

**OTIS** Otis College of Art and Design

**DIGITAL MEDIA  
DEPARTMENT**

**Faculty Quick Guide**

Fall 2016

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## **Prior to the Beginning of the Semester**

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*Prior to the beginning of each semester, please remember to:*

*1) Provide your up-to-date resume (once a year). List the date of your degrees or courses taken along with the name of institution(s) attended. Resumes should include teaching experience.*

*2) Provide at least a 50 -word bio (once a year if changes are necessary). This bio goes on the Otis website.*

*3) Turn your signed contract into the Digital Media Office (no pay without it).*

*4) Make requests for software, instructional tools, volumes, or room changes. Requests can be made in the Digital Media office with the Assistant Chair or Office Manager. No guarantees.*

*5) Remember to begin checking Otis email regularly , as students, staff or faculty may begin contacting you before classes begin.*

*(New faculty will need to receive Otis credentials before Otis email can be checked. New faculty will also receive an email with account and login information 2- 3 weeks after Human Resources paperwork is processed.)*

*6) Obtain an Otis parking sticker (if you are a new faculty). Stickers are to be placed in a visible location on the car windshield. Parking Stickers for Digital faculty are distributed by the Digital Media Office.*

## **Start of the Semester Checklist**

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*At the start of each semester, all Digital Media faculty should:*

*Email the syllabus for each course to [zharris@otis.edu](mailto:zharris@otis.edu) and [kmilnes@otis.edu](mailto:kmilnes@otis.edu). (Required. PDF preferred). Please refer to the section on syllabi for details.*

*Check email and faculty mailbox for Roster/Attendance Sheet. Each faculty member will have a designated mailbox outside the Digital Media Office.*



*Check location, start time, and student enrollment of classes by viewing the "Schedule of Courses" on the Otis website, or logging into Self-Service.*

*If you need photocopies for the first day, the Office Manager will need these at least 4 days in advance.*

*Notify the Department Assistant if you will be using models for classes.*

## **Find Your Course Information**

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*To access general information about your course(s) such as...*

- *Course Names and Identifying Information*
- *Day, Time, Room*
- *Number of Students Enrolled*

*View the “Schedule of Courses” on the Otis website, or log into Self-Service.*

*If you are a new faculty, you won’t be able to access self-service until you’ve been processed by Human Resources and have received Otis login credentials. After processing is complete for new hires, then actual faculty names will replace the generic “STAFF” as instructor of a course.*

*The Schedule of Courses on the Otis website can be accessed anytime and no login is required.*

*Click Here for the Schedule of Courses (PDF):*

<http://www.otis.edu/registration-records/schedule-courses>

*Use the keyword search or scroll down to DGMD to see Digital Media course offerings.*

# Logging In

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***The Information Systems office of Otis College assigns every faculty member an x-number, pin, username and password. An email listing Otis login credentials is sent to newly processed faculty. Please save the email. You will need to reference it often. This information allows faculty to access:***

- Otis Webmail:** username and password
- O-Space:** username and password
- Otis DID (Digital Image Database):** username and password
- Research Database:** username and password
- On Campus Computers:** username and password
- Self-Service:** x-number and pin
- Library Account:** x-number and pin

***For login assistance, check your email for the original credentials sent to you, or refer to the following:***

<b>Credential</b>	<b>Example</b>	<b>Forgot it?</b>
<i>Xnumber</i>	X20098765	It is printed on your Otis ID card
<i>Username</i>	jsmith	Contact the IS Helpdesk at 310.665.6914 or x6914.
<i>Password</i>	paSsw0rd	Faculty: Go in person to the IS Office or contact the IS Helpdesk at 310.665.6914 or x6914. Additionally, during afterhours, you may request a password reset by going to the main lab, Room 401.
<i>PIN</i>	12u4L6	<ol style="list-style-type: none"><li>1. Use the <b>Forgot PIN?</b> link on the <a href="#">Self-Service</a> homepage.</li><li>2. If that doesn't work, go in person with a photo ID to the Registration Office or contact a Registration Specialist at 310-665-6950</li></ol>

# How Do I Access My Otis Email?

Go directly to...

<http://webmail.otis.edu>

**OTIS** Otis College of Art and Design

Students: Login using your X-number and Password.  
Faculty: Login using your regular Username and Password

Security ( show explanation )

This is a public or shared computer  
 This is a private computer

Use Outlook Web Access Light  
The Light client has fewer features but is better if you have a slow connection or using strict browser security settings. You can only use the Light client with any browser other than Internet Explorer 6.0 or later.

Webmail has an inactive timeout, long email composition is considered inactivity, choosing "Private Computer" above increases the default timeout length from 20 minutes to 120 minutes.

I want to change my password after logging on

Username:

Password:

Log On

Quick Links

Otis Website  
Self Service  
Password Manager  
Reset Password

Connected to Microsoft Exchange  
Secured by Microsoft Internet Security and Acceleration Server  
© 2009 Microsoft Corporation. All rights reserved.

*Username will be first initial and last name – example jsmith*

*This password is associated with the username.*



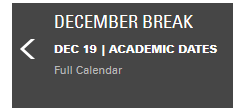
# Available Faculty Resources

Go to [www.otis.edu](http://www.otis.edu)

Hover over the “OTIS COMMUNITY” hyperlink at the top of the homepage

Click the “Faculty” heading (Doing so takes you to <http://www.otis.edu/faculty-home>)

From this page choose Otis email, Academic Warnings, Contacts Directory (phonelist), Ospace, Tutorials and many other options.



