2013-2014 STUDENT GUIDE: SCHOOL OF ART + DESIGN

Things you need to know, things you may (or may not) want to know, and things you probably don’t care about now but may be helpful to you at some point in the future.

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General Information.

The culture at NJIT is a digital one. There is a lot of information online at NJIT and email is the official means of communication. This means that an administrator or teacher may inform you of critical information (like the time and place of an exam, a field trip, change in a due date for a project, etc.) via email and expect you to receive it. It is YOUR responsibility to monitor your “njit.edu” email address. You may forward the address to another email address, but MAKE SURE YOU MONITOR EMAIL COMING TO YOUR OFFICIAL NJIT EMAIL ADDRESS.

You can get general NJIT information on the university website at: http://www.njit.edu/currentstudents/

General academic policies are found at: http://catalog.njit.edu/undergraduate/frontmatter/academicpoliciesproc.php

Even the university catalog is found only online: http://catalog.njit.edu/

Accreditation Visits.

The College of Architecture and Design will be hosting three separate accreditation visits on consecutive semesters starting Fall 2013. The first visit, scheduled for October 19, 2013 through October 22, 2013 is from CIDA (Council for Interior Design Accreditation) and represents our effort for initial accreditation for the Interior Design program. NAAB (National Architectural Accreditation Board) will be visiting and evaluating the School of Architecture’s professional program in the Spring 2014 semester. And NASAD (National Association of Schools of Art and Design) will be visiting in Fall 2014 to evaluate the entire School of Art + Design (Digital Design, Industrial Design, Interior Design). These will be unusual times – and represent an unusual demand on some of our resources. Do not be surprised if you see one program or another “take over” at least in part, the CoAD facilities. This also means that the CoAD Gallery on the second floor of Weston Hall will be offline for a number of usual activities and exhibits as it serves as the main exhibition space for each accreditation visit. Similarly, this means that the Gallery Seminar Room will also be offline during those periods. Dates for the NAAB and NASAD visits have not yet been determined. Everyone will be affected in some way and there may be an impact on class schedules and/or venues during the actual dates of visits. All A+D students and faculty are part of the NASAD accreditation and will be working collectively throughout the year. Students from the Interior Design program (including Foundation) may be asked to participate in the CIDA accreditation this semester and may be interviewed by members of the visiting team. Additionally, the CIDA accreditation team will be observing classes and studio reviews on Monday October 21 in the afternoon. This will include Collaborative Design Studios (AD 463) as well as Interior Design studios of INT 263 and INT 363.

While it is important to keep studios and spaces clean at all times, the physical appearance of our facilities will become especially important during these events and your cooperation is needed.

It will be absolutely critical that work needed for evidence be collected, studios cleaned, and exhibits mounted. As the School of Art + Design is being considered for its initial accreditations, this is an extremely important point in the brief history of our programs. David Brothers is coordinating the efforts for the CIDA accreditation, and Augustus Wendell for NASAD. In both cases, Assistant to the Dean of CoAD Burcak Altin Ozludil is assisting in the process. If you receive requests from any of those individuals or your instructor(s), PLEASE respond and help them out in a prompt manner. Collaborative work is essential for the success of these efforts and we will all benefit.

During these visits, if you see someone wandering around seemingly lost, go up to him or her, introduce yourself, and offer to help.
Classroom/Academic Information.

Academic Integrity and Standards.

A university is, or should be, a haven from many of the less desirable aspects of quotidian existence. In that sense, everyone at NJIT – faculty, staff, and students – are privileged to be part of a special community.

This community is built upon a quest for knowledge and a respect for one another. Therefore, it is absolutely critical that each person treat all others the same way he or she would want to be treated. Don’t take what isn’t yours. In other words, don’t steal from your colleagues or the school (which is stealing from your colleagues). Do not interfere with, or impede any other student’s attempt to fulfill the academic requirements of any course. Don’t touch or damage the work of any other student whether inside the studio, fabrication facilities, or public areas of the building – anywhere! If you borrow something – do so only with permission and return whatever it was you borrowed in good condition. Don’t go into any space or place you don’t belong. Clean up after yourselves. Use common sense: just because something may not be explicitly prohibited doesn’t mean you should do it.

As members of this community, all students are responsible for upholding the integrity of NJIT. Cheating and plagiarism will not be tolerated. This applies to design projects as well as written assignments. (This means, by the way, that you may not turn in the same project/assignment for two different courses without express permission from the faculty members/teachers involved.) Familiarize yourself with the University Code on Academic Integrity (http://www.njit.edu/academics/pdf/academic-integrity-code.pdf) and follow it!

As an individual working to become a professional – act in a way that professionals should act and be a positive contributor to the academic community of which you are part. Work to the best of your ability and take advantage of opportunities to learn and grow as a student and professional.

“There is no comparison between that which is lost by not succeeding and that which is lost by not trying.”

Francis Bacon (1561-1626)

Academic Progress and Responsibility.

While academic advisors and program faculty can provide academic guidance, students are responsible for understanding and fulfilling their curricular requirements toward satisfactory academic progress. To this end, students are urged to actively manage their academic plan while at NJIT. This includes being aware of and completing any course or grade pre-requisites to advance in the course sequence; failure to fulfill a pre-requisite or meet a minimum passing grade requirement for a course could negatively impact one’s progress in the curriculum, adding as much as a year to the course of studies or hindering (timely) graduation. This information is distributed to students each semester prior to registration, as well as in the university catalog online.

Students should communicate regularly with their instructors and academic advisor – both in person and via email – especially where questions may arise as to their academic standing or changes in their curriculum. It is particularly important in the case of Midterm Warnings, missing grades, “Incompletes”, or disputed course grades for students to proactively engage with their instructors (or appropriate department staff, as necessary) to resolve course grading issues in a timely fashion.
As email is an official form of NJIT communication, students are responsible for regularly checking their “NJIT.EDU” email accounts. Instructors, advisors and university officials can and often do disseminate important information to students via email. Conversely, students should have a reasonable expectation that their questions or concerns can be addressed via email in a timely manner. Failure to maintain one’s account does not excuse a student from his or her obligations to read and/or respond to university emails.

It is important that students also familiarize themselves with the various university and college policies and procedures, such as grading standards (see next section), registration, course permit requests, lab-use policies, and so on. This information is made available to students through multiple means, such as the NJIT university website (particularly the Registrar’s website), email, the A+D Student Guide (i.e. this document), and so on. The NJIT website – particularly the Registrar’s Website (http://www.njit.edu/registrar/) – is often a good starting point to find critical academic and departmental information.

There are multiple ways and resources through which information is provide to students to support their academic success. Failure to stay actively informed of one’s curricular obligations or educational resources does not eliminate the student’s responsibility to fulfill his or her program requirements. There are no last minute “courtesy requirement waivers” to allow a student to graduate without completing the appropriate course of studies – including physical education requirements.

Grading Standards.

The university has clear guidelines for grades. There are no “minus” grades and that there is no grade of “D+” or “A+”. Students at NJIT do receive course credit towards graduation for select courses with a grade of “D” but the cumulative average (GPA/grade point average) must remain above “C” (2.0) to avoid academic probation. Moreover, in “order to graduate, students must attain a minimum cumulative grade point average of 2.0 in all the courses listed in the catalog as being required in the appropriate curriculum. They must also earn a cumulative GPA of 2.0 in the upper division course requirements of their major as determined by the academic department offering the major.” Additionally, in the College of Architecture and Design, students must have a yearly 2.0 (minimum) studio GPA to proceed to the next studio year.

