

LA ROCHE  
**DESIGN**

STUDENT POLICIES  
AND PROCEDURES

## DESIGN DIVISION CODE OF CONDUCT

Students are expected to behave in a responsible and professional manner. Disrespect for other students, staff or faculty members will not be tolerated. Disrespectful behavior includes, but is not limited to, texting during lectures or presentations, working on projects during lectures or presentations, and surfing the web on a computer, tablet, or phone, etc. during lectures or presentations. If a student chooses to behave in a disrespectful manner during a class, he or she will be given one warning. As part of the first warning, the faculty member will outline the inappropriateness of the behavior and suggest how it can be improved. If the behavior continues, security will be called and the student will be asked to leave the class.

## LA ROCHE HONOR CODE

La Roche College holds the principles of personal and community integrity in the highest regard. Your admission to La Roche makes you responsible for practicing the La Roche College Honor Code. The Honor Code permeates all aspects of life at the College, enabling students, faculty, and staff the freedom to live and work in an open and trusting community. In accepting the honor code, students make the following pledge:

- I will respect the dignity of all persons.
- I will strive to develop an understanding of other cultures and to learn from differences in people and ideas.
- I will practice personal and academic integrity, especially as it relates to being honest when taking exams, completing classroom assignments, and conducting research.
- I will participate in the life of the campus community in ways that will broaden and enrich my social experiences, and contribute to the life of the community.
- I will respect the rights and property of others.
- I will respect the natural world and learn to manage it with skill and value it as our environment.
- I acknowledge my responsibility to help maintain the integrity of the La Roche community.

Allegiance to these ideals obligates each student to refrain from and discourage behaviors that threaten the freedom and ability of all members of the La Roche community to live and work together.

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## GOVERNANCE

*The Design Division has established these policies and procedures to promote a smooth running and accessible Design Division. To that end, it is expected that each student and faculty member will comply with these guidelines.*

*These policies are reviewed and updated annually. Please bring suggested revisions or additions to the attention of the Department Chairs or the Division Chair.*

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### A. COMPLAINTS, CONCERNS, OR GRIEVANCES

The administrative sequence that must be followed to seek resolution to a complaint, concern or grievance is: Instructor; then Advisor; then the GD or ID Department Chair; then Design Division Chair; then the Vice President for Academic Affairs. If the complaint, concern, or grievance does not involve classroom instruction, a student may begin this process with their advisor. Complaints, concerns, or grievances initiated by faculty are to start with the department chair.

#### Formal Grade Appeals

In the event of a formal grade appeal, students must follow college procedure. Students are encouraged to meet with the course instructor to discuss the issue before initiating this formal procedure.

### B. OTHER COMMITTEES

Committees (task forces) may be organized to address special topics (e.g., the Accreditation Task Force). Such groups may be formed by the chair or the committee.

# ACADEMIC POLICIES

## A. ACADEMIC HONESTY

### Definition of plagiarism relative to the discipline of Graphic Design and Interior Design:

GD and ID faculty and students do not tolerate cheating and plagiarism. Plagiarism is defined as offering the words or ideas of another person as one's own (L. D. Lester, *Writing Research Papers*, p. 49). For design disciplines, plagiarism includes offering the design ideas or work of others as one's own.

At the same time, this discipline recognizes that design is a cooperative endeavor and that professional designers rarely generate a design solution in isolation. For this reason, design students are encouraged to formulate solutions within as broad a context as possible and seek information and opinions from classmates, faculty, and other appropriate sources (e.g., consultants, history, periodicals, clients, etc.)

Students, however, ultimately have the responsibility to synthesize information and critique with their own ideas so final designs become their own. Furthermore, assignments submitted for grading must be entirely the work of the student, or students, in the case of a team project.

### Disciplinary Action

If a student is found cheating or plagiarizing, the professor assigns an 'F' for either the assignment or the course, depending upon the severity of the infraction. In addition, the situation will be brought to the attention of the GD or ID Department Chair and referred to the Academic Dean for possible action.

