COURSE MATERIALS AND GRADING

Syllabus
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 Information: For information on applications:
   Art minor- https://roski.usc.edu/academic/minors
   Contact: Christina Aumann in HSH-101 / aumann@usc.edu / (213)740-6260
   Art major- https://roski.usc.edu/academic/babfa
   Contact: Penelope Jones in HSH-101 / penelope@usc.edu / (213)740-9153

4. Artwork Documentation Request: At the close of the semester, all 300- 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 our Communications Coordinator, Stephanie Weiss, at weiss@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
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 staff in the Galen Lab.

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

Volume Printing Procedures
Step 1. Go to https://art.usc.edu/osticket/
Step 2. Select “Faculty Volume Printing Request”.
Step 3: Enter up to 4 filenames along with the number of copies.
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.

USC Grading and Roster System
Access your current class roster online at 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.

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 5, 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 5, please sign the Add/Drop "Request for Change of Program" form that the student has completed, available in the Art and Design Office WAH 104, and have the student bring the form 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 or 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 26) and must be entered before the end of the eighth week of classes (October 14).

Notice of Unsatisfactory Progress
If a student is doing poorly in your class it is important that you fill out one of these forms, available in the Front 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 11. For more information, please contact Christina Aumann at aumann@usc.edu, (213) 740-6260.

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. Full time faculty should collect and return work from your assigned offices. Part time faculty should schedule returns with their classes. Papers/exams must be folded and stapled to retain confidentiality. NO WORK should be left at the Art and Design office for return.

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/facultyhandbook.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 the libraries, parking and other services. You may obtain one from the USCard office located in Parking Structure X. 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 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 Hayk Avetisyan at havetisy@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 or phone them at (213) 740-3575. A parking rate list is enclosed, 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 $12 per day and are issued on a first-come, first-served basis. They are sometimes 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 $70 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. 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: https://roski.usc.edu/sites/default/files/classcancellation.pdf.

If you cannot attend your class due to illness or other emergency, or if you are going to be late, please notify the Art and Design 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 the Vice Dean of your area at least two weeks prior to the expected absence.
Facilities Information

Service Requests:
Please submit non-emergency facilities related service requests via the Facilities Service Request form found at the following link: https://roski.usc.edu/resources/guidelines-and-forms
Examples of typical facilities service requests include:
• Room is too hot or too cold
• Lights out
• Loss of electrical power
• Damaged equipment
• Custodial services required

For facilities emergencies that occur during business hours, please contact one of the following facilities staff listed below. Examples of emergency facilities requests are flooding, chemical spill, or any situation that jeopardizes health and safety or poses damage to the facilities.

 Ian McCully, Facilities Manager
  Office: Watt Hall, room 110
  phone: (213) 821-0707
  email: mccully@usc.edu

 Greg Curtis, Facilities Assistant
  Office: Watt Hall, room 116
  phone: (213) 821-2639,
  email: curtisg@usc.edu

 Juan Morales, Facilities Technician
  Office: IFT Building, room 119
  phone: (213) 743-1764
  email: mailto:Jcmorale@usc.edu

If you are unable to reach facilities staff, or if the emergency facilities event occurs after-hours, please contact The USC Department of Public Safety at (213) 740-4321.

Main Office Resources

Office Forms
All forms are available online at https://roski.usc.edu/resources/guidelines-and-forms, including those referenced in this document. Forms may be electronically downloaded and submitted (preferred method).

Faculty Work Station
The Lounge in the Art and Design Office (WAH 104) offers a computer station for faculty use. The computer prints to the printer next to the computer.

Mail
Individual mail slots are located in the Art and Design Office (WAH 104). Please check your mail slots every day that you are on campus and respond to requests in a timely manner. Please do not ask students to place work in faculty mailboxes.

Phone Messages
The Art & Design Office telephone number is (213) 740-ARTS (2787). Phone messages will be placed in your mailbox.