A   (4.0) Superior
B+  (3.5) Excellent
B   (3.0) Very Good
C+  (2.5) Good
C   (2.0) Acceptable
D   (1.0) Minimum
F   (0.0) Inadequate

Additional information about university grading policies may be found in the online undergraduate catalog at: http://catalog.njit.edu/undergraduate/
Note: Some students (primarily, but not exclusively, specific individuals enrolled in the interior design program) arrive with an intention to pursue architecture at the graduate level for a first professional degree. These students must graduate with a minimum GPA of 3.0 to be considered for admission to the NJIT Master in Architecture degree program. In general, those students who wish to pursue graduate studies in any field should have grade point averages of “B” or above.

Attendance Policy.

“Eighty percent of success is just showing up.” (Woody Allen)

Go to class! Attendance is required for ALL students in the School of Art + Design in location-based (i.e. not distance learning) classes. In general, for courses meeting at least twice per week, students in the School of Art + Design who miss more than three classes with unexcused absences will be penalized ½ grade on the final course grade for each additional absence in excess of three. In other words, if the final grade would have been an “A”, it results in a “B+”. A “B+” goes to a “B”, and so on. Courses that meet only once per week have a FULL GRADE penalty for each unexcused absence after the third absence (excluding recitation, review or lab sessions – e.g. AD 150). This penalty is in addition to any grade reduction due to the inclusion of participation as a component of the grade, unsatisfactory performance as determined by the instructor, etc.

Please note that participation may be (and often is) an explicit requirement for all students in any class. Some classes, including/especially seminars, may require participation as a significant portion of any grade. Participation is more than “just showing up” and includes one’s ability to demonstrate understanding and competencies in subject matter discussed in class. Regardless of the degree to which participation is, or is not, a predetermined portion of the final grade for any course, no student who misses a significant number of classes should reasonably expect to do well in a course offered by the School of Art + Design at NJIT.

In general, excused absences are for medical and religious reasons only. Students may observe whatever religion they would like, but only one religion per semester may be designated for observation. (To be clear, this means that students will not be excused for all holidays for all religions.) These holidays are scheduled in advance and it is the responsibility of the student to know his or her religious calendar and inform the instructor during the FIRST WEEK OF CLASSES when religious holidays interfere with scheduled classes. Last minute revelations about religious holidays may not be accepted as excused absences. Documented illnesses and accidents are acceptable reasons for absences. However, the documentation must be from a licensed medical practitioner (including NJIT Health Services) who is not related to the student. Documentation must be concurrent with the illness. (In other words, a note saying that the student told the health care professional that he or she was sick during class will not be accepted.) In those cases where accident or illness is obvious to the instructor (e.g. the student has a broken leg and comes in with a cast) the instructor may, at his or her discretion, waive the requirement for additional documentation. Official documentation must be submitted by the student to the office of the Dean of Students.

NOTE: the presentation of fraudulent documentation to excuse an absence will be considered a violation of the University Code on Academic Integrity and students guilty of such infractions may be punished; such punishments may include failure of the class for the semester. Please note further that attending class is your “job” while a student at NJIT. Absences for other reasons like outside employment, taking care of a pet, etc., are NOT considered excused absences. If you have responsibilities that include off-campus employment (or on-campus work-study assignments), it is your responsibility to schedule your work hours in such a way as to enable your on-time attendance in class, and to complete all required work in a timely manner.

Showing up, or merely “checking in” for studio and then leaving with or without having any work prepared does NOT constitute attendance. Although the instructor has some discretion, this generally will be considered an absence. Similarly, arriving late to a class after significant work has been accomplished or material presented (as determined by the instructor) may be considered an absence.
The attendance policy is clearly described for conflicts with athletics in the Student-Athlete handbook at: http://www.njithighlanders.com/sports/2012/4/10/studentathletedevelop.aspx?tab=sadevelopment which contains a link (towards the bottom of the page). Of particular note, “Student-athletes are required to attend all classes. A student-athlete may only miss class when representing NJIT in intercollegiate competition. No student-athlete may miss any regularly scheduled classes for any practice activities.” This means students can neither miss class nor leave class early (or arrive late) to attend a practice. While student athletes generally may miss class when participating in intercollegiate competition, it is the responsibility of the student athlete to proactively inform the instructor(s) affected well in advance and make arrangements with said instructor(s) to complete or make up any assignments or exams in a timely fashion. Participation in intercollegiate competitions (including post-season tournaments) is not, in general, an excuse to miss either a final examination or a semester-ending final review in studio. Student athletes must coordinate with the appropriate personnel in the athletic department and with their instructor(s) in order to reconcile any perceived conflict.

There is no requirement for any instructor to provide make-up exams or extensions of due dates for non-excused absences. And in general, an unexcused absence during an exam or quiz will result in a grade of “zero” or “F” for that particular assessment. In the case of missing a submission deadline for an assignment, the policy for late and/or non-submission of work as determined by the class instructor shall prevail; which may include grading penalties for the assignment(s). Even when a student may be unprepared to submit a design project, attendance at design reviews in studio is absolutely mandatory (except for acceptable excused absences) and a condition of receipt of a passing grade for the project being reviewed, even if submitted late with approval of the instructor. A student who enters a class late during an examination or quiz may, or may not, be allowed to take the exam or quiz at the discretion of the instructor. In those instances when the instructor permits a late-arriving student to sit for a quiz or exam, he or she is under no obligation to provide extra time or, in the case of projected displays for questions, to repeat or review questions and/or instructions already presented.

Some courses in other departments outside of the School of Art + Design may have different (and more severe, including forced withdrawal from the registered class) repercussions for poor attendance, late arrival to class, and/or late submission of work. It is the responsibility of the student to be aware of the attendance policy and related penalties.

Tardiness.

Go to class – ON TIME! Showing up to a class half-way through the period is not the same as being there from the beginning. In fact, missing anything in a class may affect what you learn and do not learn. As previously stated, tardiness may be considered when computing both course attendance and participation. Each individual instructor is at liberty to determine policies about tardiness. Frequently, these policies may vary with the type and length of a class period.

Tardiness for lectures is particularly disruptive and rude. Late arrivals may distract both the lecturer and other students. Furthermore, the need to compensate for late arrivals (e.g. repetition of material) takes away and actually steals time and educational opportunities from the other students in the class.

Syllabi.

It is university policy for students to receive a syllabus for each and every class taken at NJIT. Syllabi may be posted online either at the NJIT Registrar hosted site, on Moodle, or on the local College of Architecture and Design network (generally on Kepler3). For most classes, syllabi will be available at the first class. Syllabi for coordinated classes (e.g. AD 150 – Color and Composition) have one syllabus for all students in all sections. Because new students may not have network access when enrolled in foundation level courses, those syllabi will generally be distributed in hard copy during the first week. A course syllabus is a plan – not an immutable set of requirements. A class syllabus can, and often does, change during the semester. Take note of deadlines listed on the syllabus and pay attention to changes made in class and/or noted via email. An instructor is not obligated to remind you of assignment deadlines, nor is he or she obligated
to require interim submissions for a lengthy project. It is the student’s responsibility to pay attention to assignments and maintain a pace that will facilitate timely completion and submission of work.

