

KANSAS CITY ART INSTITUTE

A four-year college of art and design

Kansas City Art Institute **School for Continuing and Professional Studies** *(CPS)*

INSTRUCTOR MANUAL

Updated: September 2010

FOREWORD

The KCAI Faculty Handbook is the primary document governing employment of all KCAI Faculty. The School for Continuing and Professional Studies Instructor Manual is supplemental to the KCAI Faculty Handbook. This version of the School for Continuing and Professional Studies Instructor Manual supersedes all previously published department policies and procedures.

When appropriate all policies and procedures are written to coincide with both the main and north campuses. However, in specific instances the campuses have been separated to communicate policies and procedures that differ from each other. Please note which campus in which you are teaching and follow the policies accordingly.

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GENERAL INFORMATION

Kansas City Art Institute

Kansas City Art Institute is a private, independent, four-year college of the visual arts and design founded in 1885. KCAI is an accredited institutional member of the National Association of Schools of Art and Design (NASAD) and the North Central Association of Colleges and Secondary Schools.

The Kansas City Art Institute is comprised of nearly 700 students (representing more than 45 states and several foreign countries) and approximately 75 talented artists and educated scholars serve as KCAI's faculty.

Students pursue the Bachelor of Fine Arts degree, in which a comprehensive liberal arts program is complemented by emphasis in one of the following studio majors: Ceramics, Graphic Design, Fiber, Illustration, Painting, Photography, Digital Media, Digital Filmmaking, Printmaking, and Sculpture. Majors in Art History and Creative Writing are also available.

School for Continuing and Professional Studies

The School for Continuing and Professional Studies (CPS) reaches into the community through programs and classes for ages six through adult. Emphasis is placed on high school students, adult learners, professional development and youth ages 6 through 14 through a variety of formats and mediums. The excellence of KCAI's degree program is paralleled by the excellence in CPS as the department works to target audiences beyond the traditional BFA program.

CPS boasts two locations to better serve the community:

Kansas City Art Institute
Attn: School for Continuing and Professional Studies
4415 Warwick Boulevard
Kansas City, MO 64111
Phone: 816-802-3333 Fax: 816-802-3456
(Office located in Mineral Hall at 4340 Oak Street)

Kansas City Art Institute-North Campus
School for Continuing and Professional Studies
1801 N.W. Platte Rd, Suite 275
Riverside, Mo 64150
Phone: 816-802-3333 Fax: 816-802-3456

Contacts

Security		816-931-6666
<i>(Reaches Campus Security Officers 24 hours a day, 7 days a week on the main campus)</i>		
Riverside Police Department	<i>(Contact for north campus)</i>	816-741-1191
Nancy Noble	Model Coordinator	816-802-3423
Ed Rodriguez	Art store Director	816-802-3436
Deborah Tinsley	Slide Library Coordinator	816-802-3395
MJ Poehler	Library Director	816-802-3393

Customer-Centered Philosophy

Let us know if there is anything we can do for you to make your time on campus as enjoyable as possible. You, in turn, are our ambassador to our students. Conduct yourself at all times in a friendly, responsive and professional manner that reflects the Kansas City Art Institute's customer-centered philosophy.

KCAI Degree Program

Please keep your students in class. Our BFA students have been disturbed in the past by people wandering in and out of their studios, making it difficult to focus on their work. If your students are curious about the work our BFA students are doing, encourage them to attend our exhibitions throughout the year. If your students would like a campus tour or more information about KCAI, please have them contact the Admissions office at 816-802-3300.

Office Hours

The business hours for both locations are Monday-Friday 8:30 am to 5 pm. Evening and weekend hours are maintained during sessions and vary depending on the time of year. Please call ahead to make sure someone is available before you arrive.

Staff

Tabitha Schmidt, Director, School for Continuing and Professional Studies

Directs all activities related to the school.

tschmidt@kcai.edu

816-802-3445

Mary Dwyer, Assistant Director, Continuing Studies

Manages continuing education faculty and course offerings related to the main campus.

mdwyer@kcai.edu

816-802-3449

Ruth Kartman, Coordinator, School for Continuing and Professional Studies

Customer service and support for the school.

rkartman@kcai.edu

816-802-3505

Jennifer Johnson, Assistant Director, North Campus
Marketing, external relationships and operations.

jjohnson@kcai.edu

816-802-3489

Leila Hybl, Program Coordinator, North Campus
Programming and instructors for the north campus.

lhybl@kcai.edu

816-802-3487

Leslie Burgess, Program Assistant, School for Continuing and Professional Studies
Customer service and support for the school.

lburgess@kcai.edu

816-802-3488

POLICIES AND PROCEDURES

Absences

Instructor Absences

CPS has a strong commitment to maintaining printed and contracted class schedules, but we understand that there may be an occasional instance when instructors' professional or personal commitments demand them to be elsewhere unexpectedly. Should you have an unforeseen scheduling conflict, please contact the staff immediately so that the situation may be handled with the best interest of the students in mind.

In the case of an instructor absence, we prefer to schedule a make-up class meeting, typically by extending the schedule for another week. This is the ideal solution because it enables the course to remain at the same number of total hours/academic units. In addition, we have a commitment to our students that they get the class time in which they registered. If this solution is implemented and a student is unavailable for the re-scheduled last class meeting, the instructor must make other arrangements with that student (sending course materials by email, etc.).

