

ART 496 // Duke Hall Gallery Internship
ARTH 495
ARED 496
FALL 2018

School of Art, Design & Art History
College of Visual and Performing Arts
James Madison University

professor / John Ros
office / Duke Hall RM #1024A
email / rosjm@jmu.edu
phone / 540.568.6407
office hours / by appointment

COURSE DESCRIPTION

Duke Hall Gallery of Fine Art offers internship opportunities each semester and throughout the summer. Part museum studies, part professional development, part field study, part work practical, this internship is meant to introduce students to the skills necessary to work in a contemporary art space and to prepare them for a career within the art industry. Along with monitoring the gallery to ensure the safety and security of exhibitions and visitors, this unique internship brings students the experience of working within many aspects of an exhibition space, from development to production. Hands-on training will be led by the Duke Hall Gallery of Fine Art Director. Gallery interns work a minimum of 45 hours per semester (3H/wk @ 15 wks) and must attend all exhibition receptions. Scheduled lectures, artist talks, and internship-related events are also required (up to additional 10H commitment).

Interns are scheduled 3 invigilation (gallery-sitting) hours weekly. Daily tasks will include (but are not limited to) gallery maintenance, exhibition maintenance, patron relations, gallery sales and gallery security. Additional daily tasks outside of specific exhibition preparation, changeovers and maintenance will be assigned by the professor on a weekly basis. As invigilators, interns are the public face of the gallery and of SADAH/CVPA. Exhibition knowledge will be a key factor in the internship in order to be a valuable resource to all visitors.

COURSE REQUIREMENTS

- Maintain all invigilation hours and complete all gallery tasks assigned throughout the course.
- Fully research each exhibition to be able to assist patrons to the gallery.
- Attend all exhibition openings and minimum of five (5) lectures, talks, seminars and events.
- Present work of high quality with strong personal investment.
- Assist in exhibition development, production, installation, programing, etc. (as assigned).
- Maintain a dedicated notebook for the course with assignments, notes, findings, etc.

ATTENDANCE

Interns enrolled in this course are expected to serve 45 hours of service per semester for 1-credit of internship. 2-credit internships are available and encouraged if you would like to develop a deeper understanding of gallery procedures, but must be pre-approved by the Professor.

Attendance is mandatory. I cannot stress how important attendance is in this course. The first unexcused, missed session/shift/class will result in the lowering of one (1) full letter grade from your final grade (eg. A- to B-). Two unexcused absences will result in an immediate F in this course. Two (2) unexcused latenesses of 20 minutes or more and any missed assignments or materials will also count as one (1) absence, therefore effecting your final grade negatively.

Interns are asked to arrive 5 minutes prior to their scheduled shift and must stay the entire length of the shift. If missing a shift is unavoidable, the intern **MUST** find a substitute intern with whom to trade hours. This is a professional work environment and we must all be responsible our work. No incompletes will be given for this course except under the *most severe* personal circumstances.

Along with all scheduled shifts, interns must also attend both exhibition receptions during the semester. Each intern is then expected to attend a minimum of five (5) course lectures, artist talks, seminars and special exhibition events **unless there is a documented class conflict and the professor is informed at least 24 hours in advance**. The seminar/lecture/workshop schedule may not fit the course schedule of all interns, therefore, the student may not be able to attend the required five (5) events. If this is the case, the student must provide a course schedule to the Professor and be granted a session-release. When a seminar/lecture/reception is missed with Professor approval, the student will be required to write a short, 1-page research essay on the topic at hand.

You are never expected to miss any course that regularly meets during our special events unless approved by your professor.

PROCEDURE FOR ABSENCES

You are responsible for finding your own replacement should you be required to miss a scheduled shift. Once you have found coverage, you must inform the Professor in writing via email that the change has been made. When addressing this email to the Professor, you must also cc the intern covering your shift. Following this procedure is the only way you will be excused from your scheduled shift. Repeated absences (and coverage replacements) will be addressed as necessary and may require a doctor's note.

First: Find replacement

Second: EMAIL Professor; cc: Intern replacing shift

Switching shifts is the best way to ensure you maintain the necessary hours to get credit for this course. If full switches are not implemented, you may be required to work a few extra hours during exhibition changeovers.

IF YOU ARE RUNNING LATE TO A SCHEDULED SHIFT:

First: Call the gallery to let the current invigilator know you are running late.

Second: Call the Professor.

- ✍ If no answer, leave a message and call the Graduate Assistant.
- ✍ If no answer, leave a message and call the SADAH office.