Students should report the absence or inadequacy of a syllabus for any course offered by the School of Art + Design to their Advisor, Ms. Sasha Corchado or to the Director of the School, Prof. Glenn Goldman during the second week of the semester.

Return of Student Work/Grades.

Any project or work (including exams) turned in for a grade should be returned with a grade to the student within two weeks of the submission deadline. Work submitted early does not mean that the work should or will be returned early. It is at the discretion of the instructor to return grades piecemeal, or to an entire class at a time, as long as all grades are returned within the two week timeframe. Work submitted late, if accepted by the instructor, may be graded at a timeframe of convenience of the instructor (and may extend up until the time final grades are submitted) unless such delay in submission is due to either an excused absence (illness or religious holiday) or an accommodation for a documented disability. Note: the two-week return policy does not apply to seminar presentations (e.g. Imaginary Worlds) or phased multi-day presentations in any class where an instructor may wait until a group of presentations or a topic has been fully presented. If grades in courses offered by the School of Art + Design are not returned in a manner consistent with this policy, you should contact the Coordinator of the Program, Director of the School, or Associate Dean for Academics. Once you reach the end of the semester, any complaint about tardiness in the evaluation and returning of work by an instructor is, for all practical purposes, limited to the online student survey/evaluation of classes.

Grade Appeals.

Students have the right to appeal semester grades. Appeals must be made in writing to the Dean and include the reason(s) for the appeal who then will generally forward the appeal to the Director of the School of Art + Design who, in turn, puts together a committee of at least three members of the instructional staff to review the case. If the grade dispute materially involved the Director, the process will be managed by the Associate Dean for Academics. At separate times, the student will have an opportunity to present his or her work and argument as will the instructor. However, in case of grade disputes, it is almost always better to speak with the instructor first. Please note that a simple disagreement on an evaluation of the quality of the work without proven extenuating circumstances is unlikely to result in a successful appeal.

Materials and Supplies.

Programs in art and design involve making things. As such, students will often be required to purchase tools and consumable supplies or print and submit work on/with physical media for studios and project-based courses. The nature and cost of these supplies will often vary from term to term and from discipline to discipline, and may sometimes be significant. However, ALL students in the School of Art + Design will be purchasing materials, starting in the foundation year with the required use of watercolor and the submission of assignments on CD/DVD or flash drives. The discipline-specific requirement to create prototypes of proposed products in industrial design usually requires a significantly greater expense for consumables than other disciplines like digital design. On the other hand, the heavy demands placed on computer hardware by digital design students often results in those students spending significantly greater funds to upgrade (especially RAM and graphics card) personal studio computers.

Students must NOT use any hazardous or toxic materials in the creation of physical models or prototypes. If the use of a material is prohibited in the studio, do not circumvent the intent of the rule (protection of your health and well-being)
by working outside of the building with these substances. Do not spray paint in studios – use the spray booth on the seventh floor. **Properly** dispose of waste and trash. (Do not just throw your garbage on the floor and expect others to clean up after you – it’s rude, unprofessional, and will not be tolerated.) Protect materials in studio that you want saved – but keep in mind that you cannot simply store supplies on the floor and expect them to be saved.

Teaching and Teachers: Roles and Responsibilities.

There are three types of positions available at NJIT (and most schools). They are adjunct instructors; university lecturer (called Professor of Practice at some other design schools); and tenured/tenure track faculty.

Approximately two thirds of our instructional staff is comprised of **adjunct instructors**. These individuals are hired by the semester and course. There is no long-term commitment between the school and the individual teacher although it is not uncommon for adjuncts to be associated with schools for a very long time. The Associate Dean for Academics (John Cays) has responsibility for hiring of all adjuncts in the College of Architecture and Design. Adjuncts are required to teach only. They are generally not compensated to do anything beyond teaching a specified course or courses. Although they may participate in the administrative life of the school by serving on committees, helping with exhibits, and so on – they are neither required nor paid to do so. Those adjuncts who participate (and many do) in extracurricular activities do so as generous volunteers.

The **University Lecturer** and **Senior University Lecturer** are nominally full-time positions although many also maintain some level of professional practice. These individuals do not have any requirement to produce scholarly work and are hired to teach and to participate in the administrative life of the school (i.e. service). University Lecturers are often hired from the ranks of adjunct faculty and appointed directly by the Dean when a position becomes available.

**Tenured and tenure-track positions** are the rarest positions in our school. There is a long-term commitment between faculty and school. As a research university, NJIT seeks tenured and tenure-track faculty who are capable of successfully initiating, leading, and completing funded research projects. Tenured/tenure-track faculty members have required tasks that can be broadly placed in three categories: (1) teaching; (2) conducting research/scholarly activity and disseminating the work (publishing); and (3) providing service to the school and profession. Service includes all the work that keeps schools running as well as participating as contributing members of professional and academic societies/organizations.

Due to issues of privacy and out of respect for those individuals who are applying to teach at NJIT and may be employed elsewhere (or even at NJIT in a different capacity or program), it is neither possible nor desirable to share information with students. (Sometimes it’s not even legal.) In fact, a lot of information remains private between the applicant and either a faculty search committee for tenure-track applications or the administration for temporary positions.

Student Evaluations of Teachers and Courses.

Students are asked to complete standard evaluation forms for each and every class taught at NJIT. While it is not possible to “force” students to complete these forms, it is in the interest of both the student and school to do this task **with care**. These forms ARE read by teachers and administrators. The completion of these evaluations represents one way that quality of instruction is evaluated. Please note that this is not the only way instructional quality is evaluated; student outcomes also represent a critical component of evaluation. Nevertheless, it is a way for instructors to improve and for administrators to facilitate improvement in the program. However, if the evaluations are overly personal, frivolous, or merely “whiny” they don’t do much good, whether expressing praise or criticism of an instructor.

Evaluations are most valuable when they are objective rather than personal or used as an excuse to complain. In order to be taken seriously, they should be completed seriously, avoiding statements that cannot be true or proven. For example, students should not write that Professor “X” does not **know** a particular subject or topic. Most of the time, the
student will not be in a position to know what an instructor may or may not know. The teacher may not teach a subject or topic well, or properly, or in a manner that one would like, but that does not mean that the teacher does not know the topic. As an example there is disagreement among faculty AND students as to how specific skills (like computer software) should be “taught” to students. Some believe that there should be step-by-step instruction in class. Others believe that students should be provided tools, some guidance, and left to their own devices to use the applications in ways that best suit the needs and requirements of a project. It does not matter which system is used: there are usually complaints every single time since students are not monolithic in their preferences. This does not mean that the instructor who teaches step-by-step has no creativity or that the person who gives little instruction does not know the application. It means that there is a teaching style that may, or may not, be appropriate for a particular student or group of students. An unhelpful evaluation will criticize the instructor saying he or she is “stupid” or “doesn’t know anything about…” A helpful evaluation will comment that the course could be improved with (and give specifics)... This way, if enough people agree, we can make changes. In general, unless there is something inappropriate (e.g. harassment) in the actions of the instructor, try to be helpful, objective, clear, and do not jump to unsubstantiated conclusions.

If there are problems with a course or a particular instructor (and this does happen), students do NOT have to wait until the end of the semester to make comments. Nor do students have to wait until formal, student-organized “Feedback Sessions”. Students may make an appointment and speak with either their advisor, the Director of the School of Art + Design, or the Associate Dean for Academics at any time during the term.

