FACULTY HANDBOOK
2012-2013
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ABOUT THE UNIVERSITY OF THE ARTS AND CONTINUING STUDIES

The University of the Arts
The University of the Arts is dedicated to educating the next generation of creative leaders, recognized both for their individual artistic achievement and for their contribution to advancing the character and status of their chosen discipline, by inspiring students to learn, create, lead and contribute to society through the arts and media.

UArts is the first and only university in the United States solely dedicated to educating creative individuals in the visual, performing and communication arts.

Continuing Studies
The University of the Arts is devoted exclusively to education and training in the arts. Within this community of artists, the process of learning engages, refines and articulates all of our creative capabilities. The Division of Continuing Studies offers lifelong learning opportunities through arts education in the following areas:

- **Continuing Education** offers Certificate Programs, classes and workshops for Continuing Education credit and non-credit to the adult audience, as well as PA Act 48 activity hours.

- **Pre-College Programs** provides quality arts education to students in grades K-12 locally and nationally in the Pre-College Saturday School and the Pre-College Summer Institute for high school students and the Saturday Arts Lab for students in grades K-8.

- **Professional Institute for Educators** serves the needs of teachers, offering non-matriculated graduate-level courses for professional development that meet PA Act 48 requirements.

CS Staff Structure
The Division of Continuing Studies is now divided into two segments: academic and operations. The operations side will support all programs collectively and will be responsible for student registration, finance and billing, faculty contracts, room reservations, faculty support (trips, models, audio and visual requests, supplies), purchasing, off-site relationships, and many other critical administrative functions that assist you in running your classes smoothly and efficiently.

The academic side consists of two directors, each responsible for program content, including: course development, faculty hiring, copy writing, publication development and marketing, assessment, and many other tasks related to program quality. Your contact with the division will mostly be limited to discussions with the program director(s) for your particular area, who will discuss courses with you and approve expenses and policies related to specific offerings. Please contact Director, Heather Jo Wingate for Pre-College Programs. Karyn Tufarolo, Assistant Director of Professional + Adult Programs will serve as your interim contact for these programs.

Customer-Centered Philosophy
Please let us know if there is anything we can do for you to make your time on campus as enjoyable as possible. In turn, as an ambassador to our students, we ask that you conduct yourself at all times in a friendly, responsive and professional manner that reflects the University of the Arts customer-centered philosophy.
Continuing Studies Mailing Address
The University of the Arts
Continuing Studies
320 South Broad Street
Philadelphia, PA 19102
(215) 717-6006
(215) 717-6538 fax
cs@uarts.edu
cs.uarts.edu

Continuing Studies Office
Terra Hall
211 South Broad Street
(Southwest corner of Broad & Walnut Streets)
9th Floor, Room 901
Office hours: Monday through Friday, 9am-5pm. Office hours are extended to 7pm during the first two weeks of each semester.

Pre-College Programs Satellite Office
Anderson Hall
(Northwest corner of Broad & Pine Streets)
3rd Floor, Room 314
(215) 717-6210 – Please do not leave a message at this number. Voicemail will not be checked.
Office hours: Saturdays, 9 am to 1:30 pm – fall and spring; Monday through Friday, 8:30 am to 4:30 pm – summer

Continuing Education
Terra Hall, Room 909
(215) 717-6095 | ce@uarts.edu | cs.uarts.edu/ce

Pre-College Programs
Terra Hall, Room 901
(215) 717-6430 | precollege@uarts.edu | cs.uarts.edu/precollege

Professional Institute for Educators
Terra Hall, Room 915
(215) 717-6092 | pie@uarts.edu | cs.uarts.edu/pie

Continuing Studies Staff
Erin Elman
Dean Continuing Studies
eelman@uarts.edu
(215) 717-6434

Heather Jo Wingate
Director Pre-College Programs
hwingate@uarts.edu

Jacqueline Sutrisno
Program Assistant Professional + Adult Programs
jsutrisno@uarts.edu

Sheila Watts
Associate Dean Continuing Studies
swatts@uarts.edu
(215) 717-6431

Karyn Tufarolo
Assistant Director Professional + Adult Programs
ktufarolo@uarts.edu

Krysta Knaster
Program Assistant Pre-College Programs + Outreach

Melissa DiGiacomo
Director of Operations Continuing Studies
mdigiacomo@uarts.edu

Continuing Studies Faculty Manual – Published 9/6/12
EMERGENCIES ON CAMPUS AND SCHOOL CLOSINGS

Classroom Emergencies
The University posts security personnel in all of its buildings to provide 24-hour protection. In the event of a classroom emergency, contact University security personnel at the nearest campus location. For Philadelphia police, fire and rescue, dial 911.

On-Campus Emergency Numbers
- Anderson Hall, 333 S. Broad Street (215) 717-6401
- Gershman Hall, 401 S. Broad Street (215) 717-6608
- Hamilton Hall, 320 S. Broad Street (215) 717-6001
- Merriam Theater, 250 S. Broad Street (215) 717-6402
- Terra Hall, 211 S. Broad Street (215) 717-6403

First aid kits are located at all campus guard stations and in both the Continuing Studies office (Room 901, Terra Hall) and the Pre-College Programs Satellite Office (Room 314, Anderson Hall).

Fire Drills
In the event of a fire drill, all students / instructional staff must evacuate the building in an orderly fashion. Security personnel will direct classes to designated locations where instructors will be responsible to account for and supervise their class. Security personnel will give the all clear when it is safe to return to class.

School Closings – UArts Campus
In the event of inclement weather, University officials will make every attempt to render a prompt decision regarding whether classes will be cancelled. This information will be communicated throughout campus and to the local media.

The University recognizes that our students travel from a wide geographic area and that road conditions can vary greatly. Common sense and good judgment should act as your guide as to whether you can get to the University, or whether you need to leave earlier than the announced closing time.

UArts emergency closings will be communicated via:

- The University’s recorded hotline: The recorded message for the University can be accessed by calling (215) 717-6996.
- Continuing Studies recorded message: The recorded message can be accessed by calling (215) 717-6006; there will be a recorded message only if there is a cancellation.
- www.uarts.edu and cs.uarts.edu: A bulletin will be displayed on the homepage.
- KYW-News Radio 1060 AM: Listen for our closing number –116, which will be announced twice every hour. In addition to this, information is listed online at: www.kyw1060.com.
- KYW-TV 3: Lists schools by name across the bottom of your television screen during morning programming.
- Fox-TV (check your local listings): School opening delays or closings will be aired beginning at 5 am
- NBC-10 TV: School opening delays or closings will be aired beginning at 5 am and continue throughout the morning programming. Information aired on NBC-10 will be displayed on the bottom of your television screen by school name.

