

## MCAD Continuing Education Faculty Information

Please read all of the information listed below, as you are responsible for knowing and adhering to these policies. Course and registration policies are listed [online](#).

### **Technology Information and Support Services**

**Computer Logins:** Every Continuing Education class is assigned a computer login which grants access to campus computers and printers. Logins are temporary and expire after your last class meeting. Your login and password will be emailed to you from the Technology Support Help Desk at the start of the CE session. Computer-based courses will be granted space on MCAD's server. Instructions for accessing your class server space can be found on MCAD's Intranet. Unless your curriculum requires students to access campus computers, do not share the username and password. We strongly encourage you to visit the Help Desk before your class begins to test your login/password and troubleshoot any potential access issues.

If you do not have need for a computer login for class purposes you may disregard the login information.

**Print-Based Media:** If you have not recently used b/w or color printing services in the Service Bureau, we strongly encourage you to contact Tyler Page ([tpage@mcad.edu](mailto:tpage@mcad.edu)) with any questions or to schedule a brief printing orientation at least two weeks before your class begins.

**Time-Based Media:** If you are teaching a time-based media class, such as video editing or web design, and you have any questions about hardware or software support, please contact the Media Center ([media\\_center@mcad.edu](mailto:media_center@mcad.edu)) at least two weeks before your class begins. Scott Bowman ([sbowman@mcad.edu](mailto:sbowman@mcad.edu)) is the manager of this department.

**AV Classroom Orientation:** Email ([media\\_center@mcad.edu](mailto:media_center@mcad.edu)) to schedule a computer lab or e-classroom appointment. **This is mandatory if you are a first-time instructor or have not previously taught in your assigned lab or e-classroom.** Instructors are responsible for scheduling their own appointments at least two weeks before your class begins. To learn more about the AV equipment in each classroom, contact the Media Center.

### **Print Shop and Paper Studio**

Continuing Education faculty teaching in these areas should contact Diana Eicher by email ([deicher@mcad.edu](mailto:deicher@mcad.edu)) 2-3 weeks in advance of their class to coordinate lockers and flat files, to obtain the Print Shop door code, and to arrange any other supplies or details that are specific to the class that they are teaching. An in-person meeting or tour can also be arranged.

### **Syllabus and Budget**

You must provide the Continuing Education office with a syllabus and materials fee budget (if applicable) for your course. There are no exceptions; this is a requirement of the College. If you would like to see a sample syllabus or view syllabi from past semesters, please let us know. Please use the template we've provided when creating the syllabus for your course. There are several areas that prompt you to input the specifics for your class. If a field does not apply for your class, please remove it. If you have any questions about this or about whether or not to include certain sections of the template on your final syllabus, don't hesitate to get in

touch.

For more information regarding material fee budgets, please see the Faculty Purchase Procedures handout (included).

Syllabi and budgets should be submitted to Continuing Education two weeks prior to your first class.

### **First day of class**

**Room Assignments:** Room assignments are listed on your teaching contract. Please inform Continuing Education if you have additional classroom needs or you would like to request a classroom change. Do not use a room without clearing its availability first with Continuing Education.

**Continuing Education Faculty Mailboxes:** Your mailbox is located in the Morrison Building near the Art Cellar and on the same wall as the student mailboxes. Please check your mailbox prior to your first and last class.

**Beginning of Class Packet:** Prior to the first class, a packet will be delivered to your faculty mailbox containing:

- Class list
- Attendance Verification Form
- Extra registration forms

During the first class, review your class list, take attendance, and report any discrepancies to us immediately on the Attendance Verification Form.

Attending a class at any point during the semester without payment in full is prohibited. Students **not** on your class list are not allowed to attend the first class meeting unless they specify that their online class registration was completed during non-business hours. If your class list indicates that there are open seats in your class and a student wishes to register, please have them complete a registration form (including a credit card number) and return it to our secure drop box. Students who state that they were on the waitlist for a full class may **not** participate in or sit in on the first class session, nor may they be given a spot, even if another student is absent. Under no circumstances are students allowed to “try out” a class without paying tuition.

Updated class lists are available later in the session by request.

**Faculty and students are expected to meet for the entire first class period and for the full time allotted for every class period thereafter.** Faculty should distribute a course syllabus and explain the scope and objectives of the course, grading criteria, attendance expectations, time commitments outside of the classroom, what students may expect to achieve, and any deviations from the course description in the catalog.

