

Department of Art

Teaching Handbook for MFA students with full Teaching Assistants

Fall 2022 – Spring 2023

Welcome to the Department of Art!

This teaching handbook is a guide to the policies and procedures of both the Department and the University at Buffalo. Please familiarize yourself with its contents.

***The information in this handbook is the most current version.*

*Please ensure you are referencing the most up to date version of the handbook to be aware of any policy updates. The Department will send notifications to all TAs if a new version of the handbook is released. ***

Department of Art Contact Information

MAIN CONTACT INFORMATION		
202 Center for the Arts University at Buffalo, North Campus Buffalo, New York 14260-6010	(716) 645-6878	art-info@buffalo.edu
Departmental Communications	N/A	artdept@buffalo.edu

DEPARTMENT LEADERSHIP				
Title	Name	Office	Phone	E-mail
Department Chair	Stephanie Rothenberg	CFA 202D	645-0539	sjr6@buffalo.edu
Department Administrator	Mary Gordon	CFA 202C	645-0527	marygord@buffalo.edu
Director of Undergraduate Studies	Reinhard Reitzenstein	CFA B25	645-0551	rr33@buffalo.edu
Director of Graduate Studies	Matt Kenyon	CFA 126	645-0535	mkenyon@buffalo.edu
INSTRUCTIONAL SUPPORT STAFF				
Print Media, 2D, Drawing	Jeff Sherven	CFA B33	645-0556	jsherven@buffalo.edu
Graphic Design, EP	Domenic Licata	CFA 139	645-0531	djlicata@buffalo.edu
Sculpture, Painting	Chris Siano	CFA B16	645-0550	siano@buffalo.edu
Photography, Time Based	Mark Snyder	CFA 123	645-0557	marksnyd@buffalo.edu
Coalesce Lab Manager	Solon Morse	308 Hochstetter	645-9121	smorse@buffalo.edu

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Getting Started

Provide us with proof of your immunizations

UB and New York State require that all students provide proof of immunity against measles, mumps and rubella, as well as proof of vaccination for COVID-19. Review [step 2 on the Student Health Services website](#) for more information.

Accept our rules and regulations

The State University of New York (SUNY) requires all UB students to acknowledge receipt of and affirm UB's Rules and Regulations. You may do this by logging on to the HUB Student Center through [MyUB](#) and reviewing your "holds" box. Click on the hold for rules and regulations to see the affirmation screen, where you can view and affirm them. We also recommend reviewing the [Graduate School policy library](#).

Complete the online education requirement

All new graduate students are required to pass "Sexual Assault Prevention for Graduate Students," an online education requirement, in addition to coursework for your field of study. Sexual Assault Prevention for Graduate Students is available on the [Student Guide](#). **An academic hold will be placed on your account if you do not complete this course as assigned.**

Get your UB Card

Once you have registered for classes you can get your UB Card. All UB faculty, staff and students must obtain a UB ID card to show proof of university identity as needed, and access multiple resources and benefits. New students must be formally registered in their courses in order to be eligible to obtain their initial UB ID card. The card will provide you access to borrowing library books, acquiring a parking permit, and quick reference to your UBIT person number. There is a one-time charge is \$23.50 for your card. Having your UB Card before you begin classes is not required, but highly recommended.

To receive a UB Card you must be a currently registered UB student or a faculty/staff member that has been fully processed through the hiring procedures. Go to a UB Card Office at 1Capen on North Campus to have your picture taken (Their office hours are 8:30am-4:30pm). You must have photo ID, either a valid driver's license or a passport in order to receive your UB Card.

You can also submit your UB ID photo before coming on site! Students with University e-mail addresses can use [Send Us Your Selfie](#) to submit their photo. To confirm your photo has been accepted please log into your HUB Student Center via [MYUB](#) two business days after you have submitted your photo. If your photo has been accepted, it will be displayed on your profile.

UB E-mail

The Department of Art will communicate exclusively via UB E-mail with all faculty, staff, lecturers, and students - therefore you must enable your UB email account. Please be sure to check and communicate through your UB email regularly for pertinent departmental and university information and communication with students.

If you already have an email address (non-UB) which you prefer to use, you may forward your UB mail to another address but you must be able to receive messages through your UB address.

- [For UBIT Assistance click here.](#)
- [For more information on UB E-mail click here.](#)

Parking

In order to regularly park on UB campuses, you must register your vehicle online through the UB Campus Parking's [UB E-Business Center](#) and purchase a hang tag (\$12.50) from UB Campus Parking prior to the start of the semester if you will be driving to campus. The parking permit must be displayed from your rearview mirror Mon-Fri 7am-3pm. Parking without a valid permit will result in a \$20 ticket - Either pay or contest tickets immediately to avoid holds on your account

Keys and Building Access

When you first arrive to campus you will be provided with the keys required to access your assigned studio and other departmental keys as assigned. Should you require further access once the school year begins you may request a key from the main Department office. Requests will be granted once approved by the area heads or Department chair.

All keys for non-studio spaces must be returned at the end of the term. Lock boxes are installed on doors to classrooms for your use as needed. See your faculty supervisor for policies and codes to lockboxes.