You can also check school closings / delay information online by accessing www.nbc10.com/closings or can request email notifications by registering on NBC-10’s website.
**School Closings – PIE Offsite Locations**

Weather conditions can vary greatly in surrounding counties. If a particular offsite location is closed due to inclement weather and is announced to the media, PIE classes will not take place at that site.

PIE offsite location closings will be communicated via:

**BERKS COUNTY**
- GoggleWorks Center for the Arts: The recorded message can be accessed at (610) 374-4600, ext. 199; WFMZ-TV 69.

**BUCKS COUNTY**
- Bucks County Intermediate Unit: The recorded message can be accessed by calling (215) 348-2940.
- James A. Michener Art Museum: The recorded message can be accessed at (215) 340-9800.

**CHESTER COUNTY**
- Chester County Intermediate Unit: The recorded message can be accessed online at www.cciu.org/closings.
- Unionville Elementary (Unionville Chadds Ford School District): The recorded message can be accessed at (610) 347-1700; www.ucfsd.org/losinginfo.html; KYW-TV 3 school code 850.

**DELAWARE COUNTY**
- Beverly Hills Middle School (Upper Darby School District): The recorded message can be accessed by calling (610) 626-9317; KYW-TV 3 school code 452.
- Delaware County Intermediate Unit: Call (610) 938-9887 for more information.

**GLOUCESTER COUNTY, NEW JERSEY**
- Washington Township School District (at Bunker Hill Middle School): Call (856) 881-7007 for more information.

**MONTGOMERY COUNTY**
- Montgomery County Intermediate Unit: Call (610) 539-8550 for more information.
- Wayne Art Center: The recorded message can be accessed at (610) 688-3553; KYW-TV 3 school code Delaware County 531 (day classes) and Delaware County 2531 (evening classes).

**NORTHEAST PHILADELPHIA**
- The Philadelphia Academy Charter School: The recorded message can be accessed at (215) 676-8320; KYW-TV 3 school code 131.

**WYOMING VALLEY**
- Northeastern Educational Intermediate Unit: Call 800.228.1750 for more information.
<table>
<thead>
<tr>
<th>Title</th>
<th>Definition</th>
<th>Base Rate</th>
</tr>
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</table>
| Instructor            | An Instructor is contracted to teach a Continuing Studies course and is responsible for the following:  
  - Develops course syllabus and student supply list  
  - Completes and submits all required materials via UArts portal by the deadline indicated in the offer letter  
  - Attends a Continuing Studies faculty meeting  
  - Sets tone for the class, establishing guidelines and protocols for behavior and classroom activity, and provides instruction that meets the needs of all learners  
  - Completes grades and / or the Student Evaluation Form for each enrolled student | $35                |
| Co-Instructor         | A Co-Instructor is contracted to teach a Continuing Studies course and shares the above responsibilities equally with a second instructor.                                                                 | $35                |
| Assistant Instructor  | An Assistant Instructor is either a UArts graduate student / recent graduate that has earned a Bachelor’s degree or a UArts undergraduate student with classroom experience totaling a minimum of two years. An Assistant Instructor is contracted to support a Continuing Studies course and is responsible for the following:  
  - Attends a Continuing Studies faculty meeting and supports instructor assigned to course  
  - At the instructor’s discretion, specific duties may include taking attendance, providing classroom demonstrations and working with students one-on-one | Earned bachelors degree: $15  
Earned masters degree: $20 |
| Teaching Assistant    | A Teaching Assistant is a matriculated UArts undergraduate student contracted to support a Continuing Studies course and is responsible for the following:  
  - Attends a Continuing Studies faculty meeting and supports instructor assigned to course  
  - At the instructor’s discretion, specific duties may include taking attendance, providing classroom demonstrations and working with students one-on-one | $10                |
| Substitute Instructor | Hired by Continuing Studies to teach one or more sessions of a course, a Substitute Instructor is responsible for the following:  
  - Teaches one or more sessions, following the Instructor’s syllabus  
  - Reports issues with students, syllabus and / or facilities to the program Coordinator at conclusion of the substitute assignment | $35                |

Note: Co-Instructors, Assistant Instructors and Teaching Assistants asked to cover a class in an instructor’s absence will receive no additional compensation.
GENERAL INFORMATION

Teaching Agreement
Instructors in Continuing Studies are non-ranked and do not have faculty status.

The Statement of Intent is not a contract, but does indicate your availability and interest in teaching in Continuing Studies. A formal contract will be issued on the first day of classes and will be available in your mailbox or Instructor Packet (please see page 9 for details). It is your responsibility to sign the contract and return it to a member of the Continuing Studies staff. A copy of your signed contract will be returned to your mailbox or sent by mail.

Non-ranked, non-faculty appointments are temporary in nature and are usually made for one semester, though you may be considered for reappointment in subsequent semesters. Continuing Studies reserves the right to reschedule, or reassign the teaching responsibilities for this appointment or cancel the appointment in the event of insufficient enrollment.

Course Cancellation Policy
Continuing Studies reserves the right to cancel classes due to low enrollment.

Payroll Procedures
Payment will be divided into equal amounts during each semester of a Continuing Studies course as indicated on your contract. If you do not receive payment, contact Melinda Janis in the Finance Office’s Payroll Department at (215) 717-6183 or mjanis@uarts.edu immediately. Change of address information should be directed to Chris Vereb in Personnel at (215) 717-6365 or cvereb@uarts.edu; forward to Continuing Studies as well.

Note: Instructional staff will not be paid until all required documents have been received.

New Hire Paperwork
New hires are required to complete the following paperwork prior to the start of classes in order to be paid:

- UArts Confidential Personnel Record
- Form W-4 Employee’s Withholding Allowance Certificate
- Form I-9 Employee Eligibility Verification
- Receipt of Workers’ Compensation Provider’s Notice
- ID Authorization
- Authorization Agreement for Automatic Deposits (optional)
- Background check administered through HireRight (Pre-College faculty only)

Completed forms will be kept on file in the Personnel and Finance offices. Copies of these forms are available in Personnel Services, Hamilton Hall, 320 South Broad Street, Room 260.