Studio and Lab Decorum.

The studio and labs are shared, public spaces – not your personal bedroom or kitchen. Please keep your spaces clean! Students are to be respectful of one another and not create any type of disturbance or distraction that prevents other students from working in a safe environment. While silence is certainly not required and group discussion and work frequently encouraged, neither the playing of loud music nor organized (scheduled or spontaneous) athletic events are appropriate in the studios or labs. Do not play music through speakers on your desk – invest in, and use (at a safe, VERY low volume), headphones if you absolutely must listen to music. Do not do this continuously or at an unsafe volume as long-term hearing loss may occur. (Note: this may be true with, or without, the use of headphones.) When working in labs or studios outside of class time, put cell phones on vibrate: people get tired of hearing your phone chirp every instance someone sends you a text. If you have a long conversation, take it outside the studio for your privacy, and that of your colleagues. Also, there shall be no posting of any material at one’s desk or on one’s computer desktop (as wallpaper or screensaver) any images or material that may be deemed offensive to individuals or groups in this public space including (but not limited to) material considered offensive based on gender, race, religious preference, sexual orientation, or physical disability. Examples of great design and well-crafted manufactured objects are more suitable alternatives. RESPECT ONE ANOTHER! This means do not borrow without asking, do not mark up or damage any student’s work or property, and respect the shared environment in which you all spend considerable time.

There are usually samples of work posted in corridors outside and near studios and labs. Students are NOT permitted to mark, deface, or otherwise damage posters or work. Application of marks or damage inflicted upon hanging work shall be considered vandalism (regardless of the intent) and treated as such, with disciplinary consequences to the guilty party. If it’s not yours, don’t touch it! If you see something posted that is inappropriate or does not belong, report it to your studio instructor, your advisor, and/or the Director of the School of Art + Design.

At the conclusion of the semester studios should be left “broom clean” – empty of equipment and materials. Do not leave materials, supplies, or projects in the studio between the fall and spring terms.
Cell Phone and Mobile Device Use in Class.

Instructors have the authority to determine level of acceptable use of cellular telephones, PDAs, tablets (e.g. iPAD, Surface, Touchpad, Galaxy, Kindle), and other mobile devices in class and studio. Typically, studio “work days“ will be more flexible than classroom use. In the absence of any other instruction (i.e. the default situation), students should either turn phones off, or set to silent or vibrate when in a class. Students shall NOT answer phones or text during class - it is unprofessional and distracting to teachers and fellow students. And you are likely to miss information being presented. IF there is an emergency (like a sick child for whom you have primary care) and you are waiting for a call from a doctor, tell your instructor at the start of class so that he or she knows you may receive a call. The nature of an emergency is that it is not a regular occurrence so this scenario should not be common. Tasks like setting up a meeting for lunch or dinner after class do NOT constitute emergencies or acceptable use.

Unless being used in an examination, phones and other mobile devices should not be present during an examination. Keep them OFF (not just silent). The visible presence of a phone or communication device during an exam shall be considered evidence of cheating and instructors have the authority to, and may, give a grade of “F” for the examination without any additional data as to the nature (or even lack) of any communication.

There are times when class presentations may be recorded (and at present they are rare). However, these circumstances are determined in advance and must comply with intellectual property laws. Do not record any classroom discussions or presentations without permission as you may be violating copyright laws. Many visual presentations in the College of Architecture and Design rely on use of third party material which may be presented in an educational setting but not electronically reproduced for additional viewing. Photographing (even with a phone) or video recording of these presentations is a violation of intellectual property laws. Recording of some industrial design studio reviews may inadvertently compromise the intellectual property rights of your classmates and prevent them from benefitting from their own work (or you may lose your own rights to someone else). Unless cleared in advance, do not to record.

Studio Security.

Studios and labs are protected by combination lock entries. The combinations are given ONLY to those students (and associated faculty/teaching staff) registered or assigned to a particular space. Do NOT give these out to friends or acquaintances. Once security is breached, it becomes more difficult to maintain control and accountability. This is for YOUR protection and the protection of YOUR EQUIPMENT. If the access code needs to be changed, inform your studio or course instructor who will, in turn, inform appropriate personnel. CoAD Administration and IT (information technology) support personnel also have access to the studios and laboratories.

For obvious reasons of security, do not leave studios unattended with doors propped open. Even when you are in studio, it is generally best to keep the doors shut. If someone wants to visit, you have the option of letting them in or not.

Lab Regulations and Restrictions.

The information presented here is not complete and does not relieve any student from responsibility to follow all lab rules and requirements as posted in class or online and/or as presented in class by an instructor or IT personnel. This section merely explains some important requirements that have, from time to time, not always been followed.

Access to the various laboratories are restricted to those students who are either assigned to classes in a particular laboratory, or who are enrolled in courses that have been given access to specialized equipment located/installed in a particular lab. (This means no guests outside of class time without faculty present. If you need to meet someone – do so out of the room.) Faculty-authorized tutors may have access to labs. In general, only students enrolled in foundation level classes requiring computer use will be given access to the Foundation Labs (Campbell 236C, 236D, and 236G).
Multiple logons have been enabled to minimize disruption due to hardware problems in the labs, and to facilitate rendering and production of work at specific times. However, students are **NOT PERMITTED** to use their credentials to enable a student not enrolled in an authorized class to use the equipment. Furthermore, students who for some reason may have logon credentials but are not in an authorized class, are not permitted to use the facilities. Even though it is possible to enroll in some Foundation Lab classes while concurrently enrolled in studio, equipment in the Lab should **NOT** be used for general studio work without the express permission of the instructor. Furthermore, under no circumstances whatsoever may any student lock up computers and prevent others from using them. This means that if a student is using multiple computers to render, even for a foundation level authorized course, the student does **NOT** have the right to occupy more than one computer if other authorized students do not have access. In other words, be fair and share!

The Art + Design Animation Lab in 236H is used non-exclusively by select Digital Design classes (e.g. DD 284 - Video & Animation) but the equipment will also be used by a variety of courses (including some studios, Acting Fundamentals for Animators, Digital Audio, Imaginary Worlds, History of Games, etc.) as a resource when needed and scheduled.

Students may **NOT** work independently in a lab when there is a regularly scheduled class in progress or when a special meeting or presentation is being made. Do **NOT** ask an instructor if you can stay and work – it’s rude, inappropriate, time-consuming, and the answer is “no”. When a class enters the lab or an instructor enters to start setting up for a class, pack up and leave.

**Do not eat or drink (even water) in any computer lab. Do not even bring in food or drink!**

Do not build physical/traditional media models in any computer lab. Do not create watercolors or other traditional media artworks or projects in any computer lab. No glue or paint or other “wet” materials may be used in any computer lab in the College of Architecture and Design. Failure to comply may result in not only disciplinary action, but also confiscation and destruction of whatever project is being created in an inappropriate location.

Students may **NOT** use the projectors in the laboratory for anything other than presentation and lecture. All projectors have expensive bulbs that have a limited lifespan. If these burn out prematurely because of unauthorized use, they may not be available for necessary classroom functions. Also, projector calibration can be awkward time-consuming; and instructors should not have to adjust or take up class time to compensate for unauthorized use.