Should this not be possible, the second option is for the instructor to find a substitute instructor on the date of his/her absence. The substitute should be a reliable, qualified instructor who can maintain the continuity of the course and has completed a background check performed by KCAI. These arrangements too, must be made and approved by CPS staff. The instructor or staff will notify the students.

Student Absences

Students are not required to adhere to an attendance policy unless they are taking a course for credit. If a student has indicated credit and therefore a grade, instructors **MUST** discuss with the student the attendance policy regarding the class.

Class Cancellation

In the event of an emergency and you are unable to attend a class or might be late to a class session, please call CPS staff at the phone numbers listed above during our office hours. Please do not just leave a message as the person you called may be out for the day. A member of our staff will inform the students. If you are unable to reach a staff member, please call Security at 816-931-6666 and ask them to post a sign on your classroom.

Class cancellation decisions must be made in conjunction with the Assistant Director, Continuing Studies for the main campus or the Program Coordinator for the north campus. Once a class has been cancelled, registered students will be notified by phone and e-mail. A sign will be posted on the assigned classroom door for students that were unable to be notified.

Class Packets (First and Last Class)

First and Last Class Packets are key to the smooth operation of all CPS classes. Please take the time to read through and understand your packet for each class.

Class packets include:

- First class packet check sheet (if you are missing items, contact the Coordinator, School for Continuing and Professional Studies on the main campus or the Program Coordinator, North Campus.)
- Departmental Safety Manual (if required for class)
 - Each department has provided us with a copy of their safety manual. We have put an online link in your class description, and students are asked to read the manual before they come to class. We would like for you to do the same. We will include a hard copy for you to review with your students on the first day of class.
 - As every class is different, involving a variety of chemicals, solvents or tools, it is important that you carefully evaluate the materials you use and review their hazards and safety requirements with your students during your class's first meeting. Please make this presentation before you begin to use any hazardous materials at the first and if necessary subsequent classes.
- Acknowledgement safety manual & training signature sheet (to be signed by all students and returned after the first class, in the Irving Building drop box)
- Course syllabus copies
- Class roster/attendance record form (which must be returned in the last class packet at the conclusion of the class)
 - The class roster/attendance record form enclosed in the packet includes the names of students who have registered and paid for the class. It also lists whether students are taking the class for credit or non-credit.
 - *PLEASE REPORT ANY DISCREPANCIES ON YOUR ROSTER IMMEDIATELY TO CPS STAFF.* This includes additional students in the class and whether students are taking the class for credit/non-credit.
 - If a student is taking the class for credit please review what your expectations are for grading. This grade is recorded on their permanent record.
 - All instructors must maintain attendance records.
 - 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.
 - If you would like an updated class list after the class starts, please contact the appropriate CPS staff member.
- Emergency Contact verification form (for children/youth)
- Additional items designated by the CPS staff

Course Submissions

A request for proposals will be sent three times per year by e-mail to our current instructors. Those interested in submitting course ideas **MUST** complete the Online Course Proposal Form which can be found on the CPS home page under the "Instructor" tab as well as imbedded in the RFP e-mail.

CPS encourages instructors to submit course proposals at anytime of year for any upcoming session. If you choose to do this, please include dates and times you wish to conduct the class.

Proposal Deadlines

Spring Classes	August 1
Summer Classes	November 1
Fall Classes	May 1

Instructors are welcome and encouraged to teach at both locations if applicable.

New instructors may submit course proposals, but interviews will be required prior to hiring.

Understand that the CPS philosophy is “One Program: Two Locations.” When possible and appropriate the same class will be offered at both locations (classes that usually have high interest). CPS staff will draft one course description even though different instructors may be teaching the same course. CPS strives for high-quality, creative, innovative options, but as part of the larger picture will consider the depth of offerings.

Core classes are necessary to our success as well as other classes that build on prior offerings. Experimental and different programs are also important to us.

Understand that a final schedule will not only reflect what has been submitted, but also what the CPS staff feel is imperative that we offer.

If you have any questions regarding course proposals, please contact the Assistant Director, Continuing Studies for the main campus or the Program Coordinator for the north campus.

Discipline Policy

KCAI wants to foster an atmosphere of learning for each and every student. Students who act up in class create a disruptive atmosphere. For this reason, any student violating our policies will be handled in the following manner:

- The first infraction will be addressed by the instructor and the student will be told what modifications to his/her behavior is needed.
- The second infraction will be addressed by the instructor and the student will be told what modification to his/her behavior is needed and he/she will be given a five minute time out (for minors only).
- The third infraction will be addressed by sending the student to the program director for the remainder of the class and a conference will be held with his/her parent about whether he/she will return to class (youth) or in the case of an adult the student will be asked to set up a meeting with the program director before returning to class.
- If there is a fourth infraction, a student may be removed from class.
- Refunds will not be given to students with behavior issues.

Emergency Closing

Main Campus

If the college is officially closed due to weather or any other emergency, an announcement will be made on all major radio and television stations and posted on www.kcai.edu. You may also call KCAI's main number, 816-472-4852 for a recording about closings. You may also check with CPS at 816-802-3333 for a recorded message.