CANVAS

Canvas will not be used in this course. You must document the schedule from this syllabus and look out for emails for anything not yet finalized and/or changes to the schedule. You are responsible for staying on top of your own invigilation schedule and all scheduled gallery events.

MEETINGS

This course will heavily rely on student involvement and initiation. If anything is ever unclear or if the student is unclear about any assignment or expectation, please reach out to the professor as soon as possible. The professor is always available via email and can schedule a meeting time if necessary.

I do not believe in giving midterm grades for this course. This is a professional work environment. 100% attendance, hard work, consistency and strong communication will ensure you receive a good grad. Based on feedback I have received, I have decided to provide each student with a midterm grade. Midterm meetings will happen seven (7) weeks into the semester. Final one-on-one meetings will happen during the last week of classes.

GRADING

The Professor on record will assign all grades. A midterm one-on-one session will conclude with a midterm grade. A final one-on-one session will commence at the end of the semester. Final grades will be determined using the following rubric:

| | | |
|---------------------------------|----|-----|
| Midterm: 25% | A | 4.0 |
| Notebook: 25% | A- | 3.7 |
| Communication: 25% | B+ | 3.3 |
| Initiative & Participation: 25% | B | 3.0 |
| | B- | 2.7 |
| | C+ | 2.3 |
| | C | 2.0 |
| | C- | 1.7 |
| | D+ | 1.3 |
| | D | 1.0 |
| | D- | 0.7 |
| | F | 0.0 |

COURSE GRADING

Assignments/tasks will be assessed for completion, personal investment and thoroughness. Questions and conversations about each assignment/task should happen during and before completion. Incomplete or shoddy assignments/tasks will not be accepted.

Reviews of your work will happen casually on a weekly basis and more formally at least once a semester. At any point, you are encouraged to engage in a dialogue with the professor, especially if an assignment/task is unclear, if you are stuck in your research, or if you are having any issues pertaining to the completion of your coursework. This course will be guided by the professor, but your success throughout will strongly depend on your ability to self-motivate.

NOTEBOOK

You will be required to keep a notebook specific to this course. Each session you will write a summary of the workday. It is also encouraged to use your notebook as a space for inspiration, writing notes about the current exhibitions in our galleries, other curatorial/cultural notes, and/or visits to other art spaces/galleries, daily inspiration, etc. Notebooks will be reviewed by the professor periodically and will account for 25% of your final grade.

When invigilating, your notebook can include a summary of the day, such as: How many visitors? What conversations you had, who initiated the conversations? How many visitors signed the guestbook? Etc. This space will also act as a culmination for all your study. It is a space where inspiration, ideas, and creative thinking or writing can be presented. This notebook is for you. If done well, it will connect all of your studies and make correlations in a way that will be surprising and exciting for you. Simply providing what is asked for will result in a "B". This notebook is a personal place for you to excel and go above and beyond what is asked of you.