## B. GRADES

Students must earn a grade of 'C' or above in all major requirements to fulfill prerequisite and graduation requirements. Grades below a 'C' may delay participation in portfolio reviews and advancement in the curriculum.

Students who earn below a "C" twice for the same course will not be permitted to continue in the program.

## C. CLASS ATTENDANCE

Attendance is mandatory for GD and ID classes including field trips and interim and final design juries. Excused absences are granted only for medical reasons or other serious extenuating circumstances. Such circumstances must be supported by external documentation.

If chronic illness or other long-term circumstances might prevent a student from attending classes, it is the student's responsibility to provide external documentation explaining the circumstance to the instructor in each GD or ID course in which she/he is enrolled. This must happen the first week of each semester.

An unexcused absence is defined as:

- An absence from a regularly scheduled class, field trip, design jury or other class activity;
- Three late arrivals or early departures from class

### Unexcused absences affect final course grades as follows:

Classes that meet twice a week:

- Three unexcused absences will lower earned grade by one letter grade.
- Four unexcused absences will lower earned grade by two letter grades.
- Five unexcused absences will result in an automatic F.

Classes that meet once a week:

- Two unexcused absences will lower earned grade by one letter grade.
- Three unexcused absences will lower earned grade by two letter grades.
- Four unexcused absences will result in an automatic F.

Enforcement of this policy and discretion regarding legitimacy of missed sessions is the responsibility of each faculty member. Any deviations from this policy must be addressed in the course syllabi.

#### **D. LATE SUBMISSION OF WORK**

Deadlines are strictly enforced in all GD and ID courses. When medical reasons or other extenuating circumstances prevent meeting a deadline, the student must contact the instructor prior to the deadline and provide external documentation relative to the cause of the delay. If the faculty person grants the delay, the student must then make arrangements for the late submission.

If chronic illness or another long-term circumstance might prevent a student from completing work, it is the student's responsibility to provide external documentation explaining the circumstance to the instructor in each GD or ID course in which she/he is enrolled. This must happen the first week of each semester.

Unexcused late work affects the earned grade for assignments as follows:

- Late within one calendar day (includes all days of the week) of designated deadline lowers grade by one half letter grade or numerical equivalent.
- Late within three calendar days of designated deadline lowers grade by one letter grade or numerical equivalent.
- Late within five calendar days of designated deadline lowers grade by two letter grades or numerical equivalent, and so forth.

Enforcement of this policy and discretion regarding legitimacy of extension requests is the responsibility of each faculty member. Deadline extension requests not accepted by the instructor are considered unexcused. Deviations from this policy must be addressed in course syllabi.

#### **E. MAKE-UP EXAMINATIONS**

Attendance is mandatory for scheduled examinations. When externally documented medical reasons or other extenuating circumstances prevent an examination from being taken as scheduled, the student must contact the instructor prior to the exam to request rescheduling. However, the instructor is not required to grant the rescheduling.

Enforcement of this policy and discretion regarding legitimacy of rescheduling requests is the responsibility of each faculty member. Rescheduling requests not accepted by the instructor are considered unexcused. Deviations from this policy must be addressed in course syllabi.

#### **F. DOCUMENTATION OF MEDICAL CONDITIONS**

Pre-existing medical conditions, or medical conditions that develop during the academic year, may affect class attendance, submission of work and examinations.

In either case, it is the student's responsibility to contact his/her instructor(s) immediately. The instructor will then refer the student to the office of Student Academic Support Services who will review the medical documentation and then notify the instructor recommending appropriate accommodations.

#### **G. INCOMPLETES**

Incomplete grades are given only for externally-documented medical reasons or extenuating circumstances. Inability to complete work, by itself, is not a valid reason for an incomplete. Enforcement of this policy and discretion regarding legitimacy of the incomplete request is the responsibility of the professor. Deviations from this policy must be addressed in the course syllabi. Incomplete grades are due six weeks after the end of the semester. After that, incomplete grades turn into an "F."

