

## PROCEDURES FOR DESIGN INSTRUCTORS

### 1) Classroom equipment

- Any functionality problems with classroom A/V equipment and computers (not printers) please contact ASC Technology Services at [ASCTech@osu.edu](mailto:ASCTech@osu.edu), or 614-688-4447. They can also help with instructors' laptops purchased by the department.

### 2) Electrical Cord Reels

- Ask your students not to pull the electrical cords to their maximum length or yank on them hard. If the cords will not rewind back into their reel case they are broken and will have to be replaced at the department's expense.

### 3) Syllabus

- **Please submitted electronically to [design@osu.edu](mailto:design@osu.edu) no later than the second Friday of the semester.**
- Please do not instruct students to contact you via the Design Office phone number. Please have them contact you directly via email. Or your cell phone if you choose to provide that information.

### 4) Student access to studios

- Access to studios in Hayes will be provided to pre-design and design major students only. Students will have access using their Buck ID cards at the start of autumn semester and deactivated the following spring semester on commencement day. Students having problems with access or those who receive a new card should fill out a blank Buck ID Access form in one of the slots outside Gabe Tippery's office. Completed forms can be turned into the Design office.
- Students who are non-majors will not have access to the Design studios outside of their scheduled class times. Encouraged them to use other available areas on campus such as libraries, digital unions or their residence halls.

### 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, please notify our fiscal manager **one week** in advance. Also, our fiscal manager can provide instructions for you to initiate an eRequest ([www.erequest.osu.edu](http://www.erequest.osu.edu)) so correct items are ordered.

### 6) Field Trips

- If you plan a course-related off-campus activity with your students, they must complete a *Design Field Trip Waiver* form prior to the trip (available at [www.design.osu.edu/faculty-staff](http://www.design.osu.edu/faculty-staff)). Instructor should collect all completed forms and turn them into the Design Office where they are 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 projects. If you do not have a designated office, please arrange for your students to meet you in a space in Hayes Hall at a designated time. You are encouraged to use Carmen/Canvas to collect work in a digitized format when possible.
- 8) Art and Design Workshops**
- If your students will be utilizing the Art and Design workshop facilities, contact Nate Gorgen (.1) or Andrew Frueh (.22) for further information regarding shop hours, policies, and safety training sessions.
  - Make sure all your students fill out a *Release of All Claims* form [www.design.osu.edu/faculty-staff](http://www.design.osu.edu/faculty-staff) at the beginning of the each semester after their training. Please collect all signed forms and turn them into the Design office.
- 9) Discursive Evaluation**
- A template form is available at [www.design.osu.edu/faculty-staff](http://www.design.osu.edu/faculty-staff) and are due by the last day of classes. This is a department form and students will still have to complete the online SEIs.
- 10) Trash and Recycling Collection**
- Custodial workers do not have access to locked studios and usually will not pick up trash/recycling when instructors are conducting lectures. If the trash and recycling containers get full, students should place them in the hallway.

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 Manager, 614-292-8102