



**DELAWARE COLLEGE OF ART AND DESIGN**

**CONTINUING EDUCATION**

**FACULTY ADDENDUM**

1/27/2015

Replaces the ADDENDUM TO THE FACULTY H A N D B O O K

CE FACULTY (8/18/06)

A.F.A. DEGREE FACULTY (8/23/08)

CE REVISIONS (11/30/11)

CE REVISIONS (10/21/13)

CE REVISIONS (1/7/2014)

Continuing Education at DCAD is dedicated to providing the community with dynamic courses that foster professional and personal growth.

## Table of Contents

INTRODUCTION.....	2
CONTINUING EDUCATION AT DCAD.....	3
POSITION DESCRIPTION – CONTINUING EDUCATION FACULTY.....	3
FACULTY MEMBER COMPENSATION.....	4
PAY PERIODS.....	5
CRITERIA FOR CONTINUING APPOINTMENT.....	5
CONTINUING EDUCATION FACULTY EVALUATION.....	6
FACULTY PROCEDURES.....	6
DCAD CE STUDENT EXPECTATIONS.....	8
REQUIRED BOOKS.....	8
STUDENT SUPPLIES.....	9
GRADING FOR CONTINUING EDUCATION NON-CREDIT, NON-DEGREE COURSES.....	9
DCAD CONTINUING EDUCATION PROGRAM CERTIFICATE PROGRAM OVERVIEW.....	10
COLLEGE RESOURCES.....	11
WEATHER POLICY.....	12
SCHOOL EQUIPMENT.....	12
PARKING.....	12
OTHER SAFETY ISSUES.....	13

### INTRODUCTION

This document is to be used as a supplement to Delaware College of Art and Design’s Faculty Handbook (7/28/2014) which was created for the faculty in the Associate of Fine Arts degree program (not Continuing Education) and addresses key differences between the programs as well as specific Continuing Education faculty-related policies and procedures.

The Continuing Education (CE) Addendum to the Faculty Handbook is to serve as a guide to the Delaware College of Art and Design’s current policies. This handbook is not, however, intended to anticipate every situation or to answer every question about employment at the college. In addition, this handbook is not an employment contract and is not intended to create any contractual or other legal rights. Specific questions concerning the policies and practices described in this handbook should be directed to the Director of Continuing Education.

This addendum is required reading for all continuing education program faculty and supersedes all previously published policies and procedures. Together with the Faculty Handbook as a reference, these documents are to be used as resources for Continuing Education faculty members. A separate manual governs the administrative staff. Additional information is also contained in the current continuing education catalog and the degree program catalog.

No exception will be made to any of the policies and practices contained in this handbook unless the Director of Continuing Education approves such exception in writing. The Director of Continuing Education and/or the Dean and/or

the President of the college will resolve any dispute about the interpretation of any of the policies or practices and his/her decision will be final.

The Continuing Education Faculty Handbook is subject to revision at the sole discretion of the college. It may be revised and expanded as new policies are developed and existing ones modified, in response to the needs of the College and its faculty members.

### **CONTINUING EDUCATION AT DCAD**

DCAD offers an extensive schedule of Continuing Education (CE) courses which are part-time, non-credit, non-degree courses of study, open to the community. Courses are primarily scheduled in the evenings, Monday through Thursday, and on the weekends. Classes are currently available in the areas of web and graphic design, fine arts, interior design, jewelry design, photography and young artists programs (for high school students).

The Department of CE offers courses, workshops and special events in both the applied and fine arts, including certificate programs in Art and Design, Graphic Design, Interior Design, Photography, Web Design and a combined Certificate in Web and Graphic Design. Courses are designed to foster personal and professional growth of the greater Wilmington community.

The Department of Continuing Education supports DCAD's mission and is specifically responsible for:

- Offering diverse and dynamic courses in art and design throughout the year.
- Providing the community with courses that foster personal and professional growth.
- Building enrollment of the A.F.A. Degree Program through Young Artist Programs (for high school students).