### **Last Day of Class**

**End of Class Packet:** Prior to the last class, a packet will be delivered to your faculty mailbox containing:

- Course Evaluations
- Letter of Course Completion request forms
- Grade Sheet

**Course Evaluations:** Please distribute the evaluations and leave the room while they are being completed to promote open and honest feedback. Evaluations should be returned to the Continuing Education drop box outside our office after class. PDFs of the evaluations will be emailed to you following the end of the semester.

**Letter of Course Completion:** Please distribute these forms with the course evaluations. Letters of Course Completion indicate whether or not a student has successfully completed a CE course. Letters are sent directly to the student.

**Grade Sheet:** Please return to the Continuing Education Office within seven days. Without it, we cannot process the Letter of Course Completion requests.

Students registered for non-credit will receive a grade of “Y” for completing successfully or “N” for not completing successfully. Students registered for credit must receive a grade, A-F (lowest passing grade = D). Incomplete grades are not allowed in Continuing Education courses.

**Withdrawal:** It is the responsibility of the student to immediately inform the Continuing Education office of any decision to drop/withdraw from a class. Refunds are not granted after the first class meeting. Faculty are asked to please advise the Continuing Education office of those students no longer attending class after the second class meeting.

## **General Policies**

**Absence/Cancellation:** Faculty may not cancel or postpone a class without first notifying Continuing Education. Instructors are expected to meet with students at all scheduled classes for the duration of each class period. You must inform the Continuing Education office ahead of time and arrange for a substitute when an absence is unavoidable. If you are unable to arrange for a sub or if you will miss more than one class, call the office immediately. You are also responsible for informing your students (after clearing it with Continuing Education) should you need to cancel. For this reason, it's a good idea to collect student contact information on the first night of class. Canceled classes should be rescheduled and the Continuing Education office notified of makeup dates. CE can reserve classroom space for your makeup class.

Unless the College cancels classes due to inclement weather, Continuing Education classes will meet as scheduled. School closures/class cancellations are announced on WCCO (830 AM), MCAD's main phone line (612.874.3700), and [e2Campus](#) Public Safety's emergency alert system (see *Public Safety* for more details).

**Change of Address:** Notify us of any corrections/changes to your mailing address. Sending your paycheck to the wrong address can result in a substantial delay if the Business Office must issue a new check.

**Contacting students:** You are welcome to contact your students before the first class meeting to share pertinent information (such as what supplies to bring, etc.). Please contact the Continuing Education office for a list of email addresses. Be aware however, that some people wait until the last minute to register and so may not receive the information in time.

Do not share these email addresses with anyone, including other students in the class, as it is protected, private information. If you decide to send a mass email to your students, please use the blind carbon copy (bcc) option to protect their privacy.

**Releasing Your Contact Information:** Unless you contact [continuing\\_education@mcad.edu](mailto:continuing_education@mcad.edu) with specific instructions otherwise, if a prospective or enrolled student has a question regarding your course and requests your email address, we will release it. We will not release your telephone number.

**Late-Night Security:** All perimeter doors are locked at 5:00 p.m., except the Main Building east door entrance. After 8:00 p.m. all those entering the college must provide ID. Continuing Education students should present their registration receipts. Names of all Continuing Education students and faculty will be given to Public Safety before the beginning of the session. When leaving the college after 5:00 p.m.:

Morrison Building – students can exit through any perimeter door, but the door will lock behind them. To re-enter, students must go to the east entrance Main Building door and enter Morrison via the skyway.

Main Building – students must exit through the front door, the east entrance Main Building door, or the south door leading to the parking lot. All other doors are equipped with alarms and should only be used in an emergency.

**OSHA Training:** Faculty members working with potentially hazardous materials may need to complete a brief, mandatory online training workshop. Affected faculty members will be contacted by MCAD's Occupational Health and Safety Coordinator.

**Parking:** MCAD has a parking lot (Lot C) off of 26th Street, behind the Main Building. Payment is made with a stored-value card (available in \$5, \$10, \$20, or \$40 amounts) which can be purchased in the Art Cellar. During the summer semester, Lot C is free.

There are also nearby parking lots owned by the Minneapolis Institute of Arts open to the public. Visit [artsmia.org](http://artsmia.org) to learn about their rates and procedures.

MCAD also has several bike racks located outside of the Main Building in addition to a Nice Ride station (open seasonally, [niceridemn.org](http://niceridemn.org)).