North Campus

The North Campus is not located on the college campus and therefore may not align with the main site when there is an emergency closing. Check the 816-802-3333 department number for information related specifically to the School for Continuing and Professional Studies.

Emergency Procedures

Main Campus

Before your first class starts, locate the nearest phone, so you will be prepared in case of an emergency. For any emergency, first contact KCAI Campus security at 816-931-6666. (For campus phones dial "9" to get an outside line.) This number will reach Campus Security Officers 24 hours a day, 7 days a week.

Our Security Officers can also be reached by using our exterior phones located in gray call boxes found around the campus at key locations. They are located:

- East side of Foundation Bldg.
- West side of Living Center
- West side of Irving Bldg.
- South side of Paint Bldg.

These call box phones provide a 24-hour direct link to on-duty Security Officers.

For KCMO police, fire department, paramedic or ambulance assistance call 911. From gray house phones, dial "9" for outside line, listen for dial tone, dial 911, clearly state the emergency and its nature. From pay phones, dial 911 (no coin needed).

Please note that an incident report will need to be filed for ALL emergencies. Security will guide this process.

North Campus

North campus emergencies should be directed to the Riverside Police department by calling 816-741-1191.

After you have contacted Riverside, please contact the Security Department on the main campus at 816-931-6666. An incident report will need to be filed.

For all emergencies needing immediate assistance, call 911.

Enrollment

Registration for CPS classes begins approximately six-eight weeks prior to the start of the session. Students may register online or by printing off an enrollment for and either mailing or dropping it off. A minimum number of students must enroll in each course in order for it to be held. The minimum number is determined on an individual class basis. Class "go/no go" is decided 3 business days before the class' start date or one week before a certificate program class. You may check online for enrollment status of your class by going to www.kcai.edu/cps and locating your class on the "enroll now" tab.

Evaluations

Course Evaluations

College policy requires student evaluations to be completed each session for all courses. We consider evaluations critical to future programming and staff review. For noncredit classes you can review the evaluations after the students have left. If you have someone taking the class for credit you must return the evaluations in a sealed envelope. You may review the evaluations after the grade has been assigned.

Please follow the instructions below:

- Distribute the evaluation and student survey forms to all students. Pencils or pens can be used to complete the forms.
- For classes where someone is taking the class for credit: Leave the room while students complete the forms. Ask for a student volunteer to collect the forms, place them in the envelope provided in the class packet, seal the envelope. For noncredit classes you do not have to leave the room or seal the envelope.
- For courses with multiple meetings, it is suggested that the evaluations be completed during a break in the last meeting. For single meeting seminars, evaluations should be completed at the end of your session.

Instructor Self-Evaluations

This form allows you to give an assessment of your class and to give suggestions to improve the class. Please fill this out and return it to CPS with all other materials.

Instructor Review

If student evaluations are returned indicating concerns regarding a course or the instructor, then CPS staff will initiate the following:

- A conference with appropriate staff will be scheduled with the instructor to discuss the issues of concern.
- An appropriate course of action will be agreed upon by the instructor and CPS staff.
- The instructor may resume teaching whereby a second review will be conducted after receiving an additional round of student evaluations.
- Based on the second round of evaluations, a CPS staff member may choose to attend a class session and do a staff review or the relationship may be discontinued.
- Final decisions will be determined by the CPS staff.

Field Trips

For insurance purposes, please fill out a "Field Trip Permission Form" if you decide to take your class off campus. (see appendix) This form needs to be filled out a minimum of 3 days before the trip. All field trips associated with minors MUST be walking field trips. If you are teaching an adult class and would like them to meet you at an off-site location, you still need to fill out a form. You may acquire a form through your respective campus office or copy the one located in the appendix of this manual.

First Class Procedures

You may find your room in disarray when you arrive and need to pick it up a bit and arrange it according to your preference. Please leave your room cleaner than you found it. If there is a major problem with your room as far as maintenance please let CPS staff know. It's easier to address concerns during the session than at the end of the class. All class set up is the responsibility of the instructor, unless there is a physical disability issue. In the case of a disability issue, please contact: northland program coordinator or main campus coordinator.

Main Campus

All instructors are required to visit Mineral Hall located on the corner of 44th and Oak Street at 4340 Oak on the first day of class to pick up their first class packets. Please arrive at

least 15 minutes (CPS suggests at least 30 minutes) prior to class beginning allowing enough time to park, receive your packet, get to your class, review the packet and set up your classroom. Check your online class description to see if your class requires a safety manual. Please review this prior to class. A hard copy will be in your packet to review with students.

Your room should be unlocked when you arrive or have keycard access. If you find that it is not, or your keycard does not work please use the Security Phones around campus to reach security and unlock the room. You may also use a regular phone and call 816-931-6666 to reach security.

Please note that some classrooms have access badges. Students will be unable to access these doors so instructors will need to be at the classroom door to let students in the room. Students will be required to go to Mineral Hall to receive their access badge prior to the first class and will have access to the classroom building but not access to the individual rooms.

North Campus

Your first class packets will be left in the wall box in your designated classroom.

Instructors and students will receive access badges to gain entry in the building.