Note: Form I-9 Employee Eligibility Verification requires two forms of identification (passport, birth certificate, driver’s license, etc.). Contact Personnel Services directly for details.

Identification Cards
The Public Safety Department issues and validates identification cards.

Identification cards are required of all University employees, including Continuing Studies instructional staff. To get yours, first visit Personnel, followed by Student Financial Services, Hamilton Hall, 320 South Broad Street, Room 270.

If you already have a UArts identification card, you need only acquire a valid sticker, also available in Personnel, at the Continuing Studies faculty meeting or in Pre-College Programs faculty mailboxes (see page 8 for details).

Facilities – UArts Campus
Continuing Studies reserves all classrooms – both studios and labs – well in advance of the start of classes. As such, it is safe to assume that classrooms will not be in use by other members of the University community on the days / times your class is scheduled. If there is a conflict with a Pre-College Programs (Saturday School, Saturday Arts Lab or Summer Institute) class, please refer the individual to the nearest Continuing Studies office in Anderson Hall, Room 314 or Terra Hall, Room 901. If there is a conflict with a CE or PIE course, please contact the Continuing Studies office in Terra Hall, Room 901.
We ask that instructional staff assume responsibility for the condition of the room to which they are assigned and that they leave it in better condition – neater, cleaner – than when they arrived.

**Facilities – PIE Offsite Locations**
Please report facilities issues to Karyn Tufarolo at (215) 717-6092 or ktufarolo@uarts.edu.

**Instructor Absences**
Classes are expected to start on time and run on the days / times indicated in the brochure. Instructional staff does not possess the authority to cancel / move classes or add a class session.

**Planned Absences**
Planned absences are not permitted on the first, second and last day of class. Additionally, due to the nature of the program, planned absences are not permitted in Summer Institute.

In the event of a planned absence, the instructor must inform Continuing Studies of the date at the time of hire. Continuing Studies will make the appropriate arrangements and may consult with the instructor to identify a suitable substitute.

Note: Contracts will be adjusted to reflect actual contact hours.

**Unplanned Absences**
Should an unforeseen scheduling conflict arise, please contact your program Director immediately.

Note: Instructors in Continuing Studies do not receive sick day benefits.

**Substitutes**
Planned absences may be covered by substitute instructors. Substitutes may be drawn from current Continuing Studies Teaching Assistants, Assistant Instructors and Co-Instructors, or from the local artistic community provided the individual is reliable, qualified and capable of maintaining continuity and rigor. While we welcome recommendations, instructors are not permitted to schedule a substitute without prior approval.

**Mailboxes (Pre-College Programs)**
All Pre-College Programs instructional staff are expected to check their mailbox prior to every class to collect attendance forms, memos and announcements. Mailboxes are located in Anderson Hall, Room 314 for those teaching in Anderson, Gersham and Hamilton Halls, and in Terra Hall, Room 901 for those teaching in Terra Hall.

**Instructor Packets (CE and PIE)**
CE and PIE faculty teaching on campus must pick up their Instructor Packet from the Continuing Studies office in Terra Hall, Room 901 no earlier than 4:00 pm and no later than one hour before the class meets for the first time. Verify that the packet is complete before leaving the Continuing Studies office.

PIE instructors teaching off-campus will receive their packets by email. CE instructors teaching weekend workshops will pick up their packet at the guard’s station the morning of their first class.

Instructor Packets should include:
- **Teaching Contract**
- **Class Roster/Attendance Record** (with student contact information)
- **Building Passes for Students** (lab stickers affixed for CE digital classes)
- **Open Computer Lab Schedules** (digital classes only)
- **Syllabi/Course Outline/Supply Lists for Students**
- **PA Act 48 Class Request Form** (PIE classes only)
- **CE Request for Activity Hours Submission to Harrisburg for Act 48** (CE classes only)

**Teaching Contract**
Your contract must be signed and the original signed version returned to the Continuing Studies office in order for you to receive your paycheck. A copy of your contract, signed by the program Director will be given or mailed to you.
Your salary will be paid in either one or two installments based on receipt of the signed contract and the Finance Office monthly check distribution schedule. Generally, checks are mailed on the 25th of the month.

You may also opt to receive your pay via direct deposit. Instructors are encouraged to elect this option. To do so, you must complete additional paperwork and provide a voided copy of a check from the account you want the funds deposited to. This paperwork is available from Personnel or your program Director.

If you have not received a check from the University within one calendar year – you will need to update your personnel forms.

**Class Roster/Attendance Record**

All instructors must maintain attendance records. Attendance marks MUST be clear and accurate. Do not assume that the number of available spaces on the form is consistent with the number of times your class will meet. These are generic forms and are not customized to the length of your class. Please report any discrepancies on your roster within 24 hours to your program Coordinator.

A student not listed on the roster and coming to your class may be a late registrant or they may be in the wrong class. Ask to see their receipt (from online registration). Our office is open until 7:00 pm during the first two weeks of the semester to resolve registration issues. If you are unable to verify the student’s registration, obtain their name, address, phone numbers and email and allow them to stay – informing them you will need to verify their enrollment before allowing them to attend subsequent classes. Supply the contact information to your program Director within 24 hours.

The class roster/attendance sheet includes the names of students who have registered for the class along with contact phone numbers and email addresses. Class rosters do not carry addresses, as it is in violation of the Title V privacy provision. If students sign a list with their addresses, this constitutes consent for you to have access to their addresses. Distribution of such lists to class members must have each student’s consent, and anyone objecting to providing such information should be left off the list.

**Grading**

Grading must be completed online via the UArts Portal. Instructors will receive instructions for how to access the portal and grade online in advance of the date the grading period. We cannot accept any grades by telephone or fax except when we request these from you in an emergency situation. Students will have automatically have access to their grades online via the UArts portal when the course is completed and grades are posted.

Credit students must receive a letter grade at the end of the class. Non-credit students must receive a pass or fail grade at the end of the class. Unless you have been notified by the Continuing Studies office that a student has officially withdrawn, you should not grade any students with a “W.” Failure to attend does not constitute a withdrawal.