More Information about commuting to campus can be found on MCAD's Intranet.

**Pay Periods and Paychecks:** MCAD faculty checks are issued on the 15th and last day of each month. Instructors on payroll in more than one MCAD department will receive only one paycheck from the Business Office. Wages earned in Continuing Education will be combined with your earnings from your primary department. If you presently receive paychecks according to the staff payroll calendar (every other Friday), you will continue to do so. Checks are mailed to your home address unless you arrange ahead of time to pick them up in the Continuing Education office.

Use of direct deposit is strongly encouraged. If you would like to elect direct deposit, please fill out a direct deposit form and return it with your teaching contract. If you have questions regarding direct deposit, please contact Brent Johnson in the Business Office ([bjohnson194@mcad.edu](mailto:bjohnson194@mcad.edu)). Direct deposit forms can be picked up outside of the Business Office.

**Presentations:** Please contact [computer\\_support@mcad.edu](mailto:computer_support@mcad.edu) or [media\\_center@mcad.edu](mailto:media_center@mcad.edu) for a technology orientation and assistance in setting up your digital presentations (such as Powerpoint) in the classroom.

**M204 Media Viewing Room:** If your classroom is not outfitted for presenting images or videos digitally you may reserve the media viewing room, M204. Reservations for this room are made on a first come, first serve basis online on the clipboard outside the door. Please check out the key for this room from the Library. We

strongly recommend scheduling a technology orientation ([media\\_center@mcad.edu](mailto:media_center@mcad.edu)) if you have not used M204 before.

**Service Bureau:** The Service Bureau is MCAD's printing and photocopy center. As mentioned in the Computer login section, every class will be assigned a temporary username and password (login). The login may be given to students in classes for which printing is a necessary part of the curriculum. If printing will not be part of your class assignments, please do not share the login with students.

You are also welcome to make black and white photocopies of your course syllabus and handouts at the Service Bureau's counter. State that you're teaching for Continuing Education, and they will charge our department directly. Please make sure they note your name in association with the charges.

The Service Bureau uses PaperCut, an electronic payment system. Cash payments are not accepted at the Service Bureau. If your class is one that requires occasional printing, students will use the class login for printing classwork. There will be a dollar limit of \$40 for each class as a whole. If students are interested in doing any additional personal printing, they will need to use an off-campus resource. Please make sure your students understand that there is a limit for the class and that they should only be doing printing at the Service Bureau related to specific class projects, taking care to print only what is necessary. If your class will require regular printing, you will receive a separate memo about PaperCut.

**Textbooks:** Continuing Education must list all required textbook purchases in our course descriptions. If you did not include a required textbook in the course description, you may not have a mandatory textbook. However, you may list recommended textbooks in your syllabus. Contact us if you would like the Art Cellar to carry a recommended textbook.

### **Helpful Information**

**Digital Tutoring:** Digital tutoring is available to Continuing Education students enrolled in graphic design classes and software workshops through MCAD's Learning Center. Please call 612.874.3633 for more information.

**Library:** Check-out privileges at the MCAD Library are extended to Continuing Education faculty whose classes are in session, beginning two weeks prior to the start of class through the end of the class. All materials will be due at the end of each semester. Lost or damaged items must be paid for before the beginning of the next semester. Failure to pay fines will result in the delay or even cancellation of contracts. Additionally, you may place books on reserve for your students to browse at their convenience during library hours. Please email [library@mcad.edu](mailto:library@mcad.edu) or stop in for assistance with reserved materials. Also, MCAD is now utilizing ARTstor, a digital image library, instead of maintaining its slide library. For assistance with this new system, please contact the Library.

**Noncredit Tuition Waiver:** Continuing Education Faculty may enroll in one general adult CE course per semester for a \$25 registration fee plus any facilities and/or materials fees, on a space available basis. Continuing Education will waive the cost of noncredit tuition. Instructors are eligible for the tuition waiver only if they are both teaching that semester and have taught at least two courses for our department. If an instructor is teaching a class that is six weeks or longer, that individual may enroll in a full-length class (up to 10 weeks). If an instructor is teaching a workshop or short course (one day to five weeks), that individual may enroll in a class that is up to but not longer than five weeks in duration. Please contact CE to enroll or with any questions regarding eligibility.