The Director of Continuing Education is responsible for planning, directing and evaluating all non-degree programs, as well as developing opportunities for new course offerings, including Young Artists Programs in support of the college's strategic goal to build enrollment and is the key point of contact for CE students and faculty members.

### **POSITION DESCRIPTION – CONTINUING EDUCATION FACULTY**

Supervisor: Director of Continuing Education

Employment Status: Part-time

#### **PRIMARY OBJECTIVE**

Continuing Education (CE) faculty support learning of course competencies in a specific area of study (Fine Arts, Graphic Design, Interior Design, Photography, Web Design, Jewelry Design) through meaningful interaction with students inside and outside the classroom.

#### **CE FACULTY RESPONSIBILITIES AND DUTIES**

Use of the official DCAD course outline (syllabus) to design and deliver class instruction to support program and course competencies.

Deliver the required course content to insure consistency in all sections of a course.

Evaluate student work; provide students with progress updates, and grades (pass/fail) in the manner and time prescribed.

Receive direction and supervision from the Director of Continuing Education.

Participate in the planning and implementation of Student Learning Outcomes Assessment (SLOA).

Participate, as appropriate, in events important to the life of the institution and to students, such as portfolio reviews and exhibition openings.

Actively engage students.

#### **REQUIREMENTS**

Demonstrated creative and technical skills in the area of study.

Experience teaching, preferable within a college environment.

An understanding of the role of assessment in course and program development.

An appreciation for diversity and how diversity impacts learning and instruction.

#### **QUALIFICATIONS**

College degree and/or significant experience in the subject matter.

## NEW FACULTY ORIENTATION

Continuing Education instructors, upon acceptance of an offer of employment, will receive an orientation by the Director of Continuing Education which will include:

- a tour of DCAD facilities to ensure classroom and studio needs will be met;
- receipt and review of academic and CE semester calendars, CE Faculty Handbook Addendum & Faculty Handbook, semester-specific updates;
- a guide in completion of a required Course Syllabi;
- receipt and review of Emergency Procedures, Field Trip Participation form, Library Borrower form and any new/other required College documents; and
- a request to fill out the necessary paperwork for payroll and personnel purposes.

New instructors are encouraged to attend other CE courses to observe other instructors and/or participate in a class; meet with other instructors during CE-sponsored events (exhibition, staff and faculty events), and should direct any questions or needs to the Director of Continuing Education.

## CONTINUING EDUCATION FACULTY EMPLOYMENT

Continuing Education faculty members are hired to teach on an as-needed basis, and are employed on a semester basis. Continuing Education faculty members are compensated on a contact-hour basis, based on the courses they are contracted to teach.

## FACULTY TENURE

All faculty members are non-tenured and have no claim on future employment with the college beyond the life of their individual employment agreements. Should the college choose not to offer any employment beyond the term of an existing employment agreement, the college may so choose without any obligation to provide any explanation or review of the college's decision not to offer a new employment agreement. Once the employment agreement has been fulfilled, either party has the unfettered right to decline a further contractual or employment relationship, without prejudice or stigma to either party.

## APPOINTMENT PROCESS/CONTRACT

Faculty appointments are made on the basis of curricular and scheduling needs, class availability, faculty expertise, enrollment management and other general factors by the Director of Continuing Education, in consultation with Dean. The letter of appointment, issued by the Director of Continuing Education and signed by the continuing education faculty member, is a contract between the faculty member and the Delaware College of Art and Design, and is the only method by which faculty may be employed. As specified in the letter of appointment, the contractual obligation between the faculty member and the Delaware College of Art and Design is effective for a specific period. A faculty appointment carries with it no assurance of future employment beyond the terms of the letter. The terms and conditions of each appointment to the faculty are confidential.

## APPOINTMENT CONTINGENCY

Teaching assignments in any given semester are contingent upon obtaining minimum class enrollments necessary for the effective operation of the continuing education program. Should these minimums not be reached, at the discretion of the Director of Continuing Education, class(es) may be cancelled.

