

2022

# Precollege and Continuing Studies

## Instructor Handbook

College for Creative Studies

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# Welcome to the Precollege and Continuing Studies Office

Welcome to the College for Creative Studies Precollege and Continuing Studies Department. This handbook of introductory information has been prepared for PCS Instructors to help answer questions that frequently arise regarding campus services and protocols.

## Accreditation

The College is accredited by the Higher Learning Commission (HLC) and the National Association of Schools of Art and Design (NASAD). The Interior Design program is accredited through the Council for Interior Design Accreditation (CIDA). We are also a member of the Association of Independent Colleges of Art and Design (AICAD) consortium.

Most PCS classes are non-credit classes. Some classes associated with Certificate Programs, Dual Enrollment, and the Precollege Summer Experience may be credit bearing.

## Mission Statement

**The College for Creative Studies nurtures the creativity** that is vital to the enrichment of modern culture. The College educates visual artists and designers, knowledgeable in varied fields, who will be leaders in creative professions that shape society and advance economic growth. The College fosters students' resolve to pursue excellence, act ethically, embrace their responsibilities as citizens of diverse local and global communities, and learn throughout their lives. The College engages in community service by offering opportunities for artistic development and opening career pathways **to talented individuals of all ages.**

## Administrative Organization

There are four major College administrative areas reporting to the College for Creative Studies President: Enrollment and Student Services, Academic Affairs, Administration and Finance, and Institutional Advancement.

The Precollege and Continuing Studies department reports to Julie Hingleberg, Vice President of Enrollment and Student Services, whose office is located on the 2<sup>nd</sup> floor of the admissions building on the Ford Campus.

## Precollege and Continuing Studies Locations

CCS has two locations – the Walter and Josephine Ford campus and the A. Alfred Taubman Center for Design Education.

The Ford campus is located at 201 East Kirby Street, Detroit, MI 48202. It houses several departments including Art Education, Crafts, Entertainment Arts, Fine Arts, Foundation, Liberal Arts, Photography, and Illustration.

The Taubman Center is located approximately a mile north of the main campus at 460 West Baltimore Avenue, Detroit, MI 48202. It houses Advertising Design, Fashion Accessories Design, Graphic Design, Interior Design, Product Design and Transportation Design departments, as well as the graduate programs which include Color and Materials Design, Integrated Design, Interaction Design and the graduate level Transportation Design program.

Maps to both locations can be found in **Appendix A**.

## Building Access

Access to CCS buildings vary from building to building and from campus to campus. To maintain a safe campus environment everyone, all employees must have their campus ID visible at all times. After posted building hours, it is necessary to sign in and out at the security desk or office. The shops, computer labs and library may have hours that differ from general campus hours (8:30 a.m. – 4:30 p.m.). Please check Access Manager for specific building hours. [Building Hours](#)

## Academic Facilities (Shops)

The College has an array of facilities that are available for students, faculty, and staff in all departments. PCS instructors may use the shops for projects specifically related to PCS classes that they are teaching with approval from the PCS Director and the Director of Academic facilities.

The Metal shop and Foundry are located on the ground floor of the Kresge-Ford building. The Woodshop and paint booth are also located on the ground floor. Similar shop facilities are available on the 11th floor of the Taubman Center.

The shops have a variety of power equipment for working with a wide range of materials. Experienced Technicians staff all the shop areas. All students, faculty, and staff must pass a shop skills proficiency assessment before they are allowed to use the shops.

Contact the PCS director to make arrangements to use the shops. Priority is given to CCS Undergraduate students.

## CCS Bookstore

The CCS bookstore is located on the first floor of the Taubman Center. There is no longer a satellite store on the Ford Campus. The Bookstore stocks a wide variety of art supplies commonly used by CCS students, as well as notebooks, bluebooks, and CCS paraphernalia. Employees are eligible for a 15% discount on certain items with a valid employee ID.

## Library

The library is located on the first floor of the Manoogian Visual Resources Center and has an extensive collection of books and periodicals representative of all majors of the College. Additionally, the Director maintains a list of books and periodicals suggested by faculty to expand the collection. PCS instructors can access the College's DVD collection stored at the Library and borrow items for classroom use. With a valid ID, computers are available for student, faculty, and staff use. The Color and Materials library is now located in the Library at the MVRC.

## Visual Resources (LUNA)

Visual Resources, located in the CCS Library, manages the content of a digital image database with approximately 270,000 images for teaching and research purposes. The database can be accessed online at <http://luna.collegeforcreativestudies.edu/luna/servlet> on or off campus with your user name and password. Our software also allows the user to access images from Flickr, enabling personal collections to be included in classroom presentations. The application allows the user to search, view and ultimately share or present images in a visual presentation, a simple slideshow, post on Blackboard, etc. PCS instructors must obtain training and sign a copyright agreement with Academic Technologies in order to access high-resolution images. LUNA may only be used by current PCS instructors for PCS class purposes.

## Audio Visual Center

The Audio Visual Center, located in W109 of the Walter B. Ford II building, checks out various camera, audio, lighting and other AV equipment. State of the art video editing suites and fully equipped stage and studio spaces are also available to be reserved by students or faculty with approval from the Precollege and Continuing Studies Director. To make a reservation or for more information on online reservations for equipment, editing suites, or stages and studios, call 313.664.7647. CCS Undergraduate students are given priority over Precollege and Continuing Studies students.

## Imaging Center

The Imaging Center (IC) is located on the 6th floor of the Taubman Center. The Imaging Center offers large format print services on both laser and inkjet printers as well as binding services. A full list and samples of media available at the IC. Please allow ample time for printing, particularly at busy times of the year such as the start or end of the semester.