**NON-COMPLIANCE WITH ANY OF THE ABOVE REGULATIONS MAY RESULT IN PENALTIES THAT RANGE FROM BEING DENIED LOGON PRIVILEGES IN THE LAB TO A COMPLETE AND INDEFINITE SUSPENSION OF CoAD NETWORK PRIVILEGES.** The imposition of any penalty for infraction of rules does **NOT** relieve the student of the responsibility to complete all class work on time. Faculty will not grant extensions due to account suspension or other disciplinary action.

Do not facilitate unauthorized use of the lab by either providing entry to the space or giving out the combination. Don’t move or take equipment out of the room. Do not move any peripheral equipment from one workstation to another unless instructed to do so by IT personnel or lab director. **Any unauthorized removal of computer or lab equipment will be considered theft and guilty parties will be prosecuted.** Account privileges will be suspended indefinitely for any student involved in, or facilitating, unauthorized removal of equipment.

Please keep doors to the labs shut. Some (like Weston 650) need positive pressure (i.e. pull hard) to make sure the door is closed and locked. When leaving the room even for a short time, make sure the doors are closed and locked. Individuals responsible for leaving a room unattended with the door(s) open/unlocked are subject to disciplinary action.
Project Ownership/Publication/Publicity.

Ideas are not proprietary. In fact, much of the history of architecture, art, and design has examples of work built upon the ideas that came earlier. However, specific execution or interpretations of an idea are proprietary and should not be copied. Unless stated otherwise (e.g. work done for Collaborative Design Studio), work is expected to be individually authored. Work created for credit at the School of Art + Design belongs jointly to the school and the individual student. The College of Architecture and Design reserves the right to keep any and all original work created for the purpose of documenting student performance as mandated by the National Association of Schools of Art and Design (NASAD), the Council for Interior Design Accreditation (CIDA), and the National Architecture Accrediting Board (NAAB). Furthermore, the School reserves the non-exclusive right to use images or likenesses of the work (as well as digitally-modified examples) for publicity and display in print and electronic media as well as to submit such work for competitively reviewed exhibitions or to various award programs. Additionally, the School and/or its representatives (including faculty and teaching staff) have the non-exclusive right to use such work as illustrations in scholarly and/or technical publications or presentations. Nothing in these rights precludes the right of the student to use his or her own work for other purposes while a student, or after separation from NJIT except where the original work is required to be maintained at the school for accreditation purposes. In addition, the College of Architecture and Design reserves the right to photograph studios and students on the NJIT campus and/or participating in NJIT-related activities for publication (electronic and/or print). A+D students have already generated an admirable record of getting work published and exhibited both nationally and internationally: this helps both the program and the student by improving recognition and reputation.

The need to maintain original student work for accreditation purposes and the nature of joint university and student ownership of work supersede personal preference or need and preclude the selling of individual pieces of work or projects without the explicit approval of CoAD and A+D administration.

There is only a limited expectation of privacy on campus and there are security cameras in different locations. If there is an activity that should not be seen by others, it is probably an activity that should not be taking place.

Students with Disabilities.

It is the school’s moral, ethical, and legal obligation to provide appropriate accommodations for all students with physical and/or learning disabilities. Temporary disabilities that are obvious (e.g. a broken arm, flu or pneumonia, etc.) may be handled directly between the instructor and the student. Note however that the operative word is “may” – and all official documentation should be filed in the Office of the Dean of Students. It is not the responsibility of the faculty to diagnose permanent disabilities (even if he or she can) nor can accommodations be provided unless these disabilities are documented and registered with Student Disability Services within the Student Counseling Center at NJIT. Information may be found online at: http://www.njit.edu/counseling/services/disabilities.php and from the Director of the Counseling Center, Dr. Phyllis Bolling whose office is in 205 Campbell Hall (973-596-3420 or phyllis.bolling@njit.edu). Students seeking accommodations (including any waiver of attendance requirements) due to disabilities MUST HAVE THESE DOCUMENTED BY THE DISABILITY OFFICE AT NJIT. Faculty may not provide accommodations for a permanent disability based on a student’s undocumented request. Freshmen or transfer students must provide the IEP (Independent Educational Plan) they had in high school and any medical and/or psychological documentation they have about their problems to the Disability Office. Once documentation is complete, students should notify their instructors for EACH class as to the nature of required accommodations. Note that this will be confirmed during the semester to the instructor directly by Student Disability Services. Continuing students or students with continuing disabilities must notify each instructor in each class every semester during the first week of class in order to claim accommodations. Students may not make a claim for a disability in the middle of the semester unless the disability has only been documented that semester. In the absence of documentation during the semester, neither the university nor the instructor is obligated to provide any accommodation (including space or network connections) once the semester has ended.
Often the accommodation consists of extra time for projects and assignments. Student have the right to these accommodations but also have the right to either not take advantage of them, or only use them when they feel they need to. Faculty members understand that students may be particularly reluctant to take extra time for studio projects when they do not want to be identified. However, once a student does not present in a studio review, privacy has been compromised and the instructor cannot mask the situation. The decision to utilize or not utilize accommodations is made by the student.

Incompletes due to accommodations for disabilities do NOT constitute a waiver of pre- or co-requisites for courses. So while a student may have extra time (perhaps an entire semester) to complete his or her work, the course MUST be finished prior to taking any course for which this is a pre-requisite - including design studio. This means, for example, even if a student is entitled to three months to complete the fall term of studio, it must be completed over winter break to continue in the spring term. The only other option is to finish the fall term during the spring, and take the spring term the following year. The School of Art + Design’s responsibility is to allow the student the chance to complete the work undertaken – not to shortchange him or her by permitting entrance to a class without the proper preparation.

Lecture Series.

The College of Architecture and Design holds five to eight public lectures per semester. Most lectures are presented at 5:45 PM on Monday evenings in Weston Lecture Hall 1. The lecture series is organized by the Chair of the Lecture Committee and the guest lecturers are either professionals or academics with a variety of interests and backgrounds. Some lectures may be more pertinent for interior designers, others for architects, still others for digital or industrial designers. And some may have a general, “across-the-board” appeal. Regardless of the topic, these lectures provide an extraordinary opportunity for students to be exposed to a wide range of topics relevant to their future professions. A sponsored lecture is usually included as part of the annual Design Showcase, held on a Thursday evening in mid-April.

Additionally, the School of Art + Design hosts a number of presentations at irregular intervals in the A+D Industry Speak Seminar Series. These more targeted events are often organized by the coordinators of the various A+D programs and feature professionals from the areas of digital media, industrial design, fine arts, and interior design. These sessions, depending on expected attendance, may be held in different venues and have included the CoAD Conference Room on the third floor of Weston Hall, Weston Lecture Hall 2, the Loft, the Teaching Lab in Weston 650, and the Interior Design Studio Suite on the sixth floor. Times of events are made public and advertised during the semester.

Information Technology.

In 1979, the great science fiction author Arthur C. Clarke (author of 2001: A Space Odyssey, Rendezvous with Rama, and more) wrote in his novel, The Fountains of Paradise, “With increasing technology goes increasing vulnerability.” All students in all programs in the School of Art + Design rely on advanced technology to create their work. It is a defining characteristic of the art and design disciplines as practiced at NJIT, and its innovative use is part of our heritage. However, precisely because the technology we use, especially digital technology, is frequently applied innovatively and almost always stretched to its capacity, it is vulnerable to failure. Hardware does fail. Software applications do crash. It will happen. But there are practices that you can (and to be successful, must) follow to mitigate the problems that will arise. Back up your work. Practice safe computing. Back up your work. When students migrate to professional offices, clients and employees will not accept inevitable problems as a valid excuse for not completing required assignments. Neither will faculty in your classes unless there are extraordinary circumstances (like Superstorm Sandy in 2012). When problems arise, follow protocol for resolution. When you have problems and seek assistance, be precise in your description of the problem. There are procedures, policies, and rules. Following these do not guarantee success, but failure to follow them is a good way to facilitate failure.
Information Technology - University Policies.