Students must finish incompletes by the first day of the following semester if they wish to take a course that semester that has the "incomplete" course as a prerequisite. If this condition does not exist, the student may take the full time allowed by the college to finish the incomplete.

#### **H. RETURN OF STUDENT WORK**

To ensure good progression of learning, faculty should return projects, papers, and exams, after they have been critically evaluated verbally or in writing, within two weeks of submission. Faculty must notify students of an alternate date when extenuating circumstances prevent compliance with this policy. It is acceptable for faculty to give students graded examinations and projects to review in their presence and then ask for their return, as all student work is the property of La Roche College.

## EQUIPMENT, RESOURCES AND FACILITIES POLICIES

### I. END-OF-SEMESTER ELECTRONIC SUBMISSION OF WORK

All GD and ID students are required to submit their work at the end of each semester. A high-res PDF of each piece must be included. Student work is to be uploaded via FTP to the student design server archive, work should be uploaded before finals week.

### J. EMAIL ACCOUNTS

GD and ID students must have active La Roche email accounts by the third week of their first semester in the program to facilitate communication with instructors and the department. Students are responsible for regularly checking their incoming email. Email will not be sent to private accounts.

### K. BACKUP OF STUDENT WORK

Students are expected to routinely back up their electronic files on at least two external sources (flash drive, cloud, external hard drive, etc.). The loss or partial destruction of documents, files and/or folders stored on a student's personal computer or a personal computer "crashing" is not a valid excuse for late submission of work and extensions will not be granted. Problems that may arise with the Wright Library MAC or CAD lab equipment or supplies (computers, printers, plotters, paper, toner, etc.) will not be accepted as excuses for late submission of work. Do not wait until the night before a project is due to print or plot your work - plan ahead!

The academic policies as outlined above are the minimum expectations. Classes may have additional requirements for students to complete to be successful. Please check each course syllabus and speak with individual faculty members.

### A. STUDIOS

#### General Studio Policies

- Parallel bars on drafting tables must never be used as cutting edges.
- Green drafting table covers must never be cut on and must be protected when using marker or other media that may bleed through the ground paper.
- Spray glues and paints are never to be used in studios (see item H).
- Students are responsible for cleaning and maintaining their workspace.
- Problems with workstation equipment must be reported to the department assistant at once.
- Papers, boards, etc. left in the department between semesters may be disposed of to facilitate proper maintenance of these spaces. Neither faculty nor the Design Division is responsible for student work that is not claimed after evaluation by the end of the next semester.

24/7 access to the design studios is dependent on the responsible use of the facilities and equipment by all students given these permissions. If damages to the studios or equipment occur or if unauthorized access is given to students who do not have these permissions, the College or Design Division has the right to restrict or deny access for any or all students outside of normal class times. Any student misusing these privileges will face appropriate fines and/or disciplinary actions. Students who witness the misuse or destruction of the design studios, equipment, or unauthorized access should report the incident to Chris Williams, Design Division Assistant (AE124) immediately or call La Roche Security during evening or weekend hours (412-536-1111)

### B. MESSY ASSEMBLY ROOM

The "Messy" assembly room, adjacent to the Resource Center, provides work tables, a large light table, matte cutter, and a spray booth for presentation work and model building. (See item H for policies regarding spray glue and paints.)

## C. EQUIPMENT

### Availability

- Students may use this equipment as needed: light table, mat and paper cutters, spray booth, plotters (CAD lab), drafting desks, large format scanner (AE Building)
- Photography and audiovisual equipment is available for student use and can be checked out through the GD Assistant to the Department Chair when not reserved for a class: cameras (digital slr, point and shoot), tripods, light meter, data projector and VCR and monitor.

To check out this equipment, students must personally see the GD Assistant to the Department Chair and follow these procedures:

- The person who checks out photography or AV equipment must also return it in person.
- Faculty and students must return photography and AV equipment the next class day. Failure to return photography and AV equipment on time will result in the suspension of borrowing privileges for two weeks.
- Photography and audio-visual equipment is available only to students who receive instruction in its use and agree to assume liability for it.