## 24-Hour Computer Labs

The 24-Hour computer labs are located on the 2nd floor of the Kresge-Ford Building and the 2nd floor of the Taubman Center. Each lab has Mac and PC computers, scanners, and black and white

and color printers. Each lab has the major software that is used in each of the College's programs. The computer labs are among the busiest facilities at CCS.

## Student Exhibition and Opening

The annual Student Exhibition and Opening (SEO) takes place on the second Friday in May, the evening after graduation. Patrons and guests come to the College to view the culmination of artwork created by students from each academic department over the academic year. Precollege and Continuing Studies students of all ages are welcome to enter their work. The Precollege and Continuing Studies department jury the work exhibited. Additionally, much of the work is for sale, with proceeds from the sale going directly to the students. The Exhibition begins with the Opening and remains open to the public for the following two weeks, free of charge, after opening night. Tickets can be purchased from the Business Office in the weeks prior to the SEO or on opening night. Full-time faculty, staff, adjunct instructors teaching in the current academic year, and graduating seniors of the current academic year receive one free ticket and may purchase one additional ticket at a discounted rate. Please check with the Human Resources department to see if you qualify for a free ticket.

# General Employment Information

## Employee Conduct

All CCS employees are expected to conduct themselves in a professional manner in relation to their students, other CCS employees, and to the public. CCS is committed to providing equal opportunity for all students and employees regardless of age, race, religion, color, national or ethnic origin, sex, sexual orientation, marital status, disability, or any other characteristic protected by law. Discrimination of any kind is strictly prohibited.

It is both illegal and against the policy of CCS for any employee, to harass another employee by (a) making submission to unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of sexual nature a condition of an employee's employment, or (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or (c) unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment by such conduct.

Furthermore, it is against the policy of CCS for an employee to harass a student by (a) making unwelcomed sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature as a condition of a student's pursuit of his or her college or academic program, goal or objective, or (b) making submission to or rejection of such conduct on the basis for any college or academic decision affecting the student, or (c) unreasonably interfering with a student's pursuit of his or her college or academic program, goal or objective or creating an intimidating, hostile environment by such conduct.

Our policy applies to all employees in all aspects of employment. Any employee, who is found after appropriate investigation, to have engaged in harassment of another employee or student, will be subject to appropriate disciplinary action, up to and including termination. Students

violating this or any policy should be reported to the Office of Student Life. Faculty and staff violating this or any policy should be reported to the Office of Human Resources.

## Policy on Sexual Harassment and Misconduct

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited. This policy specifically addresses the prohibition of sexual misconduct, including sexual harassment, gender-based harassment, sexual assault, sexual exploitation, stalking, and domestic violence. Sexual misconduct represents a serious breach of the College's commitment to fostering a positive educational and working environment. An individual who violates this policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. The full Policy on Sexual Harassment and Sexual Assault can be found on Blackboard, Campus Offices, in the Student Affairs - Policy and Procedure section or in the Annual Security Report. The full policy includes full definitions for the policy, hearing procedures, the scope of the policy, and all additional related information. Questions regarding the Sexual Harassment and Sexual Assault policy should be directed to Jody Shipper Title IX Coordinator, at [titleix@collegeforcreativestudies.edu](mailto:titleix@collegeforcreativestudies.edu)

## Smoking Policy

Smoking is prohibited in all CCS buildings. Smoking is permitted on the grounds of the campus; however, smokers are expected to obey distance regulations posted at building entrances in order not to interfere with the access rights of others.

## Drug and Alcohol Policy

The College for Creative Studies is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and

other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty and staff. Due to the harm caused by excessive and illegal use of alcohol and other drugs, the College has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of the CCS community. The full Alcohol and Other Drug Abuse Prevention Policy can be found on Blackboard, Campus Offices, in Student Affairs – Policy and Procedure section.

Under the **Drug-Free Workplace Act** and the **Drug-Free Schools and Communities Act**, the College is required to have an alcohol and other drug policy and must distribute this policy annually to all employees and students. This Policy must outline the College's prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of



possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

CCS strictly prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on CCS property. The use, possession, or distribution of alcohol by any employee on CCS property is also prohibited, except at events managed by the Office of Institutional Advancement. Use of alcohol, illegal drugs, or controlled substances that affect workplace performance or conduct is likewise prohibited.

State of Michigan law prohibits anyone under the age of 21 from drinking or obtaining alcohol. Administrative staff should not under any circumstances use alcohol with students of any age.

CCS will take appropriate action, up to and including immediate termination, with employees in violation of this policy. Employees are notified that action under this policy may include successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

## Identification and Parking

All employees are required to have an Employee Identification (SmART) card and parking hangtag. The ID cards can be obtained from the Campus Safety and Security Office located in the Kresge-Ford Building or on the 1<sup>st</sup> floor of the Taubman Center. All employees have free parking available to them in the CCS parking structures located on Brush Street (Ford campus) or Baltimore Street (Taubman Center). Employee ID cards must be visible at all times and are required to access parking structures, various areas on the Ford campus, and elevators, as well as other areas within the Taubman Center. For more information regarding ID/SmART cards and the services offered by the Campus Safety and Security Office, please see

### Appendix B.

## Payroll

Precollege and Continuing Studies Instructors are paid an hourly rate on a bi-weekly basis. A bi weekly pay schedule is available on Access Manager: Access Manager > Campus Offices > Business Services > 2022 Bi Weekly Pay Roll Schedules. Instructors may elect to be paid via direct deposit. Instructors cannot work until their Human Resources paperwork is up to date.