Grades

Academic Credit Courses

If your class is offered for credit, you will receive a notice in your first class packet if someone has elected to take the course for credit. If a student takes the class for credit, you will need to review in detail what is expected and how the grade will be determined. In the last class packet you will receive a reminder to assign a grade. You must contact the CPS coordinator at rkartman@kcai.edu or by calling 816-802-3505 no later than **three days** after the class ends to report your grades.

Students who receive a grade lower than "C" may repeat the course but must register and pay the fee for the class. Courses may not be repeated free-of-charge.

Illnesses

Main Campus

We know that illnesses occur. If you are ill prior to your class please contact us at 816-802-3505. If you are unable to reach someone at x 3505, please call 816-802-3333 and listen for the prompts for other staff members. Please try and contact someone if possible.

If you are ill the day of your class, please call 816-802-3505 and a note will be placed on the door of your class. If you are unable to talk with a staff member, do not leave a message. If you are unable to talk to a staff member, please call Security at 816-931-6666 and ask that a sign be placed on the door. Then contact the Assistant Director, Continuing Studies at 816-802-3449 and report your absence.

North Campus

If you are ill prior to or the day of your class please contact 816-802-3487. If you are unable to reach someone at x 3487, please call 816-802-3333 and listen for the prompts for other staff members. Please try and contact someone if possible.

Inclement Weather Policy

Classes will usually meet during inclement weather, with the exception of unusually bad weather. In the event that a class is cancelled, a make-up class will be scheduled. Please refer to the methods below to learn if your class will be held.

Main Campus

Decisions are made by 3 p.m. during the weekday or 7 a.m. on weekends.

For evening classes:

1. Check the TV and radio stations
2. Log on to the KCAI home page at www.kcai.edu. If there is a cancellation, there will be a pink banner alert on the front page.
3. Call the switchboard at 816-472-4852 and listen to the recording.
4. Call KCAI Campus Security at 816-931-6666.

For weekend classes:

1. Check the TV and radio stations
2. Log on to the KCAI home page at www.kcai.edu. If there is a cancellation, there will be a pink banner alert on the front page.
3. Call the switchboard at 816-472-4852 and listen to the recording.
4. Call KCAI Campus Security at 816-931-6666.

You may also call 816-802-3333 and listen for the prompts to hear a recording.

Tornados

Each building/room has a specific area where students/instructors are to go in the event of a tornado. Locate this posting prior to the beginning of class.

North Campus

Decisions are made by 3 p.m. during the weekday or 7 a.m. on weekends.

The North Campus will base inclement weather decisions on the Park Hill and North Kansas City School Districts. To find out if you class will be held, call 816-802-3333 and listen for prompts to hear a recording.

Tornados

Go to the bathrooms at the center of the building in the event of a tornado.

Last Class Procedures

Main Campus

Instructors are required to visit Mineral Hall at 4340 Oak Street before their last class begins to pick up their packet.

Completed packets should be returned to Irving Building where CPS has a drop box located inside the north doors. All packets are to be dropped off in Irving after the end of class.

North Campus

Packets will be placed in your designated room in the wall box and completed packets should be returned to the same box.

Last Class packets include:

- Evaluations
- Instructions on how to conduct the evaluations
- Instructor Evaluation
- Additional items designated by the staff

Models

If you are instructing a class that needs models, you must fill out the online model request form a minimum of 7 days prior to your first class. You can fill out a request form online at <https://artnet.kcai.edu/fac-staff/model-request> or copy the form located in the appendix of this manual and submit it to Model Coordinator, KCAI, 4415 Warwick Blvd., Kansas City, MO 64111, or fax to 816-802-3309.

Scheduling models is a complex and sometimes difficult process. It is imperative that the model coordinator, be kept informed of your individual requirements for each class you request a model.

Basic information required in scheduling a model:

- Rotations - the beginning and ending dates are required.
- Gender (male or female)
- Number of models
- If model is not required to be nude, the Model Coordinator needs to know what props are needed.

The model coordinator needs to be apprised of any special needs.

Procedures to follow in scheduling models:

- A minimum of 7 days before your session, fill out and return to a *Model Requisition Form* (see appendix or the online request form).
- After you have submitted your Model Requisition Form, all correspondence, inquiries, and arrangements should be made directly with our model coordinator, at 816-802-3432. Please be aware that the CPS staff has no contact with the models. Any problems, absences, or delays with your models must be reported directly to Nancy as soon as possible.
- If a model does not show up in the evening or on the weekend, call model coordinator on her cell phone 816-985-1741.
- If you find out that you will not need your model, you must submit the change in writing seven days before class or our department will be charged for the model.
- Scheduling should never be discussed with the model. This causes the model to be placed in an uncomfortable position with the instructor and model coordinator.

Basic Model Responsibilities:

- Models are responsible for keeping track of their work and break times. Models are required to furnish their own robes, foot covering and timers.
- Models are responsible for reporting to their assignment 15 minutes before scheduled class time to discuss poses, room temperature, etc.
- It is the responsibility of the model to inform the instructor when a pose becomes too painful, if they are uncomfortable or if the room temperature is not appropriate.
- Pads are the sole responsibility of the model.