Students should familiarize themselves with the NJIT Acceptable Use Policy for Cyber Resources (http://www.njit.edu/policies/policy_computingresources.php). Among the topics discussed are “University-Related Use Only”, “Abuse of Computer Time & Resources”, and “Account Security”.

Information Technology - Network Access, Email Accounts, Highlander Pipeline.

All students are given an “njit.edu” email account (NJIT WebMail) and access to Highlander Pipeline via UCID.

There are multiple accounts to which you may have access. The UCID is a university-wide identification and is used for general administrative requirements and will become the account used to access CoAD resources.

The College of Architecture and Design is part of a university-wide network with our servers physically located outside of our building. The old NJSOA legacy domain will be collapsed. Group permissions that allow access to CoAD software or logon privileges in labs are restricted. Students must log onto any connected computer with their “ACADEMIC” credentials. For lab access, type “academic\UCID” as the username.

Students and faculty are likely to see references to the Imaging Lab network or the licenses held by the Imaging Lab at NJIT. The Imaging Lab is a decentralized facility that includes all network and laboratory facilities within the College of Architecture and Design. It is the umbrella organization that establishes, monitors, and maintains some of the IT facilities at the College of Architecture and Design. There is no single “imaging lab” in a room – it is a college-wide facility.

Information Technology - Studio Computers.

Students are required to purchase a specific computer for use in the design studio. The selection of the specified computers is based on a variety of factors that include capabilities available and needed for current generation design and analysis software applications, price, warranty and service, reliability of vendor and commitment to maintain parts and components for expected five-year life of computer, etc. Architecture students purchase the computer upon matriculation. Interior Design, Fine Arts, and Industrial Design students purchase the computer prior to the start of their second year and Digital Design students purchase their computers prior to the start of their third year. In order to facilitate service and imaging, students do not have a choice in computers – only in predetermined upgrades. The College of Architecture and Design standardizes a desktop model that students must keep in design studio for a few reasons: (1) it allows us to provide students with legally acquired licenses at minimal cost to them while protecting the intellectual property of the software producers; (2) it reinforces the studio culture by promoting work in studio and in collaboration with one another; (3) it provides a platform that can be upgraded at a later date if the students wish; (4) it allows for local maintenance and service with component-level diagnosis and replacement; and (5) with the base machine priced just under $2,100, it provides the best value for the money spent. Links to various FAQ pages dealing with the computer purchase may be found at http://ist.njit.edu/compreq/current_fall/index.php and include specific links for general questions, architecture program questions, and art + design program questions.

Students who purchase non-standard computers of any type will not receive support for those machines. They will not be imaged nor will any assistance be available to diagnose problems with hardware or software. And the student will be required to obtain legal copies of all software needed for completion of academic work. There will be no accommodations in academic requirements due to the purchase of a non-specified computer in studio in lieu of the required and specified desktop. There are no “equivalents” – the image provided is machine and component specific and custom images are not created for other computers.
Between NJIT and the College of Architecture and Design there are some software applications available for “take-home” use by NJIT students. Some software, like Microsoft Office 2007 or 2010, may be downloaded from the university download website: http://ist.njit.edu/software/softlinks.php. Please note that since the university is working hard to reduce its expenses, we cannot guarantee software availability as it may change at any time and without notice.

Students will notice, however, that many software applications available for free through NJIT have no relevance to design. There is another link that shows you where to get “free” software like GIMP, or AVG Anti-Virus, etc. http://ist.njit.edu/software/free_software.php?fsw_os=fsw_win.php

Once you have an “njit.edu” email address, you will be able to download a number of applications directly from Autodesk at no cost to you for use exclusively off site. The list of available applications includes AutoCAD, AutoCAD Architecture, Autodesk Green Building Studio, Inventor Professional, Revit, Showcase, SketchBook Pro, Softimage, Maya, MotionBuilder, Mudbox, Alias Design, 3D Studio MAX Design, and more. You can join the Autodesk Design Community at http://students.autodesk.com

Autodesk reserves the right to discontinue access to any and all software applications without notice. Since there is no fee paid to Autodesk for access, there is no control or contract that guarantees continuity of availability.

NOTE: DO NOT DOWNLOAD AUTODESK APPLICATIONS ON A COMPUTER USED ON THE CoAD/IMAGING LAB NETWORK AT SCHOOL. THESE APPLICATIONS ARE AVAILABLE AT SCHOOL. IF YOU ADD A PERSONAL OR EDUCATIONAL VERSION ONTO YOUR WORKSTATION YOU RUN THE RISK THAT NEITHER VERSION WILL WORK! Please note further that Autodesk licenses explicitly preclude the use of the free downloads in lieu of paid licenses in labs or studios. These are for supplemental use and are made available to you because we have purchased in-school licenses.

The College of Architecture and Design has also worked out an arrangement with Corel Corporation for a very steep discount for their software applications: $10 (and another $10 +/- for two-year download insurance if desired) per downloaded application – Corel Draw Graphics Suite x6, Corel Painter x3, and Corel Paint Shop Pro x5. Please contact Glenn Goldman (glenn.goldman@njit.edu) directly via email if interested in purchasing any of these applications to receive the links and discount code. Please understand that this particular agreement may be terminated at any time and without notice by Corel Corporation. All three Corel products are on the standard studio and lab image Fall 2013.

Although Adobe products (CS6) are on lab computers, these applications are NOT on the student computer studio image for Fall 2013. Adobe has moved to a new subscription model for individual use of their software. Adobe now sells/leases directly (http://www.adobe.com/index.edu.html) the “Adobe Creative Cloud Student and Teacher Edition” for about $20/month on a yearly basis. This will include Photoshop CC, Illustrator CC, InDesign CC, and more. If you choose to subscribe, do so after your computer has been imaged and make sure that there is a way to either save the files, or reconnect if/when your computer is re-imaged. Corel products provide alternatives to some of the Adobe products.

The College of Architecture and Design does NOT image or provide software installation services for personal machines or laptops. This is individual software on individual computers. We can offer advice for independent student purchases, but students are solely responsible for this equipment and data.

Information Technology - Digital Archiving of Student Work.

The Kepler3 System is an internally-developed and proprietary application of Microsoft SharePoint that serves as a communication tool, classroom management system, and archive of student work. Academic accounts for students (and NJITDM accounts for faculty) are required to log on to Kepler3. You may find Kepler at http://kepler3.njit.edu/SitePages/Home.aspx or just type kepler3.njit.edu in Internet Explorer. Please note that this is a Microsoft product optimized for a Microsoft platform. As such it will work best on Internet Explorer. (At this time, we
recommend IE 9 as the most stable solution for Kepler3.) You will NOT be able to access all screens or features if you use Mozilla Firefox, Google Chrome, or Apple Safari.