[2022 Bi Weekly Payroll Calendar](#)

### Appendix C.

## Time Clock

All Precollege and Continuing Studies Instructors are responsible for entering their hours into Time Clock. Failure to enter hours by the deadline listed on the Bi-weekly pay schedule may result in a delay in payment. Instructors must get prior consent if they anticipate going over the

amount of prep time hours outlined in their Instructor Employment agreement. Instructions on how to fill out hours on Time Clock can be found on Blackboard > Campus Offices > Business Services > Using Time Clock Plus > “Manually Enter Hours”.

## Assistants, Guests, and Volunteers

Instructors may not hire teaching assistants and work-study students, or invite guests and/or request volunteers to be in the classroom without prior written consent of the PCS Director.

# Protecting Minors on Campus

## Authorized Adults

All PCS instructors are considered Authorized Adults. Authorized Adults or Program Staff should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the College. Authorized Adults or Program Staff are required to comply with all applicable laws and College policy. Authorized Adults or Program Staff working in Programs covered by this policy must follow these expectations to avoid conduct that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with Minors or assist in any way to provide access to such material to Minors.
- Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, developmental, or health related purpose (i.e., treatment of an injury). Any resistance from the Minor should be respected.
- Do not use profanity, vulgarity, or harassing language.
- Do not be alone with a single Minor. If One-on-One interaction is required,

meet in open, well illuminated spaces or rooms with windows observable by other Authorized Adult or Program Staff, unless the One-on-One interaction is expressly authorized by the Program Administrator or is being undertaken by a health care provider.

- Do not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one Authorized Adult or Program Staff.
- Do not invite Minors to your home or other private locations.
- Do not provide gifts to Minors or their families independent of items provided by the Program.
- Do not engage or communicate with Minors through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or other forms of social media at any time except and unless there is an educational or Programmatic purpose and the content of the communication is consistent with the mission of the Program and the College.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Administrator and the Minor's parent/guardian.
- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty, or in the presence of Minors involved in a Program, or when responsible for a Minor's welfare.
- Do not provide alcohol or illegal drugs to a Minor.
- Do not provide medication to a Minor unless authorized by the Program's medication management guidelines.
- Do not possess any type of weapon or explosive device.

## Reporting Protocols

Youth program staff, volunteers, and other individuals associated with a youth program must report child abuse, sexual assault, and child pornography.

All members of the College community are encouraged to report the presence of unaccompanied minors on campus, as well as any inappropriate conduct by a minor and an

accompanying adult to CCS Campus Safety [Tel: 313.664.7444 (Ford Campus) or 313.664.1444 (Taubman Center)].

All employees serving as Authorized Adults in CCS sponsored Programs should be aware that they are “mandatory reporters” under Michigan’s Child Protection Law, MCL §722.621, *et seq.*, and must report to the Michigan Department of Health and Human Services (855-444-3911) all instances where they have reasonable cause to believe a child is suffering child abuse or child neglect, as defined in the Child Protection Law. All such employees should contact the Vice President for Enrollment and Student Services immediately at 313-664-7494 or 734-634-6258 (cell) in the event they become aware of or concerned about such abuse or neglect for assistance in making all required reports under Michigan law.

In addition, all employees serving as Authorized Adults in CCS-sponsored programs are “Campus Security Authorities” under the College’s Policy on the reporting of crimes pursuant to the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) and should review the CCS Policy on Crime reporting found at <http://www.collegeforcreativestudies.edu/campus-life/campus-safety>.

## Transportation of Minors

Youth programs that involves transportation of minors must comply with the following requirements:

College employees and volunteers that transport minors must have been subject to a Michigan driver records check within the last twelve months.

Although the use of private vehicles for transporting minors should be avoided, when private vehicles must be used, drivers must have automobile liability insurance.

More than one adult must be present in the vehicle except when there are multiple minors for the duration of the transportation.

# Precollege and Continuing Studies Protocols and Information

## Class Meeting Time

Instructors must start class on time and to be present during the full scheduled time of class.

\*Students should be given a 20-minute break for every 3 hours a class meets.

## Change of Class Day, Time, and Room

**Faculty members may not change the day, time, or room assignment for classes.** Classes must be held in the room in which they are assigned. Any and all changes of class meeting time or location must be approved by the Precollege and Continuing Studies office in advance.

## Instructor Absences

Instructors who cannot meet a class for valid reasons must contact the Director or the Department Administrator, as well as make all determined efforts to provide each student with as much advance notice as is realistically feasible, i.e. communicate with students via email. Instructors are required to contact the PCS director as soon as possible if the instructor has a conflict. An additional “make up” class may be added to the end of the course schedule. Substitute teachers **MUST** be approved by the PCS Director and the Human Resources department before starting work. Instructors may not hire a substitute directly.

If you cannot teach a class please contact the Director as soon as possible. Jane Stewart’s cell phone number is 248-840-1728.

## Emergency Closings/Class Cancellations

CCS policy is to remain open during periods of inclement weather. In the event it is necessary to close due to severe weather conditions or any other emergency, instructors will be contacted through the Emergency Alert Program. The CCS website main landing page will also post emergency closings.

## CCS Campus Emergency Alert Program

Instructors are required to sign up for the CCS Campus Emergency Alert Program. Instructions are available on Access Manager.

## PCS Refund Policy

A full refund is available if an official withdrawal request is made by phone, email or in person with the Precollege and Continuing Studies (PCS) office before the second day of class. There are no refunds available after the second day of class begins. It may take up to 15 working days for the refund to be processed.