DISCOVER ADMISSIONS PROGRAMS OF STUDY EXHIBITIONS GIVING OTIS COMMUNITY



- STUDENTS ▶
- FACULTY ▼
  - Policies & Procedures ▶
  - Calendars & Meetings ▶
  - Faculty Development ▶
  - Teaching / Learning Center ▶
  - Provost ▶
  - Ombudsperson ▶
  - Faculty Bios ▶
  - Strategic Planning ▶
- STAFF ▶
- ALUMNI ▶
- PARENTS AND FAMILIES ▶
- LIBRARY | TECHNOLOGY ▶

Home > Otis Community > Faculty

## FACULTY



REQUEST INFO

APPLY NOW

**i**  
Otis College of Art and Design  
9045 Lincoln Blvd  
Los Angeles, California 90045  
(310) 665-6800

Contact Us

## O-Space and Its Use

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*O-Space is the Otis Learning Management System. Through it, a web space is automatically created for every class offered. Students and faculty will automatically be able to view their classes. Features include: discussion boards, assignment posting and uploads, email communication, and e-portfolios.*

*If you need O-space assistance, help is available through the Teaching and Learning Center (TLC) in the Library. Contact Jean Marie Venturini, Instructional Designer, 310.846.2628 or [jventurini@otis.edu](mailto:jventurini@otis.edu). Or use these tutorials:*

### [O Space Tutorials](http://www.otis.edu/o-space-help/faculty-tutorials)

<http://www.otis.edu/o-space-help/faculty-tutorials>

*Access O-Space:*

<http://ospace.otis.edu/>

***NOTE: Students will add/drop/withdraw from classes at different points in the semester.***

***O-Space is updated 24 hours after a student adds/drops/withdraws.***

***If faculty have any questions of whether a student is enrolled or not – check in O-Space, under the “Settings” Tab, select “User Access” for an up to date list of who is officially enrolled***

# Network Folders for Classes (a.k.a. Teacher Volumes)

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Since **Monday July 13th, 2015** *all Teacher Volumes are now being hosted on the server [classvolumes.otis.edu](http://classvolumes.otis.edu)*

For those faculty who previously accessed their volume with a unique password generated by ACS (Academic Computing Services), please contact [ngulick@otis.edu](mailto:ngulick@otis.edu) to confirm your access and arrange access for students.

## **To access your Teacher Volume on a Mac:**

1. On the keyboard, press **"Command + K"** (the "Command" button and "K" button at the same time)
2. Choose **"[classvolumes.otis.edu](http://classvolumes.otis.edu)"** from the list of available servers, and hit the **"Connect"** button.
3. If prompted, login with your **username and password\*\***

## **To access your Teacher Volume on Windows:**

1. **Go to the "Start Menu"** in the lower left hand corner of the screen and click on the Search field.
2. **In the Search field**, type **[\\classvolumes.otis.edu](http://classvolumes.otis.edu)** and hit **"Enter"**
3. If prompted, login with your **username and password\*\***

### **\*\*Faculty Please Note:**

*Teacher Volumes are accessible to you using the same login credentials that you use to login to a lab computer. This login information should not be shared with students. Please contact ACS to arrange access for students.*

# Video & Sound Assets for Digital Media Students

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***Digital Media Students and Faculty can access some cleared, free video assets and sound FX here:***

## **To access on a Mac OS computer:**

1. On the keyboard, press "Command + K" (the "Command" button and "K" button at the same time)
2. Choose "[smb://acswinserver](#)" from the list of available servers, and hit the "Connect" button.
3. Find DigitalMediaAssets in the list of folders and double click on it.

## **To access on Windows computer:**

1. Go to the "Start Menu" in the lower left hand corner of the screen and click on the Search field.
2. In the Search field, type \\acswinserver and hit "Enter"
3. Find DigitalMediaAssets in the list of folders and double click on it.

# Technical Assistance

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*If you encounter any login trouble, please contact the following for assistance.*

## **Otis email, Self-Service & Grades**

[helpdesk@otis.edu](mailto:helpdesk@otis.edu)

310-665-6803

## **O-space**

Jean-Marie Venturini, Instructional Designer

[jventurini@otis.edu](mailto:jventurini@otis.edu)

310-846-2628

## **O-space & Lynda.com**

Heather Cleary

Digital DB Metadata Librarian

[hcleary@otis.edu](mailto:hcleary@otis.edu)

310-665-6926

## **Computers in Labs or Classrooms**

[acstech@otis.edu](mailto:acstech@otis.edu)

310-665-6825

Or go directly into the main lab (Room 401) and ask staff for assistance.

## **Audio/Visual Equipment & Computer Carts**

[videolab@otis.edu](mailto:videolab@otis.edu)

310-665-6972

# Office Staff & Otis Phone Directory

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Go here to download the Otis Phone List:

<http://www.otis.edu/directory>

(Choose Download Phone list to the right of the page)

## Digital Media Department Staff:

<i>Harry Mott, Chair</i>	<i>310-709-6354 (cell)</i> <a href="mailto:hmott@otis.edu">hmott@otis.edu</a>
<i>Kathleen Milnes, Assistant Chair</i>	<i>310-665-6982 (office)</i> <i>323-806-6241 (cell)</i> <a href="mailto:kmilnes@otis.edu">kmilnes@otis.edu</a>
<i>Zeal Harris, Office Manager</i>	<i>310-665-6987 (office)</i> <i>818-694-6330 (cell)</i> <a href="mailto:zharris@otis.edu">zharris@otis.edu</a>
<i>Marshall Astor, Department Assist.</i>	<i>310-846-2631</i> <a href="mailto:mastor@otis.edu">mastor@otis.edu</a>