Please verify the Credit/Non-credit status of each of your students at the first class meeting and report conflicts to the Continuing Studies office. Attendance sheets must be turned in to the Continuing Studies office within one week of completion of the class in CE. In PIE, attendance sheets are due one week after final student projects have been submitted.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A−</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B−</td>
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<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
An incomplete grade may be granted only in extraordinary circumstances, either personal or academic, that prevent the student from completing coursework by the end of the semester. The grade “I” is given only when the completed portion of the student’s coursework is of a passing quality. To receive the grade of Incomplete, the student must obtain written approval on the Incomplete Form from the course instructor and the Dean of Continuing Studies prior to the conclusion of the semester.

Incomplete grades not cleared by the end of the sixth week of the following semester will be automatically assigned the grade of “F”.

Incomplete Forms are available at registrar.uarts.edu or in person at the Office of the Registrar.

Building Passes for Students
Distribute to students for access to buildings for the duration of their class. If they have paid a CE computer lab fee, a sticker on the back of their card will allow them access to labs as per the schedule distributed. Students may only use monitored spaces during monitored times outside of class – the lab that the class is normally scheduled in may not be available outside of class time.

Open Computer Lab Schedules (digital classes only)
A copy of the available monitored times that students can use various computer labs will be provided to you to distribute to your students. Students are only permitted to access the labs when they are openly available and monitored. Often this schedule is not available at the first meeting of class since it is dependent on the availability of student workers to cover the shifts. We will deliver the schedules to your class if they are not available for your first night instructor packet.

PA Act 48 Class Request Form (PIE classes only)
A Pennsylvania Act 48 verification sheet will be in your class packet. Act 48 is only for teachers who need their credit course posted for PA certification. They should be encouraged to include their PA Professional ID number. Please distribute the sheet to the class and return this completed with your final grade sheet.

CE Request for Activity Hours Submission to Harrisburg for Act 48 (CE classes only)
As part of your first class activity, inquire if there are any Pennsylvania teachers in the class interested in acquiring ACT 48 activity hours. If so, advise them to obtain a CE Request for Activity Hours Submission to Harrisburg for Act 48 form from the CE section of the UArts website, or from the CE office. It is the student’s responsibility to obtain the form and return it completed directly to the Continuing Studies office to have the hours reported to Harrisburg.

Supply Closet
Communal supplies (space heaters, drapery, etc.) are available in the Continuing Studies supply closet, Room 282, Anderson Hall and in the prop closet, Room 715, also in Anderson Hall. It is the instructor’s responsibility to select his or her supplies prior to the start of class. Supplies must be returned to the closet and put away safely and neatly at the end of each session. We invite you to visit the supply closets to see what materials are available at the start of the program. Submit requests for additional materials via the Continuing Studies Faculty Forms Online.

University of the Arts Portal
The Division of Continuing Studies has implemented a paperless workflow. Faculty will complete request forms – Materials + Expense form, Models Request form, A/V Equipment Request form, Field Trip Request form and Guest Lecturer Request – online.

To access the UArts portal, go to: http://mycampus.uarts.edu

To Login:

- Username: first initial + last name
  
  Example: John Smith’s username would be jsmith

- Password: birthday month (2 characters) + birthday day (2 characters) + birthday year (2 characters) + last four digits of your social security number
Example: If John Smith’s birthday were January 1, 1970 and his social security number is 123-45-6789, his password would be 0101706789

BASIC POLICIES

Attendance
All Continuing Studies instructors should be in classrooms a minimum of fifteen minutes prior to the start of class and are expected to be present for each contracted class session. If an instructor is running late, s/he should call Continuing Studies at (215) 717-6006 and provide the receptionist with their name, class and approximate time of arrival.

Class Breaks
Students should be provided with a five- to ten-minute break during the class session. Courses running five or more hours are required to take a one-hour lunch / dinner break.

Campus Facility Access
An identification card with current validation sticker is required for access to campus buildings and labs. Your identification card will be validated at the start of the session when you pick up your instructor packet on the first night of class.

Because classrooms are often locked, you may need to have a guard open the door for you or exchange your identification card for a room key. Guards are located at the main entrance of each classroom building.

Please arrive early to confirm that the room is properly equipped, arranged according to your preference, and to greet students as they arrive. If there are any issues with your assigned room, please notify us immediately.

Continuing Studies students do not have access to UArts facilities outside designated class time with the exception of CE and PIE students enrolled in Digital Technology classes. Students may not interrupt a class in session.

Computer Labs
Food and drink – including coffee, bottles of water, bags of chips, etc. – are not permitted in computer labs. This policy applies to instructional staff, as well as students.

Students are not permitted to remain in a computer lab that is not staffed by an instructor or monitor. Prior to locking the room at the end of class, please turn off all computers and the LCD projector, close all windows and confirm that the room is clear of all people.

Students should back up their work on their own personal storage device at the end of each class session. UArts is not responsible for the integrity of data left on hard drives.

For technical assistance, contact the Office of Technology and Information Services by calling the OTIS Help Desk at (215) 717-6677 (OOPS).

Some instructors will be assigned to labs outfitted with laptop carts. These environments are unique and have special requirements. Instructors assigned to these labs are required to participate in a training session prior to the start of class. Your program Director will contact you to schedule this training.

Note: Do not download software onto UArts computers. Doing so is cause for dismissal.

Course Evaluations
Continuing Studies is committed to providing quality educational programs to its students; course evaluations help us to meet this goal. Additionally, there is demographic information that is captured on the form that is essential to our marketing efforts. All evaluations are to be completed digitally and will be sent to students via email during the final weeks of the course.

Program Directors will compile and distribute evaluation results to instructors approximately three weeks following the end of each semester.
Hold Harmless
UArts reserves the right to add or delete courses, change institutional programs, times, locations, instructors, regulations and fees when not otherwise prohibited by statute.

Late Start / Early Dismissal
Classes should not start late or be dismissed early for any reason.

Liability
Work done in the studio under the supervision of an instructor is considered a part of the educational program. Care is exercised to protect projects, but the University cannot assume responsibility for loss or damage to student work created, stored or exhibited on the premises.

Library
The Greenfield Library in Anderson Hall is open to the public. Continuing Studies instructors with a valid identification card have full library privileges. Continuing Studies students may read and search for materials during normal hours of operation, but do not have borrowing privileges unless they are enrolled in a Continuing Education Certificate Program.