## FACULTY MEMBER COMPENSATION

Each faculty member is notified of his or her salary at the time that the employment agreement is issued via the letter of appointment (contract). Professional ethics prohibit the discussion of personal, financial or other private matters, except between the employer and the faculty member.

Payment for services is due only upon completion of assigned duties and the college may reduce a faculty member's salary and/or withhold payment in response to a faculty member's failure, for whatever reason, to complete any or all

duties assigned in or pursuant to the employment agreement. The faculty member will not be paid during any semester that he or she does not perform services for the college.

#### **PAY PERIODS**

Continuing Education faculty who teach for 12 weeks are paid in three installments during each semester; faculty who teach shorter classes may be paid in two installments or one time depending upon the length of the class. Payroll is issued on the 15th of each month.

#### **CE FACULTY BENEFITS**

Continuing Education instructors and spouses/partners are permitted to take any CE course on a non-credit basis free of tuition as long as minimum enrollment requirements are met and space is available. Material fees must be paid as appropriate upon request of the Director of Continuing Education.

#### **CRITERIA FOR CONTINUING APPOINTMENT**

The decision to offer to continue a faculty member's appointment will be made upon the following criteria.

##### Teaching Effectiveness

Classroom performance as evaluated by the Director of Continuing Education, Dean, students and self;  
Quality of student work as demonstrated via the CE Exhibition, samples of work from the instructor, and/or portfolio reviews and workshops;  
Effective use of time in class  
Promptness in performing assigned duties, such as submission of course outlines (syllabi), rosters, and final grades  
Preparation of course outlines that are comprehensive and consistent with the college's guidelines;  
Maintenance of college facilities as used by the area; and  
Successful advisement of students as measured by appropriate and constructive outcomes.

##### Service to the College

CE Faculty may be asked to contact prospective students to answer questions concerning their class.  
CE Faculty are asked to participate in co-curricular and extra-curricular activities such as exhibition openings.

##### Conflict of Interest

The Faculty Handbook contains specifics regarding Conflict of Interest (D9 of the 7/28/14 Handbook).

Many CE Faculty offer private instruction and/or work for hire outside of their teaching assignment at DCAD. Actively soliciting students for private instruction and/or work for hire is prohibited within the classroom and/or during class time.

#### **TERMINATION OF EMPLOYMENT**

Termination of appointment means the termination of the employment agreement for personal services to the college and does not mean the reassignment from teaching duties to other professional services.

#### **TERMINATION OF APPOINTMENT PRIOR TO THE END OF THE TERM**

Termination of any continuing education faculty member's employment prior to the end of the term of his or her appointment may occur for one or more of the following reasons:

- A breach of any term of the continuing education faculty member's employment agreement and/or the continuing education faculty addendum/faculty handbook which is incorporated therein;
- Academic cause, which means service falling significantly below the standard that the college may reasonably expect of a person holding a continuing education faculty appointment;
- Failure to meet student and college expectations based on the course description and syllabi;
- Failure to uphold the mission, philosophy, principles, or policies of the college;

- Personal conduct in conflict with the purpose of teaching and scholarship;
- Personal conduct detrimental to college morale or operations, including but not limited to inappropriate behavior with students, such as public humiliation, unprofessional remarks or conduct or use of abusive language when communicating with college students, fraternization;
- Any discrimination against faculty, staff, or students based on race, color, national origin, religion, age, gender, sexual orientation, disability, marital or other basis that would be in violation of applicable federal, state or local law;
- Failure to follow administrative directives despite proper notification;
- Misrepresentation of professional credentials, qualifications, accomplishments, exhibitions, awards, published material, or experience;
- Conviction of a felony; and/or,
- Bona fide financial exigency of the college proclaimed by the Board of Directors.

### **CONTINUING EDUCATION FACULTY EVALUATION**

The faculty evaluation process is conceived and conducted as an opportunity for constructive review to assist the faculty in improving its effectiveness, while at the same time providing a mechanism for the accumulation of supportive materials for improving the continuing education program.