## General Otis Phone Numbers

<i>Otis Operator</i>	<i>310-665-6800</i>
<i>Otis Print Lab/Main Lab</i>	<i>310-665-6825</i>
<i>Otis Security</i>	<i>310-665-6965</i> <i>562-403-5161</i>

## **Executive Groups at Otis:**

### **Senior Team**

***The executive body of the President's Cabinet. The Senior Team reserves the authority over budget planning, board affairs, compensation, tuition, legal, and other key and sensitive decision areas that need executive attention.***

**<http://www.otis.edu/objectives-membership>**

### **Board of Trustees**

**<http://www.otis.edu/board-trustees>**

### **Board of Governors**

**<http://www.otis.edu/board-governors>**

## Faculty ID Cards

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*All faculty members are encouraged to get an Otis ID card, which shows the Otis employee's X-number.*

*To get an ID card, you will need to go to the Security Office located on the corner of the new Academic Wing of the building in room 170. The official hours of the Security Office are Monday – Friday, 9:00 am – 5:00 pm.*

*Appointments are recommended. Contact [marchuleta@otis.edu](mailto:marchuleta@otis.edu) for information or call 310-665-6965.*

*ID cards can also be used to obtain academic discounts on educational tools, software, admission fees, and other items outside of Otis.*

*As of Fall 2016, Otis is transitioning to a new ID card. The name of the new card is the "ONE CARD". In mid-September of Fall 2016, faculty and staff will be emailed procedures for obtaining the new cards. Security is prioritizing creating IDs for the students and will send later instructions for staff and faculty to set appointments.*

*To view some basic information about the new cards, click here: <http://www.otis.edu/otis-college-onecard/onecard-basics>*



## **Projectors, A/V Carts & Classroom Equipment**

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*The third and fifth floor classrooms are equipped with smart desktops containing a computer, DVD, audio tuner, and touch screen control panel with the projector on the ceiling.*

*Directions are located with the equipment as well as a telephone with help desk numbers in each classroom. Call helpdesk first if you have any problems.*

*If you would like to check out projectors, A/V carts, or other equipment, reservations can be made with the Video Lab. The lab is located in the basement. You will need your Otis ID to check out equipment.*

*It is important when class is over to:*

***TURN OFF the projector/audio via the touch screen panel***

***TURN OFF the computer***

***RETURN COMPUTER SCREEN DISPLAY to its original set-up if necessary***

*Contact the Digital Office, Main Lab, or Video Lab if...*

- 1. The equipment is not working properly*
- 2. If the equipment in the room is improperly set-up*

## Prints & Photocopies

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*Faculty can print up to 250 pages per semester on the copiers in the labs or on other copiers that are attached to a campus computer. You must log in first.*

*Otis outsources any photocopying that exceeds a total of 25 pages to Fox Hills Printing.*

**OTIS DOES NOT REIMBURSE FOR OUTSIDE COPYING.**

### *Need copies exceeding 25 pages?*

*Send requests for copies to [digital@otis.edu](mailto:digital@otis.edu) . Please remember to state the amount of copies needed, and to add page numbers to your documents. Sending documents as PDFs is highly recommended to avoid formatting problems.*

***NOTE: Please allow 72 hours for the copies to return. The copies are picked up and dropped off at noon Monday-Friday.***

### **Color prints**

*Color prints and images may be scanned and printed in at Otis Print Lab (room 401). The lab offers a selection of large-format printers and papers with competitive printing rates.*

# Course Roster, Attendance Sheet

Example:

OTIS ROSTER / ATTENDANCE SHEET

Course Title: Switch Up Spring 2014 (201410) Print Date: 4/7/2014

CRN: 10473 Section: G Subj/Crs: DGMD/380G Credits: 2 Dept: Digital Media

Instructor	Prim	Dates	Day(s)	Time	Location
X20108777 Viola, Stephen J	Y	01/13/2014 - 05/05/2014	T	7:00 PM - 10:00 PM	AH-MN - 413

*Handwritten notes:* "your unique course number" (pointing to CRN), "your x number" (pointing to instructor CRN), "instructor name" (pointing to name), "y is for yes, you are the grading instructor" (pointing to Prim), "your room" (pointing to location).

**You are REQUIRED to keep a daily attendance record for each student. If a student has 2 consecutive absences you MUST report that student to your Department Chair.**

Student's Name	date >	week >	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1 X20096745 Aldrin, Skye Avila Major: Digital Media (DIGM)			X	X	X	X	X	X	T	X	X	X	X	X	X	X	X	X
2 X20086020 Brickel, Rachel Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3 X20095534 Castro, Pablo A Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4 X20097110 Chung, Duk Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5 X20102724 Hong, Sukjoon Major: Digital Media (DIGM)			A	X	T	X	X	X	X	X	A	X	X	X	X	X	X	T
6 X20100724 Hoppe-Fuentes, Sebastian Arnold Major: Digital Media (DIGM)			X	X	X	X	A	X	A	X	X	X	X	X	X	X	X	X
7 X20105288 Hueng, Evan Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8 X20096785 Kim, Eric S Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9 X20096102 Kim, Sa Ra Major: Digital Media (DIGM)			X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
10 X20095890 Kwon, Julie Major: Graphic Design (GRDG)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11 X20103219 Liu, Tin Ying Samantha Major: Digital Media (DIGM)			X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
12 X20097020 Pablo, Romal Bersamira Major: Digital Media (DIGM)			X	X	X	X	X	X	T	X	T	T	X	X	X	X	X	T
13 X20096958 Pak, Henry Sang Kyu Major: Digital Media (DIGM)			X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
14 X20109241 Parton, Shane Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15 X20094563 Rahm, Andrew Donald Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16 X20103000 Wong, Angela Major: Digital Media (DIGM)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17 X20103009 Woo, Ji Soo Major: Digital Media (DIGM)			X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		

*Handwritten notes:* "add dates" (pointing to date header), "sign and date" (pointing to signature line), "symbols to use" (pointing to legend).

