August 19, 2015

To:  
Art Academy Faculty

From:  
Kim Krause, Academic Dean  
Mark Thomas, Associate Dean  
Paige Williams, Chair of the Studio Program  
Matt Hart, Chair of Liberal Arts

Welcome Back!  
We hope you’ve had a great summer and that you still have a chance to enjoy some of the remaining time off before the start of this new school year. We have an eager class of new students ready to start their college experience on Tuesday, September 8th, the day after Labor Day. In the meantime, please join us for drinks, dinner and a short presentation on Tuesday, September 1st, from 5:30pm to 7:30pm, in the AAC Commons. RSVP to Denise Watson at dwatson@artacademy.edu.

Retention is still a primary focus for this academic year. If you find that a student is falling behind or not attending class, be sure to notify Mark Thomas, Kim Krause, Paige Williams, Matt Hart, Galen Crawford or Sue Hutchens as soon as possible and let us know your concerns so we can help.

Academic Catalog  
Each student, faculty and staff member will receive a printed copy of the Art Academy of Cincinnati’s 2015-2016 Academic Catalog. If you have not yet received a copy, please obtain one from Denise Watson. Her office location is S253, and her telephone number is 513-562-8777. The catalog can also be downloaded from the AAC’s website: www.artacademy.edu.

All of the following information is posted on the AAC Website for further reference.

Course Information  
On the first day of class please provide your students with a course syllabus including a calendar.

Syllabi  
(Please use the new official Art Academy Course Syllabus Form available from Denise Watson)
Course Syllabus should include
- Course description
- AAC Educational Objectives
- Learner outcomes (5 measurable outcomes you expect a student to know, be able to do, or demonstrate as a result of taking your class)
- Expectations
- Class policies
- Materials list
- Calendar including a schedule of classes, critiques, due dates, field trips, etc.
- Your Attendance Policy (be specific)
- Grading Policies
- Your Grading Policy (see meaning of grades in AAC Academic Catalog)

The syllabus should also contain one graded writing experience in all studio courses. The syllabus needs to include the Universal Educational Objectives (on the official syllabus form) and a statement referring to the Art Academy’s Academic Honesty Policy, which can be found in the AAC Catalog (online version on the AAC Website).

Digital copies of your syllabus were due to Denise Watson (dwatson@artacademy.edu) and your Department Chair on Friday, August 14th. If you have not done so, please submit your syllabus as soon as possible to allow the Chairs time to review and approve them.

Be sure to label the digital file with the course number first, then the course title, then the semester. For example:

PA202 Painting 1 Fall 2014 Williams

Your Paycheck will be withheld until the required copies of your completed syllabus are on file with the persons mentioned above. Thanks for tending to this important matter.

Expectations
It is important that you state your expectations of the students concerning quantity and quality of work, participation and engagement with the course, guidelines for critiques, civility, and housekeeping. (Our standard minimum expectation for workload outside of a 3-credit studio class is 3 hours and 4-6 hours outside of class time for lecture and academic courses). Please be as clear as possible about your expectations. Additional time spent on your expectations will pay dividends later.

Calendar
Please conclude all course requirements by the end of classes on December 18, 2015. Please include the following dates, as appropriate on your syllabi.

Note compulsory instructor due dates in bold.

**Fall 2015 Semester**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Move-in Day</td>
<td>September 3</td>
</tr>
<tr>
<td>Orientation</td>
<td>September 4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 8</td>
</tr>
<tr>
<td>Mid-term Grades due</td>
<td>October 23</td>
</tr>
</tbody>
</table>
Advising for Spring: October 26 – November 6
Online Registration: November 9 - 20
Last Date to Withdraw: November 20
Classes end: December 18
Final Grades due: December 19 at 5:00 p.m.

**Attendance**

During the first 4 weeks of classes you will receive a paper copy of your class list. Please circle the names of anyone not attending and write absent by their name. If someone is attending your class and is not on the roster, simply write their name on the bottom of the sheet and ask them to see the Registrar. Please check the due date on the roster and return to the Registrar in a timely manner.

Students are expected to attend classes regularly. An absence in no way alleviates a student of the responsibility of completing class work, regardless of the cause. Students are encouraged to notify the instructor if they are unable to attend classes because of severe illness or emergency.

Each member of the Art Academy of Cincinnati faculty will provide all students enrolled in his or her courses a written attendance policy for each particular course during the first week of the semester. This policy will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences and/or late arrivals as the professor defines these terms. Each faculty member will define in his or her syllabus how he or she will handle late arrivals and absences and how these will affect the student’s final grade. The faculty member will inform a student if he or she has excessive absences.

**Absence Reporting**

If students need to report absences or late arrivals, they should call or email their instructors directly.