Continuing Education faculty evaluations take place each semester via an online Course Evaluation form.

Students complete course evaluations, generally within two weeks of the course completion. Course evaluations are understood to represent only one view of faculty performance and are most meaningful when used in conjunction with other evaluation components. Individual evaluation results are confidential and supplied to the instructor, while summary results are provided to all CE faculty and the DCAD leadership team to share meaningful data and comments as well as identify further opportunities for improvement.

### **FACULTY PROCEDURES**

#### **COURSE OUTLINES (SYLLABI)**

Faculty members must distribute a course outline to each student enrolled in each course on the first day of class for the semester. Continuing Education instructors must submit a course outline to the Director of Continuing Education by the first class meeting for the semester. The course outline should include:

- Course Description (must be identical to the course catalog)
- Course Student Learning Outcomes (course objectives)
- Procedures
- Requirements
- Grading practices
- Attendance policies
- Outline of topics
- Required text and/or materials and associated costs

A template of the course outline will be provided to all instructors for completion by the Director of Continuing Education. A copy of the course outline must be submitted to the Director of Continuing Education each semester no later than the end of the first week of classes. The Director of Continuing Education maintains a file for each course in the curriculum. Faculty members are advised to maintain copies of course outlines in their own files.

Please note that there is no school-wide attendance policy, and it is each faculty member's responsibility to clearly define and communicate his or her policy to the students. In addition, students should be informed of their performance (i.e., discuss progress, expectations, and/or grades) on an on-going basis to enhance communication and overall satisfaction with student learning outcomes.

#### **TEACHING RESPONSIBILITIES**

The activities of a faculty member must assist in accomplishing the mission of the college to foster personal and professional growth in the areas of art and design and to create and maintain a positive atmosphere for learning among students, faculty and staff.

Continuing Education faculty members are expected to arrive for each class as scheduled; sign in and sign out for each class; actively teach class for the entire class period through example, demonstration, experimentation, hands-on assignments, audiovisuals, and as many student-centered learning strategies as possible. Based on the diversity in the student body, it is expected that the instructor will be flexible, responsive, and focused on student success and satisfaction with the course.

- Faculty members are responsible for meeting with all of their classes as scheduled.
- Faculty members should be aware of individualized styles of learning and should adapt teaching methodology to individual needs when feasible.
- Studio classes should incorporate demonstrations, lectures and note-taking as well as creative and analytical studio work.
- Lecture classes should include lectures, readings, visual resources, and other strategies that actively involve the learner in the academic process.
- Faculty members must assist in maintaining classroom readiness, ensuring that the studio/lab/classroom is neat and ready for optimum learning for the next class and that all equipment and materials are in good order. Any issues should be brought to the attention of the Director of Continuing Education.
- Faculty members are responsible for maintaining a high standard of professionalism in the classroom at all times and for covering the maximum amount of material possible. Time constraints make it essential for class time to focus on meeting the course objectives, delivering expected Student Learning Outcomes per the syllabi, and adhering to the course descriptions as stated in the college catalog.
- Students perform best when expectations are clearly defined, and are motivated to excel when improvements are acknowledged and encouraged. Professors are to be positive in attitude, striving to maintain an energized classroom.
- Students should be encouraged by praise whenever possible. Normally, students are prepared to succeed by moving from the simple to the complex and from the concrete to the abstract. Faculty members must explain to students why aspects of their work provide opportunities for improvement as well as discuss and show them how to improve.
- Expressing sarcasm or derision toward students, colleagues, or administrative staff is unacceptable. A humane learning environment, in which expectations are clearly communicated and examples given, will result in optimal student outcomes. All students should be expected to improve and gradually to attain competencies.
- Faculty members should counsel students who are not performing to capacity and guide those students toward success. If a learning problem is evident, the faculty member should direct the student to other avenues of assistance, such as additional lab time, library and/or online resources. Faculty members should learn each student's name and areas of interest.