**Photocopies:** Continuing Education staff members are available to assist with photocopying non-copyrighted materials for your class. Materials to be photocopied for use at the first class session should be sent via e-mail to the office at least three business days in advance. For last-minute photocopying, please use the Service Bureau. (Also see *Service Bureau* section above.)

**Public Safety:** Public Safety's non-emergency phone number is 612.874.3700. In an emergency dial "1555" from any campus phone. Individuals wishing an escort to their car are encouraged to contact Public Safety for this service. Public Safety is also available to give free car battery jump-starts to any MCAD Community member parked within a two-block radius of the College. Please identify yourself as a Continuing Education instructor when you approach the Public Safety Desk. To review MCAD's safety and emergency plans, please visit Public Safety's intranet site.

We strongly encourage you to register for Public Safety's message alert system, [e2Campus](#), which will send emergency alerts to your mobile phone and/or email address. This system is only used by Public Safety to share urgent information regarding campus safety and college closures due to weather-related emergencies.

**Social Media:** We invite you and your students to connect with us! You are also welcome to use our social media outlets to help promote your courses.

[Twitter:](#) Follow us @MCADContinue and tag us if you tweet about anything CE related!

[Instagram:](#) Follow us @MCADContinuingEd or tag us if you post any CE related images.

[Facebook:](#) We post images of both instructor work and Continuing Education student work made in class. If you'd like to participate, please email us your jpegs. Find us at MCAD.ContinuingEducation.

**Visiting Artists:** If you invite a visiting artist to give a presentation or demo in your classroom, they may be eligible for an honorarium. Please contact CE for more information.

### **Special Notes for Drawing and Painting classes**

**General classroom etiquette:** Please tidy your classroom after each class. Ask your students to replace the furniture they've used so that things are neat and clean for the next group. Students should push easels against the wall, as out-of-the-way as possible, and stack drawing horses off to one side. If you discover that there is any furniture that needs repairing, please let Continuing Education know right away and we'll take steps to have it repaired or replaced. If they decide to use MCAD's drawing boards, please ask your students to remove them from the easels and drawing horses at the end of class and stack them together on one wall.

**Prop Closet:** To access M208 (in the Morrison building), please visit or call Public Safety and an officer will open the door for you. Please return materials to the prop closet when you have finished with your still life. Also, refrain from using the real skeletons.

**Drawing boards:** MCAD's Fine Art department supplies large 48 x 48" masonite boards for the drawing classrooms. CE faculty and students are welcome to use these boards during class time if they do not have BFA student work taped to them. These boards are only for drawing; using acrylic paint or other wet media is not permitted. CE has a limited number of smaller drawing boards available for CE classes to use. Contact us if you're interested in using them.

**Still Life:** Please anticipate sharing your classroom with others. If you elect to construct a still life and use it over multiple class meetings, please mark the stand's position on the floor with tape and move your set-up off to the side, or create the still life against one wall of the classroom. Additionally, when you are done, please disassemble your still life and return the props to their storage location(s).

Please also be aware that there may be large still life set ups in some of the drawing classrooms that will need to remain in place over multiple weeks. If you would like to view your classroom in advance to determine its current layout please contact our office.

**Model Requests:** Allison Vallant (avallant@mcad.edu; 612.874.3748) coordinates the models for MCAD. All requests must be made at least two weeks in advance by completing a Model Request Form. Model cancellations need to be made a week in advance if possible; otherwise we must still pay models for their time. Contact CE or Allison for MCAD's Model Guidelines.

**Spray Fixative:** No spraying of any paint, fixative or adhesives are allowed in individual studios, hallways or classrooms. Use the spray booths located in the 3D Shop. You may do spraying outside in an open area.

**Thermostats in Morrison Building:** Please do not adjust the thermostats. If you are uncomfortable or want to turn the temperature up or down, contact CE or Facilities directly (facilities@mcad.edu) and we will send someone over to do this. Not every thermostat controls both heating and cooling in each room and so adjusting them may have larger ramifications.

**Space heaters in M109:** While MCAD does not allow space heaters on campus, Facilities understands the uniqueness of the situation when nude models are present in M109 for Life Drawing courses. Should a space heater be required in M109, please plug it into one of the quad receptacles that are next to the panel in the northeast corner of the room. They are labeled P102 circuits #9 and #12. If two space heaters are needed, one should be plugged into the circuit #9 quad outlet and one into the circuit #12 quad outlet.