When you use a model in your class, please post the "model in session" sign on the outside of the door. The signs should be located in the CPS bins in each room or in the model changing room. Be respectful and make sure all windows are covered.

Returning Items to the CPS Office

Main Campus

Many CPS classes occur on the evenings and weekends which do not coincide with CPS business hours. If you are on the main campus and need to return items when a CPS staff member is not in the office, you may go to the Irving Building and use your keycard to enter through the north door. Inside the door you will find a CPS drop box. Please put all signed forms, access badges and other material that needs returned in a timely manner in this drop box.

North Campus

If you are at the north campus, you may leave your materials in the wall box provided in your classroom. CPS staff will pick your items up the next day.

Subject Matter and Art-Making

KCAI Continuing and Professional Studies program supports the development of ideas and subject matter through art-making. However, if a student is showing harm to themselves or others through controversial or inappropriate subject matter, CPS staff reserves the right to intercede if necessary.

Supplies

- Instructors are required to fill out a supply form when submitting a course proposal and must give plenty of notice to the appropriate staff prior to a class beginning.
- The request of last minutes supplies is highly discouraged.
- Adult Classes: Adults are required to purchase their own supplies unless the instructor deems a need for group supplies. Instructors are responsible for itemizing the items students need to buy as well as identifying group supplies prior to a class. For group supplies we need the cost of the supplies requested.
- Youth Classes: Materials fees are charged for youth classes so CPS can supply items necessary for the class. Instructors must take into account all supplies needed and estimate the per student cost when indicating a materials fee.
- The fees charged to students taking CPS courses are inclusive and *no additional charges may be collected by the instructor for materials, books, etc...* unless prior arrangements are made with CPS staff.

All purchases must be approved by the Assistant Director, Continuing Studies for the main campus and the Program Coordinator for the north campus prior to purchase unless you are teaching a grad-level course in which case you would contact the Director.

Fall and spring semesters require that instructors purchase their own supplies. Summer session may have different procedures (ask your appropriate staff member.) You have two options in purchasing your materials:

- Purchase your supplies on your own and you will be reimbursed after you turn in your receipts. Any supplies purchased for reimbursement are part of your calculated budget for the class and should be agreed upon when the class is developed.
- To purchase at KCAI Artstore, call the CPS Coordinator at 816-802-3505 and you will be given the account number to charge your purchases. Inform the Artstore clerk that you are purchasing for a CPS class and make sure the Artstore charges it to the account number. Your receipt must then be turned in to the CPS Coordinator. We encourage you to visit the Artstore so that you are aware of what is available. They will match any price from other retail establishments.

Student Complaint Procedures (Grades, etc.)

Guidelines for hearing student complaints about faculty and academic matters:

Anyone on the KCAI staff may listen to a student complaint. Sometimes that is all a student requires.

Should a student wish to take action, the following procedure is recommended:

- 1) Confer with the instructor involved. If such a conference does not resolve the situation then;
- 2) Confer with the Assistant Director, Continuing Studies for the main campus or the Program Coordinator for the north campus. If there is still no resolution,
- 3) Confer with the Director, School for Continuing and Professional Studies.

Syllabus

A course syllabus is a requirement for ALL CPS classes and must be submitted to the appropriate CPS staff member during the proposal and schedule development phase of a session (usually four months prior to a session beginning). A syllabus template is available online when submitting a course proposal. It is also available through CPS staff.

Visitors in the Classroom

At the discretion of the staff, observers may occasionally attend a class meeting at random. Please be aware of this, and also note that observers are not allowed to participate in the class.

Instructors should not invite anyone to attend or watch their class without the permission of appropriate CPS faculty. Visitors can be disruptive to the learning process. Students are not allowed to bring a guest with them unless authorization has been given through CPS.

Working with Minors

- Teachers will be provided with copies of student emergency contact information in their first class packet. These copies must be with the instructor at all times. If you take your class outside or on a field trip, the forms must go with you. These forms also list allergies and/or special needs. This information is to be kept private, and again, with you at all times. Please note the following: Teachers should never give

their students any food or beverage that is not pre-approved by the Assistant Director, Continuing Studies for the main campus or Program Coordinator for the north campus.

- Teachers are not allowed to give medication to students or place a band-aid on wounds. You may open the band-aid for them, but they must adhere it to their body.
- Never take a child to the restroom alone.
- Students, in particular the younger students, should not go to the bathroom alone, they should have a buddy.
- If parents are tardy picking up their child, please stay until the child has been picked up. Address the tardiness with the parent. If there is an issue with chronic tardiness, please talk to your respective staff member and she will contact the parents.
- At the end of class please return the emergency contact sheets so we may shred the personal information.

FACILITIES AND RESOURCES

Access to Buildings and Classrooms

All buildings are in a 24-hour lockdown for safety and security reasons. All instructors MUST get a photo ID access badge available through the Safety and Security Department in order to teach on the campus. You may contact the Coordinator, School for Continuing and Professional Studies to arrange your badge. The first photo ID is free; replacements are \$50 each.

Photo ID's are ONLY available on the main campus and therefore instructors will need to visit the Safety and Security Office to obtain one.