#### USE OF CLASS TIME

Each class session is important and should be planned to take advantage of all the instructional time available. All students should be assigned productive work to do throughout the entire time allotted to a class.

Faculty members should not spend time with one-on-one evaluations while the rest of the class sits and waits for instruction or does homework. If making the rounds to each person's work station or desk is a part of the professor's plan, he or she must also plan simultaneous learning activities for all other students to be doing in class.

It is not appropriate for students to enter or exit class except at the beginning, break, and end. Classes may not be dismissed so that students may work at home.

#### CANCELLING A CLASS

Should an instructor need to cancel a class for any reason, he or she must inform the Director of Continuing Education immediately (prior to the missed class). It is expected that any cancelled class be made up during the semester at a date that is mutually agreeable to all students. Instructors are expected to deliver all class sessions as contracted.

### **DCAD CE STUDENT EXPECTATIONS**

In order to meet student expectations, CE Faculty must deliver the course as described within the course description (available in the catalog and online) as well as deliver the Student Learning Objectives per the course syllabi.

Specific CE Student Policies are available online at [WWW.DCAD.EDU/CE](http://WWW.DCAD.EDU/CE) and include:

- Registration policies
- Fees, enrollment options and related policies;
- Academic policies; and
- General policies.

All CE faculty are required to review these policies in order to advise students accordingly. All questions regarding policies should be directed to the Department of Continuing Education.

Tuition and fees vary for Continuing Education classes. Refer to the current Continuing Education catalog (print and online) for details by class.

### **REFUND/WITHDRAWAL POLICY**

The Department of Continuing Education has a separate policy regarding refunds and withdrawals which is published in the catalog and available online. Withdrawal from a class must be made in writing to the Director of Continuing Education. Tuition and fees are not transferable to another year, nor will tuition be reduced because of absence from class for any reason. Any requests or questions about refunds or withdrawals should be referred to the Director of Continuing Education.

### **STUDENT ATTENDANCE**

Students are expected to attend all of their classes regularly for the full duration of the class period. Each faculty member is responsible for his or her own attendance policy, which should be clearly stated in the course outline and rigorously enforced. For Continuing Education classes, due to the fact that the number of class sessions varies, the individual instructor determines the number of acceptable absences (if any) and has the final word on these matters.

It is the students' responsibility to inform instructors when they expect to miss a class. Students anticipating an extended absence should notify instructors. Because class content and teaching methods are different, the number of allowable absences varies from class to class. Absences, as well as tardiness, and early departures will be considered by faculty members when determining the final grade. Excessive absences may result in a failing grade. Students absent from classes are still responsible for the prompt completion of all class assignments. It is strongly suggested that no student be allowed to pass a class in which he or she has missed more than 20% of the class meetings.

### **FIELD TRIPS**

CE students must provide their own transportation for field trips (no instructor transportation for students is permitted). CE has a Field Trip Participation & Liability Waiver form which must be completed by the faculty member and students prior to each field trip. This form is provided to all CE faculty members prior to the first class meeting by the Director of Continuing Education (via email and printed document as needed) in order to communicate all details and expectations.

### **STUDENT WORK LOAD**

Continuing Education students should expect some homework outside of class. Depending on the use of DCAD equipment, technology, etc., the amount of outside study and homework will vary based on the individual class.

### **REQUIRED BOOKS**



DCAD does not have a bookstore nor do we order books for students. Should a course require a book, the details required the text(s), including the ISBN, price, and vendor(s) must be provided within the Course Outline (syllabi) and provided to the Director of Continuing Education for inclusion in the catalog or distribution to students upon registration.

### **STUDENT SUPPLIES**

In general, Continuing Education instructors provide their own supplies and reference materials. If the students are required to purchase specific materials, it is required that this information be provided to the students and Director of Continuing Education via the course syllabi so this information may be supplied to students upon registration and/or within the Continuing Education (CE) catalog. When a materials list is provided, the student is responsible for purchasing their own supplies.