### General equipment policies:

- Students are responsible for learning (from Professors or Assistants to Department Chair) how to handle equipment before using it.
- Students and faculty must never attempt to fix any equipment without the knowledge of the Department Chair or the Assistant to the Department Chair.
- If equipment failure is experienced during non-business hours, students and/or faculty must turn off the equipment and leave a note for the Assistant to the Department Chair describing the problem.

## D. USE OF PHOTO STUDIO (AE 118)

Students may use the photo studio located in the AE Building provided it is not being used for a class.

- The photo studio is locked at all times when not in use.
- Students should contact the GD Assistant to the Department Chair for access during regular school hours.
- Students should contact security for access during the evenings and weekends. Students should also contact security to re-lock the photo studio when they are done. Students need to stay in the studio until security comes to lock the door. The photo studio should never be unlocked and unattended.
- All equipment must be put away after it is used.
- Any props that are brought into the studio need to be removed when you are done.
- Students who do not follow the rules regarding the photo studio will be denied access for two weeks.

## E. LAB AND MISCELLANEOUS FEES

### Types of Fees

- Lab fees, set by the college, are assessed each semester by major. They reflect typical student use of consumable materials and equipment. In the GD and ID Departments, lab fees defer the cost of items such as plotter and copier paper; toner; maintenance contracts on equipment; vinyl board covers; parallel bar cable; etc.
- The student support and development fee, set by the College, is for services such as the Kerr Fitness Center, Wright Library, security, parking, etc.

### Schedule of Fees

See the current college schedule of courses.



## F. SPRAY GLUE AND SPRAY PAINT

Spray glue and spray paint may be used only in the spray booth located in the Messy Assembly Room. When using the spray booth, the exhaust fan should be turned on and craft paper should be used to protect the adjacent wall and floor from over-spray. At no time is the application of such spray materials allowed in any other rooms or hallways of the college – this includes the Wright Library Design Studios! If an item is too large to fit in the spray booth, then it must be taken outside to an area where the overspray will not damage school property or landscaping.

## G. SMOKING/ALCOHOL

Smoking is not allowed inside of Wright Library at any time. An area is designated for smoking outside of the main level of Wright Library. Proper disposal of all cigarette ashes and butts is expected at all times.

Possession and use of alcoholic beverages by students in Wright Library is prohibited.

## H. SECURITY

Students have 24-hour access to the studios in Wright Library by special arrangement with campus security. This is a privilege accorded to GD and ID students who demonstrate responsibility while using the department facilities and resources. Following the guidelines below will ensure the continuation of this tradition, as well as the safe and productive use of our studios.

### Wright Library Building/Studios Hours

The Wright Library Building remains unlocked during the following times when classes are in session:

Monday-Thursday	7:25 AM-12:00 AM
Friday	7:25 AM-10:00 PM
Saturday	7:45 AM-8:00 PM
Sunday	7:45 AM-12:00 AM

### Accessibility to Wright Library Building/Studios

- Security admits GD and ID majors to WL Building Monday through Friday from 7:30 AM to midnight.
- Once in the building, students may use their swipe cards to gain access to the studios and remain all night.
- If the Wright Library studio area is locked when it should be open, students may call security using one of the methods below to request admittance. Students must present the security officer on duty with their La Roche College photo ID with a current semester sticker. If you do not have a current sticker, go to the Public Safety office next to the Information Desk in College Center.

### Security Guidelines

- Always use the “buddy system;” i.e., no one should ever remain alone in the Wright Library studios.
- No one is to be admitted to the building after it has been secured for the evening.

### Methods to Contact Security

- The best ways to reach security any time of day is to call: 412-536-1111 (Officer on duty radio), or 412-716-0577 (Officer on duty cell phone), or 412-536-1176 (Officer on duty desk), or 412-369-0330
- Red phones throughout campus provide a direct connection to the security officer on duty.