## Communication

### Email

All employees and students receive a CCS email address. CCS frequently communicates information to faculty, staff, and students via our Google email system. It is mandatory that all CCS employees use the College's email system, especially when communicating with students. For assistance with forwarding your CCS email to your personal account, please contact Academic Technologies at 313.664.1500.

PCS instructors who do not use the collegeforcreativestudies.edu as their main email address are encouraged to set up their CCS email to automatically forward to their primary email address.

## HelpDesk

The CCS HelpDesk provides the CCS community with support for desktop computing, wireless, campus owned software, password issues, email, phones, and copiers. Faculty, students and staff may contact the CCS HelpDesk as follows:

Telephone – 313-664-7818, Monday – Friday, 8:30 AM – 4:30 PM

After 4:30 PM or on Saturday, if there is a technology issue in the classroom, please call the Audio Visual Center at 313-664-7647.

Submitting a HelpDesk ticket at [www.helpdesk.collegeforcreativestudies.edu](http://www.helpdesk.collegeforcreativestudies.edu) (available at any time)

# Instructor Responsibilities

## Course Creation and Presentation Syllabi

The syllabus is a contract with the student, which outlines the requirements and expectations of the course. The College has a standard syllabus template and style guide (see **Appendix D**). PCS syllabi for non-credit courses are less detailed than syllabi for credit bearing classes. A simple outline of the class activities and learning outcomes is appropriate. PCS instructors may be supplied with previous versions of syllabi when available. Copies of all syllabi are stored in the Precollege and Continuing Studies office files.

## Supplies

Prior to the first day of class, instructors will be contacted via email for the list of supplies needed for their class. For most Precollege (Teen), Youth, and Adult One Day Workshops, PCS provides all of the supplies necessary for the class. Students may prefer to purchase additional supplies and are welcome to do so.

Supplies needed for all adult courses are listed on the registration website. Whenever possible PCS will provide a minimum of supplies needed for the first day of an adult course for students

that forget to bring their supplies.

## Grading Non-Credit Courses

PCS non-credit classes are graded on a pass/fail basis. Instructors are responsible for entering grades at the end of each academic semester when the Registrar opens the grading portal for a limited time. Grades may be entered in as P (pass), F (fail) or NG (No Grade). The grading portal is available through Canvas and is open for a limited time at the end of each academic semester. For assistance on how to enter your non-credit course grades please contact Allie Runyan. (313)664-7457.

## Grading Credit

PCS credit bearing courses are entered through Canvas. To enter grades please follow these steps:

1. Log in to Canvas and go to the course you want to enter grades for
2. Select Send Grades to AARO
3. Select Final (grades) on the top of the screen
4. When all grades are entered, hit submit.

ALL STUDENTS WHO HAVE NOT OFFICIALLY WITHDRAWN from a credit bearing course must be assigned a grade. If the student never attended, please select Never Attended. A grade of WF should be given to student who never attended or stopped attending. Students who receive a grade of F or WF need to have a Last Date of Attendance entered for them.

If a student has dropped your class, it will say “inactive” next to their name · Please proof your grades to make sure they are entered correctly. You can make edits to the grades you enter while the grading module is still open. After that you will have to submit a Grade Change Form.

## Course Rosters, Login and Passwords

Instructors will be provided with a course roster and a list of login and passwords on the first day of class. Unfortunately, many PCS students wait until the day before or the day of the class to register. It may take at least one business day to transfer a student’s online registration into Canvas. Furthermore, it may take an additional 24 hours to get a login and password from the IT office. So, last minute students may arrive at your class without having a record in Canvas or a login and password. Please welcome these students into your class and log them in under your name and password and request a login and password from the PCS office. Students should have the proper registration by week 2.

## Academic Facilities (Shop) Coordination

If an instructor anticipates that access to the College’s shops is needed, coordination must take place prior to the start of the semester to ensure space availability. As can be expected, facility usage increases dramatically at the end of each semester. It is also necessary that shop staff are aware of the project(s) planned so that they might ready the needed materials. Instructors must contact the PCS director to coordination

Instructors should work with PCS staff to coordinate shop access and materials ordering. Faculty who wish to have their class work in the shops must accompany and supervise the class in the shop. Please note: Department approval is necessary for any materials ordered as the department budget is impacted. A full detail of shop services, forms to be completed to communicate needs to shop staff, safety instructions, etc. is available at Blackboard>Campus Offices>Academic Facilities. Faculty must undergo shop orientation and safety training in order to use the shop and supervise students in the shop(s). To schedule an orientation and training session, please contact the Director of Academic Facilities at 313-664-7485.

The College makes every effort to provide faculty with adequate supplies and equipment. CCS is not responsible for the loss or accidental breakage of personal items faculty choose to use in their courses.

## Models and Props

Instructors are responsible for booking their own models for their classes. Please contact the CCS model coordinator (313) 664-7608. Please review the sample Model Criteria Form, **Appendix E**. A Model Coordinator Handbook is available from the Model Coordinator or the PCS office to further outline the procedure to book and pay models. The model coordinator may also help you provide wardrobe and props for your sessions.

# Course Presentation

## Basic Procedures

### Adult Continuing Studies

Anyone over the age of 16 is eligible to take an Adult Continuing Studies course. Students will arrive directly to the classroom. Parental/guardian permission form is mandatory for any student under the age of 18 participating in any course working with a live, nude model. Permission slips are available at the PCS office. If the class overlaps lunch (eg. 10am-2pm) the class should take a 30-minute break. Adults are not supervised during lunch breaks.

### Precollege, Teens, and Youth Fall and Winter Semesters

Students under the age of 16 must be signed in and out by a parent, guardian, or an adult approved by a parent or guardian with photo ID. A welcome table will be set up in the Atrium of the WB Ford Building with a Teaching Assistant signing students in and out. If there is low enrollment and no TA scheduled, instructors will be notified to meet their class in the lobby and sign them in and out.