Instructor's Signature: *[Signature]* Date: 5/9/14

Legend: X=present A=absent T=tardy/late

If a student is in your class and is not listed on your roster, s/he must show you his/her class schedule listing your course.

Send them to the Registration Office IMMEDIATELY if they do not have an official printed schedule.

The student cannot sit in your class unless they are registered!

## ***Course Roster/Attendance Sheets Continued***

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***At Otis, the Course Roster serves as the Attendance Sheet.***

***You will receive three official Rosters for each class. One is provided for the first day of class. A second will be provided a couple of weeks after the semester begins and just after the add/drop deadline for classes. A “Final, Final” Roster will be given after the final date that a student can withdraw from a class.***

***Rosters will be emailed by the Registration Office as a searchable PDF. They are also printed and put into faculty mailboxes.***

***At the end of the semester, the Roster/Attendance Sheet is turned in when grades are due. Faculty must sign and date it for the submission to be complete.***

# Academic Warnings & Student Attendance

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*The Otis Attendance Policy is explained thoroughly by following this link:*

<http://www.otis.edu/attendance-policy>

*Academic Warnings are a way for faculty to notify students when in danger of failing and also assist the college in tracking students who may have walked away after registering.*

*When students challenge a grade, Academic Warnings are often used as reference.*

***A Student should receive an Academic Warning if:***

- *They do not attend class two times*
- *They are excessively tardy (three tardies equal one absence)*
- *They do not complete the work assigned to them*
- *They fail the mid-term exam and are in jeopardy of failing the class*
- *The student is in jeopardy of failing the class for any reason*

***Please fill out the Academic Warning Notice in its entirety, including the section "Improvement Necessary" so that the student will know what action to take.***

[\*\*\*Online Automated Academic Warning form\*\*\*](#)

***\*Faculty will need email username and password to access the form.***

***When you complete this form, please select Digital Media. An email is automatically copied to the Faculty's email inbox as well as the Academic Department and the Registrar's Office. Students are then instructed to speak with their respective instructors and Department Chairs.***

**Student information to complete the Academic Warnings, is located on the course roster/attendance sheet that is given to faculty each semester.**

**Academic Warning Notice Form**  
**OTIS COLLEGE OF ART AND DESIGN**  
**OFFICE OF REGISTRATION AND RECORDS**

This is an email-based application. If you do not receive an email (submission copy) after using this form, you should assume that no one received it. Student information is auto-filled based on the X-Number. You will not be able to edit information in the Student Name or Student Email fields.

**All Fields Are Mandatory**

<b>Student/Course Information</b>		Which semester/term? Select	Year: 2015
Student ID No:	<input type="text"/>	Which quarter of the semester? Select	
Student Name:	<input type="text"/>	<input type="checkbox"/> Consecutive Absences	
Student Email:	<input type="text"/>		
Course Title:	<input type="text"/>		
Course Index No: <small>(ex. AHCS 120 A or LME 300 C)</small>	<input type="text"/>		
Student's Major:	<input type="text"/>	Student's Level:	<input type="text"/>
Reason for Warning: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
Improvement Necessary: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
Faculty Full Name:	<input type="text" value="Zeal Harris"/> <small>(This will be your digital signature)</small>	Faculty Otis Email Address: <input type="text" value="zharris@otis.edu"/> <small>(A copy will be sent to faculty automatically)</small>	Department Representative: Select
Date: <input type="text" value="August 21, 2015"/>		<input type="button" value="Send"/>	

**INFORMATION FOR THE STUDENT:**  
 This is a warning that your academic performance is considered by your instructor to be below average. Warning notices are given to students who exhibit one or more of the following: Class grade average below a "C", missing significant class work and/or significant absences or tardiness.

**INSTRUCTION TO FACULTY:**  
 Complete this form providing information requested. A warning should be given to each student exhibiting criteria outlined under "Information for the Student". Each form should include a detailed explanation of the problem and how the student may improve his/her performance.  
 If giving a warning for absences, please put the dates the student was absent

**DEPARTMENT REPRESENTATIVE DISTRIBUTE:**  
 - Keep one for Department

Select "Digital Media"

# Plagiarism

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*The policy on student plagiarism can be found at:*

<http://www.otis.edu/plagiarism>

# Your Syllabus

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*Each semester, faculty should submit a syllabus for each course they are teaching.*

*The Assistant Chair provides a syllabus template and faculty may seek guidance on creating syllabi from the Chair or the Assistant Chair. Syllabi are due a week or two after the semester begins.*

*At anytime, you can view the digital syllabus template by following this link:*

[https://otiscollege.formstack.com/forms/dgmd\\_syllabus\\_template](https://otiscollege.formstack.com/forms/dgmd_syllabus_template)

*Syllabi should be emailed to the Assistant Chair and the Office Manager at [kmilnes@otis.edu](mailto:kmilnes@otis.edu) and [zharris@otis.edu](mailto:zharris@otis.edu)*



## **Students with Disabilities**

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*Each year, Student Resources at Otis sends a letter to all Academic Departments and staff. The letter provides basic information regarding students with learning or physical challenges or disabilities.*

*If you have a student who requires accommodations, The Director of Student Resources will send one letter per individual student. It will tell you what you need to do to accommodate that student. You need to sign it and return to confirm that you received the letter. For further information regarding students with disabilities, contact:*