If a CE instructor anticipates that he/she will provide specific materials to students (for example, a watercolor kit or special papers), then the associated fee should be discussed with the Director of Continuing Education in order to publish and collect said fees upon student registration. The instructor would then provide an invoice for the materials to the Director of Continuing Education for reimbursement based on total student headcount and fees collected.

### **ADVISEMENT**

Students who wish to receive advisement should contact the Director of Continuing Education who will coordinate program discussions as appropriate with Degree Faculty, Continuing Education Instructors and/or the Dean, if needed.

### **ROSTERS**

Continuing Education instructors are provided with class rosters at the first class meeting of the semester. The roster includes:

Student name

Designation, if applicable, regarding Certificate status (student is in a Certificate Program). Instructors should take attendance and retain the roster for future reference (grade assignment).

### **MODELS**

Faculty members who require models for their classes will be provided with a model list which includes models that have been screened and work for DCAD. Instructors must contact models as needed for their classes and sign model time sheets. At the end of each session, the faculty member must sign the model's time sheet (available in the mailroom). It is the model's responsibility to submit the time sheet for payment.

### **GRADING FOR CONTINUING EDUCATION NON-CREDIT, NON-DEGREE COURSES**

Students who enroll in a non-credit CE course may request a Pass or Fail grade upon course completion. Students receive continuing education units (CEUs) upon successful completion of a class. CEUS are nationally-recognized units earned by participation in qualified CE Programs which document non-credit work completed. One CEU is awarded for every 10 hours of class participation. CEUS are not equivalent to college credits and no letter grade or official transcript is provided for non-credit coursework.

All students may request a grade of 'pass' or 'fail' upon course completion. A passing grade is equivalent to a letter grade of 'C' or better. General grade descriptions are as follows:

A	outstanding achievement
A-	very high quality work
B+, B, B-	above average achievement
C+, C	average achievement
C-, D+, D	below average
F	failure, no credit
I	incomplete
W	withdrawal

Each instructor is responsible for establishing the grading policy in their own classes and for announcing this policy to all students in the course via their course outlines (syllabi). Grades are due (in writing) to the Director of Continuing Education from the instructor within two weeks of course completion.

## GRADE APPEAL

Students who receive a grade that they feel is inappropriate may petition for an academic grade review by the following procedure:

Talk with the instructor. Whenever possible, conflicts over grades should be resolved informally between the instructor and the student.

If not satisfied, the student should write a letter outlining objections to the instructor, along with a copy to the Director of Continuing Education, no later than the end of the first week of the following semester.

If the problem is still not resolved to the student's satisfaction, the student should meet with the Director of Continuing Education.

A final appeal may be made in writing to a panel composed of the Area Coordinators and the Dean, which will make a final decision.

Grade changes will not be considered official until the instructor submits written changes to the Director of Continuing Education.

## INCOMPLETE

A grade of "I" (Incomplete) is a temporary deferral of a final pass or fail grade pending the make-up of a small amount of course work. An Incomplete may be requested only under extraordinary circumstances beyond the student's control when course work is unavoidably and justifiably delayed. Faculty members have the right to refuse a student's request for an incomplete if they judge the grounds insufficient. The instructor must inform the Director of Continuing Education of any incomplete status upon request for final grades.

Unless otherwise noted by the instructor, students have one month after the semester's end to complete missing work. At the end of the make-up period, the instructor will submit a grade based on the work submitted. If the student fails to submit work, a grade of "F" will be issued for the course.

## FAILING GRADES

Failing grades are assigned when a student has not fulfilled the requirements for a course (e.g. missing work, excessive absences, missed exams) and has neglected to withdraw from the course or request an Incomplete. Since the instructor determines grading policies, students should make sure they understand the requirements for each of their classes. A grade of "F" indicates that the student has failed to make satisfactory academic progress. Generally, the student cannot advance to the next level of course work until he or she has successfully completed the course.