Instructors will be notified prior to class the location and timing of the lunch break. A teaching assistant will supervise lunch.

An example of a sign in and out form is available. **Appendix D**



## Precollege Summer Experience

TA will take attendance at the beginning of every morning and afternoon session. If a student is late or missing, the TA will contact the student's mentor to locate the student.

Precollege Summer Experience students receive three college elective credits if they receive a C or higher in the class. If they receive a C- they do not receive college credit.

To enter grades please follow these steps:

5. Log in to Canvas and go to the course you want to enter grades for
6. Select Send Grades to AARO
7. Select Final (grades) on the top of the screen
8. When all grades are entered hit submit.

## Precollege, Teens, and Youth Summer Semester

Students will be signed in and out by a parent, guardian, or an adult approved by a parent or guardian with photo ID in the lobby of the WB Ford Building. Teaching Assistants will be assigned to each class and will be responsible to take attendance and walk students to and from the lunch room. Detailed instructions are available on **Appendix E**.

At the culmination of a one-week summer youth or teen class there will be a student exhibition held in the lower level of the WB Ford Building. Instructors should be prepared to answer any questions that parents and guardians may have about the class.

## Recording Student Attendance

PCS instructors are required to take attendance for each class and send attendance to the PCS office at the completion of the course.

## Course Rosters, Login and Passwords

Class rosters may be viewed through Canvas. The class roster keeps a running tally of attendance. A total of how many "Present" or "Absent" classes are attributed to each student are available by roster.

Login with username and password, and then click on Faculty, then Class Roster.

PCS students frequently register at the last minute. Some PCS registrations may not have been entered into Colleague and therefore will not show up on Canvas. Please allow the student into the class, take their name, and inform the PCS office after the class is over.

## Course Evaluations

A course evaluation form will be sent to students via email at the end of the last class.

Evaluations will be made available to PCS instructors for review after they have been processed and recorded by the PCS office. Course evaluations may be used to determine whether an instructor will be invited back to teach.

## Field Trips

Field trips to the Detroit Institute of Arts, an artist's studio, or another location can enhance learning. Field trips should be planned in advance with the Director. The Detroit Institute of Arts requests two-weeks notice for a teacher-led visit and is limited to 2.5 hours per group.

***PLEASE NOTE: Due to liability reasons, instructors cannot transport students without the proper clearance from the Director of Campus Safety and Security.*** Students should be responsible for making their own arrangements to meet at the pre-determined the off-campus location. All off-campus meetings or field trips must be cleared through the department.

## FERPA – The Family Educational Rights and Privacy Act

The *Family Educational Rights and Privacy Act of 1974* helps protect the privacy of student education records. The *Act* provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

The College requires all employees to comply with every aspect of the Family Educational Rights and Privacy Act. Basic tenets of the act are listed below; a full statement is available at the PCS office.

1. FERPA stands for Family Educational Rights and Privacy Act. It essentially means that student educational records are protected and that students have rights associated with the

maintenance and disclosure of information in their records.

2. FERPA covers privacy related to grades and includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official.

3. FERPA prohibits any person connected with the institution--including administrators and faculty-- from improperly disclosing student information.

4. Students may authorize the release of their educational records through written documentation – but only the student has the exclusive right to decide whether or not to authorize the release

5. Students must sign an authorization form, even when disclosing their educational record to their parents.

6. Access and privacy of a student’s educational records continues even after they graduate or leave the institution.

The full FERPA Policy is available at the PCS office.

## Department Requirements

### Annual Training

College for Creative Studies Minors on Campus policy requires all instructors working with children attend an annual training session.

### Studio/Facilities Maintenance

It is the responsibility of every employee to maintain the College’s facilities. Instructors are expected to monitor their class’s activities to be sure that damage to walls, furnishings, etc. does not occur. At the end of each class session, instructors should make sure students clean up the workspace/studio to ensure it is ready for the next class.

When specialized facilities are used (glass studio, ceramics studio, etc.), the faculty responsibilities for maintaining the space may be more complex. Instructor expectations of facilities use will be communicated by the Chair of each department.

The PARC location does not have CCS facilities, information technology, security, or environmental support on site. For more information about teaching at PARC see Appendix

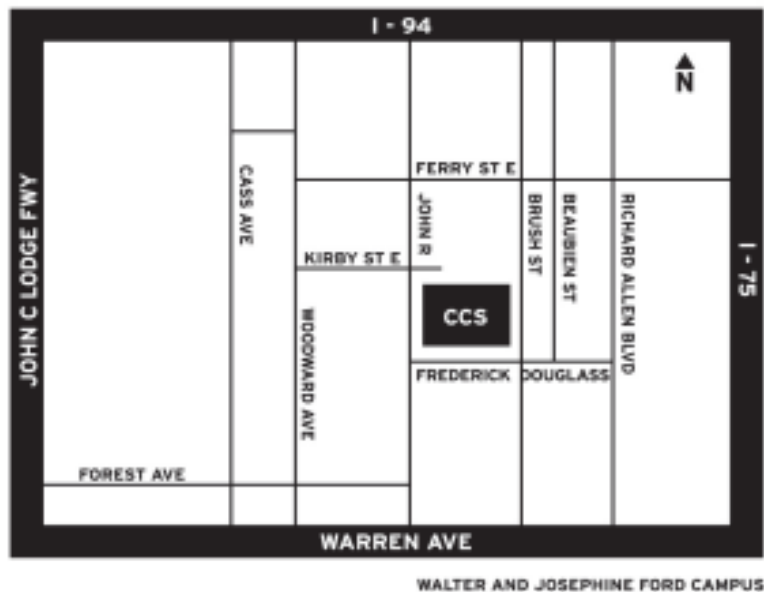
## Disciplinary Actions

Violations of CCS rules and policies including but not limited to the CCS Student Code of Conduct

and Minors on Campus Policy may result in immediate dismissal.