The Center for the Arts is not open 24/7 and an access code will be needed to gain entry to the building, as well as Departmental spaces outside of its open hours. To request an access code, you must complete the CFA Door Access Application.

When signing the form, you agree:

- To accept the CFA access code and the responsibility associated with this acceptance.
- This is your personal code associated with your name & you will not give this code to anyone
- you are liable for any damages caused by anyone using your code to access the building. If you believe someone else may have your code, request a new one through your department.
- To be aware of open or propped doors when you are in after hours. As an open door

compromises the safety and security of everyone, you will make sure that doors close properly behind you. **Do not prop doors open.** (Your access code may be disabled if doors are left open or propped open.)

Repair and Maintenance

If you notice the need for repairs in the department facilities, please notify Office Staff as soon as possible. Please provide the room number and the nature of the problem. If there is an emergency after 5 pm or on the weekend, please call Campus Police directly (645-2222).

Mailboxes and Bulletin Boards

All TAs are provided with a departmental mailbox in the department mailroom CFA 202. Remember to check it regularly as all physical University, Department, and external mail will be delivered here. Important notices from the Department will be emailed and posted on Departmental bulletin boards.

Copier Use

A copier is located in the department office CFA 202 for copying course-related materials. Whenever possible, please double-side copies or use digital materials to minimize departmental costs. The copier is also capable of scanning to PDF file which can be emailed to yourself; see staff for assistance.

Graduate Studios

During your time at UB you will be assigned a studio space in which to work and develop your practice. Studios are either single or double occupancy. While occupants can expect a reasonable degree of privacy and security in their studio space, they are not private. They can be inspected at any time by university representatives and officials overseeing facilities and safety.

When assigned your studio, traditionally in July proceeding the Fall semester, you will receive the Department of Art Studio Agreement. This document outlines Department and University policies and procedures related to the use of Department of Art studios as well as the occupant obligations related to fire code, health and safety, and hazardous material regulations. Please read the document in full prior to your move-in as you will be asked to confirm your understanding of the policies by signing upon completion of the move-in inspection of your space and receipt of your studio keys.

Department administration assigns studios on a one-to-two-year basis under consultation with the graduate director, program area heads and submitted graduate student location/facilities setup requests. Depending on availability, MFA students may move into a new studio space in their 2nd year. If you are interested in moving to another studio space in the following academic year, requests must be submitted to the Department Administrator by the end of the Spring semester.

MFA Graduate Program

The MFA program constitutes 60 credit hours of research and academic study over the course of two years. Nearly half of the curricular program is dedicated to graduate student research (ART 599 & ART 699), where students develop artistic works towards their thesis project under the guidance of faculty members. This studio portion of the curriculum also includes the requirement of taking at least one graduate studio art elective (ART LAB). Remaining coursework includes three required courses, academic electives, and thesis supervision which is taken in the final two semesters. One quarter of the curriculum is comprised of academic electives, in which students have a free choice to take any academic type (lecture, seminar or tutorial) in other graduate level UB departments and Art, Art History and Visual Studies. Please note that some graduate departments outside of the Department of Art may require prior faculty approval before registration, which may be due to program specific enrollment measures. Below is a proposed program of study for MFA students to follow during the four semesters of the program to reach successful degree completion. Note that the one credit of ART 598 for Teaching Assistants is not applied towards the 60 MFA program credits.

1 st Year Fall Semester	1 st Year Spring Semester
Required ART 509 Grad Sem I (3 credits)	Required ART 598 Teaching Supervision (1 credit)
Required VS 521 Intro to Critical Theory (3 credits)	Academic Course (3 credits)
Required ART 598 Teaching Supervision (1 credit)	Academic Course (3 credits)
Academic Course (3 credits)	ART Lab Course (3 credits)
Art Lab Course (3 credits)	ART 599 Research (3 credits)
ART 599 Research (3 credits)	ART 599 Research (3 credits)

2 nd Year Fall Semester	2 nd Year Spring Semester
Required ART 510 Grad Sem II (3 credits)	Required ART 690 w/ Thesis Chair (3 credits)
Required ART 690 w/ Thesis Chair (3 credits)	Required ART 598 Teaching Supervision (1 credit)
Required ART 598 Teaching Supervision (1 credit)	Open elective – lab, seminar, lecture (3 credits)
Academic Course (3 credits)	ART 699 Research (3 credits)
ART 699 Research (3 credits)	ART 699 Research (3 credits)
ART 699 Research (3 credits)	ART 699 Research (3 credits)

Taking Undergraduate Courses

Please read the Graduate School's [cross-divisional registration policy](#) and consult with your major advisor about whether this is appropriate for your academic career. If appropriate, you will need to file a [Petition for Course Credit Outside Your Primary Academic Career](#).

Maintaining Full-time Student Status

Students are required, if not strongly recommended, to take 15 credit hours per semester to keep on track towards fulfilling the total 60 program credit hours. To maintain full-time student status, you

must be registered for at least 9 credit hours each semester. Students with a full-time teaching assistantship must maintain full-time student status to receive assistantship benefits, including tuition scholarship and stipend.