## **DCAD CONTINUING EDUCATION PROGRAM CERTIFICATE PROGRAM OVERVIEW**

For those students who wish to complete the required curriculum in a particular area of study, DCAD offers certificates which are designed to build a student's creative and technical skills and grow both personally and professionally. Certificate Programs are open to students with a college diploma, high school diploma or equivalent.

DCAD offers Certificate Programs in the following areas of study:

- Art & Design
- Graphic Design
- Interior Design
- Photography
- Web Design
- Combined Certificate in Web & Graphic Design

See the current course catalog for the curriculum for each program of study (available via print and online).

In order to attain Certificate status, students must:

- a) complete all Certificate course requirements and achieve a satisfactory level of competency in each class (a grade of 'pass');
- b) meet attendance requirements as specified (based on the number of class sessions and acceptable absences, if any);

- c) attend a Portfolio Review and/or Workshop for an evaluation of art and design work to demonstrate program proficiency; and
- d) satisfy all financial obligations to the College.

Students who wish to enroll in a Certificate Program must contact the Office of Continuing Education to convey intentions and pay the certificate fee. Tuition and fees for each course are listed in the Continuing Education catalog.

#### DOCUMENTATION OF STUDENT WORK: EXHIBITION AND PROJECT SAMPLES

Each year, the college documents the work in the Continuing Education exhibition for institutional needs. Faculty members may request a copy of photos for their own use. In addition, faculty members are requested to submit samples of student work upon conclusion of each class to provide documentation of creative and technical skills.

#### REMOVAL OF WORK

All work must be removed from classrooms and lockers by the last day of the semester. Work left behind by students will be disposed of in the general clean-up following each semester. When necessary, students will be financially responsible for the disposal of such items. DCAD cannot be responsible for work and personal property left in lockers or classrooms during the school year.

#### STUDENT GRADE REPORTS

The Director of Continuing Education maintains the educational records for enrolled and formerly enrolled students via the student record-keeping system. A student wishing to obtain a copy of his or her grade report must submit a written request to the Director of Continuing Education's office. The office will release a report of the student's academic record at the college within 31 days of the receipt of the request, provided the student has no outstanding college debts.

#### COLLEGE RESOURCES

##### 600 NORTH MARKET STREET

The Delaware College of Art and Design, or DCAD, is located at 600 North Market Street in the center of downtown Wilmington. Its historic art deco building has been newly renovated and transformed into a state-of-the-art educational facility. Technologically current computer imaging and graphics labs, darkrooms and photo studios reflect the latest developments in these fields, while painting, drawing and design studios, bathed in natural light, merge the modern with the traditional.

##### EDGAR A. THRONSON LIBRARY

The Edgar A. Thronson Library is a state of the art library consisting of over 10,000 books, periodicals, VHS tapes, DVD's, sound files, digital images and electronic resources, including research based databases and internet access stations. The collection focuses primarily on animation, art history, fine arts, graphic design, illustration, interior design, photography, and other areas supported by the curriculum. The library has an online catalog which can be accessed via the Internet at [WWW.DCAD.EDU/LIBRARY](http://WWW.DCAD.EDU/LIBRARY).

Continuing Education students and faculty members are encouraged to use DCAD's library and must complete the appropriate CE Library Borrower form (available in the library) in order to check out library resources.

#### EXHIBITION SPACES

The Delaware College of Art and Design maintains supervised exhibition spaces for displaying the work of students, faculty, and alumni of the College including the first floor Toni and Stuart B. Young Gallery. The Young Gallery is open to the public and provides an important showcase for student and faculty work, as well as visiting exhibitions. The gallery participates in the downtown Art Loop that attracts visitors and residents alike to explore the cultural resources of the city.

Continuing Education students and instructors are encouraged to participate in the annual CE exhibition in the Toni and Stuart B. Young Gallery. The exhibition provides the community with the opportunity to gain insight into our class offering as well as an opportunity for students and faculty to showcase their creative and technical skills.