Audio Visual Equipment

Main Campus

Instructors teaching courses (both credit and non-credit) may request audio-visual equipment from the Media Center. Please submit your requests to staff as soon as possible with a minimum of two weeks notice. Requests are made by emailing Aldo Bacchetta, Director of the Media Center at abacchetta@kcai.edu.

Please be aware that special arrangements must be made for evening or weekend classes and not all equipment is available for every classroom.

PLEASE NOTE: Instructors are responsible for equipment checked out. Instructions will be provided on how to return or store the equipment following your class.

North Campus

The north campus is equipped with a Mac lab, projector and screen contained in one classroom. The campus also has a mobile projector and DVD player as well as a stationary TV located in the lobby. If you have additional A/V requirements, please talk with the Program Coordinator who will facilitate the process.

Computer Lab Policies

Violating Computer Lab policies will result in the suspension of your lab privileges.

Computer Lab Technicians

Student Lab Technicians' responsibilities are to check out manuals and other equipment when needed, keep the hardware and software functional and assist patrons with color printing. They are not tutors. During slow times, if a technician is familiar with the software you are working on, they may help you with your questions. LAB PATRONS SHOULD NOT RETRIEVE ITEMS OR KANSAS CITY ART INSTITUTE IDS FROM THE LAB TECHNICIAN'S DESK. The sign that is placed on the computer they are working at can identify a computer lab technician on duty.

NOTE: Lab Technicians are only available on the main campus.

Copyrights

The Kansas City Art Institute's policy on software prohibits any copying of software in the Campus Computer Labs. Violation of this policy may subject the violator to legal liability. No

software, i.e. fonts, personal software, games should be installed on campus computers without authorization from the Campus Technology Staff. Disabling security procedures violates this policy and will result in suspension of lab privileges. All students are hereby notified that it is illegal to use P2P (Peer to Peer) file sharing services to download and host copyrighted music and movies. The Kansas City Art Institute disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks.

Food and Drinks

There is no food or drinks allowed in any campus computing facility. There are no exceptions to this policy.

Hardware and/or Software Malfunctions

Please inform the Campus Technology staff of any problems with the hardware or the software by contacting the helpdesk at x3502 or helpdesk@kcai.edu. The sooner we know about the problems, the sooner we can fix them. Operation of the Computer Labs is not guaranteed. You should plan for these situations accordingly and not wait until the last minute. Please SAVE YOUR WORK OFTEN (at least every five minutes). Storage on local hard drives is temporary. Your work may be deleted or damaged by the next user or removed by campus technology or student technician staff. The storage server is for Kansas City Art Institute students/faculty and staff only. The storage is determined based upon level of usage. Please see a Campus Technology staff member if you request additional amounts of storage.

Use of Equipment/Manuals

The Kansas City Art Institute's computer hardware and/or software may NOT be used for non-educational purposes: I.E. recreational game playing. NO equipment or manuals may be removed from KCAI computer labs without written permission of the Director. Software installs are prohibited.

Who May Use Lab Facilities

Users must have a current and valid Kansas City Art Institute identification card (ID) in order to use any of the equipment in the computer labs on the Kansas City Art Institute campus. Campus Technology staff and student technicians may check your ID to confirm that you have a valid and current Kansas City Art Institute ID. No other form of identification will be accepted. If you do not have a current Kansas City Art Institute ID you will not be able to use the lab facilities or check out Computer Lab equipment and/or manuals. If your ID or a student's ID needs to be updated, please contact Campus Security at 931-6666.

Facilities-Main Campus

CPS students have access to KCAI facilities only during the designated class time.

Art Store

Hours during the Fall/Spring semesters:

M-W 7:45am - 7:00pm

Th-F 7:45am - 5:00pm

Sat/Sun 11:00am - 5:00pm

Hours during the summer
M-F 8:30am to 5:00pm (closed for lunch 12:00pm -1:00pm)

The Director of Auxiliary Services and the Art Store can be reached by calling 816-802-3436. Besides art materials and books, the Art Store stocks T-shirts, hats, tote bags, postcards and other KCAI merchandise as well.

Jannes Library

All students and CPS instructors are welcome to use the library during regular library hours. The library schedule is available at <http://library.kcai.edu> and 816-802-3390. CPS instructors can apply at the library for borrowing privileges by presenting a valid picture ID, completing an application form, and supplying MasterCard or Visa information as a security deposit. Borrowing privileges are in effect for the duration of the CPS course(s) being taught. All library materials must be returned before your library privileges expire. The charge for unreturned books is an amount equal to the cost to the library of purchasing a replacement plus a \$20.00 processing fee. A detailed circulation policy is available at the library circulation desk.

Your adult CPS students enrolled in courses lasting 6 weeks or longer can apply for borrowing privileges at the library. CPS student requirements include a \$10 non-refundable application fee, plus a MasterCard or Visa number as a security deposit. Borrowing privileges are in effect for the duration of the course in which the student is enrolled.

NOTE: Library staff will make every effort to put your borrowing privileges in effect quickly. However, there may be a waiting period before you are able to borrow books.

Living Center Cafeteria

The cafeteria is available to you and your students during the school year. Located in the Student Life Center, it is open Monday-Friday evenings until 6:15. Saturday & Sundays brunch is served from 11:00am – 1:00pm and dinner from 4:45 - 6:15pm. Located just outside the entrance to the cafeteria are several snack and beverage vending machines. The cafeteria is not open in the summer.

