Department of Design Procedures for Instructors

1) Classroom equipment
   - If there is a problem with the functionality of the classroom equipment (i.e., computers, installed projectors) contact ASC Technology Services at ASCTech@osu.edu, or 688-4447 to report the problem.
   - Notify the Design Office if the classroom printers need paper or toner.

2) Syllabi
   - Should be submitted electronically to the Design Office at design@osu.edu by the second Friday of the semester.
   - Please do not instruct students to contact you via the Design Office. Students should be instructed to contact the instructor directly via email (or cell phone if you choose to provide that information).

3) Student access to studios
   - Student access to studios/classrooms will be provided to pre-design and design majors only. This will be handled automatically by the second Friday of the semester. If students have a problem using their cards, they should see Gabe Tippery, who will provide them with a form and verify their enrollment. Completed forms are to be submitted to the front desk in Hayes 100 (the main office).
   - Students who are non-majors will not have access to spaces in Hayes Hall outside of their scheduled class times. They should be encouraged to use other available areas of campus such as dormitories, the libraries and the Digital Unions.

4) Student pick up/drop off of projects or assignments
   - Instructors must oversee any picking up or dropping off of student work/assignments themselves. 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 the Carmen drop box to collect work in a digitized format whenever possible. Please also make students aware that the Design Office staff is not able to provide them with access to locked faculty areas under any circumstances.

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 in advance. Staff will determine if the supplies are available in current inventory, or provide instructions so that you can initiate an eRequest (www.erequest.osu.edu) to purchase them. It sometimes takes a few days to receive requested items.
6) Field Trips

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

7) Trash and Recycling Collection

- Studio trash cans/recycling cans need to be placed in the corridor for regular trash/recycling removal when they are full. Custodians do not have access to locked spaces so please inform your students that they should place full cans outside and retrieve them when they have been emptied.

8) Art & Design Shop

- Instructors who will utilize the Art & Design Shop can contact shop manager Christie Whisman(.19) or Asst. Manager Nathaniel Hartman(.264) at 292-6537 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.

Questions about these guidelines can be directed to:

Chris Edbrooke(.7) - HR/Fiscal Manager, 292-8102
Polly Graham(.311) – Grad Program Coordinator, 688-4791
Gabe Tippery(.2) – Undergraduate Academic Advisor, 292-2637