## I. GENERAL POLICIES REGARDING ABUSE OF WRIGHT LIBRARY EQUIPMENT, RESOURCES OR THE FACILITY

- If a student is found to have caused damage to any Wright Library resources, equipment, or the facility, he or she will be reported to the Vice President of Student Life and Dean of Students for appropriate action. This may result in the student being made responsible for the cost of repairs or replacement or community service.
- Students are to use the department’s equipment and resources only for classroom assignments or department supported initiatives such as the La Roche College AIGA, ASID or ECO student groups. Abuse of this policy may also result in students being reported to the Vice President of Student Life and Dean of Students for appropriate action.
- Studios and the MAC/CAD Lab are working environments. Cell phone calls and other conversations should be conducted in other places that will not disturb those who are working.

## J. POSITIVE SPACE

Positive Space is the student-run art show held during the spring semester each year. The show is juried by professionals in both Graphic Design and Interior Design. Monetary prizes are awarded in each of the ten categories including: Photography, 3D Modeling, Interior Design, Package Design, Drawing and Painting, Integrated Branding, Illustration, Web and Multimedia and Typography. There is also a Best of Show prize awarded.

## K. GD/ID SENIOR DESIGN STUDIO

Senior design students are provided with a lockable studio that is not shared with other classes. Students must be enrolled in Senior Seminar and Senior Design Capstone to have space reserved. Workspaces are equipped with drafting surfaces and task chairs.

Seniors are given the code to the lock on the studio door so they may leave their work and equipment in the studio. It is the students' responsibility to maintain these studios as secure environments and to keep the door and window closed at all times. Non-GD/ID students are permitted in the studio only at the invitation of a senior, who must be present in the studio. The studio code must NOT be shared with other students.

Students are expected to treat the Senior Design Studio space as they would any of the other design spaces and keep the area neat and clean.

## L. RESOURCE ROOM PRINT CENTER

Graphic Design and Interior Design student projects can be printed at a nominal cost in the Design Division print center located in the Design Resource Library Room. Wide-format printers provide inkjet printing up to 24" wide and 100" tall. Hours of operation are posted each semester.

Students are not permitted to use the printers themselves. Only faculty and work study students who have been trained on the machines are permitted to use the printers.

### Submission & Payment

- All requests are first come first serve, and fulfilled in the order in which they are received. Turn around time will vary depending on number of requests
- Pricing information is located on the Print submission form
- Submission forms are located outside AE124
- Cash or Checks (made out to La Roche College) accepted. All payments must be prior to printing.
- Files and payments must be submitted on a thumb drive to the Graphic Design Administrative Assistant, AE124 (all thumb drives will be returned, please make sure your name is on your thumb drive)
- Files must be high-quality/high-resolution PDF's (include bleed, registration marks, crop marks, etc.)

### Paper Selection

- Matte single weight and matte heavy weight are available
- Any student-provided specialty papers must get prior approval from design department

### Print Pick-up

- Students are notified via text or email when print is ready
- Pick up outside AE124

# GRAPHIC DESIGN POLICIES

## A. PORTFOLIO REVIEWS

To advance in the curriculum, GD majors are required to present a portfolio of their work to the GD faculty at two key points in their education:

### Freshman Review

Freshman are required to go through a freshman review in the spring of their freshman year. The purpose of this review is to guide you in your career at La Roche. Faculty will review your work, talk with you about your progress throughout your first year and answer any questions you may have.

### Sophomore Review

Prior to enrolling in upper-level design courses, transfer students and students who have reached the mid-point (second semester of the sophomore year) in the Graphic & Communication Design Program, must pass a Sophomore Review. During a formal interview with the student, the faculty will assess the student's work from all foundation courses, along with the student's motivation and attitude, presentation skills, career goals and academic record. The criteria for the review is fully outlined prior to the meeting and the student will receive a written evaluation following the interview. As a result of the review process, the faculty will recommend that the student:

- Continue in the Graphic Design program; or
- Continue in the program with recommendations (e.g. attend summer classes or complete individualized assignments); or
- Continue in the program with requirements (e.g. attend summer classes/complete individualized assignments); or
- Change majors before next academic term

It will be the professional consensus of the faculty, and not simply individual grades, that will determine whether or not a student will be allowed to continue in the program.