**Carol D. Branch, Ph.D.**

Director, Student Resources Center and Title IX Coordinator

(310) 846-2554

[cbranch@otis.edu](mailto:cbranch@otis.edu)

*For more information, visit this page on the Otis website:*

<http://www.otis.edu/disability-services>

# Emergencies in the Classroom

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*Emergencies occasionally happen. Please contact any Digital Media Office Staff with concerns about safety or related incidences.*

*1) For general emergencies (building, environmental and medical) please refer to the Otis Emergency Procedures Handbook:*

<http://www.otis.edu/sites/default/files/EmergencyHandbook.pdf>

*2) If you are concerned about the mental health of a student or Otis employee, please seek guidance from the Digital Media Office staff. Additionally, Otis offers counseling for registered students.*

*You may refer to these two links on the Otis website for more information about classroom emergencies:*

<http://www.otis.edu/campus-safety/emergencies-incidents>

<http://www.otis.edu/counseling-services>

*Here are the phone numbers for security:*

**Otis Security**

**310-665-6965**

**424-207-3727**

*Here is information for Otis Student Counseling Services:*

*Hours: Monday – Friday, 8:30am-5:00pm (except academic holidays and breaks)*

**(310) 846-2639**

## **Running Late or Need to Miss a Class?**

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- 1) Contact any Digital Media Staff if you're running late or will miss class.*
- 2) Also email or message your students to let them know that you are running late or will cancel class.*
- 3) Give as much advance notice as possible when running late or missing class. The Digital Office staff can help to notify students by posting a sign on your classroom door.*
- 4) If you know in advance that you need to miss class, if you can find a substitute, let us know.*
- 5) Other options are available for classes where a faculty will miss class. Contact the Digital Media office to discuss.*

## Guest Lecturers

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*Faculty who wish to invite a paid guest lecturer should be requested and approved in advance of the visiting date. If a guest will not be paid, simply notify the Digital Office of your intention to invite a guest.*

*Please do not commit to compensate the guest lecturer until the guest has been approved by the Digital Media Department Chair.*

*Hardcopies of the form are available in the office as well as online:*

<https://intranet.otis.edu/Documents/Honorarium-Checklist.pdf>

*Forms should be turned in to the Digital Office or emailed to [mastor@otis.edu](mailto:mastor@otis.edu).*

OTIS COLLEGE OF ART AND DESIGN  
CHECKLIST FOR HONORARIUMS

NAME \_\_\_\_\_  
PERSONAL ADDRESS \_\_\_\_\_  
PERSONAL CITY, STATE, ZIP \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_  
BUSINESS CITY, STATE, ZIP \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

HAVE THEY WORKED OR LECTURED FOR OTIS IN THE PAST? YES \_\_\_\_\_ NOT SURE \_\_\_\_\_  
IF SO, APPROXIMATELY WHEN \_\_\_\_\_  
IF SO, WHAT SERVICES WERE RENDERED \_\_\_\_\_

DATE OF ENGAGEMENT \_\_\_\_\_  
TOPIC OF LECTURE/PRESENTATION \_\_\_\_\_  
LOCATION OF LECTURE/PRESENTATION \_\_\_\_\_  
IS LECTURE/PRESENTATION BEING DONE VIA SKYPE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF LECTURE/PRESENTATION IS VIA SKYPE PLEASE NOTE WHERE THE SPEAKER/PRESENTOR WILL BE LOCATED ABOVE  
SPEAKERS VIA SKYPE LOCATED IN FOREIGN COUNTRIES MUST BE PREAPPROVED BY THE CONTROLLER/ASST. CONTROLLER

HONORARIUM AMOUNT \_\_\_\_\_

ARE EXPENSES TO BE COVERED? If yes

MAXIMUM AMOUNT \_\_\_\_\_

AFTER THE FACT PLEASE PROVIDE

T&E FORM \_\_\_\_\_

ORIGINAL RECEIPTS \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

GRANT NUMBER \_\_\_\_\_

BUDGET \_\_\_\_\_

BUSINESS OFFICE USE ONLY

US TAX PAYER ID (EIN OR SSN) \_\_\_\_\_

IF US CITIZEN

W-9 ON FILE

IF NON-US CITIZEN

VISA TYPE- FNIS ON FILE

# Grading System

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The grading scale used at Otis for the B.F.A. degree is: A, A-, B+, B, B-, C+, C, C-, D, F, I (Incomplete), W (Withdrawal Without Penalty), and UW (Unofficial Withdrawal, which counts as "F" when factored in the Grade Point Average).

The numerical values of the B.F.A. grades are as follows: A(4.0), A-(3.7), B+(3.3), B(3.0), B-(2.7), C+(2.3), C(2.0), C-(1.7), D(1.0), F(0.0), UW(0.0). W grades have no effect on the Grade Point Average.

Otis is on a semester system. Cumulative Grade Point Average is computed at the end of each semester by multiplying the number of credits earned in each course by the numerical values associated with those grades. This figure is then divided by the total number of credits completed, including failed courses, if any.

## Incomplete Grades

The grade of "I", or "Incomplete" is issued to students in **GOOD ACADEMIC STANDING** only in cases of emergency such as serious illness or accident (which require a doctor's note), or a death in the family. The student must be in good standing at the time of the emergency, having completed all but the final project, paper, etc. ***The Department Chair must approve in advance all Incompletes.***

If granted, the student will have four weeks from the end of the semester in which to complete the course work, at which time the instructor must contact the Office of Registration and Records to indicate a change of grade. (An extension of 4 additional weeks may be granted with the approval of the department chair, if extenuating circumstances warrant special consideration.)