INVIGILATION/WORK SCHEDULE

Gallery Hours / TUE - SAT, 11a - 5p

// AM shift - 11a - 2p

// PM shift - 2p - 5p

WEEK 01

28 AUG - 01 SEP - INSTALL BEGINS

- syllabus run-through; gallery tour; open hours tutorial

WEEK 02

04-08 SEP - INSTALL

FRI (07 SEP) & SAT (08 SEP) INTERNS WORK 3 HOURS SOMETIME BETWEEN 03-06 SEP

WEEK 03

11-15 SEP / regular gallery hours

WEEK 04

18-22 SEP / regular gallery hours

WEEK 05

25-29 SEP / regular gallery hours

WEEK 06

02-06 OCT / regular gallery hours

WEEK 07

09-13 OCT / regular gallery hours

WEEK 08

16-20 OCT - CHANGEOVER

WEEK 09

23-27 OCT / regular gallery hours

WEEK 10

30 OCT - 03 NOV / regular gallery hours

WEEK 11

06-10 NOV / regular gallery hours

WEEK 12

13-17 NOV / regular gallery hours incl. SAT, 17 NOV

WEEK 13

THANKSGIVING / No School - Gallery Closed

WEEK 14

27 NOV - 01 DEC / regular gallery hours

WEEK 15

03-08 DEC - DEINSTALL

FRI (07 DEC) & SAT (08 DEC) INTERNS WORK 3 HOURS SOMETIME BETWEEN 03-06 DEC

FALL 2018 EXHIBITION SCHEDULE

The 613 by ARCHIE RAND

11 September – 13 October 2018

Wampler Visiting Professor

Reception: 12 September 2018, 5-7p

Install: 27-30 AUG & 03 - 06 SEP 2018

Deinstall: 14-18 OCT 2018

Record Keepers

23 October – 01 December 2018

curated by Anna Hoberman & John Ros

Encore Exhibition

Opening Reception: 22 October 2018, 5-7p

Install: 17-20 OCT 2018

Deinstall: 03-06 DEC 2018

EVENT SCHEDULE

Each new exhibition at Duke Hall Gallery of Fine Art will be accompanied with an artist or curatorial talk by either the curator, artist or Gallery Director. This information will be vital to understanding the larger scope of the exhibition in order for each intern to better inform the gallery patrons about what is on view. Understanding the exhibition will be paramount to being able to assist gallery patrons. Students must attend 10 total events throughout the semester.

MUST ATTEND: (Arrive @ 4.50p; directly after related lecture/talk; or as your course schedule allows)

12 SEP 2018, 5-7p Archie Rand Reception (Duke Hall Gallery of Fine Art)
22 OCT 2018, 5-7p Record Keepers Opening Reception (Duke Hall Gallery of Fine Art)

MUST ATTEND ONE:

11 SEP 2018, 5-6p Wampler Lecture: Archie Rand / Duke 2036
13 SEP 2018, 1-2p Archie Rand: In Conversation / Duke Hall Gallery of Fine Art
A discussion with Duke Hall Gallery of Fine Art Director, John Ros

MUST ATTEND ONE:

23 OCT 2018, 1-2p Anna Hoberman Curatorial Tour / Duke Hall Gallery of Fine Art
23 OCT 2018, 5-6p Anna Hoberman Lecture (Curator, Master-printer, Artist) / Duke 2036

PICK SIX:

03 SEP 2018, 5-8p MFA EXHIBIT Reception (Curated by Mallory Burrell) (AW Gallery)
17 SEP 2018, 6-7p Fiona Buchanan Lecture / Duke 1032 (Coincides w/ Grace St. Crit Space Gallery)
24 SEP 2018, 5-8p STUDY ABROAD Reception (AW Gallery)
11 OCT 2018, 5-6p DOLPH Director, Tash Kahn Lecture (UK Visiting Artist) / Duke 1032
15 OCT 2018, 5-8p DOLPH Reception (AW Gallery) - Tash Kahn, special guest from UK
30 OCT 2018, 5-7p Charlie Levine Lecture (@ 5p) (UK Visiting Curator) / Duke 2036
(followed by Special Reception at Duke Hall Gallery of Fine Art)
05 NOV 2018, 5-8p Emerging & Emerged Part 3 Reception (AW Gallery)
13 NOV 2018, 5-6p Azikiwe Mohammed Lecture (Visiting Artist from NYC) / Duke 2036
27 NOV 2018, 5-6p Aurora De Armendi Lecture (Visiting Artist from NYC) / Duke 2036

NOT YET SCHEUDLED (for PICK SIX):

- Artist/Curatorial Talks by: Levi Prombaum
- Panel: Religion & Iconography // Image vs. Ritual

ADDITIONALLY, ATTEND AT LEAST ONE Harrisonburg First Fridays Downtown:

<http://www.valleyarts.org/first-fridays-downtown/>

07 SEP
05 OCT
02 NOV
07 DEC

FORMAT FOR SUBMITTING WRITTEN WORK

As per CAA (College Art Association) industry standard practices for writing papers, please format for all written pieces in this course as follows:

- Double-space ALL copy: text, quotations, endnotes, captions, etc.
- Use 1 inch border throughout document.
- Use 12-point Times New Roman type for all elements.
- Number all pages in upper right corner (when longer than 2 pages).
- Do not justify the right-hand margin.
- Use italic type for words to be set in italics.
- Do not use boldface, centering, or other sizes or styles of font.

One (1) page of written text with NAME, DATE & COURSE CODE should be about 250 words.

RECOMMENDED TEXTS/READING

In addition to invigilation tasks, there may be reading/writing assignments throughout the course.

General Reading: (these texts are not required)

- Berger, John. *Ways of Seeing*. London: Penguin, 2008.
- Bishop, Claire. *Participation*. London: Whitechapel, 2010.
- Drathen, Doris Von, and Matthew Partridge. *Vortex of Silence*. Milano: Jacqueline Todd, 2004.