# Appendix A

## Maps to CCS Locations



Map of Ford Campus



A. ALFRED TAUBMAN CENTER FOR DESIGN EDUCATION

Map of Taubman Center

# Appendix B

## Campus Safety

PCS Instructors are allowed on CCS premises during building hours. Building Hours are normally 8:00am to 10:30pm Monday through Saturday and Noon to 10:30pm on Sunday. PCS instructors may not enter buildings after Building Hours.

CCS is closed during recognized holidays. PCS instructors are not allowed in the buildings during a recognized holiday.

PCS instructors may obtain their CCS ID Card from Campus Safety at either the Ford Campus or the Taubman Center. A picture must be taken for the ID Card

An "Authorization for a CCS Employee Identification Card" form is issued by Human Resources. Campus Safety must have this form because it provides information required for the card.

PCS instructor ID cards are activated for the time period of the class that is being taught. The card will deactivate at the end of a PCS course. It is the responsibility of the Department Administrator to provide a list of current instructors to Campus Safety.

Please report a lost ID Card immediately. A replacement card will be issued and the lost card will be deactivated.

The "proximity" ID Card has a computer chip embedded in the card. The card is used to raise the gate arms in the parking structures and allow access at both the Ford Campus and Taubman Center. Parking in the structures is on a first come-first served basis. Do Not park in a reserved (orange cone) slot.



A parking hang-tag will be issued at the same time an ID Card is issued. Hang Tags are placed on the rear view mirror of the personal vehicle. Additional hang-tags are available for those who use multiple vehicles.

The CCS parking hang tag must be visible when parked on CCS premises  
Do Not park in either the Administration Parking Lot or the Fritz Parking Lot of the Ford Campus.  
Do Not park in the East Parking lot of the Taubman Center.

Please utilize the Main (South) Entrance of the Taubman Center during building hours. The entrance is located directly across the street from the parking structure. Adjunct Faculty may also enter from either the Cass (east) entrance or the Second Avenue (west) entrance. However, these two entrances are open only Monday through Friday from 8am to 4pm,

All individuals entering the Taubman Center must show their CCS ID card to security officers stationed in the lobby. At the Taubman Center, only the B elevator bank is available for CCS employees and students. Card Readers are installed in the elevator lobbies and inside the elevator cabs. ID Cards are needed to call the elevator and to select a floor once inside the cab.

A temporary "limited access" card is available at the Front Desk of the Taubman Center for Instructors who forget their ID card. The Limited Access card must be returned prior to leaving the premises, if not returned both the Limited Access card and the faculty ID card will be deactivated until the Limited Access card is returned.

CCS ID Card should be visible at all times while at the Ford Campus, the Taubman Center and CCS@PARC.

Classrooms will be unlocked 30 minutes prior to the start of class. Requests to open a classroom prior to 30 minutes will not be honored.

ID cards will unlock all of the doors to the 3<sup>rd</sup> Floor CCS@PARC Classrooms.

### **Services offered by Campus Safety**

Dead Battery: Campus Safety has a jump box available for vehicles which will not start.

Low Tire: An air pump is available at Campus Safety for tires needing inflation.

Vehicle Lockout: Two locksmiths are on duty in the Facilities Department should you lock yourself out of your vehicle. Contact Campus Safety when such services are needed. When the CCS locksmiths are not on duty, Campus Safety will contact the Wayne State Police department.

Safe Walk: Campus Safety will provide an escort to vehicles or classrooms upon request.

# Appendix C

## 2022 Biweekly Payroll Calendar

## 2022 Biweekly Payroll Calendar

Pay Period	Due Date	Pay Date	No.
12/13/21 to 12/25/21	12/29/21	01/07/22	1
12/26/21 to 01/08/22	01/12/22	01/21/22	2
01/09/22 to 01/22/22	01/26/22	02/04/22	3
01/23/22 to 02/05/22	02/09/22	02/18/22	4
02/06/22 to 02/19/22	02/23/22	03/04/22	5
02/20/22 to 03/05/22	03/09/22	03/18/22	6
03/06/22 to 03/19/22	03/23/22	04/01/22	7
03/20/22 to 04/02/22	04/06/22	04/15/22	8
04/03/22 to 04/16/22	04/20/22	04/29/22	9**
04/17/22 to 04/30/22	05/04/22	05/13/22	10
05/01/22 to 05/14/22	05/18/22	05/27/22	11
05/15/22 to 05/28/22	06/01/22	06/10/22	12
05/29/22 to 06/11/22	06/15/22	06/24/22	13
06/12/22 to 06/25/22	06/29/22	07/08/22	14
06/26/22 to 07/09/22	07/13/22	07/22/22	15
07/10/22 to 07/23/22	07/27/22	08/05/22	16
07/24/22 to 08/06/22	08/10/22	08/19/22	17
08/07/22 to 08/20/22	08/24/22	09/02/22	18
08/21/22 to 09/03/22	09/07/22	09/16/22	19
09/04/22 to 09/17/22	09/21/22	09/30/22	20**
09/18/22 to 10/01/22	10/05/22	10/14/22	21
10/02/22 to 10/15/22	10/19/22	10/28/22	22
10/16/22 to 10/29/22	11/02/22	11/10/22	23
10/30/22 to 11/12/22	11/16/22	11/23/22	24
11/13/22 to 11/26/22	11/30/22	12/09/22	25
11/27/22 to 12/10/22	12/14/22	12/22/2022*	26

\*\*No Benefit Deductions

\*Tentative date, subject to change based upon CCS holiday closing dates.