Drop/Add Deadlines for Standard (Regular Session) Classes

During the fall and spring semesters, you may change standard (15 week Regular session) classes on your schedule (adding or dropping courses) at any time between your enrollment appointment until the **end of the 7th day that classes are in session, including Saturdays**. Courses dropped during this period will not appear on your transcript, and you are not financially responsible for these courses.

Important Dates for Fall 2022 Semester					
Session	First Day of Classes	Last Day Drop/Add	60% Participation Date	Resign	Last Day of Classes
15 Week (Standard)	8/29/22	9/6/22	10/26/22	11/11/22	12/9/22
7 Week 1	8/29/22	9/6/22	9/27/22	9/30/22	10/17/22
7 Week 2	10/19/22	10/24/22	11/16/22	11/21/22	12/9/22
Non-Standard	Non-standard session class dates differ from those listed above. View your HUB Student Center to find specific dates and deadlines for your non-standard session classes . Please contact ubenroll@buffalo.edu if you need non-standard course deadlines, but do not have access to HUB.				

Policies regarding drop/add and other registration policies such as resigning a course are available on the [UB Registrar's website](#).

Registration/Force Registration

There are enrollment caps on all courses in the Department of Art and many courses have prerequisites. Budget, scheduling and facility constraints limit class size. The faculty and staff carefully monitor force registration requests which are only applied with the permission of the course instructor under department advisement as a last resort for graduation requirements.

Spring 2023 Enrollment Appointments

Graduate Students	Nov. 1 at 7 a.m.
Undergraduate Students	Nov. 2 at 7 a.m.
Undergraduate Non-Degree Seeking (Non-Matriculating) Students	Dec. 1 at 7 a.m.

Student Fees & Billing

Students will receive up to four eBills during the fall term. An email containing the navigation to your eBill will be sent to your @buffalo.edu email address after 4:45 p.m. EST on the billing date. You may view your current account activity in QuikPAY.

Fall 2022 Billing Dates	
Dates of eBill Notification	eBill Due
July 27, 2022*	August 24, 2022
September 12, 2022**	October 12, 2022
October 17, 2022	November 16, 2022
November 21, 2022	December 21, 2022

*If you register on or before July 26, 2022

**If you register after July 26, 2022

Fall 2022 Resident — Full-Time Tuition and Fees

Career	Tuition: Resident (12 credits)	Fees*: Resident	Total: Resident
Graduate	\$5,655.00	\$1,539.00	\$7,194.00

The table below summarizes the tuition and fee billing rates for the specified credit hours for **Resident Graduate Students**. Enrollment in certain courses may subject students to additional fees. Tuition and Fee rates are subject to change.

Tuition/Fee Type	9 credits*	10 credits*	11 credits*	12 credits
Tuition	\$4,239.00	\$4,710.00	\$5,181.00	\$5,655.00
Academic Excellence and Success Fee	\$262.50	\$262.50	\$262.50	\$262.50
Athletic Fee	\$0.00	\$0.00	\$0.00	\$0.00
Campus Life Fee	\$132.25	\$132.25	\$132.25	\$132.25
Career Services Fee	\$25.00	\$25.00	\$25.00	\$25.00
College Fee	\$137.50	\$137.50	\$137.50	\$137.50
Health Service Fee	\$219.50	\$219.50	\$219.50	\$219.50
Recreation Fee	\$0.00	\$0.00	\$0.00	\$0.00
Student Activity Fee	\$85.00	\$85.00	\$85.00	\$85.00
Technology Fee	\$430.00	\$430.00	\$430.00	\$430.00
Transcript Fee	\$5.00	\$5.00	\$5.00	\$5.00
Transportation Fee	\$242.25	\$242.25	\$242.25	\$242.25
Total	\$5,778.00	\$6,249.00	\$6,720.00	\$7,194.00

More information of Fall Tuition and Fees can be found here:

<https://www.buffalo.edu/studentaccounts/tuition-and-fees/fall.html>

Financial Liability Deadlines

Per SUNY policy, when you register, you assume responsibility for paying all tuition and fees associated with your enrollment/registration. You must pay even if you did not attend a single class unless you have dropped or resigned your courses according to the published deadlines. This applies to those who are withdrawing from the university OR those who have fallen below full-time status.

For courses dropped or resigned during the session, tuition liability is calculated using:

1. the start date of the class session and
2. the week that the drop or resign occurs

Fall 2022 Percentage Liability For Courses Dropped or Resigned								
Session	0%	30%	40%	50%	60%	65%	70%	100%
15 Week 8/29-12/09	8/29- 9/6	9/7- 9/13		9/14- 9/20			9/21- 9/27	9/28
7 Week 1 8/29-10/17	8/29- 9/6					9/7- 9/13		9/14
7 Week 2 10/19-12/09	10/19- 10/26					10/27- 11/2		11/3
12 Week 8/31-12/2	8/31- 9/7		9/8- 9/14		9/15- 9/21			9/22
Non Standard Week 4 9/19-12/09	9/19- 9/26		9/27- 10/3		10/4- 10/10			10/11