## B. RESOURCE LIBRARY

The Resource Library is open to students several days per week each semester. It is staffed by GD and ID work study students. New hours are posted at the beginning of each semester. Any GD (or ID) professor can bring their students to the library during class time whether there is a work study student there or not. If a student needs to have access to the library materials after posted hours, he or she must contact a faculty or staff member for access. The faculty or a staff member must stay in the library with the student for the entire time they are there.

The Resource Library houses reference books, periodicals and paper sample books. None of these materials are to leave the Resource Library without permission. Materials removed from by students are to be checked out and returned the next day.

## C. DESIGN DIVISION LIB GUIDE

In order to conduct more enriching research, the design division has initiated a lib guide to help students with the exploration of resources that are available to them. The link provided will help students' research as well as find ebooks and other resources related to and within the design discipline.

Students must first log in to the intranet before using the link below :

<http://libguides.laroche.edu/content.php?pid=610414&sid=5612722>

## D. IMMERSIONS

In the fall semester of each year, teams of junior and senior students are given a project from a real-world client. The student teams have 48 hours to research, design and present their solutions to the client. This project is mandatory for all GD juniors and seniors. Immersions clients are non-profit entities, whose missions closely mirror those of La Roche College. The clients are chosen by full-time faculty.

After the client chooses the winning design, they have the option to produce the design(s) with the assistance of the winning student design group.

## E. LA ROCHE COLLEGE AIGA STUDENT GROUP

This student organization is affiliated with the Pittsburgh AIGA professional chapter. The purpose of this group is to provide its members with opportunities to grow as graphic designers outside of the regular classroom setting. The AIGA Student Group gives members a forum where they can get assistance and support from other students, as well as share their work and experience.

The AIGA Student Group sponsors gallery shows and activities designed to cultivate relationships with students at other universities, as well as professional graphic designers.

## F. INTERNSHIPS

Internships provide students with real-world experience in an official or formal capacity. Internships allow students to gain on-site work experience, explore different career options, develop marketable skills, establish professional contacts and earn up to six credits.

An informational meeting will be held for sophomores during the fall semester of each year to explain internship procedures and answer any questions students may have.

### Eligibility

- Students must have junior or senior standing (minimum of 60 credits).
- Students must have a cumulative GPA of 2.75 or higher.

### Requirements

- All internships must be approved by the GD Department Chair
- One three-credit internship is required for all students
- Students may earn an additional 3 credits at (45 hours on site per credit)
- An internship must last a minimum of six weeks.

## G. SENIOR AWARDS

Recognition of outstanding leadership and/or portfolios may be awarded to deserving seniors at the end of the spring semester. Awards include a monetary remuneration and are given at the discretion of the full-time faculty.

## H. GD MAC LAB

### Responsibilities

- The Office of Information Technology (IT) is responsible for the maintenance and service of the GD MAC Lab.
- The IT Computer Lab Supervisor is the first line of help for this lab. If the IT Computer Lab Supervisor is off campus, the department will contact the next person in line to resolve problems.
- The College supplies work-study students to periodically monitor the lab. The IT Computer Lab Supervisor trains these students on general hardware and software concerns and problem solving.
- Employees of IT are to visit the lab regularly to see if any thing needs attention.

### Equipment Failure and Problems

- If the GD Department offices are open, students and faculty may report problems that need immediate atten-

tion to the GD Assistant to the Department Chair, who will contact the IT Computer Lab Supervisor.

- If the GD Department offices are closed, students and faculty may report problems that need immediate attention to IT personnel (Help Desk: 412.536.1234) or work-study students if they are in the lab.
- Under no circumstances are students or faculty to try to remedy problems on their own.

### Imaging

- Only the Office of IT is allowed to install software on the computers.
- IT establishes an image at the beginning of each semester for the software that is needed for instructional purposes. Faculty requests for the image are forwarded to IT through the department chair the semester before it is needed.
- If additional software is needed, faculty may request it via an IT online Technical Work Order and inform the Department Chair of this request. Two weeks or more is required to incorporate new software in the lab's image. If faculty members have the software on disk or CD, they must let IT know how to obtain it.
- IT re-images computers as needed; students and faculty are notified in advance when this procedure is to occur because the lab is closed during that time.
- Important documents should never be left on the lab computers due to re-imaging.