**Grading and SonisWeb**

Grade books are available from Denise Watson. Check the current Academic Calendar for midterm and final grade submission deadlines. Sue Hutchens will put a reminder notice in your mailbox before deadlines for submission of grades. Refer to the Academic Catalog for the Grade Policy. **Note: your paycheck may be withheld if grades or attendance sheets are not turned in.** All faculty are required to record midterm and final grades via SonisWeb so that students can view their grades online. It is highly recommended that you track class attendance via SonisWeb, as well. Sue Hutchens will provide your SonisWeb password and log-on. Contact her at 513-562-8749 or shutchens@artacademy.edu.

**Early Alert Procedure**

In the event that a student shows inconsistent attendance or performance in a class that places the student “at-risk” of successfully completing the course, faculty should notify **Galen Crawford, Director of Student Services**, gcrawford@artacademy.edu and the appropriate department chairperson: **Paige Williams, Studio Program Chair** pwilliams@artacademy.edu, or **Matt Hart, Liberal Arts Chair**, mhart@artacademy.edu. The appropriate Chair will determine a course of action for the student. This may include getting help from their advisor or scheduling appointments with tutors or a counselor. Excessive absences will result in a review by the Academic Management Team and possible administrative withdrawal from the college.
and/or, as it applies, from the Residence Hall. The phone number for the Director of Student Services is 513-562-6273.

**Course Schedules and Calendars**
Visit the Registrar’s home page: [http://www.artacademy.edu/academics_and_programs/registrar/](http://www.artacademy.edu/academics_and_programs/registrar/) to access course schedules and the academic calendar.

**Textbooks & Supplies**
The Art Academy of Cincinnati does not have a partnership with any local bookstore, and instead requests that students obtain the required textbooks from online sources or other independent means. Faculty members are asked to submit a completed Art Academy Textbook Information Form to Denise Watson, Executive Assistant for Academic Affairs, by the deadline she indicates. This form is for informational purposes only and does not constitute an order form. Denise compiles the textbook information and transmits it to the students. In addition, faculty members should upload the required textbook information for each course they teach via their SonisWeb accounts. You may order budgeted *art supplies* from Suder’s Art Store, located at 1309 Vine Street, all other orders need prior approval from your department chairperson. The store phone number is 513-241-0800, and the fax number is 513-241-0801. To procure demonstration supplies, please obtain the appropriate paperwork from Suder’s, sign and submit to the store.

**Purchase Orders, Check Requests, Petty Cash Requests**
We are operating with a tight budget this year. Please contact either Matt Hart, Liberal Arts Chair, Paige Williams, Studio Chair or Mark Thomas, Associate Dean for prior approval before submitting any **Purchase Orders, Check Requests, or Petty Cash Requests above $50.** All submissions need to be identified with the proper ACCOUNT numbers, and submitted to the appropriate contact above. Documents with improper account numbers or not submitted in duplicate will be returned to your mailbox. Please place the ACCOUNT NUMBER on the Purchase Order or Check Request (found in the wall bins in the mailroom) where it says ACCOUNT NUMBER. The account numbers are broken down as:

<table>
<thead>
<tr>
<th>Department number</th>
<th>Account number (i.e.)</th>
<th>Major area (i.e.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Foundations</td>
<td>7000 (supplies)</td>
<td>(no media area required)</td>
</tr>
<tr>
<td>22 Fine Arts</td>
<td>7000 (supplies)</td>
<td>40 (painting)</td>
</tr>
<tr>
<td>23 Liberal Arts</td>
<td>7060 (books and Sub.) (no media area required)</td>
<td></td>
</tr>
<tr>
<td>24 Communication Arts</td>
<td>7000 (supplies)</td>
<td>38 (design)</td>
</tr>
</tbody>
</table>

For example, when I fill out a P.O. for painting supplies, the account number is: 22-7000-40.

*Numbers of the general accounts:*

<table>
<thead>
<tr>
<th>Account number</th>
<th>Description</th>
<th>Major Area numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000</td>
<td>Supplies</td>
<td>40 Painting</td>
</tr>
<tr>
<td>7010</td>
<td>Purchased Services</td>
<td>41 Drawing</td>
</tr>
<tr>
<td>7020</td>
<td>Model Fees</td>
<td>42 Printmaking</td>
</tr>
<tr>
<td>7030</td>
<td>Lecturer's Honorarium</td>
<td>43 Sculpture</td>
</tr>
<tr>
<td>7040</td>
<td>Hospitality</td>
<td>45 Photography</td>
</tr>
<tr>
<td>7050</td>
<td>Memberships and Fees</td>
<td>46 Electives</td>
</tr>
<tr>
<td>7060</td>
<td>Books and Subscriptions</td>
<td>38 Design</td>
</tr>
</tbody>
</table>

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Each general account has 7 sub accounts. For example, the account number for all Books and Subscriptions for Photography is 22-7060-45. All Print Media supplies will be charged to 22-7000-42.