General Forms

- [Academic Withdrawal Guidelines and Request](#)
- [Certification of Full-Time Student Status for Master's Students](#)
- [Change Graduation Date: Master's and Advanced Certificate Students](#)
- [Extension of I/U Completion Deadline](#)
- [Extension of Time Limit for Degree Completion](#)
- [Graduate Opportunity Program \(GOP\) Information and Application](#)
- [Leave of Absence](#)
- [Petition for Course Outside of Your Primary Academic Career](#)
- [Transfer Credits Petition](#)
- [Use of Historical Coursework \(more than 10 years old\)](#)
- [Waiver of Continuous Registration](#)

Graduation Requirements & Deadlines

For each degree type, there are specific requirements that must be submitted to the Graduate School, prior to set deadlines, in order to have your degree conferred. For **Master's Degrees**, students must “Apply for Graduation” through HUB by deadline listed below in order to become a candidate for degree conferral. Please refer to the step-by-step guide on [applying for graduation](#) in HUB.

Graduation Term	Application Deadline	Conferral Date
Fall	Oct. 15	Feb. 1
Spring	Feb. 22	June 1
Summer	July 15	Aug. 31

Students completing an exam, paper, project or portfolio: Before your conferral date your department must complete the appropriate culminating experience milestone in HUB.

Students completing a thesis: Submit completed [M-Form for Master's Degrees With Thesis and All PhD Degrees](#) and electronic submission of your thesis. Please see our [Electronic Thesis and Dissertation Guidelines page](#) (info below) for submission instructions.

Electronic Thesis & Dissertation (ETD) Guidelines

As a requirement for graduation, master’s students who complete a thesis must electronically submit their thesis/dissertation to the Graduate School via the ETD Administrator site. Master’s theses are stored electronically and accessible in perpetuity through the UB Institutional Repository (UBIR) and ProQuest's dissertations and theses database.

Deadlines and Required Documents

Degree Conferral Date	August 31, 2022	February 1, 2023	June 1, 2023
ETD Due Date	August 12, 2022	January 13, 2023	May 12, 2023

UB Employee Important Information

Graduate Student Health Insurance

If you have an assistantship, please visit the Human Resources website for information regarding:

- Health insurance eligibility for state graduate student employees.
- Bi-weekly cost of health insurance.
- Registration for a mandatory Student Employee Health Insurance Program (SEHP) orientation and enrollment session.

Student Health Insurance Waiver

As a student, you may be required to carry medical insurance. The University at Buffalo offers health insurance to students who do not have required coverage through another source. You may be automatically enrolled in coverage and charged on your tuition bill based on the number of credit hours you are registered for. The student insurance option is a separate option from the coverage offered to you as an employee and is not administered through Human Resources. If you enroll in the Student Employee Health Plan (SEHP) plan, you do not need to carry the student health insurance.

It is your responsibility to waive your student health insurance through the Student Health Insurance Office.

Be sure to monitor your student account bill to ensure you have successfully waived the student medical insurance. Per your UB Financial Agreement, you are responsible for payment of all tuition, fees and other associated costs assessed as a result of your registration and/or receipt of services. All fees on your student account bill should be paid by their stated deadline to avoid late fees and penalties.

[Review Student Health Insurance Waiver Instructions and Deadlines Here](#)

Time and Attendance

State graduate student employees, represented by the Graduate Student Employees Union (GSEU), must file an attendance record monthly with their department and a summary semiannually.

Timesheets for State-Funded Graduate Students

TAs and GAs must submit monthly and semi-annual leave and attendance reports.

Additionally, students must observe the following:

- A meal break (a minimum of 30 minutes unpaid) must be taken when working more than six consecutive hours.
- In the event of illness or other absence, notify your supervisor as soon as possible each day.
- Obtain a social security number if you do not already possess one.
- Notify your supervisor if you are no longer registered for class

Personal Leave

Personal leave days are recorded on your monthly and semiannual Attendance and Leave Report. You earn a lump sum of five (5) days after your first semester or at the end of ten (10) pay periods. Thereafter, you accrue five (5) personal leave days on your reappointment date or at the beginning of the following fall semester. Accumulated leave days do not carry over from one year to the next.

Personal Illness Leave Rates

Accruals are earned in a lump sum. If the days are not completely used by the end of the spring semester or end of your 12-month appointment, they are not carried forward

10-Month Appointment		
Begin Earning	Accruals (days/year)	Expire
After one (1) semester	5.00	End of spring semester
Next fall semester	5.00	End of spring semester

Submitting Attendance and Leave Reports

Submit your monthly attendance and leave report by the sixth (6th) day of each month and your semiannual report by January 6 and July 6 every year.

- [Graduate Student Monthly Attendance and Leave Report \(for State\)](#)
- [Graduate Student Semiannual Leave Report \(for State\)](#)

Paychecks

Checks are issued every other Wednesday and will be sent via Direct Deposit, if you are enrolled, or may be picked up in 202 CFA. To view current payroll calendars, please visit [UB's Administrative Gateway](#).

Teaching Assistantship

Graduate student employees on a full teaching assistantship are generally expected to provide 20 hours of service per week. In the Department of Art these hours are split between 10 hours of teaching or grading responsibilities and 10 service hours outside of instruction per week.