**This calendar applies to all hourly employees including regular hourly, models, work study and CAP.**

Work schedules and payment requisitions must be received in the payroll office by the due date indicated above for the applicable pay period in order to be paid on the designated pay date.

Anything received after the due date will be paid on the following pay date.



# Appendix D

## Summer Young Artist Procedures

### **Monday**

**9:00 am:** Teachers check in at the welcome table in the lobby of the WB Ford Building and pick up your class supplies. There will be a cart clearly labeled with your name and class information. Your cart will be loaded with container(s) labeled with your name and class information. Please keep the cart with your container(s) in your classroom with you until Friday.

**9:05 am:** Teacher take your supplies to your classroom\* to set up and organize.

*\*You can find your classroom number on your syllabus.*

**9:30 am:** Teachers pick up students from the WB Ford Lobby and walk them to the classroom.

**9:30 am - Lunch: TA's will take attendance**

Class time! Course instruction, art making, and field trips.

**Lunch:**

#### ***A Lunch Procedures\*\****

**11:30 am:** TA walks the class to the Ford Cafe.

**12:15 pm:** Teacher you are back in the classroom ready to go. TAs pick up your class at the Ford Cafe. TAs escort your students back to the classroom.

#### ***B Lunch Procedures\*\****

**12:15 pm:** TAs walk their classes to the Ford Cafe.

**1 pm:** Teacher you are back in the classroom ready to go. TAs pick up your class at the Ford Cafe. TAs escort your students back to the classroom.

*\*\*Please consult your syllabus to know your if you are A or B Lunch. Teachers and TAs at the Ford campus, you are on break during your class' lunch time. The "A Lunch" teachers are required to back be in their room at 12:00 pm, and the "B Lunch" teachers are required to be in their classroom at 12:45 pm. The TAs will drop their students off for lunch at the Ford cafe, and pick up them up to escort them back to the classroom at the end.*

**Post Lunch – 3:20 pm:** Class time! Course instruction, art making, and field trips.

**3:30 pm:** TAs walk Youth classes to the WB Ford Lobby for parent(s)/guardian(s) Pick Up and Afternoon Enrichment.

**4 pm:** TAs walk TEEN classes to the WB Ford Lobby for parent(s)/guardian Pick up and Afternoon

Enrichment

**Tuesday - Thursday**

**9:00 am:** Teachers check in at the welcome table.

**9:05 - 9:30 am:** Teachers prep time.

**9:30 am:** Teachers pick up students and walk them to the classroom as a group.

**9:30 am - Lunch:** Class time! Course instruction, art making, and field trips.

**Lunch:** Same procedures as Monday.

**Post Lunch – 3:20 pm:** Class time! Course instruction, art making, and field trips.

**3:30 pm:** TAs walk Youth classes to the MVRC Center Galleries for parent(s)/guardian(s) Pick Up and Afternoon Enrichment.

**4 pm:** TAs walk TEEN classes to the MVRC Center Galleries for parent(s)/guardian Pick up and Afternoon Enrichment

**Friday**

**9:00 am:** Teachers check in at the welcome table.

**9:05 - 9:30 am:** Teachers prep time.

**9:30 am:** Teachers pick up students from drop off location and walk them to the classroom.

**9:30 am - Lunch:** Class time! Course instruction, art making, and field trips.

**Lunch:** Same procedures as Monday-Thursday.

**Post Lunch - 2:00 pm:** Class time! Course instruction, art making, field trips, and wrap up!

**2:00-2:30 pm:** Set up of Student Showcase and the Classroom/Supplies Clean Up and Reorganization.

**2:30 pm:** Once supplies are organized/cleaned up: TAs turn in the class cart and container(s) of classroom supplies to locations as listed below.

TAs turn in their class' cart and container(s) of classroom supplies to the Supplies Manager in the PCS Office and deliver new supplies to the cafe. TAs will go to the PCS Office and turn in their class' supplies. The Supplies Manager and TA will relabel and load the cart with supplies for one of the classes starting the following week. The Supplies Manager will sign them off once the supplies are turned in. The TA will deliver the cart to the pick-up location in the WB Ford Lobby with the Lead TA.

**3:15 PM:** Teachers escort class to Student Exhibition reception in the MVRC Center Gallery for Parent(s)/Guardian(s) and Family.

**3:20 PM** Instructors give a brief 5 minute presentation to parents and children about what was covered in



MOORE COLLEGE OF BUSINESS

INSTRUCTOR AGREEMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CLASS	CLASS NUMBER	CLASS DATES	CLASS TIME	CLASS ROOM	CLASS CREDIT HOURS	CLASS INSTRUCTOR	CLASS SYLLABUS
2014	2014-2015						
2015	2015-2016						
2016	2016-2017						
2017	2017-2018						
2018	2018-2019						

# Appendix G

## PCS Process for hiring and instructor and preparing for class

1. Instructor is offered a position to teach a course far in advance  
Often six months in advance, prior to printing catalog.
2. Instructor accepts or rejects class. May request change of dates if there is time.
3. Erin sends instructor agreement outline days, times, prep time, etc. Includes Instructor Handbook
4. Erin sends resume and request to hire (gold form) to HR
5. Instructor signs and returns instructor agreement to Erin
6. HR contacts instructor, performs background check, and confirms eligibility to hire
7. Instructor goes to HR and fills out paperwork, shows 2 pieces of govt. ID, gets Pink ID security badge slip, goes to security in person to pick up badge
8. HR notifies Payroll confirm rates and codes
9. PCS sends out catalogs and markets program. If there is enough enrollment, the class is "made". If there is low enrollment a class maybe cancelled. The minimum number of students is based on the instructor's rate and the number of hours they are teaching.
10. Lauren reaches out to instructor with request for syllabus and supplies
11. Instructor writes new or updates an old syllabus.
12. Instructor arrives 30 minutes early. Teaches class.
13. Instructor turns in attendance sheets.
14. Instructor fills out hours on Time clock
15. Erin approves hours
16. Hours are paid on bi-weekly basis. Instructors can elect to be paid through direct

deposit.

