20.00 per key will be required prior to receiving replacement keys.

-Lost keys are to be reported immediately to the Roski School of Art and Design Facilities Technician, Facilities Manager, Facilities Assistant, or the Department of Public Safety (DPS). See contact info below on next page.
Keys are not to be transferred among faculty or students. Keys must be returned to the facilities technician before being reissued to another person.

MFA students moving to a different studio after their first year of study must notify the Facilities Technician of the move so that key records can be updated accordingly. There is no additional deposit required when exchanging studios.

**Key returns**

- Keys are to be returned, in person, to the Facilities Technician. Keys may also be returned by mail to the IFT main office, care of the Facilities Technician. The returnee's current address is to be noted at the time the keys are returned. A reimbursement check will be mailed to the returnee's address within 3 weeks of the budget office receiving the refund request.

- Keys issued to MFA students for individual studios may be kept for the period of time that the student is entitled to occupy his or her individual studio.

- Key return requests will be sent via email to student staff, part-time faculty, and adjunct faculty who are not continuing in the spring semester, or, who are teaching in a different location which requires issuance of a new key.

- Keys issued to MFA students for individual studios are due when checking out of the studio at the completion of the program.

- If a key is not returned within 2 weeks of issuing a request for return, the deposit for that key will be forfeited and the deposit will be used towards rekeying of the affected door(s).

**Keyless Entry/ Card-Swipe Access Requests**

- For Keyless entry (card-swipe) access requests for Watt Hall, IFT, or a classroom equipped with a keyless entry device, please submit the request via the Wufoo form found on the Roski Website: [http://roski.usc.edu/intranet/faculty-staff-forms.html](http://roski.usc.edu/intranet/faculty-staff-forms.html).

- Requests received 8:30am -5:30pm Monday –Thursday will be processed within 24 hours. Requests made after 12pm on Fridays may not be processed until the following Monday. Access requests made after hours, over
a weekend, or on University Holidays will be processed the next business
day.

Facilities Service Requests.
For facilities related service requests such as a temperature adjustment, lights
out, electrical, janitorial issues, OR equipment/ furniture requests, please
use one of the following:

* Facilities related Service Requests may be submitted via the Wufoo re-
quest form found on the Roski Website: http://roski.usc.edu/intranet/
faculty-staff-forms.html.

* Facilities Service requests may also be made in person at the Facilities/
IT Office located in Watt Hall, room 116 between 8:30am -6:30pm Mon-
Thurs, and from 8:30am-5pm on Fridays.

* Facilities Service requests may be made by phone to Roski facilities staff
via the numbers listed below as well. Facilities Staff are typically on campus
from 8:30am-5:30pm M-F.

Please note, for requests pertaining to after-hours emergency facilities
situations (e.g. flooding, loss of power in classroom, strange electrical
noises or smells, or any facilities issue that presents an immediate health
and safety, security, or property damage risk.) please contact the USC
Department of Public Safety (DPS) at:

DPS Emergency Line: (213) 740-4321
DPS Non-Emergency Line: (213) 740-6000

Facilities Contact Info
Ian McCully - Facilities Manager
(213) 821-0707 / mccully@usc.edu / WAH 110

Greg Curtis - Facilities Assistant
(213) 821-2639 / curtisg@usc.edu / WAH 116

Juan Morales - Facilities Technician
(213) 743-1764 / jcmorale@usc.edu / IFT Building

USC Roski
School of Art and Design
Audio Visual Equipment
AV equipment such as projectors, DVD decks, and cameras are checked out from the equipment cage located in Harris 120H. It is recommended that equipment be reserved in advance to ensure availability for your class. Equipment may be reserved by calling the equipment cage desk at (213) 740-3389.

Watt Hall and Harris Hall Display Cases
These glass cases are available for presentation of class work. Watt Hall display cases are located on the North and South wall on the first floor of Watt Hall. Harris Hall display cases are located in the Harris Hall courtyard. Advanced reservations are recommended. Please contact Annie Watanabe (awatanab@usc.edu) for display case reservations.

ITS
Douglas Matthews – IT Manager
(213) 821-1414 / dougm@usc.edu / HAR 117B

Nikhil Murthy – IT Support Specialist
(213) 740-8804 / nmurthy@usc.edu / WAH 116

USC website: [http://www.usc.edu/](http://www.usc.edu/)
USC Roski School of Art and Design website: [http://roski.usc.edu/](http://roski.usc.edu/)
Information Technology Services: [http://www.usc.edu/its/](http://www.usc.edu/its/)
ITS Policies: [http://www.usc.edu/its/policies/](http://www.usc.edu/its/policies/)
CLASS TRIPS/CLASS VISITORS

Field Trip/Travel Forms
It is mandatory that all students complete the Waiver, Release and Indemnity form prior to a planned class trip. The forms are available in the Main Office (WAH 104). This is required for all off-site excursions, without exception. Completed forms should be turned in to the Undergraduate Coordinator, Annie Watanabe, before the trip occurs. Instructors must keep a copy of all forms for the duration of the excursion.

Guest Speakers
Speakers must be requested and cleared through the Lecture Committee. Allow at least 4 weeks for requests to be processed.

Field Trip/Guest Speaker forms can be found at: [http://roski.usc.edu/intranet/faculty-staff-forms.html](http://roski.usc.edu/intranet/faculty-staff-forms.html)

OTHER RESOURCES AND PROGRAMS

Breaking Bread Program
The Breaking Bread Program reimburses faculty for up to $150 per semester (based on an average of $10 or less per student) when faculty dine with undergraduate students from their class or classes. Faculty may dine at their homes, at an off-campus restaurant, or at an on-campus facility. Program applications and additional information may be found at: [http://undergrad.usc.edu/faculty/breaking_bread/index.html](http://undergrad.usc.edu/faculty/breaking_bread/index.html).

Lynda.com
All USC students have access to [http://www.lynda.com](http://www.lynda.com), an online training site that provides over 2,000 video-based courses on computing and technology, such as Final Cut Pro, Google Analytics, CAD, Pro Tools, PHP, Maya, Adobe Creative Suite, and thousands more.

Last Updated 7/29/15