If students meet these criteria, they should be instructed to obtain an Incomplete Form from the Digital Media Office. The form must state the reason for the incomplete and the work that must be completed. Attach any documentation. Once the student has obtained the necessary signatures, the form should be returned to the instructor for submission to the Office of Registration and Records.

## Students Not Attending

Students who have been attending class but whose names do not appear on the final grade roster are not officially registered for your class and should not receive a grade. Refer these students to the Office of Registration and Records. Students whose names appear on the final grade roster and have never attended or have ceased to attend should receive a grade of "UW" (unofficial withdrawal). Use this grade for students who have not completed enough work to warrant a letter grade.

## Faculty Records

Keep a copy of your grades and attendance sheet for your records. All copies must be made before the documents are turned over to the college. The Office of Registration and Records will not provide copies.

# Submitting Final Grades

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*Here's a detailed tutorial on How to Submit Grades on the Otis website:*

<http://www.otis.edu/how-to-submit-grades>


Please read through the tutorial for Submitting Grades before you Login into Self Service. Afterwards, click Self Service and select "Enter Secure Area" and Login. If you forgot your Pin, enter your Otis ID number first, then click Forgot Pin. If you have had 3 unsuccessful attempts to Login you will be locked out, and you will have to wait at least 30 minutes before you can Login again.

**\* Note:** If you cannot retrieve your Pin through the Self Service, please contact your department or the Registration Office for assistance. Also note that the Self-Service system (including the grades system) shuts down between 10:00 PM and 5:00 AM each day. During this time, there is no access.

**Step 1. Enter your Xnumber and PIN. Use a capital X. Click on the Login button.**

Login HELP EXIT

---

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.  
When you are done with your session, please Exit and close your browser to protect your privacy.

**Note:** User ID's beginning with X must be capitalized.

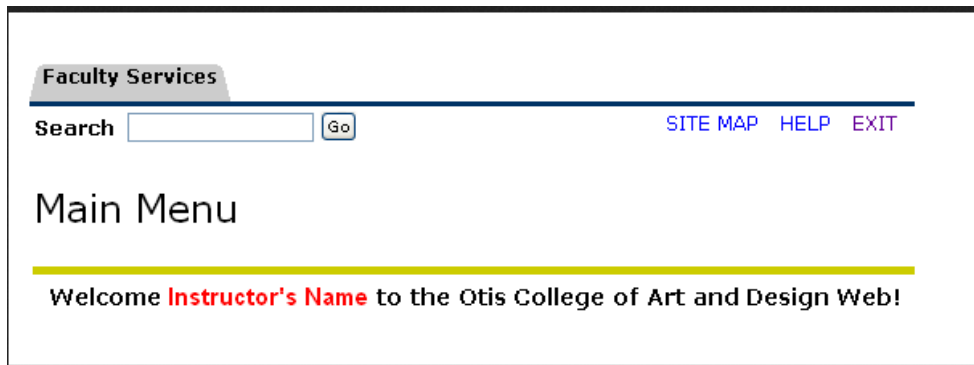
User ID:

PIN:

---

RELEASE: 7.3

**Step 2. Click on the Faculty Services tab.**



Faculty Services

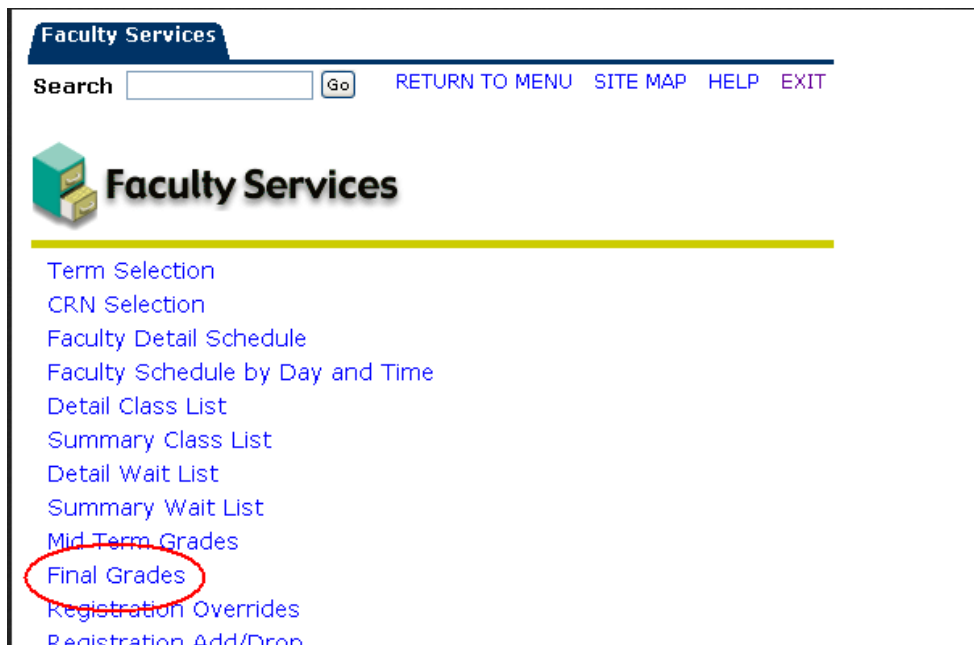
Search   [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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Welcome **Instructor's Name** to the Otis College of Art and Design Web!