## WALTER AND BEVERLY K. ROWLAND STUDENT LOUNGE

Vending machines are located in the Rowland Student Lounge on the fourth floor. The vending machine contractor refills machines weekly. If the machine malfunctions, please contact the Bursar.

## COPY MACHINES

Current Continuing Education instructors are welcome to use the copy machine (located in the mailroom, adjacent to administrative offices) to make copies of hand-outs and reference materials for students. CE students are not permitted to use this copy machine.

## LOCKERS

Current Continuing Education instructors and students are welcome to use a locker, free of charge, based on availability, and must supply their own combination lock.

## POSTINGS

A posting area for Continuing Education notices has been provided on the first floor adjacent to the elevators. Prior approval is necessary for posting in this area. The administration reserves the right to remove material that is illegal, inappropriate or otherwise offensive to the community sensibility. This board will be cleared at the end of each semester.

## WEATHER POLICY

The cancellation of classes due to weather is determined by the administration. College closings will be posted on DCAD's home page at [WWW.DCAD.EDU](http://WWW.DCAD.EDU). Should you not hear otherwise, the college is open and classes will be held as scheduled.

## Theft

The College will exercise reasonable care over personal property but cannot be responsible for loss or damage. Students are expected to protect the equipment and possessions of the College, its students, staff and faculty. Theft, vandalism, and property damage should be reported to the security desk. This is done by filing an "Incident Report," with the Security Guard. Theft, vandalism, and property damage of any kind are grounds for dismissal; damage charges will be assessed.

## SCHOOL EQUIPMENT

Students, faculty and staff are responsible for the condition and safety of the equipment they use. Students will be financially liable for damage to or loss of equipment through negligence or improper usage. Students, faculty and staff will be financially liable also for replacing lost or damaged library materials

## Maintenance Requests

All maintenance requests should be made to the Director of Continuing Education.

## PARKING

Continuing Education instructors are welcome to use the DCAD parking lot (behind the College) in the evenings and on weekends if space is available. Parking is also available at the Colonial Parking Lot at Sixth & Shipley, where all CE students are encouraged to park for evening classes (parking is free after 5 pm). Parking on Saturdays and Sundays is free at metered parking spaces.

## Lost and Found

Articles found in the building should be submitted to the security guard on duty at the security desk near the entrance of the college. Articles may be discarded if not claimed within two months.

## Security and Safety

All security and safety rules and regulations have been established to provide a safe environment for students, faculty and staff. Students are requested to adhere to these guidelines. See the supplemental **Emergency Procedure Guidelines** provided to you and posted in each studio and classroom.

The Delaware College of Art and Design is not an open public building. Public access is limited to the Young Gallery during normal hours of operation while access to the rest of the facility is limited only to authorized individuals.

Continuing Education instructors and students are required to sign-in at the security desk for each class meeting. Only CE Instructors and students are permitted in the studios/classrooms/labs during class time (no children, guests, etc.).

FYI: A.F.A. students are generally not permitted in the class or studio space during a CE class. Exceptions may be made with the Continuing Education faculty member's approval.

CE instructor and student identification cards are not required.

#### **OTHER SAFETY ISSUES**

Students are encouraged to go to their vehicles in pairs or groups. Escort service is available through Downtown Visions, the management company for the downtown business district, until 11:00 p.m. Downtown Visions can be reached at 425-4200.

#### **PERSONAL AND SCHOOL PROPERTY**

Members of the school community will make every effort to protect and safeguard the property of students attending the Delaware College of Art and Design. However, DCAD cannot be responsible for loss of or damage to personal property. It is expected that students will make every effort to protect and safeguard the property of the College.

#### **MAIL**

Mail to and from the Director of Continuing Education may be delivered personally, prior to class, or left with the Security Guard for delivery.

#### **FACILITY MAINTENANCE**

Faculty members should notify the Director of Continuing Education regarding necessary repair, replacement, construction, moving, etc. of classroom furniture, classroom fixtures, or instructional equipment.