Notice of Non-Discrimination
The University of the Arts is committed to a policy of non-discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, creed, religion, disability, marital, parental or veteran status in admissions, educational programs or activities, and employment as required by applicable laws and regulations.

Parking
The University of the Arts does not operate a student / faculty parking facility. There are several public lots and limited on-street parking available in proximity to the school. Continuing Studies does not reimburse for parking.

For parking options, an independent website that may be helpful is: www.philapark.org

Problems?
Continuing Studies faculty are reminded to report any and all issues so they may be addressed in a timely manner. These include:

- Technology-related matters – laptop carts not arriving on time, missing or broken equipment, and software programs that won’t open or are not installed.
- Studio / lab issues – temperature, physical state, keys unavailable from guards, excessive noise from adjacent rooms, condition of rest rooms and related concerns raised by students.
- Concerns regarding a student’s behavior.

Additionally, all technology issues must be reported to the OTIS Help Desk at (215) 717-6677 (OOPS). If you get an answering machine, leave a detailed message indicating your name, position, program (e.g., CE, Pre-College, PIE), location and the nature of your problem. You should notify your program Director as well. OTIS has, effective fall 2011, opened HYPERLINK "http://helpdesk.uarts.edu" helpdesk.uarts.edu to all faculty and staff who wish to create their own tickets to report technical issues. This does not in any way replace the phone or walk up availability. This is simply another way to request help. To use the online ticketing system go to the OTIS web helpdesk (helpdesk.uarts.edu) in any web browser. Sign in with your UArts username and password. Select "HelpDesk" or "Information Services" under "Request Type" and then select the appropriate sub request. In "Subject" write a brief description of the issue and in "Request Detail" explain the problem as thoroughly as you can. For some requests we ask that you fill in "Model" and "Type" fields if you can. If you have any questions please, as usual, call the HelpDesk at 215-717-6677. Faculty are instructed to cc: mdigiacomo@uarts.edu.
Rules and Regulations Concerning Classes in Session

Instructors should not leave their classes unattended for any reason other than scheduled breaks. If an instructor plans to take their class outside the assigned classroom (i.e., outside or to another room / floor, excluding snack and bathroom breaks), the instructor must first notify office staff.

Attendance should be taken each class session, and Pre-College Programs faculty are asked to report all late / absent students to the office as soon as you are able and prior to the end of class.

Students in all programs are expected to adhere to the CS Student Code of Conduct (see page 15). Any student who exhibits disciplinary, attendance, or lateness problems should be brought to the attention of Continuing Studies staff immediately so that appropriate action can be taken. This area will be addressed in greater detail at the faculty meeting.

No personal electronic devices (iPod, portable gaming device, cell phone, etc.) are permitted in the classroom. Any student who insists upon using one will have to leave the premises or surrender his / her item for the duration of the class session.

Student Work Samples
All faculty are required to submit samples of student work at the conclusion of each semester. Work samples may be digital files on a flash drive or CD, or original pieces as deemed appropriate. Faculty may request blank CDs or flash drives from their program Director. 3-D student artwork may be documented digitally and returned to the student.

When submitting student work, include the following information: course title, semester, student’s first + last name, and a description of project / medium.

Continuing Studies may schedule a photographer or videographer to visit classes. Faculty will be provided with adequate advanced warning if this should occur to prepare accordingly.
CS STUDENT CODE OF CONDUCT

It is the policy of the Division of Continuing Studies to provide a safe and healthy environment for learning, personal growth and enjoyment. The well being of this community depends upon the good judgment and considerate behavior of its members. Student status at the University of the Arts is not an unconditional right, but a privilege subject to certain rules and expectations articulated in the Student Code of Conduct.

At the discretion of the University’s administration, students will be removed from the program if they are deemed by the University to be disruptive or harmful to the welfare of the community and/or himself or herself. Prohibited behavior at the University of the Arts includes, but is not limited to the following:

1. Academic dishonesty or misconduct including, but not limited to, cheating and plagiarism;
2. Non-academic dishonesty, including, but not limited to, theft, attempted theft, possession of stolen property, forgery, and falsification of information provided to any University official;
3. Conduct that threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus, including, but not limited to physical or sexual assault;
4. Damage to public, private, personal or University property;
5. Violation of policies as described in the Student Handbook and the University Catalog and all other rules governing University facilities, programs and services;
6. Intentional obstruction or disruption of teaching, search, administration, disciplinary procedures, other University activities or activities authorized to take place on University property;
7. Disorderly conduct including acts that breach the peace;
8. Non-compliance with the directions of University, local, state or federal officials performing official duties, including failure to give proper identification when requested;
9. Violation of a student’s rights or privileges and verbal or written harassment, discrimination, abuse and / or disrespect of any person;
10. Violation of the statutes, laws, ordinances and / or regulations of the City of Philadelphia, Commonwealth of Pennsylvania (or other states, when applicable) and the United States of America.
CONTINUING STUDIES SALARY GUIDELINES

The salary guidelines below are meant to address several issues:

- To create parity between Continuing Studies and the UArts undergraduate programs, which often share faculty;
- To adjust for cost of living; and
- To provide a salary scale that recognizes and rewards experienced, responsive, and dedicated instructors.

Please note that these guidelines are subject to the “Other Considerations” listed below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An individual who has taught in UArts Continuing Studies for less than five years</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>An individual who has taught in UArts Continuing Studies more than five years and received a 3.5 or higher on the Faculty Rating Criteria; current UArts Adjunct Professors</td>
<td>$40</td>
</tr>
<tr>
<td>3</td>
<td>An individual who has taught in UArts Continuing Studies for more than nine years and had received a 4.0 or higher on the Faculty Rating Criteria; full-time UArts Professors</td>
<td>$45</td>
</tr>
</tbody>
</table>

Faculty Rating Criteria
The above-referenced ratings will be based on the average of an instructor’s scores in the following categories, with scores ranging from 1 (poor) to 5 (excellent). All categories will be equally weighted.

- Paperwork / Office Contact / General Administration: Contracts, forms, syllabi, grades, attendance rosters, etc. are completed as requested and submitted on time. Responsibilities are executed according to policy. Phone calls and email messages are returned in a timely manner; instructor follows through on requests.
- Student Work: Quality of student work is strong and appropriate and meets the expectations set forth in the catalogue.
- Resourcefulness: Instructor contributes ideas for improving current class or creating new initiatives, and is effective at resolving challenges in their class.
- Student Rating: Combined average from student exit surveys for Course Content and Course Instruction categories.