**Step 3. From the Faculty Services menu, select Final Grades.**



Faculty Services

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Faculty Services

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- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List](#)
- [Summary Wait List](#)
- [Mid Term Grades](#)
- [Final Grades](#)
- [Registration Overrides](#)
- [Registration Add/Drop](#)



**Step 4. Select the Term from the drop down menu and click on the Submit button.**

Personal Information Alumni Services Financial Aid Faculty Services

Search  Go

Select Term X20047653 F  
Aug 21, 2015

Select the Term for processing then press the Submit Term button.

Select a Term:

Submit

RELEASE: 8.5.4.3

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- Fall 2015
- Fall 2015 Continuing Education
- Fall 2015
- Summer MFA 2015 Graphic Dsgn
- Summer 2015 Continuing Ed
- Summer of Art 2015
- Summer 2015
- Spring 2015 MFA Graphic Dsgn
- Spring 2015 Continuing Ed
- Spring 2015
- Fall 2014 Continuing Ed
- Fall 2014
- Summer 2014 MFA Graphic Dsgn
- Summer 2014 Continuing Ed
- Summer of Art 2014
- Summer 2014
- Spring 2014 MFA Graphic Design
- Spring 2014 Continuing Ed
- Spring 2014
- Fall 2013 Continuing Education
- Fall 2013

**Step 5. Choose the class from the drop down menu. Classes with Primary instructors appear only in this section. Click the Submit button. (Be sure to notice all of the classes assigned to you in the drop down menu. You will need to submit grades for all including Independent Study students).**

Search  Go

Select CRN

X2002330  
Fall 2015  
Aug 21, 2015

Please enter the CRN you wish to access, or select a different term from

CRN:

**Step 6. Choose a Grade from the drop down menu. If you are going to enter a "F" or "UW" please enter the date they last attended your class. (See example Below). Once all the grades are entered for each student, click the Submit button.**

**Course Information**  
Community Arts Internship - ACTS 335 A  
CRN: 10208  
Students Registered: 5

Please submit the grades often. There is a 20 minute time limit starting at 11:35 am on Apr 27, 2012 for this page.

Your grade submissions have been rejected.  
 A last attendance date is required for the following grade code(s): UW. Please insert a last date of attendance and resubmit your grades.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student's Name	X20012345		Web Registered Nov 17, 2011	UW	Y	04/27/2012	None	1
2	Student's Name	X20092356		Web Registered Nov 29, 2011	None	N	<input type="text"/>	<input type="text"/>	2
3	Student's Name	X20086952		Web Registered Nov 29, 2011	UW	N	<input type="text"/>	<input type="text"/>	3
4	Student's Name	X20064258		Web Registered Nov 29, 2011	None	N	<input type="text"/>	<input type="text"/>	5
5	Student's Name	X20108945		**Registered** Jan 19, 2012	None	N	<input type="text"/>	<input type="text"/>	7

**Step 7. If you have Another Class to grade, click on the CRN Selection link in the footer below and select the next class. See Step 5 above.**

Final Grades						
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1	Last,First	X20000000	3.000	Web Registered Apr 24, 2007	C- D F GM I NP UW W	N
2	Last,First	X20000000	3.000	Web Registered Apr 25, 2007	None	N
3	Last,First	X20000000	3.000	Web Registered May 11, 2007	None	N

Submit Reset

Please submit the grades often. There is a 20 minute time limit starting at 11:

[Return to Previous](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) ]

**Step 8. When you are finished grading your classes, you will see the circled message at the TOP of the class roster. Click Exit and log out completely.**

**Course Information**

[Technologies + Ecologies I - ARLI 260 A](#)

CRN: 30005

Students Registered: 4

Please submit the grades often. There is a 20 minute time limit starting at 04:

**The changes you made were saved successfully.**

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
---------------	--------------	----	---------	---------------------	-------	--------

**Step 9. Turn in your complete attendance sheets to your department. Make a copy of your grades for your Department.**

**You're done!**

# More about Grades

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## Grading System

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## **End Of The Semester**

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*When the semester ends, it is required for Digital Media Faculty to do the following:*

*Please use the Checklist Below:*

- Submit Signed Attendance Sheets/Rosters.*
- Submit Work Samples from each class.*
- Administer Faculty/Course Evaluations.*

## **Booking Models**

---

*Faculty in the Digital Media Department may book models for their classes. Please send a list of dates and times that you'll use models to [mastor@otis.edu](mailto:mastor@otis.edu).*

*All models must be officially hired employees in order to work for your class. They must clear a background check and go through a Human Resources orientation before they are bookable/employable.*

*To view models that are available to hire, a spreadsheet is available and will/can be emailed by Digital Media Staff on request.*

*For more information about models, contact:*

*[humanresources@otis.edu](mailto:humanresources@otis.edu) or 310-846-2597.*

*HR can confirm if a model is eligible for employment or booking.*

## **Model Vouchers and Timesheets**

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*When models work for instructors, they should swipe their timecard and complete a paper timesheet. The Digital Media “Model Timesheets” are specific to our department and must be submitted.*

*Instructors should have timesheets on hand, in their mailboxes, or they can be found on the “forms rack” in front of the Digital Media office door.*

*Each time the model works, the model and instructor must document and sign the timesheet. The model should take their carbon copy with them at the end of the working day and keep it for reference.*

*Instructors should leave completed Model Timesheets in the Digital Office for Marshall Astor. He will review and sign the form before it goes to Payroll for processing.*

*Models are paid on the same bi-monthly paydates as other Otis employees (on the 10<sup>th</sup> and 25<sup>th</sup> of each month).*



*Forms Rack in Front of Digital Office.*

## Room Changes & Reservations

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*Requests for classroom changes or room reservations should be directed to the Digital Media Office Staff.*