Parking

No parking permits are required of CPS students or faculty, however if you would like a sticker contact Bob Bayless at 816-802-3399. A parking sticker will speed contact with you in case of an emergency.

Parking is available in any of the parking lots on campus with the exception of the lot on the west side of the Student Living Center. Do not park in any reserved spot at any time or handicapped spot unless you have a hang tag. There is plenty of street parking around the campus, as well as parking on the north end of the Kemper Museum of Contemporary Art's north parking lot (north of the ceramics/fiber/foundation buildings).

Slide Library

The KCAI Slide Library is available to CPS instructors if they plan ahead. The Library is open Monday-Friday 8:30 am 5:00 pm and slides are loaned for three (3) days at a time. Occasionally special arrangements can be made for a longer period of time. The Slide Library is located in the Baty House on the ground floor. If you have questions about usage of the Slide Library, call the Associate Librarian for Visual Resources at (816) 802-3395.

Facilities-North Campus

The North Campus is a contained facility and is not located on the main campus. Students at the north campus wishing to use the Jannes Library should talk to the Program Coordinator in order to arrange access.

Duplication of Materials

The CPS staff provides limited duplication services for non-published documents. In order to use this in-house service, instructors need to make arrangements and provide materials to the staff for reproduction with at least one-week of lead time prior to class beginning.

Reimbursement for duplicated materials will be authorized in emergency situations only! Duplication of materials by an outside source must be approved by the Assistant Director, Continuing Studies for the main campus and the Program Coordinator, North Campus prior to duplication.

HUMAN RESOURCES

Hiring

Instructors must complete the appropriate hiring paperwork which includes:

- Resume
- I-9 paperwork and documentation
- Background Check (paid for by CPS and good for three years)
- Completed contract

Payroll

Questions about instructor salary information should be directed to your respective CPS staff contact. If you have received your check and still have questions, call the Human Resources office at 816-802-3433.

- All instructors must **return their contracts to Human Resources** in order to receive compensation.
- New Instructors: our Human Resources Department will send hiring documents to you. It is required that these documents be completed and returned to Human Resources. Call Human Resources with any questions regarding this process at 816-802-3433.
- To assure no payment delays, instructors MUST return to CPS their completed course evaluations, class attendance form, and grade report if needed upon immediate completion of the course. The prompt return of these items will insure payment as specified in your contract.
- Payroll checks for CPS instructors will be mailed **upon the instructor's request by notifying Human Resources**. Otherwise you may pick them up in the Human Resources Office.

Personnel Issues

Notice of Non-Discrimination

Kansas City Art Institute 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. Inquiries may be addressed to: Executive Vice President for Administration, Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111 or Director of Civil Rights, Department of Education, Washington, D.C. 20201.

KCAI reserves the right to change institutional programs, regulations and fees when not otherwise prohibited by statute.

Background Checks

Since minors can participate in all levels of classes, including adult, all CPS instructors are required to have a background check at their initial hire and throughout their tenure. Background checks are required every three years.

Policy on Sexual Harassment

Discrimination on the basis of sex is a violation of Title IX of the 1972 Amendments of the Education Act and harassment on the basis of sex is a violation of Title VII of the Civil Rights Act. Contact Human Resources for reference information on the federal acts involved.

What Is Sexual Harassment?

Sexual harassment is unacceptable conduct, which includes but is not limited to actions such as:

- Unwelcome deliberate or repeated verbal comments, questions or representations or physical contacts of a sexual nature
- Request for sexual favors
- Other verbal or physical conduct or written communication of a sexual nature which intimidates, is hostile or offensive
- Action taken in retaliation for reporting such behavior, regardless of where such conduct could occur

Sexual Harassment can occur...

- When the submission to or acquiescence in conduct of a sexual nature is made a condition of an individual's employment or academic performance
- When submission or rejection of sexual nature conduct by an individual is used as the basis for decisions regarding employment, promotion, transfer, performance evaluation or academic evaluation
- When the presence of a sexual nature conduct creates an intimidating, hostile, or offensive work or educational environment or interferes substantially with an employee's or student's performance
- When a sexual element crosses the boundaries that normally exist between the professional role and the personal relationship, or
- When subtle or overt coercion and threats are made to pursue a sexual relationship

Relationships in which sexual harassment can occur

- Between or among individuals of different sexes or of the same sex
- Through relationships of unequal power (supervisor and employee, faculty member and student)
- In relationships of equal power (between fellow employees or between fellow students)

Examples of Sexual Harassment

Behavior that tends to be repetitive and is unwanted!

- Suggestive or inappropriate notes, letter or other written communication
- Sexual innuendoes, comments, or remarks about a person's clothing, body or activities
- Suggestive or insulting sounds
- Whistling in a suggestive manner
- Jokes or other humor about sex that denigrate men and women
- Sexual propositions, invitations or pressure for sexual activity
- Implied or overt sexual threats
- Suggestive or obscene gestures
- Inappropriate touching (patting, pinching, etc.)
- Inappropriate physical exposure
- Attempted or actual fondling or kissing
- Coerced sexual intercourse

- Sexual assault

What can be done about a sexual harassment incident?