Reimbursements
Non-Travel Expense Report Forms (available online: https://roski.usc.edu/sites/default/files/Non-Travel_Expense_Report_0909.pdf) are used for approved reimbursement requests for various classroom supplies. Completed forms and attached receipts should be turned in to Annie Watanabe avatanab@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.
Key returns.
- Keys are to be returned, in person, to the facilities office. Keys may also be returned to the Roski School of Art and Design main office care of the Facilities Manager. The returnee's address must be noted at the time the keys are returned.

- Upon return of the keys, a record of the returned key will be sent to the budget office within 48 hours and a reimbursement check will be mailed to the returnee's address within 3 weeks of receiving the returned key.

- Keys issued to full-time faculty may be kept from semester to semester.

- Keys issued to student staff, part-time faculty, and adjunct faculty will be reviewed at the end of each fall semester.

- 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.

- All keys issued to student staff, adjunct faculty, and part-time faculty will be collected at the end of each Spring semester unless that person is continuing to teach/work through the summer.

- 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 may be used towards rekeying of the affected door(s).

Key Issuance Procedures For Faculty and Students: IFT building
- Submit all key requests to Facilities Technician, Juan Morales, via email at:mailto:jcmorale@usc.edu

- Faculty and students will be contacted to arrange for a time to pick up keys. Keys pick up is available Monday – Friday, 8:30 AM – 4:30 PM from the facilities office located in Watt Hall room 116.

- 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 room is rekeyed, an email notification will be sent out to faculty and students who currently have keys for that room. Lab techs supervising student staff with keys will be notified as well. Existing deposits will be transferred to the replacement key. A new deposit is not required. Replacement keys will be available for pick-up at the facilities office Monday – Friday, 8:30 AM – 4:30 PM.

- 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). Contact information is listed below.

- Keys are not to be transferred among faculty or students. Keys must be returned to the facilities office before being reissued.

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Issuance of Keys procedures for faculty and students: Watt and Harris Halls
- Submit all key requests to the facilities office via the Wufoo request form found on the Roski website: [https://roski.usc.edu/resources/guidelines-and-forms](https://roski.usc.edu/resources/guidelines-and-forms)

- 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 116.

- 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 room is rekeyed, an email notification will be sent out to faculty and students who currently have keys for that room. Lab techs supervising student staff with keys will be notified as well. Existing deposits will be transferred to the replacement key. A new deposit is not required. Replacement keys will be available for pick-up at the facilities office Monday – Friday, 8:30 AM – 4:30 PM.

- 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). Contact information is listed below.

- Keys are not to be transferred among faculty or students. Keys must be returned to the facilities office before being reissued.

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Key Issuance Procedures For Faculty and Students: IFT building
- Submit all key requests to Facilities Technician, Juan Morales, via email at:mailto: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 dollar 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 will be accepted. Cash, credit cards, or money orders will not be accepted.

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

Keys issued to student staff, part-time faculty, and adjunct faculty will be reviewed at the end of each fall semester.

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.

All keys issued to student staff, adjunct faculty, and part-time faculty will be collected at the end of each spring semester unless that person is continuing to teach/work through the summer.

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).

The check will be deposited within 72 hours of receipt and held until the key is returned.

In the event that a room is rekeyed, an email notification will be sent out to faculty and students who currently have keys for that room. Lab techs supervising student staff with keys to the rekeyed location will be notified as well. Existing deposits will be transferred to the replacement key. A new deposit will not be required. Replacement keys will be available for pick-up from Juan Morales.

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). Contact information is listed below.

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.

Upon return of the keys, within 48 hours, a record of the returned key will be sent to the budget office and 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 full-time faculty may be kept by the faculty member from semester to semester.
**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 Art & Design office. 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, and a copy of all forms kept with the instructor for the duration of the excursion. **Please leave forms in a sealed envelope as they contain confidential information.**

**Parking Reservation**
Parking reservation requests for guest speakers must be submitted to Annie Watanabe at least 48 hours in advance of the requested reservation day. Please submit requests by email to Annie at awatanab@usc.edu.

**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.

**Lynda.com**
All USC students have access to http://www.lynda.com, an online training site that provides professional, hands-on instruction in the use of visual arts-related and other software applications.