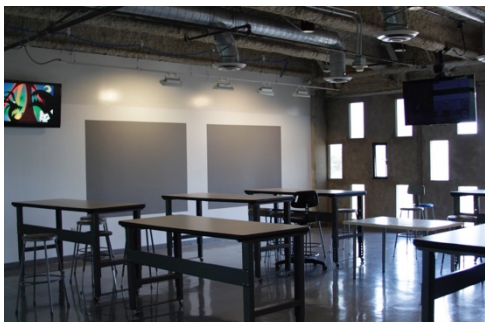
*Please be as specific as possible in an email inquiry to [kmilnes@otis.edu](mailto:kmilnes@otis.edu) or [zharris@otis.edu](mailto:zharris@otis.edu) about your request and include date, time, and other requested specifications.*

*If you'd like to make a room reservation for an event, meeting, or additional classroom space, please email [zharris@otis.edu](mailto:zharris@otis.edu).*

*Due to the space crunch at Otis, the Office of Registration books room reservations and the turnaround for a confirmation may take 5 – 7 business days.*

*The 4<sup>th</sup> Floor gallery is a space open for use by the Digital Media Department. You can make a reservation for this space by emailing [zharris@otis.edu](mailto:zharris@otis.edu), or referring to the sign-up sheet/calendar on the wall of the gallery.*

*After using the gallery space, Please return tacks, tidy the area, and remember to turn plasma screens back on.*



*4<sup>th</sup> Floor Gallery Space*



## **Teaching Assistants**

---

*To request a Teaching Assistant, please contact Digital Media Office staff for the TA Request Form. A form must be completed for each TA or course for which you request a TA.*

*TA's are approved based on need and budget.*

*No TA is approved to work until Kathleen Milnes and Student Affairs both give approval. Kathleen decides if an instructor may have a TA, and Student Affairs (Center for Creative Professions) processes the hiring paperwork for student workers.*

*TAs must maintain a 3.0 GPA, must not receive more than two Academic Warnings during a semester, and must adhere to Digital Media Office guidelines for TA's and Tutors in order to TA.*

### **Lunch breaks for TAs**

*The law requires employers to enforce lunch breaks. If a TA works 4 hours, by law they are required to take a half hour break. If a TA works 5 hours, they are required to take a 1 hour break.*

*To avoid heavy fines, Instructors are asked to help enforce lunch breaks for the TAs. They will need to clock out and back in for their lunch breaks.*

## Field Trips

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*Any trip off the Otis campus (even in the neighborhood or across the street) is considered a field trip.*

*Prior to taking your class off-campus or having your class meet-up off campus, please email [zharris@otis.edu](mailto:zharris@otis.edu). All field trips must be requested and be approved by the Department Chair.*

*(If you will hold multiple classes off campus, please be sure to list all dates and locations of the field trips).*

**Otis's Official Fieldtrip Policy:**

<http://www.otis.edu/local-regional-field-trip-policy>

## **Filming on Campus**

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*If you give filming assignments for students, please give them at least 3-4 weeks advance notice.*

*Otis room reservations usually take 5 – 7 business days for confirmation. Otis does not provide insurance for filming and has strict rules around video recording.*

*If you anticipate that your students will have be filming for your class, please request that the Digital Media office schedule Otis's Environmental Health and Safety Manager to conduct a 20-minute presentation on how to submit a Request to Film on campus. Students and instructors may ask questions about the do's and don'ts of filming on campus.*

*Requests to film on campus must be reviewed by Zeal Harris and then approved by Facilities. Security will stop students doing unapproved filming.*

*Students can find the Request to Film on Campus form on the "forms rack" in front of the Digital Media Office door.*

## **Payroll & Tax Forms**

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*All Otis employees are encouraged to sign-up for Direct Deposit. The Payroll and Business Offices do not mail checks unless specifically requested to do so in writing.*

*To sign-up for Direct Deposit, make changes to W-4 tax forms, acquire paystubs or W-2 forms, or ask any questions about paychecks, please contact:*

### *Otis Payroll*

*Eloa Leme – Manager, 310-665-6836 or [eleme@otis.edu](mailto:eleme@otis.edu)*

*Connie Lopez – Payroll Administrator, 310-846-2626 or [clopez@otis.edu](mailto:clopez@otis.edu)*

*Additionally, the Payroll Office is located on the 2<sup>nd</sup> Floor of the main building, Ahmanson Hall Room 203A. The office is open from 8:45AM – 4:45PM Monday – Friday.*

# Human Resources Questions

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*If you have questions about Otis benefits or other Human Resources related questions, contact:*

[humanresources@otis.edu](mailto:humanresources@otis.edu)

310-846-2597

# Parking at Otis

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## Faculty Parking

*Obtain Otis parking stickers from the Digital Media Office (if you are a new part-time faculty). Stickers are to be placed in a visible location on the car windshield. Stickers are good for the duration of Academic School years printed on the sticker.*

## Otis Visitor Parking Pass

<http://www.otis.edu/visitor-parking-pass>

## *Directions & Maps to the Otis Campuses and Locations:*

<http://www.otis.edu/maps-parking>

## **Digital Media Tutoring**

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*The Digital Media Department offers free tutoring to students enrolled in Digital Media courses. The tutors are students who are screened and approved by the Department Chair to tutor fellow students in software such as Photoshop, Nuke, Maya, After Effects, Zbrush, or concepts and skills relevant to Digital Media courses.*

*Students sign up for tutoring in the Digital Media Office, receive a list of approved tutors and make their own arrangements with the tutor. The Department pays the tutors.*

*Tutoring for Liberal Studies classes is available through the Student Resources Center.*