The Department understands however that graduate student employees are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations.

Teaching / Grading

Student Lab Fees and Supply Orders

All studio courses taking place in Departmental labs or creative spaces charge a lab fee directly to each enrolled student's account. These lab fees are used to support the operational costs of the spaces associated with the class as well as provide materials for projects in each area or for specific courses. If your course will require students to personally purchase additional materials beyond those supplied, please plan ahead and provide your students with a materials list prior to the start of the semester to ensure they have ample time to procure the required materials.

For questions regarding material lists used in the past, please contact the Instructional Support Techs for the following areas:

Mark Snyder—Photography

Domenic Licata—Graphic Design, Art & Tech, and Time Based

Chris Siano—Sculpture, 3D and Painting

Jeff Sherven—Print Media, 2D and Drawing

Models for Courses and Departmental Resources

For those teaching courses where a live figure model is needed, please coordinate with office staff and your area head to confirm the schedule and availability of models. In addition, the Department has skeletons available if a live model is not required.

The Art Resource Center (ARC) B41 loans equipment to Art students and sells some hard-to-find supplies. Big Archival Prints (BAP) B33 provides large format printing on a variety of substrates. The Laser Cutting Lab (LCL) B24 provides laser cutting and etching services. All use VISA, MasterCard or Discover for payment.

Service Hours

Service Hour Timesheets:

Service assignments generally run from the first to last week of classes and students must fill out service hour timesheets to indicate a correct accounting of completed service for the specified period. Failure to submit timesheets could cause pay to be held by the college until service hours are completed and timesheets are submitted.

**Please note these timesheets are SEPARATE from those required by UB and are specific to your service hour assignment(s).*

Substitutes and Class Absences

If you know in advance that you will not be present for a class, you must arrange for a substitute instructor. See your teaching supervisor if you need assistance in choosing a substitute instructor.

If you will not be able to attend a class session due to an illness, you must inform your students via email. In addition, you must make up any class time for which a substitute instructor was not secured (including illnesses). Make up possibilities include adding a critique day at the end of term or working extra office hours. See your supervisor for additional alternatives.

Student Artwork

Student work is the property of the student, not the instructor or the Department of Art. Works submitted for assignments must be returned promptly. **If you wish to photocopy or keep a piece of student artwork, you must obtain written consent from the student.**

Extra Service and Additional Teaching

Please note Extra Service and Service Hours are two different appointments. Extra service is work assigned beyond the hours and responsibilities assigned in your TA contract. This sometimes includes course instruction or additional duties in the Winter or Summer semester. If you would like to be considered for teaching outside the traditional academic year semesters or in future semesters, please submit a CV, copies of recent work or a link to your website/portfolio, and a letter indicating the courses in which you are interested to the Department Chair.

Course Instruction Information

Class Lists

To print your class list access www.myub.buffalo.edu by logging in with your UB IT name and password. Click on HUB faculty center, top right tab on the light blue bar. A window will pop up showing the term list of classes, click on the small “people” icon on the left. You may view the text class list or include student photos. Live links to email students are embedded under notify all students. All students must be on the list by the add/drop deadline for the current semester, or they are not officially registered and should not be in your class. It is required that you take attendance and compare your students to the class list.

Syllabus

All classes require a syllabus that follows the guidelines set by UB. Example templates and detailed instructions can be found online here:

<https://undergrad.buffalo.edu/content/undergrad/faculty-staff-pw/curriculum/course/syllabus.html>

A detailed and precise syllabus is extremely important in communicating course information, expectations and outlining course assignments and projects to your students. Your syllabus also serves as an important document between you, your faculty supervisor, and the DUS when addressing any issues that arise concerning course grading, deadlines and requirements, as well general student concerns, conduct or need for accommodations. All TAs are provided access to existing course syllabi that outline the course overview and designated learning outcomes, and offer guidance on course curriculum and examples of assignments and projects. Many TA's will be teaching courses at the foundations and introductory level. Students require development of fundamental theory and technical skills, so it is imperative to follow the course content as outlined in the syllabus.

Your syllabus must be submitted the first week of classes to Mary Gordon (marygord@buffalo.edu).

If you are teaching the same course as other faculty and/or TAs simultaneously, you will be required to meet with the faculty supervisor to standardize your syllabus in terms of concepts taught, assignments and due dates. This will help you develop a cooperative strategy to better manage teaching resources such as visual materials, equipment and supplies.

Your course syllabus is required to contain the following information:

1. Dept of Art UB Undergraduate Program, Course # and Title, Term and Year.
2. Instructor name, class time, classroom, office hours/location, email, phone.
3. Course description, learning outcomes/objectives on content and what students should be able to do after completion of the course.
4. Course requirements: description and intent of each assignment, methods and parameters for assignment completion and submission of due dates.

5. A class calendar that includes readings, due dates of assignments, tests/quizzes, critiques, etc.
6. Grading policy indicating how overall grades and participation are determined by percentages or points. Utilizing a grading rubric for large assignments or exams is highly encouraged.
7. Materials, supplies and books needed to complete the course.
8. Amount/purpose of lab fee (if applicable) and the statement: “if the course is resigned AFTER drop/add day, the student is still responsible for the lab fee and any subsequent late fees.”
9. Health and safety information, emergency numbers.
10. General UB Program Policies and UB Statement of Principle on Academic Integrity, including reference to the Accessibility Resources Office for students with disabilities.