Other Considerations
Other considerations include the following:

- Grandfather Current Level: Current salary, if higher than proposed, will be grandfathered.
- Multiple Levels: Instructors who teach in both Continuing Studies and in a UArts undergrad department can be at different levels in each program.
- Level Downgrades: An instructor’s salary can drop if their rating falls and disqualifies them from their present compensation.
- Discretionary Adjustments: The program Director can exercise discretion to modify salaries if circumstances warrant.
The University of the Arts  
320 South Broad Street, Philadelphia PA 19102  
215-717-6000 -- www.uarts.edu

Printmaking/Book Arts & Department of Fine Arts  
Shop safety Course Material Sign-off Sheet

Name of Course  ____________________________________________
Course Number  ____________________________________________
Course Day/Time  ____________________________________________
Course Instructor  ____________________________________________
Semester ___________________________ Today’s Date _______________

I am a student currently enrolled at the University of the Arts. By signing this form, I hereby acknowledge that I have received from the instructor, written instructions and guidelines on the studio safety pertaining to the above class content, and suggested practiced for my attendance and working on the projects in this class in and for the above semester; and I further acknowledge that as part of my taking the above-named class, it is my responsibility to familiarize myself with these same safety and studio guidelines in conjunction with doing the coursework as part of my grade; and that these practices and guidelines will be demonstrated by the instructor, to the class according to the distributed syllabus timeline. I will use the studio in a responsible and safe manner.

I agree that I will only use the Printmaking/Book Arts shops, studios, equipment and/or supplies, if I have been specifically instructed on correct and safe usage by the respective Faculty member for the above-named class if I have been specifically instructed on correct and safe usage by the respective faculty member for the above-named class only; any deviation from this situation requires the express written permission of the Printmaking Department Coordinator.

I certify the above by signing below:

1) ____________________________________________
2) ____________________________________________
3) ____________________________________________
4) ____________________________________________
5) ____________________________________________
6) ____________________________________________
7) ____________________________________________
8) ____________________________________________
9) ____________________________________________
10) ____________________________________________
11) ____________________________________________
12) ____________________________________________
13) ____________________________________________
14) ____________________________________________
15) ____________________________________________
16) ____________________________________________
17) ____________________________________________
18) ____________________________________________
19) ____________________________________________
20) ____________________________________________

(Students’ Signature Here)  (Students’ Printed Name Here)

This agreement is to be filed in the Printmaking Department Coordinator’s Office.
Printmaking Department

General Shop Use Guidelines:
To conserve energy and resources:
Turn off lights in rooms that are not in use.
Turn off equipment when not in use.
Keep windows closed in the winter (and when air-conditioning is on in the summer).
Turn off spigots/faucets to conserve water.
Keep your area clean; dispose of all refuse properly and recycle when possible.
Please do not keep food around your studios, it attracts pests.
Help us keep our facilities graffiti-free.

To assure personal safety:
Use the buddy system and look out for your neighbor
Do not leave your belongings unattended.
Observe fire precautions/obey all fire alarms and drills.
Close/lock lab and studio doors, as well as lockable cabinets, when not using them.
Note location of Eye Wash in room 524 (plate making room). Use for any chemical splash to eyes or face. Wash affected area for 15 minutes, and then seek professional medical treatment.
A very basic (band-aids, antiseptic) First Aid kit is in Room 527 - Etching room. See nurse for serious injuries.
Please notify shop supervisor if more band-aids are needed in First Aid Kits.
Further elaborated emergency procedures are posted outside Room 529 and throughout 5th and 6th floor studios.
The school nurse is in Room 306 Gershman Y Hall 401 S. Broad St (Broad and Pine Sts)
Her office hours are 9am - 5pm, Monday through Friday. Phone: 215-717-6230
For all emergencies, call Security at x6401 - use shop/studio phones. Or 215-717-6666.
Report any accidents to faculty or shop supervisor.
Use caution and awareness when operating all equipment and tools.
Use caution and awareness when using all print process chemicals.
Use appropriate personal protection items when directed by faculty, staff, graduate assistants, shop monitors and/or respective shop policy signs posted in studios.
Make sure all rag safety can lids are kept closed!

Other Printmaking Shop matters:
The Printmaking Shop/Supplies/Equipment are to be used by currently enrolled students only. This means you must be in a currently running class, not just have had any past printmaking classes, to use the printmaking facilities. Any exceptions to this rule, whether classes are in session or not, must be accompanied by written permission from the Department Coordinator. We reserve the right to bar admittance to the studios during summer and winter breaks, unless your name is on an access list.
Summer/Winter Break access is for current Majors and Grads only.
Only BookArts grad students have shop access privileges at any time - with current UArts I.D.
Print Shop general-use items or tools (such as solvent bottles or rollers) do not belong in any personal studios, the exception being items usually kept locked up and available on a sign-out basis only (such
as etching cabinet tools). Please buy your own personal tools to use in your studios, so that you do not inconvenience others.

Printmaking file-drawers and lockers are available only to printmaking majors. They are in short supply at this time.

Do not take these unless you have signed up with the shop supervisor’s list first. If you have not signed up properly, your lock, materials, etc. may be removed.

Thank you for your cooperation and consideration.

Shop Safety guidelines by Specific studio/ Media:

**Room 606-Offset Lithography**
- Do not operate offset press without full and prior instruction from the teacher.
- Use room ventilation fans as demonstrated when cleaning up with solvents or strong cleaners.
- Use personal protection items (i.e. gloves, etc.) as demonstrated, when handling cleaners or solvents.
- Dispose of dirty rags and other cleaning materials properly, so as not to create a fire hazard. Keep rag Safety Can lids closed at all times!
- Use overall care & common sense when using the offset facilities; this is a machine, with potentially dangerous moving parts! Do not operate the machine alone, or when fatigued.