General Handling:

- metmuseum.org/art/metpublications/The_Care_and_Handling_of_Art_Objects_Practices_in_The_Metropolitan_Museum_of_Art
- si.edu/mci/english/learn_more/taking_care/index.html

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE BY THE PROFESSOR

COURSE POLICIES

DRESS CODE: Professional work attire is expected when invigilating. This is a professional, contemporary art space and your dress should reflect that. No sportswear, athleisure, or graphic tees are allowed. Workwear is acceptable during exhibition changeovers. Close-toes shoes are required during exhibition changeovers.

EATING/DRINKING: Water, coffee and/or tea may be consumed while sitting at reception. No other food or drink is allowed at reception. No food or drink are ever allowed in the gallery or in the gallery workroom. Gallery invigilation shifts are a quick 3-hour session. Please plan accordingly so that you are sustained prior to your shift. **DO NOT discard drink containers in the reception office or anywhere in the gallery workroom.** Please discard all rubbish outside of the gallery. Please consider using recyclable materials.

PHONE/MOBILE DEVICE POLICY: Phones and devices **MUST BE** turned off **OR** on silent during lectures, artist talks and invigilation shifts. Vibrate is not silent. You may not text, send emails, or use your phone/mobile device for any reason during class time. If there is an emergency, please excuse yourself and return as promptly as possible.

COMPUTER USAGE: Gallery computers are for **GALLERY WORK ONLY**. Student shall not use computers for personal work, including homework/assignments for other courses. Students may not save any personal documents on the computers. Students may not use gallery printers for personal use. Any misuse of the gallery computers or printers will result in a reduced final grade.

GENERAL WORK STATEMENT: Working in a gallery can be unpredictable. Many different jobs will present themselves during the day. It may not be unusual to install something using a 10ft ladder, write a press release, design print material, research an exhibition or artist, and/or visit an artist studio. You must be prepared at all times to complete the tasks at hand. Being able to lift at least 10 lbs. may be necessary. If at any point there is a task you are unable to complete let the professor or supervisor know immediately and you will be reassigned. Though the jobs at hand can be unpredictable, you will never be asked to do something you are unable to do.

COMMUNICATION: Communication is of utmost importance in any job. This is no different for this course. Email is the preferred way to communicate with the professor. When emailed or prompted in this course, you are required to respond within 24 hours (or the indicated deadline). Failure to do so will significantly affect your grade.

You must provide the professor with your primary email address. You must check your email daily and maintain your email accounts so that they do not become full. "I didn't get the email," is not an acceptable excuse for not communicating. Please be sure to check your SPAM/JUNK for important emails that are incorrectly tagged.

STUDENTS WITH DISABILITIES: Any student who feels they may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Creating a culture of respect and dignity is always the goal of any course I teach. For further assistance, please contact the Office of Disability Services at (540) 568-6705, or visit them in the Student Success Center, Suite 1202, to coordinate reasonable accommodations for students with documented disabilities.

OFFICE OF EQUAL OPPORTUNITY STATEMENT: Duke Hall Gallery of Fine Art and ArtWorks Gallery are safe zones for all. They are spaces free of any form of discrimination, harassment, and other illegal or unethical behavior as such behaviors create a hostile educational and work environment and contribute negatively to the overall safety and security of our university community. Student concerns and complaints may be addressed to the Gallery Director, the Director of the School of Art, Design and Art History, or directly to James Robinson, director of the JMU Office of Equal Opportunity, at <http://www.jmu.edu/oeo/>.

Title IX addresses gender discrimination, gender identity, gender expression, sexual harassment and sexual violence, and other federal and state laws address age, color, disability, national origin, parental status, genetic information, political affiliation, race, religion, and veteran's status. As educators, we are mandated by Title IX to report any suspected sexual harassment or sexual assaults of students to our Title IX Administrator. We are dedicated to addressing these concerns with sensitivity and consideration for your privacy and wellbeing.

For more information about your rights, go to <http://knowyourix.org/title-ix/title-ix-the-basics/>

GENDER-FAIR LANGUAGE AND USE OF PRONOUNS: All courses taught by Professor Ros and Duke Hall Gallery of Fine Art and ArtWorks Gallery aim to use language that is gender-inclusive and non-sexist and we respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Identities including trans, intersex, and gender queer reflect personal descriptions, expressions, and experiences. Use of gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, chair versus chairman, humankind versus mankind, etc.). It also affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression. Students, faculty, and staff may share their preferred pronouns and names, and these gender identities and gender expressions will be honored and respected.