If you are a victim, sexual harassment is NOT YOUR FAULT! KCAI has a policy and procedures to deal with sexual harassment. You should:

- Speak up at the incident by saying "no" or "stop"
- Be alert - do not ignore unwelcome behavior
- Know where to seek assistance
- Report the incident

Procedures for Reporting Discrimination/Sexual Harassment

Complaints can be brought to anyone in a supervisory capacity, any faculty member, department chair, school director, vice-president, or the Director of Human Resources. All complaints, written or oral, will be reviewed. Questions regarding the review process may be directed to the appropriate supervisor, department chair, school director, vice-president, or Director of Human Resources. KCAI shall impose appropriate corrective action, up to and including discharge, according to procedures set forth in the Faculty, Student or Staff Handbook. Reports may be made without fear of reprisal.

Educational Opportunities for CPS Instructors

Faculty/instructors in CPS who are offered and accept contracts for 3 consecutive terms (even if cancelled by KCAI) may take a CPS class tuition free on a space available basis. After any contract break a CPS faculty/instructor member will need to be offered and accept contracts for three (3) subsequent terms to again be eligible for this opportunity. Contact your respective CPS staff member for an application form...

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REQUEST FOR STUDENT FIELD TRIP



Name _____ Dept. _____

Date (s) of Trip _____

Destination / Event _____

Instructor / Staff Name(s) _____

Phone _____ Cell Phone _____

Purpose of Trip _____

OUT OF TOWN INFORMATION

Hotel/Motel, etc _____ Hotel/Motel phone _____

Requested by _____ Date _____ Supervisor/Dept. Head _____ Date _____ Area VP/Dean of Faculty _____ Date _____

Purchase Order/Advance Needed _____ NO _____ YES
(Submit this form only) (Travel request attached)

***Individuals who use personal vehicles for transportation, must provide
KCAI with proof of insurance
(Please attach photocopy of driver's proof of insurance)***

Model Requisition Form

Requests must be submitted seven (7) calendar days in advance. Requests will be filled on a first come, first serve basis, with exception to rotations which will take priority. Should your schedule change please submit another form to reflect the change. One form per class. Fax to Nancy Noble at 816-802-3309 or email to nnoble@kcai.edu.

Date of Request: _____ Instructor: _____ Dept.: _____

Building: _____ Room Number: _____ Email _____

Dates Needed: _____

Days Needed (please circle):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times Needed (please circle):

8 – 10:30 am	8 – 10:50 am	8 – 11:00 am	8 – 11:20 am
8 – 11:30 am	8 – noon	8:30 – 11:30 am	8 am – 2:20pm
9 am – 12 pm	10 am – 1 pm	11:30 am – 2:20 pm	12:00 – 2:30pm
12:30 – 2:50 pm	1 – 3:50 pm	1 – 4 pm	1 – 4:50 pm
1 – 5 pm	2 – 4 pm	6 – 9 pm	7 – 10 pm

Model Preference: Male Female Same Variety

Props or Costumes brief Description: _____

Special Instructions: _____

Signature _____

Date _____

Blood or Body Fluid Exposure Procedure

Initial Response and Notification

Do not attempt to clean up the blood spill. Only properly trained individuals may clean up blood spills.

Call Security at 931-6666 or Plant services at 802-3467 to report a blood spill during normal working hours. Call Security after hours.

An employee from Plant Services or Security will be dispatched to clean up the spill. Secure the area until cleanup personnel arrive.

Specific Emergency Procedures

Employees designated to clean up blood spills or other potentially infectious materials must receive training in OSHA's Bloodborne Pathogen Standard, blood borne pathogens and methods to reduce exposure. Call the Director of Safety and Security to schedule training.

Observe universal precautions when cleaning up blood spills. The concept of universal precautions assumes that all people are infectious for bloodborne pathogens such as HIV, the virus that causes AIDS and Hepatitis B. Universal precautions require the use of appropriate barriers, such as gloves, to prevent contact with bloodborne pathogens.

Employees occupationally exposed to blood should receive a vaccination for Hepatitis B. The supervisor and the Director of Safety and Security will determine the need for the vaccination. This vaccination is offered at no cost to employees. Employees may refuse the vaccination but can change their minds at a later date. Employees who refuse such sign a declination form.

Personnel occupationally exposed to blood should report all exposure incidents to their supervisor.

Blood Spill Cleanup Kits

Blood Spill Cleanup Kits are located in the following areas:

Plant Services 802-3437

Security Department 931-6666

North campus – kitchen above microwave

Kansas City Art Institute School for Continuing and Professional Studies Instructor Agreement

I, _____, have carefully read, understand and accept the terms and conditions associated with the Instructor Manual and employment with the Kansas City Art Institute's School for Continuing and Professional Studies.

I will adhere to the policies and procedures outlined in this manual and understand that I represent the Kansas City Art Institute, the School for Continuing and Professional Studies, and myself when conducting professional business.

Print Name _____

Signature _____

Date _____

Please return this form to:

Kansas City Art Institute
School for Continuing and Professional Studies
4415 Warwick Boulevard
Kansas City, MO. 64111