

Procedures for Design Instructors

1) Classroom equipment

- If there is a problem with the functionality of the classroom equipment (i.e., computers or installed projectors) contact ASC Technology Services at ASCTech@osu.edu, or 614-688-4447 to report the problem.

2) Electrical Cord Reels

- Ask your students not to pull the electrical cords to their maximum length and not to yank on them. When this happens it breaks something inside the reel case and the electrical cords cannot retrieve back up. They are expensive to replace and is at the department's expense.

3) Syllabi

- Should be submitted electronically to the Design Office at design@osu.edu no later than the second Friday of the semester.
- Please do not instruct students to contact you via the Design Office. Students should be instructed to contact you directly via email (or cell phone if you choose to provide that information).

4) Student access to studios

- Student access to studios/classrooms will be provided to pre-design and design majors only. Students should have access with their Buck ID cards by the start of the semester. Students having problems using their cards or who received a new card should see Gabe Tippery who will provide them with a form and also verify their enrollment. Completed verified forms can be turned in to the Design office.
- Students who are non-majors will not have access to the Design studios outside of their scheduled class times. They should be encouraged to use other available areas of campus such as residence halls, the libraries, and the Digital Unions.

5) Classroom supplies

- Small quantities of standard office supplies for classroom use are available in the Design office. If you need large quantities and/or specialty items for classroom instruction, please notify the Design Office staff at least one week in advance. Our fiscal manager can provide instructions for you to initiate an eRequest (www.erequest.osu.edu) for large quantities. But funding may not be available to approve such expenses.

6) Field Trips

- If your students will be participating in off-campus activities that are course-related, the students must complete a "Design Field Trip Waiver" form (available at www.design.osu.edu/faculty-staff) prior to the trip. The instructor should collect the completed forms and return them as a group to the Design Office where the forms will be kept on file.

- 7) Student pick up/drop off of projects/assignments
- Instructors must oversee the collection or distribution of student work. The main office cannot be designated as a place for depositing or collecting anything. If you do not have a designated office, please arrange for your students to meet you in a public space in Hayes Hall at a designated time. You are encouraged to use Carmen to collect work in a digitized format whenever possible. Please make students aware the Design Office staff cannot provide them with access to locked faculty areas under any circumstances.
- 8) Art and Design Lab
- Instructors who will utilize the Art and Design 's shared workshop facility can contact shop manager Nathan Gorgen(.1) or Asst. Manager Andrew Frueh(.22) at 614-292-5072 for further information regarding shop hours, policies, schedules, safety orientation schedule, etc. A "Release of All Claims" form (available at www.design.osu.edu/faculty-staff) should be completed by all students each term that they take a course in which they will use the facility. It is up to each instructor to ensure that every student in his/her class has completed this form. Signed forms should be returned to the Department Office by the instructor.
- 9) Trash and Recycling Collection
- Studio trash and recycling containers should be placed in the hallway for regular trash/recycling removal. Custodians do not have access to locked studios. Please inform your students to place the containers outside the studio when nearly full and retrieve them when empty.

Questions about these guidelines can be directed to the Design office staff (100 Hayes Hall):

Gabe Tippery(.2) – Undergraduate Academic Advisor, 614-292-2637
Polly Graham(.311) – Grad Program Coordinator, 614-688-4791
Steve Pruchnicki(.3) – HR and Fiscal Officer, 614-292-8102