17. Instructor receives directions on how to enter grades on WebAdvisor. Instructor enters P for pass or F for fail for all non-credit classes.

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# Appendix H

## Code of Conduct and Rules for Minors

The Student Code of Conduct is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences.

Any student who commits a violation of the Code of Student Conduct is subject to disciplinary sanction, up to and including dismissal from CCS. The following actions/behaviors shall constitute violations of the Code of Student Conduct:

1. Violating published CCS policies, rules, or regulations including, but not limited to, the policies on nondiscrimination, sexual harassment, smoking, drugs/controlled substance and alcohol.
2. Violating federal, state or local laws on CCS premises or while in attendance at CCS sponsored, approved, or supervised events/programs or committing off-campus violations of federal, state or local law that adversely affect CCS, the pursuit of its objectives and/or a CCS community member (defined as, but not limited to: administrators, faculty, staff, students, guests, visitors, vendors or contractors).
3. Committing acts of sexual assault (stranger, date, or acquaintance rape), or other forms of coerced sexual activity.
4. Engaging in acts of physical abuse and/or actions that intimidate, harass, threaten, coerce, or otherwise endanger the health and safety of one's self or another.
5. Engaging in disorderly conduct or fighting, which is defined to include, but is not limited to, behaviors which are viewed as intoxicated, lewd, indecent, obscene, slanderous or threatening to others.
6. Interrupting or disturbing the day-to-day academic and operational functions of CCS or committing intentional acts that obstruct, disrupt, or physically interfere with the use of CCS premises, buildings, or passages.

7. Possessing, duplicating, or using keys/IDs to any CCS building or facility without authorization by appropriate CCS officials or committing an act of unauthorized entry into or use of CCS buildings or facilities by use of key, ID card or force.

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8. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of CCS owned or leased property, equipment, computer programs, or materials, or that of any CCS community member.

9. Posting, affixing, or otherwise attaching unauthorized written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized afore mentioned materials on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas without permission from the appropriate CCS official.

10. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:

a. all handguns, rifles, and shotguns;

b. all longbows, crossbows, and arrows;

c. all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;

d. all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns; e. all fireworks;

f. all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;

g. any martial arts weapons, e.g., numb chucks and throwing stars;

h. any substance that is considered poisonous:

i. any item used as a weapon in the commission of a crime; and

j. any operative animal trap or other device that is used to ensnare animals.

11. Committing acts of arson, creating a fire hazard, or possessing or using, for purposes other than academic, inflammable materials or hazardous substances on CCS property, or

failing to properly store, use, clean-up and dispose of hazardous substances that have been approved for academic use.

12. Committing acts that endanger the property of CCS (including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device).

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13. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire, or interfering with the response of CCS or municipal officials to emergency calls.

14. Failing to comply with the directions of CCS officials acting in the performance of their duties and/or failing to positively identify oneself to a CCS official when requested to do so. The preferred form of identification shall be a current, valid CCS identification card.

15. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.

16. Committing acts of dishonesty including but not limited to the following:

a. engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions).

b. furnishing false information to any CCS official/office or outside source regarding CCS or a CCS community member.

c. forging, altering, or misusing any CCS document, record, or instrument of identification.

d. tampering with the election of any CCS-recognized student organization.

e. attempting to represent CCS, any recognized student organization, or any official CCS group without the explicit prior consent of the officials of that group.

17. Gambling on CCS property or engaging in unauthorized canvassing or solicitation. 18.

Engaging in acts of theft, misuse or abuse of the CCS computer network, including but not limited to:

a. unauthorized entry into a file, to use, read, or change its contents.

b. unauthorized transfer, deletion or storage of a file(s).

- c. unauthorized use of another person's login/password.
- d. use of computing facilities/networks to interfere with the work of another.
- e. use of computing facilities/networks to send inappropriate or obscene messages.

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- f. use of computing facilities/networks to interfere with the normal operation of CCS.

19. Possessing, distributing or being under the influence of cannabis (marijuana) or any State or Federally controlled substance except as expressly permitted by law.

20. Possessing, distributing or being under the influence alcohol except as expressly permitted by law and CCS policy.

21. Engaging or participating in abuse of the campus judicial system, including but not limited to:

a. falsifying or misrepresenting information before a CCS official. b. disrupting or

interfering with the orderly conduct of a judicial proceeding. c. instituting a judicial

complaint knowingly without cause.

d. attempting to discourage an individual's proper participation in, or use of, the judicial proceeding.

e. attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding.

f. harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding.

g. failing to comply with the sanction(s) imposed under the Code of Student Conduct.

h. influencing or attempting to influence another person to commit an abuse of the campus judicial system.

22. Planning, directing, or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.



23. Committing violations of rules and regulations duly established and promulgated by other CCS departments.
  
24. Desktop (non-portable) vaporizers are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.