Academic Integrity

Reference to the university undergraduate [Academic Integrity Policy](#) and any additional instructor requirements and comments regarding academic dishonesty.

Example: Students must be familiar with and abide by the university’s policies and procedures on Academic Integrity, available at the following link: *Academic Integrity:* <https://catalog.buffalo.edu/policies/integrity.html>

Accessibility Resources

The following text must be included on the syllabus:

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources in 60 Capen Hall, 716-645-2608 and also the instructor of this course during the first week of class. The office will provide you with information and review appropriate arrangements for reasonable accommodations, which can be found on the web at: <http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html>.

Diversity Policy

The following text must be included on the syllabus:

There is to be no discrimination based on race, gender, sexual orientation, ethnic identity, nationality, age or disabilities from any persons within the classroom or any communications or interactions related to the course. Sexual harassment will not be tolerated. There are UB resources available for consultation and support.

- The Office of Equity, Diversity & Inclusion ensure compliance with policies covering discrimination, harassment, accommodations, equal opportunity and child protection. (<http://www.buffalo.edu/equity.html>).
- The Office of Inclusive Excellence focuses on strategic collaborations, and create policies that provide solutions to equity and inclusion challenges. (<http://www.buffalo.edu/inclusion.html>).

ART Attendance Policy: If you are absent, it is your responsibility to communicate with the instructor and review the class schedule to be aware of all current and upcoming projects. Contact the instructor if you have questions regarding the class at the time of your absence. If you have an excused absence *please* discuss this with the instructor via email or in person.

Students are permitted 3 unexcused absences without penalty. After a third unexcused absence, 10% or one letter grade will be deducted per unexcused absence. A student with more than 5 unexcused absences will be considered failing.

*Note: An unexcused absence on any critique or presentation day will result in a zero for that project. See the instructor and UB policy for information on acceptable excuses (i.e. documented serious medical issues, death, or involuntary incarceration through no fault of the student) or if you know in advance you will not be present for an excusable absence.

ART Tardiness Policy: 10% of your grade is participation. Every time you are tardy or leave early from class (unauthorized) you will have a point deducted from your participation grade. Additionally, each tardy arrival or early departure counts as a half absence.

Classroom Conduct Policy: To maintain a professional environment for all students to focus and engage in classroom material, there must be a collective adherence to maintaining proper etiquette and respect for all learners. Instructors are encouraged to clarify the following expectations for students to abide by in each session.

1. Regularly attending classes and paying attention. Students should not ask an instructor in class to go over material they missed by skipping a class or not concentrating.
2. Not coming to class late or leaving early. If a student will be late to class or will need to depart early, they must inform their instructor ahead of time. Students should not leave class unless it is an absolute necessity.
3. There is no tolerance for language or behavior that aims to target, intimidate, discriminate or intend to incite harm to another student or the instructor.
4. Showing respect and concern for others by not monopolizing class discussion, interrupting others or holding side conversations. Students must allow others time to give their input and ask questions. Students should not stray from the topic of class discussion.
5. Focusing on class material during class time. Not using phone or computer unless permitted by instructor or for note-taking. Student should not eat during class.
6. Avoiding audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.

Grading Policy

You should be clear, concise and consistent in your discussion of grades, methods of grading with our students and expectations for attendance. Your grading policy should be based on clearly outlined achievable goals and advancement levels and not on vague theories and ideals. **All grade requirements**

should be on your syllabus. It is very important, particularly in the foundation level courses, that students know precisely what they are required to do and why it is educationally relevant to them. Therein, the use of a clear grading rubric is beneficial for students to understand course and assignment expectations. If you have grading questions, please see your faculty supervisor.

Semester Updates

It is important that students are advised of their progress or problems throughout the term. No student should wait until the end of the course to have some idea of what grade they may be given. Graded assignments should be returned quickly. **Mid-term grades are required** as described below. Individual student/instructor conferences should be scheduled prior to the end of the official resignation period to discuss the student's progress and potential final grade.

The University Administration monitors grading percentages in all Departments and has reported a university-wide problem with grade inflation over the past several years. Please remember that "C" is the grade for average, not "A". It is particularly difficult to be strict on grading in art courses where much of the work is of a personal nature. However, it is not fair to falsely encourage poor students to think they can continue on to advanced-standing courses and be successful.

An "Incomplete" grade should be given only in exceptional situations and only after discussion with your faculty supervisor. The student must already have completed most of the work required for the course and be passing for you to even consider giving an "Incomplete." You should state this policy in your course syllabus, and announce it during the first few class sessions. If a student requests an "Incomplete," please discuss the situation with your faculty supervisor and/or the Director of UG.

Mid-term Online Grading

Any instructor teaching courses enrolled with first-semester freshmen or transfer students must comply with the University policy of filing mid-semester grades for these students. Grades must be entered on the University website at: <http://myub.buffalo.edu/webgrd/>. Your UB IT username and password are required to access the website. You will be notified by email if you are required to do online mid-term grading.