All students are required to submit and archive work digitally - even work created with traditional media. (Consult with your instructor to see if the purchase and use of Wacom’s “Inkling” makes sense for you.) This means that physical models must be photographed and traditional media compositions must be scanned or photographed. Students shall be instructed as to format and submission requirements in each class. If low-resolution files are submitted for general visual archiving, high-resolution files must be submitted via DVD or a specified online/network share in order to maintain full documentation.

The submission and placement of all work for archiving is a separate requirement of ALL courses in the School of Art + Design and course requirements are not considered fulfilled without the submission, regardless of other course submissions. Failure to upload or properly submit work may result in a grade of “F” until such time as the work is uploaded or submitted, at which point the grade will be changed appropriately.

The student archives on Kepler3 allow the School of Art + Design to have evidence of student outcomes for accreditation visits by NASAD and CIDA, and they provide a record of student accomplishment for the student and faculty alike. They also allow faculty and administration to transparently see what is going on in any given course with the idea that open dialog can improve our programmatic offerings.

Any student who cannot log on to the Kepler3 system, or has trouble accessing a specific class in the system, must contact the University Computing Helpdesk in order to troubleshoot and resolve the issue. (See “Support and NJIT HelpDesk” later in this document.) Access problems are frequently password related that can be fixed quickly.

**Information Technology - Printing.**

The College of Architecture and Design has a student-run print room located in room 561 Weston Hall. However, as a volunteer facility, there is no guarantee that this will continue to run uninterrupted. The Print Room has capabilities in color inkjet printing, color laser printing, and large format color inkjet plotting. When there is light demand on print services students may also use facilities for large-format scanning, optical character recognition scanning of documents, document binding and stapling, photocopying, and paper trimming. Current price lists are posted at the print room.

As an independent and primarily volunteer operation, run by students who have the same (approximately) due dates for projects as the students trying to print, it is inevitable that facilities will not be available whenever a student wants. Keep in mind that if everyone waits to print till the last minute, some (and often many) students will not have their work printed in time for presentations. It is a student’s responsibility to have required work ready at deadlines. This means that students need to print in advance and may have to go off-site to print required presentations. Even under the best conditions, the Print Room is NOT an all-night 24/7 operation. These facilities are provided by staff and students as a courtesy and convenience and are subject to closure and/or elimination at any time. Students may take files and print them at any commercial facility they choose. The schedule is posted at the Print Room. There are going to be times when the Print Room is not open even though it is scheduled to be available. Volunteer workers will occasionally not show up. There is no contingency plan for anyone to cover for delinquent volunteers. The benefit of the volunteer operation is comparatively low cost of prints but this comes at an intermittent cost of reliability and availability.

Students or faculty may not provide media (ink or paper) to be used in the print room. There have been problems with privately supplied materials. Student volunteers have been instructed to ONLY use material stocked by the print room.
**Information Technology – Computer Files.**

**BACK UP ALL OF YOUR WORK!!!!** The School of Art + Design does NOT back up individual files. Hard drives have mechanical components and they DO fail. You are responsible for your work. Invest in a spindle of blank recordable DVDs (DVD-R) and/or USB flash memory and/or external USB hard drive to maintain duplicate copies of your work on at least two different physical drives. You will be required to turn in files and projects on CD or DVD as well as online or on network shares. “Losing one’s files” will not be deemed an acceptable excuse for not completing a project – especially in those instances in which the studio instructor had not yet seen the work lost.

**IMPORTANT:** When using a flash drive with any CoAD network-connected computer (in studio and especially in labs) you should boot up and let the workstation go through the logon script completely BEFORE you insert the flash drive into a USB port. (You will see a dialog box appear when connecting in Windows, and you can click on the “X” in the upper right corner when the script is done running.) Connecting a USB drive prior to boot may (and in labs often) result in a reassignment of drive letters so that the workstation you are using will not be able to properly locate the applications you are likely to need. If that occurs, the problem can usually be repaired by shutting down the computer, removing the flash drive, and restarting. If the problem isn’t fixed, read the next section about “support.” Remember to properly eject the USB flash drive when you are done, rather than just pulling it out (unless the computer is off).

**Information Technology - Support and NJIT HelpDesk.**

NJIT has a general help desk and a significant amount of online information. A good source to check for general university-level information is: [http://ist.njit.edu/](http://ist.njit.edu/).

IST support for students and faculty in the College of Architecture and Design is embedded within the overall NJIT computer support infrastructure. The first place to get information or submit requests for assistance is through the NJIT HelpDesk at [http://ist.njit.edu/support/helpdesk.php](http://ist.njit.edu/support/helpdesk.php). HelpDesk support is NOT available 24/7 and results are not going to be instantaneous. You may contact HelpDesk either by phone or email. You will need your UCID to send in a request and the more specific you are, the more likely your request will be routed to the appropriate persons. Assistance with viruses, logins/passwords, accounts, software malfunctions, computer imaging requirements, hardware malfunction, etc. must ALL go to HelpDesk before anyone can work with you.


Beyond HelpDesk, you may, of course, speak with your studio instructor or course instructor when you have questions.

There may be times when a student will be instructed to bring his or her computer to the sixth floor of Weston Hall and drop it off. If parts need to be ordered, IT staff may, at its discretion, assist a student in ordering the appropriate component from Dell. Please note that the school cannot provide any type of support for out-of-warranty Dell equipment owned by the students. The default warranty is three years - which should last the entire undergraduate studio career of Art + Design students. Individuals who purchase computers directly from Dell may be able to extend their warranty from the default 3 years to 5 years. **Warranties are NOT transferrable.** If a student chooses to purchase a studio computer from another (past) student, that computer is no longer under warranty and any parts needed for that computer in the course of repairs must be paid for by the student directly to Dell.

IT staff will not assist students with the installation of personal software on computers. There are no services provided for any laptops other than those available for check-out in the Littman Library. There are no computer-related services provided for equipment or issues not related to the College of Architecture and Design or NJIT.
**Intellectual Property, Digital Millennium Copyright Act (DMCA), and Fair Use.**

As producers of intellectual property, designers, artists, and architects are acutely aware of the value held by products created by personal effort and ability. Students who intend to create intellectual property should be aware of the value of such property and the respect it should be accorded.

Students must not illegally distribute or install software applications in studio or assist other students in the copying or distribution of software to which they do not have rights.

Faculty, members of instructional staff, and graduate/teaching/research assistants will not place any lectures (e.g. PDF of PowerPoint slides) that contain copyrighted images online whether password protected or not as any electronic posting does not appear to pass the “fair use” standard of (1) limited use and (2) not causing financial harm to copyright holder. So unless all images from a lecture are created by the instructor, or the instructor has permission to distribute all the images, it is illegal and a violation of DMCA to post these lectures online since password protection does not prevent unauthorized distribution by students with access and removes incentive for students to purchase materials containing copyrighted images.

The standard for public domain in the arts varies by country. The United States has established the 75-year rule. If the artist has been dead for 75 years (or longer) then the work created by that artist is in the public domain. If the artist is alive or has been alive within the last 75 years, then his or her or their work is protected by copyright and may not be freely distributed.