**Payroll**
Please fill out all necessary new-hire paperwork with Jean Marie Baines, Assistant to the Director of Finance. Her office location is S257, and her phone number is 513-562-8753. New employees will need to present either (1) a passport, or (2) driver's license AND social security card when filling out the paperwork. Proper documentation must be on file with the Business Office in order for the Art Academy of Cincinnati to pay you. All payroll is distributed through direct deposit, and the Business Office will issue direct deposit notifications every two weeks via distribution to employee campus mailboxes.

**Faculty ID Cards**
Please obtain a faculty photo ID card and coded building access card from Galen Crawford, Director of Student Services. Galen's phone number is 513-562-6273, and his office is N112. Your ID card is to be worn at all times while present in the Jackson Street building, and your access card is to be kept separate from your photo ID card. If you lose your photo ID or access card, please see Jean for information on replacement fees.

**Mail**
All faculty and staff mailboxes are in the Mail Room, located in the Administrative Suite on the Second Floor.

**Adjunct Offices**
Adjunct office space is available in the following rooms: N213, S555. These offices have desks, lockers and computers for your use 24/7. Please see Jack Hennen, the Director of Facilities, to arrange locker assignments and to obtain a key to your office. You can also obtain a “AA 61” key from Jack which opens classrooms, conferences rooms and other instructional spaces. His number is 513-562-8769, and his office location is S281.

**Faculty Support Services**
Two multi-function copiers are located in the Mail Room for faculty and staff use only. Use of copiers requires entry of a 4-digit login. Denise Watson, in Academic Affairs will arrange for Élan Technologies to initiate access for you. The color copier allows you to: Copy, Print, and Scan, and the Black and White machine has all of these functions, as well as a convenient Fax method. Please do not allow others to use your login code, as all activity incurred under your code will be traced back to you. Billable expenses incurred under your code will be invoiced to the respective party or department. The school's fax number is 513-562-8778. Dial “9” for an outside line whether trying to place a call or send a fax. In addition, dial “1” if you are sending a fax to a long-distance phone number. For interoffice numbers, use the last four digits only.

The Faculty/Staff Lunchroom is located on the second floor, just outside the Administrative Lobby. This room is not available to students. Please use your “AA 61” key to gain access after hours.
Typing and Copying Requests
Assistance with copying is available for both full-time and part-time faculty members. If you need academic support services, please see Denise Watson. Please allow three days for work to be completed. Denise’s hours are Monday through Friday, 9 am – 5 pm.

Student Course Evaluations
Midterm and final student course evaluations will be administered during the semester. Denise Watson will let faculty and students know when and how students can complete and submit their course evaluations.

Weather-Related School Closings
For weather-related school closings, the Art Academy will be listed along with other school closings and delays on radio and television before 6 a.m. Also, www.wcpo.com lists school and business closings. Such notifications will be placed on the AAC website, as well.

After-Hours Guests
Should you wish to have visitors on any weeknight or at anytime during the weekend, your visitor must register at the front desk. This procedure does not apply to Gallery Openings, Poetry Readings and other school events that are open to the public.

Campus Security & Escort Service
Universal Protection Service personnel monitor the 1212 Jackson Street building 24 hours daily, 7 days per week. Security officers are on site for the safety of students, faculty, and staff. One officer is present from 2:00 am-4:00 pm Monday through Friday. At least two security officers are on duty for your safety from 4:00 pm-2:00 am Monday through Friday, and during all Saturday and Sunday hours. One of these two officers is responsible for escorting students to and from their cars, bus stops, apartments and other destinations in the immediate vicinity, as well as making rounds inside and outside the building. Students are encouraged to call Universal Protection Service at 513-562-6279 or 513-616-4802 to request an escort. Security officers monitor the security cameras and watch for solicitors and other unwanted persons near the campus. Security officers will ask unwanted persons to leave the premises, and they will call authorities if necessary. If a student has an urgent matter, he or she may contact the security officers at the front desk, who will provide assistance.

For any campus security concern, please contact Universal Protection Service at 513-562-6279. Jack Hennen, Director of Facilities, may be contacted as an alternative resource. His email address is jhennen@artacademy.edu, and his direct phone number is 513-562-8769.

Lobby Slideshow
The monitor in the Lobby is used for communication of school events, deadlines and programming. If you have departmental news, campus events, etc. that you would like to promote, please email your information, graphics and photos to Jimmy Baker at jbaker@artacademy.edu.