Student of Concern Referral

As an instructor, you often have continuous interaction with your students and may notice if there are changes in their overall academic performance and personal behavior. You will get a mixture of students with different experience levels in your class. It is important that you do not develop class favorites or identify an individual student or their work as the “benchmark” for the class. Professional standards are important and encouraged but should not be personified in a particular student over the long term. Be aware of the social and personal dynamics of your class. Your position should be one of neutrality and mediation.

If you should find a personal or difficult situation developing between you and a student, advise your faculty supervisor as soon as possible to learn of the procedures for mediation, grievance or appeal. Should the situation warrant, and the student needs to be informed of their options and provided contact information for next steps.

If you sense or observe that a student may be in distress or in need of extra support, there are resources available to assist the student. The Director of Undergraduate Studies serves as a valuable department resource to assist with addressing student of concern issues, and directing issues to appropriate university resources. Please contact them to seek their help if needed. Additionally, you may submit a [Student of Concern Referral](#) to the University Student of Concern Team:). In cases where the student may pose an immediate risk of harm to themselves or others, call UB Campus Police at 645-2222.

The chain of administration in the Department is:

598 Faculty Supervisor -> Director of Undergraduate Studies -> Department Chair

Course Evaluations

At the end of term, your students have the opportunity to complete an online, anonymous questionnaire to evaluate your teaching. Please encourage them to do so. You may access the evaluations after grading is complete

ART Department Policies

Diversity Policy

The Department of Art faculty, staff and students are dedicated to providing all members a physical and ideological space for individual and cultural inquiry, but under no circumstances is discrimination allowed. All department members are responsible for holding one another accountable for how our words and actions may inflict conscious or unconscious bias or discrimination towards others, and together we must actively correct behaviors and make progress towards humanistic change.

It is imperative that course instructors serve as role models for appropriate and respectful conduct and candor to all individuals within and outside of class. This is especially important for matters, topics, discussions and comments around personal identities or intersections that are victimized by forms of discrimination or marginalization.

There is to be no discrimination based on race, gender, sexual orientation, ethnic identity, nationality, age or disabilities from any persons within the classroom or any communications or interactions related to the course. Sexual harassment will not be tolerated. There are UB resources available for consultation and support.

- The Office of Equity, Diversity & Inclusion ensure compliance with policies covering discrimination, harassment, accommodations, equal opportunity and child protection. (<http://www.buffalo.edu/equity.html>).
- The Office of Inclusive Excellence focuses on strategic collaborations, and create policies that provide solutions to equity and inclusion challenges. (<http://www.buffalo.edu/inclusion.html>).

Accommodations

As individuals, all students possess a diverse array of abilities, with some needing alternative course modifications to support their overall learning experience. The Office of Accessibility Resources assists students in assessing their particular needs and aligning them with appropriate accommodations, that are communicated with the instructor to ensure their overall academic success. Instructors should direct students to Accessibility Resources as needed to review and approve accommodations, and this should not be determined by the instructor. Please familiarize yourself with the resources and guidelines listed through this office and to understand the process of referring students to Accessibility Resources: <https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility/provide-accommodations.html> It is important that you relay that the services through Accessibility Resources are available for students during your first course session. Accordingly, students must contact the Office of Accessibility Resources for consultation and approval, and most requests must be received by the start of the semester in order to be approved and facilitated.

Please refer the Accessibility Resources website for more information:

https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html#title_173379012.

Student Wellness

Mental Well-Being: As a student you may experience a range of challenges that can cause barriers to learning or reduce your ability to participate in daily activities. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. Counseling, Health Services, and Health Promotion are here to help with these or other issues you may experience. You can learn more about these programs and services by contacting:

Counseling Services:

- 120 Richmond Quad (North Campus), 716-645-2720
- 202 Michael Hall (South Campus), 716-829-5800

Health Services:

4350 Maple Rd, Amherst, NY 14226, 716-829-3316

Health Promotion:

114 Student Union (North Campus), 716-645-2837

Title IX Policy

Title IX of the Education Amendments of 1972 protects individuals from sex or gender-based discrimination, including discrimination based on gender-identity, in educational programs and activities that receive federal financial assistance.

UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. All UB students and community members are protected and must strictly adhere to the official Title IX policy. All UB persons have access to information, consultation and support from the Office of Equity, Diversity & Inclusion (EDI), <http://www.buffalo.edu/equity.html>.

If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), EDI may be able to provide support through academic accommodations, health and counseling services, housing accommodations, assistance with legal protective orders, and guidance on reporting the incident to police or other UB officials. Reaching out to UB resources for support is not required, and wholly the choice of the individual. For more information, please contact UB's Title IX Coordinator at 716-645-2266. For confidential assistance, you may also contact a Crisis Services Campus Advocate at 716-796-4399.

UB Policies

Classroom Conduct & Environment

The university recognizes that instructors are responsible for effective management of the classroom environment to promote conditions that will enhance student learning. Accordingly, instructors should set reasonable rules for classroom behavior and must articulate these in the syllabus, and verbally during the start of the course. These expectations apply to all persons in the class, including the instructor.