**Room 605-Letterpress**
- Do not operate letterpress without full and prior instruction from the teacher; use carefully, do not slam carriages.
- Use room ventilation fans as demonstrated when cleaning up with solvents or strong cleaners.
- Use personal protection items (i.e. gloves, etc.) as demonstrated, when handling cleaners or solvents.
- Dispose of dirty rags and other cleaning materials properly, so as not to create a fire hazard. Keep rag Safety Can lids closed at all times!
- Use overall care & common sense when using the letterpress facilities; this is a machine, this is a machine, with potentially dangerous moving parts!
- Be certain you have washed your hands thoroughly after handling the lead type, and especially before eating.
- Please do not drop any rollers or brayers, the handles will break off - Please handle them carefully!
- ALL type and spacing MUST be re-distributed when done printing that project.

**Room 528-Lithography**
- Handle acids and solvents carefully when processing images on plates and stones, see exact procedures posted in studio. (Especially Acid-handling guidelines) Acid spill “pillows” are located, or small supply cart (second shelf), by the window exhaust fan, next to Fuchs & Lang litho press.
- Handle litho stones carefully, they are heavy, as well as fragile. Get help moving stone if needed.
- Always put away Litho Stones carefully when not actually working on them, so they will be protected. Do not leave on press bed beyond your printing time.
• Handle the Stone lift carefully, do not use if you have not been shown how to. Use with respect. The Stone lift does not leave this studio!
• When cutting photo litho plates, use metal cutter carefully. Watch fingers and toes!!
• Use room ventilation fans as demonstrated, when using or cleaning up with solvents or strong cleaners; and with using and asphaltum.
• Use personal protection items (i.e. gloves, goggles etc.) as demonstrated, when handling acids, asphaltum, cleaners or solvents.
• Dispose of dirty rags and other cleaning materials properly, so as not to create a fire hazard. Keep rag Safety Can lids closed at all times!
• Operate presses carefully--- do not slam press beds or handles. Watch fingers for pinch hazards.
• Always clean tympans completely and put back into typman holder when done. Clean excess grease off scraper bars also.
• Please do not drop any rollers or brayers, the handles will break off - Please handle them carefully!
• Please mark position of your Register Pins on press bed with masking tape—to prevent running over them with the scraper bar and damaging tympans and scraper bars.

Room 527: Etching/Relief Printing (AND Edition Studio Room 631)
• Handle acids and solvents carefully when processing images on plates and blocks, see exact procedures posted in studio. Use acid spill “pillows” local under plate drying table in case of acid spills, throw away when acid is absorbed. (See acid guidelines posted in Etching room).
• Call x6401 (215-717-6401) to notify security if acid quantity is spilled on floor; they will arrange clean up.
• When doing relief plate or wood / linoleum cuts, engraving, etc. Exercise caution in use of tools. Always use tool away from yourself.
• When cutting etching plates, use metal cutter carefully. Do not use if you have not been shown how to. Watch fingers and toes!! Only cut Zinc, Copper, or Aluminum plates.
• Use room ventilation fans/stations as demonstrated, when using or cleaning up with solvents or strong cleaners; and with using acids and asphaltum.
• Use personal protection items (i.e. gloves, goggles, etc.) as demonstrated, when handling acids, asphaltum, cleaners or solvents.
• Dispose of dirty rags and other cleaning materials properly, so as not to create a fire hazard. Keep rag Safety Can lids closed at all times!
• Operate presses carefully--- do not slam press bed or handles. Watch fingers for pinch hazards.
• Use Hotplate carefully, it can burn you if you are careless. Watch whatever you are heating carefully to minimize fire risk. Remember to turn off hotplate when you have finished using it, it uses a lot of electricity and extended/unattended use is a fire hazard.
• Please do not drop any rollers or brayers, the handles will break off - Please handle them carefully!
• Clean your hands when handling all blotters, presses and press blankets.
• Hand should always be clean before setting up to print and during printing.
• Use old blankets for potentially messy or squishy printing like monoprints.
• Use Wax Paper and extra newsprint placed above and below your plate or block and above your printing paper on the press bed to prevent blowouts of ink onto the blankets from squishy inking and pressure!
• You should have as many printing factors controlled as possible, before working/editoning in the edition studio, as that is supposed to remain a clean space—this applies to everyone, graduate and undergraduates!
• If you mess up the blankets in these rooms you are responsible to either clean the blanket(s) or buy new ones. They are expensive so be careful!
• Please do not drop any rollers or brayers, the handles will break off—
• Please handle them carefully!
• Clean your hands when handling all blotters, presses and press blankets.
• Hand should always be clean before setting up to print and during printing.
• Use old blankets for potentially messy or squishy printing like monoprints.
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Room 523- Screenprinting and Room 520- Screen Darkroom
• Follow all power washer instructions listed on the wall next to the sink. Do not use this machine if you have not been specifically shown how to. Power washer must always be used with its water supply "on" and its spray gun drained right after use!
• Use care in that handling of photo emulsion. Wear gloves. Use exhaust fan in darkroom. Clean up must be done immediately. Cover spills with fresh newspaper.
• Exercise caution when using tools to cut stencils. Always cut away from yourself.
• Follow all screen exposure unit instructions listed on the wall next to unit in Darkroom. Do not use this machine if you have not been specifically shown how to. Use only for screen exposures.
• Screen tables and printing tabletops are never to be cut on. Always use a cutting mat!
• All screens must be put away at the end of each class. (All personal screens must be put in a rack or student’s studio space). They can be put in the class cabinets wet, they will air dry on their own in there.

Room 524, 525, 526 - Platemaking Areas----Eye WASH STATION
• Exhaust fans must be used at all times when large platemaker is on, to draw out heat from machine.
• Exercise caution in use of all plate processing liquids. Keep caps on all bottles when done!
• Follow all platemaker instructions listed on the wall next to the unit in room. Do not use this machine if you have not been specifically shown how to! Lift and lower contact vacuum frame carefully to prolong the life of its mechanism.
• Follow all polymer platemaker and brush-unit instructions listed on the wall next to the unit in this room. Do not use this machine if you have not been specifically shown how to! Make sure unit tank is left open at all times with clean water, cover on brushes!
• Eye wash station is for emergency use only. Should chemical splash occur to one’s eyes or face, wash affected area for 15 minutes or until pain is gone. It is mandatory that any incidents like this be reported to faculty and/or staff. Also, you must seek medical attention immediately.
• Is only to be used for applying etching acid resists for current etching students only.
• Do not let spray hood fan run when not in actual use, it is not used to ventilate the entire space only the spray hood itself!
• Use a dust mask when changing newspapers (hangs on wall behind hood)

Room 522 & Room 632 - Bookbinding/Critique/Preparation room/Non-silver sizing Area
• Exercise caution in the use of all hand tools when cutting materials.
• Please keep all items off windowsills in Room 632 to avoid them falling out any open windows.
• Use board Kuttrimmen carefully. Blades Are Sharp! Clean off scraps when done.
• Use Board Shear & Guillotine Cutter carefully. Blades Are Sharp! Do not use this machine unless you have been specifically instructed in how to do so. Clean off all scraps when done!
• Operate Book presses carefully. Watch for pinch hazards. Replace all press boards when done.
• Do not cut on any tabletops, always use a cutting mat.