Student work may, in general, be placed online. Consistent with many schools of architecture, art, and design, it is the policy that any work created using university facilities or used for degree (or certificate) credit is jointly owned by the university and the student. NJIT holds non-exclusive copyright to the material and may use it for public relations or in articles written by faculty. Wherever possible, credit should be given to the student who produced the work. (Credited or not, students should place on their CV or résumé a listing of all examples when their work has been published.) When work is derived or based on copyrighted material under fair use doctrine (e.g. the painting project in AD 150), only works in the public domain may be placed publicly online without controls on dissemination. All student work may be displayed locally in print/hard copy form at the school.
Design professions are product-oriented and applications to graduate programs and for employment or internships more often than not, require a portfolio or demo reel. Students should keep portfolios of personal work up-to-date in digital format for on-demand assembly into a customized CD/DVD and or printed version. Digital Design students should start working on a demo reel (think of it as an animated portfolio) at some point in the third year. Keep in mind that still images can be included in demo reels (making use of various editing capabilities for transitions as well as pan and zoom). Demo reels should be about two minutes in length. *And the first ten to thirty seconds are critical!* Do not include any music or images on a demo reel for which you do not have rights.

To provide flexibility for a demo reel, it is absolutely critical that “progress” files and images are maintained to show how a model or scene was developed; or to illustrate various modeling and rendering passes when showing examples of environment design and visualization. (These progress files should also be included in final course archive submissions.)

A résumé should also be maintained and kept up-to-date. Graphic work and portfolios may be assembled with *Corel Draw* and/or *Adobe Illustrator* and then converted to PDF files for distribution and/or printing.

Note that some potential employers (especially in Digital Design) will look at your demo reel or portfolio BEFORE they will even look at your résumé! This may be less prevalent in other disciplines like Interior Design.

The focus or specificity of what you present and how will, of necessity, be discipline specific. Even within disciplines, and especially in Digital Design, it is likely to have to customize the presentation of your work for a specific job, company, and/or specialty. This does not mean that you neglect or omit outstanding work outside of the specialty you seek, but you may have to make it subservient to the primary examples. (Know before you apply for an internship, for example, that companies like *Sony Picture Imageworks* want to see “family friendly” material and not gruesome and bloody realistic bodies strewn about a scene.) Use faculty and administrators to help you decide on materials to include in your demo reel(s) and portfolio. Use faculty and administrators to read and critique your résumé.

As a rule, once you have hit your second year in college, you should no longer include information about high school and/or activities from high school (unless they are significant and relevant) on your résumé. Do not include your GPA unless it is above “3.5” or unless it is specifically requested by a potential employer (and this will be VERY rare). If you have work that has been selected for, and exhibited at, NJIT – include that under a category of “Awards and Exhibitions.” Only good work gets exhibited. And only good work for which we have high resolution files can be printed and exhibited. Similarly, if you have work exhibited at any major conference (e.g. ICFF, NeoCON, SIGGRAPH) or if it has been selected for online exhibit by an industry partner or representative (e.g. Synergis) then that should be listed on your résumé. This means that it is not just good enough to do good work in class or studio – but it is in YOUR BEST INTEREST to provide high resolution files to your instructor and to the A+D administration so that your work can be submitted to different venues for exhibit and/or publication and/or awards.

Finally, many firms will check your online presence (e.g. Facebook, LinkedIn, YouTube, Vimeo). Unless you do not care about your image and any future employment opportunities, clean up your pages. These are MARKETING OPPORTUNITIES – especially LinkedIn and Vimeo for Digital Design. There are design and production companies who will, in order, check (1) demo reel; (2) online social sites; and (3) résumé prior to making a decision about whether or not to interview a candidate. More traditional companies, especially for Interior Design, will probably look at résumés first. All of this material, taken together, becomes your representation to the world. The process of creating a good representation and image takes more than a semester or a year. Keep all of your work archived, your public presentation of it professional, and keep your goals in mind as you make decisions along the way. But also be flexible to recognize new opportunities along the way that you may not have initially anticipated.
Who’s Who and Names You May Want to Know at NJIT.

Please note that this list does not represent a particular hierarchy and is not an indicator of who reports to whom. It is an attempt to help you locate individuals and the particular de facto units in which they reside.

- Joel S. Bloom, President of NJIT
- Fadi P. Deek, Provost and Senior Executive Vice President
  - Judith D. Redling, Associate Provost for Academic Affairs
  - Peggy Kenrick, Assistant to the Provost for Academic Affairs
  - Rose Federici, Assistant to the Provost for Finance and Budget
  - Isabel Bracero, Administrative Assistant
- Henry A. Mauermeyer, Senior Vice President for Administration and Treasurer
- Donald H. Sebastian, Senior Vice President for Research and Development
- Charles J. Fey, Vice President for Academic Support and Student Affairs
- Charles R. Dees, Jr., Vice President for Advancement
- Kay Turner, Vice President for Human Resources
- Henry J. Ross, Chief of Staff, Office of the President
- Holly Stern, General Counsel
- Stephen J. Tricamo, Associate Provost for Academic Affairs
- David F. Ullman, Associate Provost for Information Services & Technology and CIO
  - Peter Teklinski, Director Telecommunications & Networks
  - Robert D. Arms, Director Academic Computing Services
  - Phil Stickna, Interim Assistant Director Academic Computing Services (Laptop Distribution)
- Jack Gentul, Dean of Students
- Phyllis Bolling, Director of the Student Counseling Center & Psychiatric Services
- Sharon Morgan, Associate Dean for First Year Students
- Stephen Eck, Director University Admissions
- Urs P. Gauchat, Dean of the College of Architecture and Design (CoAD)
  - John Cays, Associate Dean for Academics in the College of Architecture and Design
  - Peggy Fitzpatrick, Associate Dean for Administration in the College of Architecture and Design
  - Glenn Goldman, Director of the School of Art + Design and Director of Imaging Laboratory (College of Architecture and Design)
  - Sasha Corchado, Special Assistant to the Dean and Advisor to Art + Design Students
  - José Alcala, Coordinator, Industrial Design Program
  - David Brothers, Coordinator, Interior Design Program
  - Augustus Wendell, Coordinator, Digital Design Program
  - Darius Sollohub, Director of the New Jersey School of Architecture (College of Architecture and Design)
  - Amada Belton, Advisor to Undergraduate Architecture Students
  - Keith Krumweide, Coordinator of the Grad. Architecture Program (College of Architecture and Design)
  - Fred Little, Manager of Graduate Programs (College of Architecture and Design)
  - Maya Gervits, Director of the Littman Library
  - Michael Kehoe, Manager of the CoAD Computing Resources
  - Manny Rodriguez, PC Network Analyst
  - Richard O’ Brien, PC Network Analyst (Software Imaging)
  - Matt Gosser, Curator of CoAD Gallery
  - Don Menke, Model Shop Coordinator
  - Hope Allen, Secretary to the Dean
  - Samantha Jones, Secretary
- Basil C. Baltzis, Interim Dean of Newark College of Engineering (NCE)
- Jonathan H.C. Luke, Interim Dean of the College of Science and Liberal Arts (CSLA)
- Pius Egbelu, Dean of the School of Management (SOM)
- Marek Rusinkiewicz, Dean of the College of Computing Sciences (CCS)
- Katia Passerini, Interim Dean of the Albert Dorman Honors College (ADHC)
Eberhardt Hall; Alumni Center

Entry Ramp to Weston Hall, College of Architecture and Design

Laurel Hall Dormitory

Weston Hall (southeast corner)

Van Houten Library, Student Center (foreground, right)

Weston Hall (entry lobby from King Blvd.)