The term “classroom disruption” identifies behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Examples could include persistently speaking without being recognized, continuing with conversations distracting the class, or in extreme cases, resorting to physical threats, discriminatory language or personal insults.

If and when disruptive behavior occurs, the instructor is advised to ask the student to stop, and if the behavior continues, to speak to the student privately outside of class. Should the behavior persist, the instructor should consult with the Director of Undergraduate Studies and/or cognizant departmental staff. Behavior that involves more immediate attention can be referred to UB Police during the moment of disruption or later to file a report. UB Police (716) 645-2222.

Health and Safety

The red Emergency Phones are connected directly to Campus Police. Phones are located in the basement across from the restrooms, on the first floor in the photography area, and on the second floor across from CFA 213. Dial 645-2222 on any phone to reach Campus Police in an emergency.

First-aid kits are available in the basement in sculpture and printmaking, on the first floor in the photography labs, and the second floor in rooms 202, 203, 208, 210, 213 and 218.

The facilities of the Department of Art are designed and maintained with a concern for the health and safety of students, faculty and staff. Safety begins with the individual, and you should ensure that your students understand the dangers, safety procedures and precautions in using the authorized equipment and materials required of your course. Be aware of all first aid, eye wash and shower stations in your lab area.

Report any suspicious persons or activities to Campus Police (645-2222) and to the Department of Art office (CFA 202, 645-6879).

6/30/22: UB updates 2022 summer and fall health and safety guidelines and requirements

UB has updated guidelines and requirements for the summer and fall 2022 semester, in accordance with guidance issued by SUNY. Please see the [Health and Safety Guidelines](#) for updates.

Guidelines at a glance

- **Vaccination requirements**
 - All UB students who live on campus or who come to campus for classes or activities are required to complete their [primary COVID-19 vaccination series](#) and are strongly encouraged to get boosters when eligible, in accordance with SUNY guidelines.
 - UB employees are strongly encouraged to stay [up to date](#) with their vaccinations, including getting a booster shot when eligible.
 - Proof of vaccination against COVID-19 [is not required to attend events at UB](#).
- **COVID-19 testing**
 - UB will not require return-to-campus testing.
 - UB students with medical or religious exemptions to the vaccination requirement and who live on or come to campus must participate in [COVID-19 testing](#).
- **Masks**
 - Students, faculty, staff and visitors, regardless of vaccination status, [are not required to wear masks in most settings, indoors or outdoors](#). Anyone who wishes to continue wearing a mask on campus is welcome to do so.
 - In keeping with state regulations, masks will continue to be mandatory for everyone aboard UB buses and shuttles and in clinical health care settings on campus (e.g. UB Health Services, dental school facilities, on-campus testing sites).
 - Individuals who are not up to date on their vaccinations or are immunosuppressed are encouraged to wear a high-quality, well-fitting mask in indoor settings.
- **Off-campus settings**
 - Students enrolled in any program or course, or who are participating in a clinical or internship at an off-campus location, must comply with all health and safety guidelines in place at the location, including any vaccination or testing protocols.
- **Monitoring your health**
 - [Monitor your health](#) and stay home if you're sick.
 - Any student who receives a positive COVID-19 test result must [isolate](#) and report it via [UB's confidential reporting form](#). Residential students who test positive must also notify Residential Life staff at 716-645-2173 and follow directives regarding isolation and quarantine.
 - Any employee who receives a positive COVID-19 test result must [isolate](#) and report it to their supervisor and to UB's Office of Human Resources. HR will provide additional guidance.
- **Quarantine and isolation**
 - Individuals who test positive for COVID-19 or who have been in [close contact](#) with someone who has COVID-19 must follow the CDC's guidance for [isolation or quarantine](#).
 - Residential Students who test positive must notify Residential Life staff at 716-645-2173 and follow directives regarding isolation and quarantine.
 - Off-campus students who have tested positive for COVID-19 or have been in close contact with someone who has COVID-19 are advised to isolate or quarantine at their residence.

- Employees who have tested positive for COVID-19 or have been in close contact with someone who has COVID-19 are advised to isolate or quarantine at their residence.
- **Compliance**
 - Incidents of noncompliance with any UB protocols will be adjudicated through UB's Code of Conduct process for students and through the Office of Human Resources for employees.

Weather Closures

When conditions become so severe that the university cannot operate effectively, a decision may be made to change scheduled operations, resulting in class cancellations, early departure for nonessential employees or, in rare cases, a closing.

Timely and accurate announcements regarding changes in UB's scheduled operations will be made via UB's emergency communication channels:

- UB Alert will send text messages and emails to all @buffalo.edu email addresses.
- UB Alert Twitter will inform its followers of regular updates. You must set your notifications to receive Twitter notifications from this account.
- UB will post notices on the main website.
- UB will post alerts on local television and radio stations.

Unless the University officially closes due to weather conditions, you are expected to be in class. You are not permitted to cancel a class due to weather conditions. For official University closings call 645-NEWS (6397) or visit emergency.buffalo.edu.