RELIGIOUS ACCOMMODATIONS: All faculty are required to give reasonable and appropriate accommodations to students requesting them on grounds of religious observation. I will be inclusive and respectful of any faith-determination and will provide specific faith-based accommodations as necessary. Please notify me no later than the end of the Drop-Add period the first week of the semester of potential scheduled absences so that we may determine alternative methods/class times/assignments if necessary. Contact the Office of Equal Opportunity at <http://www.jmu.edu/oeo/> or (540) 568-6991 if you have additional questions.

LATE ADD STATEMENT: Students are responsible for registering for classes and for verifying their class schedules on MyMadison. See Registrar office for more important dates regarding the semester: <https://www.jmu.edu/registrar/>

FIRST-WEEK ATTENDANCE POLICY: At the instructor's discretion, any student registered for a class in the CVPA who does not attend the first two (2) scheduled meetings of the class (or does not attend the first scheduled meeting of a class that meets once a week) may be administratively dropped from the class. Students dropped for non-attendance will be notified via e-mail by the Dean of the College.

Students who fail to attend the first two meetings of a class for which they are registered but who do not receive an e-mail notification have not been administratively dropped by their instructor. Unless those students drop the course on their own, they will receive a grade at the end of the semester.

All students are responsible for verifying the accuracy of their schedules and changes made in their schedule via e-mail and through the web.

JMU HONOR CODE AND ACADEMIC HONESTY: Making references to the work of others strengthens your own work by granting you greater authority and by showing that you are part of a discussion located within an intellectual community. When you make references to the ideas of others, it is essential to provide proper attribution and citation. Failing to do so is considered academically dishonest, as is copying or paraphrasing someone else's work. The results of such behavior will lead to consequences ranging from failure on an assignment, to failure in the course, to dismissal from the university.

Academic dishonesty is not limited to plagiarism. Other examples of academic dishonesty include cheating on tests or homework, taking an exam or writing a paper for someone else, and selling or uploading unauthorized documents from a class. Talk with your instructor if you have questions regarding academic honesty.

The JMU Honor Code is available from the Honor Council Web site:
<http://www.jmu.edu/honorcode/code.shtml>.

INCLEMENT WEATHER: JMU is primarily a self-contained campus with a large number of residential students requiring a variety of support services, regardless of inclement weather conditions or emergency situations. For the safety and well-being of its students and employees, the university may close or limit its services based on inclement weather or other emergencies. Refer to the following sources for information on closings or delays:

- JMU Weather Line: (540) 433-5300
- JMU radio station 1610AM
- JMU's home page
- Area radio and television stations
- JMU Office of Public Safety, responsible for announcements on Emergency Notification System

When the university is closed due to inclement weather or other emergencies, all classes are cancelled. Policies regarding class cancellations are specified in the syllabus for each course.

Makeup Days for Classes: When it is necessary to cancel classes due to weather or other emergencies, faculty have several options for making up the missed instructional time.

- Hold class at the regularly scheduled time on the official university make-up day.
- Hold class at a time other than regularly scheduled time/official make-up day and acceptable to all.
- Accommodate the missed instructional time within remaining class meeting time.
- Hold class through electronic means.

For additional information, refer to <http://www.jmu.edu/JMUpolicy/1309.shtml>.

JAC SWIPE ACCESS TO FACILITIES: Some of the SADAH's facilities are accessed by your JAC card. You must be enrolled in a class that meets in the building/room in order to have access to the building/room. JAC access hours are Monday – Sunday, 6:00a - 5:00a for Duke Hall, MHAC and Studio Center. During Thanksgiving Break, access will be turned off. Access will be turned OFF at the end of the semester. Refer to future emails from SADAH office for dates and times.

| | | |
|------------------------|---------------|--|
| BUILDING HOURS: | Duke Hall | / Monday – Friday, 7:00a - 9:00p |
| | | / Saturday, 8:00a -5:00p; Sunday, Closed |
| | Studio Center | / Monday – Friday, 7:00a-6:00p |
| | | / Saturday and Sunday, Closed |

CONTRACT – STUDENT COPY

FALL 2018

ARED 496 / ART 496 / ARTH 495

Duke Hall Gallery of Fine Art Internship

School of Art, Design & Art History

College of Visual and Performing Arts

I, _____ acknowledge the following:

- ☐ I have read the syllabus and understand its contents.
- ☐ I have asked questions if I am unclear on anything in the syllabus.
- ☐ I understand that I am responsible for the contents of the syllabus.
- ☐ I will check my emails daily and respond to all communication requests.
- ☐ I will be punctual and will arrive 5 minutes before each scheduled session.
- ☐ I will follow the absence procedure and will find a replacement for any missed shift.
- ☐ I will record the following numbers for reference:

| | | |
|--------------------------------------|--------------|------------------------|
| Professor John Ros, Gallery Director | 540 568 6407 | rosjm@jmu.edu |
| Duke Hall Gallery of Fine Art | 540 568 6918 | |
| Chris Cohen, Graduate Assistant | 434 849 4398 | cohencx@jmu.edu |
| Danielle Heckman, Graduate Assistant | 814 715 4570 | heckmadn@dukes.jmu.edu |
| SADAH Reception (Allison Smith) | 540 568 6661 | smit32ac@jmu.edu |
| SADAH Office (Karen Gerard) | 540 568 6216 | gerardkr@jmu.edu |
| Department of Public Safety/Police | 540 568 6912 | |
| Emergency | 540 568 6911 | |

Print Name

Sign

Date

CONTRACT – SIGN AND GIVE TO PROFESSOR

FALL 2018

ARED 496 / ART 496 / ARTH 495 (CIRCLE ONE)

Duke Hall Gallery of Fine Art Internship

School of Art, Design & Art History

College of Visual and Performing Arts

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| Department of Public Safety/Police | 540 568 6912 | |
| Emergency | 540 568 6911 | |

Print Name

Sign

Date

Student Acknowledgement of SADAH Security and Safety Regulations: Revised Spring 2017

I, _____, acknowledge my responsibility to conform to these policies and procedures.

- If you are the last person to leave any room in SADAH, turn off the lights and make sure the door locks behind you in locked studio areas.
- If you are working late at night, safety escorts are available to any student on campus, free of charge. Escorts are Campus Police Cadets, carefully screened and trained student employees. Cadets are on duty 7pm-2am Sunday-Wednesday, 9pm-2am Thursday, and 9pm-3am Friday and Saturday. Police officers will provide any escorts outside of those time periods. Call the **Safety Escort Number at (540) 568-6913 or on campus at 8-6913**.
- Immediately report violations or suspicious activity to faculty or staff. If you are working after hours, call campus police immediately if you should observe any violations or suspicious activities. **Emergency: (540) 568-6911**

I understand, by initialing next to each line, that I will receive a citation and may lose my privilege to work in the SADAH shops, labs, and studios for violating any of the following:

- _____ 1. Never use any of the tools and equipment in SADAH shops, studios, labs, and classrooms without authorized training. If you are not sure about a process or equipment do not use it or do anything before asking faculty or staff.
- _____ 2. Never block open exterior doors and leave them unattended.
- _____ 3. Never let anyone into any of the SADAH buildings after hours. Authorized staff and students already have access, and student groups must be led by an authorized staff or student.
- _____ 4. Never let anyone into locked studios, labs, or classrooms. Only students with approved access can enter the locked areas.
- _____ 5. Never work alone. For your safety, you may bring one non-class member with you during evening hours, but they are NOT authorized to use SADAH equipment or tools, and may not cause any distractions.
- _____ 6. Never remove tools or equipment from any of the studios, labs, or shops without written prior approval from the faculty or coordinator.
- _____ 7. Never remove or stand on furniture in any SADAH buildings, Including: Studio Center, ArtWorks, MHAC, Duke Hall Gallery Court and Duke Hall Mezzanine.
- _____ 8. Never make any structural changes to the buildings, including floors, ceilings, walls, doors, windows, & the roof.
- _____ 9. Never use aerosols or spray adhesives in classrooms, halls, stairwells, or outside the building. Spray paint and aerosols can ONLY be used in SADAH spray booths after approval and training from faculty or staff.
- _____ 10. Never bring pets, bikes, alcohol, or illegal drugs, into any of the SADAH buildings.
- _____ 11. Never use tobacco products in the buildings. All SADAH buildings are tobacco-free.
- _____ 12. Never store or handle any chemicals and flammables improperly. Flammables must be stored in a flammables cabinet with faculty or staff approval. Students must label personal items with their **name, student ID#, class, date and provide a Safety Data Sheet (SDS)**.
- _____ 13. Never bring food or drink into carpeted classrooms or labs.
- _____ 14. **Always** adhere to all studio, lab, and workshop safety protocols and schedules as required by faculty and staff.
- _____ 15. **Always** use appropriate bins for trash and recycling for all materials.

Signature: _____ ID #: _____ Date: _____