Kaldi’s on Campus
Kaldi’s is located in the Commons. Customary hours of operation are Monday – Thursday from 8 am – 3 pm and Fridays from 9 am – 1 pm. Coffee, bagels, muffins, cookies, juices, soups, sandwiches and soft drinks are available.
**Technology Support Services**
Élan Technologies provides our IT service and solutions. Kyle Grizzell, Systems Engineer is located on the 3rd floor at office S358. In addition to Kyle, we have a 24-hour, Monday – Friday Help Desk supported by Élan. Please first email or phone the Help Desk at helpdesk@elantech.net or 513-322-0463. You can use the Help Desk for all Art Academy technology concerns. The Technicians review the help desk tickets as they come in 24/5 and respond immediately.

**E-mail**
The Art Academy of Cincinnati provides email and calendaring services through Office 365. Your department head will contact the Élan Technologies Help Desk to request set-up of your Art Academy email address. After your email account has been activated, visit http://www.365login.com to access your account. Contact the Help Desk for email support should you need assistance. You can use Office 365 to send group emails to Faculty, Staff, All Students, as well as emails to specific class levels. Please check your Art Academy e-mail on a regular basis since students use AAC email for communication with instructors.

**Mac Server Account**
You will need a Mac Server Account to be able to use the Mac Labs and the digital equipment in the AV cages in the conference rooms and classrooms. Denise Watson will contact Élan Technologies set up access for you.

**Print Lab S359**
If you teach a class in which students make digital prints, please note that our printing lab is S359. A print monitor will be available Monday – Friday, 10:00 to 2:00 to arrange for large format printing for class assignments. Please arrange in advance of due dates for printing.

The Art Academy supports four computer labs: S360, S362, S366, S553. The three labs on the third floor are scheduled for classes, and the 5th floor lab is an auxiliary class meeting space, as well as an open lab for student and adjunct faculty when classes are not meeting in that space. Please check the schedules posted outside of the computer labs.

Students are charged for printing through PaperCut, a network service. PaperCut auto loads at login and displays the student's account balance. Students can deposit additional funds into their respective accounts through Paypal.

**Additional Educational Resource**
The Art Academy of Cincinnati subscribes to Artstor, a digital media database of visual images for use by students and faculty. To access this resource, visit www.artstor.org, using an AAC computer and create an account for use at home or at school.

**Room Reservations**
Should you need to use a conference room, instructional space, or the Commons, please reserve use with Alex Tellez at atellez@artacademy.edu. She maintains the official facilities usage calendar.

**Class Cancellations**
If you need to cancel a class session due to illness or another matter, please contact Denise Watson as soon as possible at dwatson@artacademy.edu or 513-562-8777, and she will post signs at the Front Desk and next to the door of your assigned classroom. If your absence affects assignments, scheduled critiques, homework, etc., please provide this information to Denise so that she can include it on the signs. If you need to cancel a class before 9:00am call Kristen Klein at the main desk 513-562-6262.

Academic Affairs Contacts
Kim Krause: Academic Dean: 513-562-8767, kkrause@artacademy.edu
Mark Thomas: Associate Dean: 513-562-6295, mthomas@artacademy.edu
Denise Watson, Executive Assistant for Academic Affairs: 513-562-8777, dwatson@artacademy.edu
Sue Hutchens, Registrar: 513-562-8749, shutchens@artacademy.edu

Front Desk Receptionist
Kristen Klein is the Front Desk Receptionist. Her hours are Monday – Friday from 8:00 am – 4:00 pm. She answers the Art Academy’s main line and takes phone messages. Her campus extension is 6300, and her email address is kklein@artacademy.edu.

NEW: Electronic Submission of Model Request Forms
For classes requiring models, please complete a separate Model Request Form with all relevant information for each course section via email submission only. Denise Watson, the Model Coordinator, will email you the Word Template for the Model Request Form, which you should complete for the entire semester. Using your syllabus as a guide, please prepare the request form and email it to dwatson@artacademy.edu. Alternative forms of requesting models, including – but not limited to – hard copies, phone messages, texts, messages in the body of an email, and messages relayed by models will not result in formal submission of model requests. Therefore, the Model Coordinator will not take action on such requests. Here are a few basic guidelines for working with models and the Model Coordinator:

1.) Please submit all anticipated model requests for the entire semester.
2.) Please do not schedule models for your class. The Model Coordinator will fill the requests.
3.) Please do not cancel models who are scheduled to pose.
4.) Please provide the Model Coordinator at least two days’ notice if you need to cancel a modeling session. Denise Watson will handle all cancellations.
5.) Model requests for students’ Independent Study projects, Thesis Work, etc. must be submitted by the faculty member for whom the work is being completed. Model Request Forms submitted by students will not be accepted or processed.
6.) The Art Academy of Cincinnati safeguards the private contact information of models.
7.) The Art Academy of Cincinnati has a formal legal agreement with the models we retain. Denise will provide Studio Faculty who work with models the key elements of the agreement.