Room 608, 609, 610 - Non-Silver Darkroom & Copy Camera Darkroom
• Use exhaust fans when working in these rooms. Remember to turn them all off when you are finished; same goes for turning off room lights when done.
• Use care and caution when handling contact frames. Glass is fragile and can cut you if broken!
• Use care and caution when handling all chemicals. Use gloves provided in classrooms at all times.
• Use hotplate carefully, it can burn you if you are careless. Watch whatever you are heating carefully to minimize fire risk. Remember to turn off and UNPLUG hotplate when finished using. It uses a lot of electricity and extended/unattended use is a fire hazard!! **
• Use care and caution when handling all exposure and UV lighting units. Heat can be generated from sunlamps, etc. Do not look at these light sources, as they can burn your eyes. Remember to turn off when done using them. Extended or unattended use can be a fire hazard! Use new plate maker carefully & only with prior Faculty instruction.
• Monitor washout sink water use and tray siphon to prevent flooding. Dump trays carefully. Use old newspapers or blotters to mop up spills - call x6401 on shop phone if you require help cleaning up a large flood of water.
• Use care in operating copy camera & darkroom. Do not use if you haven't been specifically instructed in how to.

Mezzanine Graduate Letterpress Studio
• Do not operate letterpress without full and prior instruction from the teacher; be careful, do not slam carriage.
• Use room ventilation fans as demonstrated when cleaning up with solvents or strong cleaners.
• Use personal protection items (i.e. gloves, etc.) as demonstrated, when handling cleaners or solvents.
• Dispose of dirty rags and other cleaning materials properly, so as not to create a fire hazard.
• Use overall care & common sense when using the letterpress facilities; this is a machine, with potentially dangerous moving parts!
• Be certain you have washed your hands thoroughly after handling the lead type, and especially before eating.
• Please do not drop any rollers or brayers, the handles will break off - Please handle them carefully!
• ALL type and spacing MUST be re-distributed when done printing that project.

2<sup>nd</sup> Floor Graduate Book Arts Studio
• Exercise caution in use all of all hand tools, when cutting materials.
• Use board shear carefully. Blades are sharp! Clean off scraps when done.
• Keep sink clear of debris to avoid flooding or plumbing problems (in Grad Lounge.)
• Do not use any machines if you have not had an instructions demo.

Paper Making Studio on Basement floor - Anderson Hall
• Use caution when using all paper beaters - these have moving parts! Watch fingers!
• Use caution when using any electrical machines in the presence of water, to avoid electrocution.
• Use caution when using pigments and dyes in paper. Use Gloves/masks when adding dry pigments.
• Immediately mop up all water spills, so as not to create slip/fall hazards.
• Use caution with paper press, do not over-pressure. Mop up/discard all water created after pressing.
• Keep sinks clear of debris to avoid flooding or plumbing problems.
• Make sure dehumidifiers are on and kept empty by graduate monitors and papermaking faculty.
• Turn off and drain sprayer hose at sink to prolong its life and prevent it from bursting under water pressure.

Acid Guidelines: Litho/Etching

Handle all acids extremely carefully!! Acid is a serious chemical compound and must be respected, as it can burn the skin/eyes if touched and the lungs, if inhaled.

Wear gloves and eye protection at all times.
Students in etching are not allowed to handle straight nitric acid, only ferric. When using acids in Litho, keep your mind focused on what you are doing, while handling acid, do not become distracted. The acid must be in glass bottles to be able to be used in the litho area, Do Not Drop The Bottle!!
Use appropriate exhaust fans while doing any acid etching: turn them off when done.
Re-cover etching acid baths with their covers when done, or they will weaken.

If Acid Spills:
Make sure you tell someone in authority as soon as possible. Do this no matter how much is spilled.
Tell your teacher, your teaching assistant or shop monitor, the shop supervisor, the department coordinator, or security, so someone is aware of this problem.
If the spill is large, use the shop phone and immediately call security at the Front Desk at X6401 to get help in clean up. Make sure the exhaust fans are on in the room.

Especially if it's a large quantity, put an acid spill pillow (found under chemical card in litho room and under ground table shelf in Etching Room) on the spill and let it absorb. Using gloves, throw the pillow out in the trash after the spill is absorbed. After the acid is absorbed, if the spill was small, and on a surface like a tabletop, using a sponge and water, and about a tablespoon of Baking Soda, (found next to the sink) make a paste with the baking soda and wipe the spill - to neutralize the last trace of acid. Continue to wipe with water until the spill, acid and baking soda is gone.

If acid touches your skin rinse immediately with water. Add a tablespoon size quantity of baking soda, make a paste to neutralize, if your skin starts to burn. Leave on skin for at least 5-10 minutes. Continue to rinse in cold water for 15 minutes and then seek medical attention to make sure the burn is not serious. If acid is splashed in your face or eyes, use the eyewash sink in platemaking area (Room 525) to wash it. Do this for at least 15 minutes or until the pain subsides.

**Make sure you seek medical attention for any acid splashes to the face, even if minor.
*If you need to dispose of any acid, consult with your teacher or the shop supervisor for the best method. Most acid which is diluted may be washed carefully (don't splash) down a drain with a large amount of water - let water run for at least 5 minutes, followed by a sprinkling of baking soda. Again if you are not sure, please ask someone in authority before proceeding.

Thank you and be careful.
A locker has been designated for use by Continuing Studies located in the Lithography studio. It is locker #90 (located on the lower left hand side of the row of lockers). ‘Reserved for CE’ has been written on this locker.

*Please contact your Program Director for the lock combination.*