### Supplies

- IT restocks printer supplies weekly.
- The GD Department assumes the responsibility for checking and replacing printer paper daily and for notifying IT if supplies are low.

### Access

- The MAC lab is to be kept secure at all times. Students may gain access to the lab by using their current La Roche ID swipe card. The MAC lab door is to be kept closed at all times.
- The GD Mac Lab is available and open to GD students, ID students, and non-majors enrolled in GD and/or ID classes and GD and ID faculty ONLY.
- Students are asked not to use the printer in the Mac Lab when there is a class in session in that room.
- Food and beverages are not permitted at any time.
- Students are expected to clean their work station before leaving the lab.

# INTERIOR DESIGN POLICIES

## A. PORTFOLIO REVIEWS

To advance in the curriculum, ID majors are required to present a portfolio of their work to the ID faculty at two key points in their education:

### Freshman Review

After completing IDSN 1020, IDSN 1021, and IDSN 1062 with grades of 'C' or above, students may advance to IDSN 2038a Interior Design IIa only after completing the Freshman Review process.

Freshman Review results in one of three recommendations:

- Student to continue in interior design
- Student to continue in interior design with stated reservations and recommended action
- Student to change major before next academic term

### Sophomore Review

After completing IDSN 2038a and IDSN 2038b and four of the following five courses: IDSN 1023, IDSN 2015, IDSN 0244, IDSN 2045, and IDSN 2046, with grades of 'C' or above, students may advance to IDSN 3028a Interior Design IIIa only after successfully completing the Sophomore Review.

*Exception – Students in the three-year accelerated program must complete five of the following six courses: IDSN 1023, IDSN 2015, IDSN 2044, IDSN 2045, IDSN 2046, and IDSN 3040, with grades of 'C' or above.*

Sophomore Review results in one of three decisions:

- Student is invited to continue to major in interior design
- Student is required to take IDSN 2038C the next semester (summer session) and submit work for their Sophomore Review again (note: this option may only be offered once).
- Student is required to change majors before the beginning of the next term

Students should not make any summer commitments (vacations, etc.) until they have received notification that they have passed Sophomore Review.

## B. LA ROCHE COLLEGE ASID AND ECO STUDENT GROUPS

Students are encouraged to start networking with design professionals in their freshmen year by joining the La Roche ASID student chapter and becoming involved in planning and implementing many service-related projects throughout the academic year. The chapter also provides leadership opportunities for students who want to serve as officers of the student chapter or serve as the student representatives to the ASID Pittsburgh-West chapter, which invites the students to attend their professional ASID events.

The La Roche ASID student chapter hosts a design industry Trade Show each year, which brings representatives from major design manufacturers to the college. Students learn about the latest products for both residential and commercial design, acquire samples of the latest products and become acquainted with the manufacturer's representatives who service the Pittsburgh design firms.

The Environmental Cause Organization (ECO) is another La Roche College student group that was founded as a sustainable campus initiative. They are currently creating a system to redefine and rethink the process of recycling on our college campus. Within the club are two sub-groups that help the campus community, ECOLRC & ECODesign.

## C. RESOURCE LIBRARY AND REFERENCE MATERIALS

The Resource Library will be open to students several days per week each semester; hours will be posted on the door. A resource librarian (ID student) will admit students to the library. Any ID (or GD) professor can bring their students to the library during class time whether the librarian is there or not. All materials in the Resource Library are "current" and must not be removed or cut.

If a student needs to have access to the library materials after posted hours, he or she must contact a faculty or staff member for access. The faculty or a staff member must stay in the library with the student for the entire time they are there. If students need a particular sample(s), the librarian will order the samples and contact the student when they arrive. Product samples often take a week to arrive, so students must plan ahead in order to receive samples they plan to use on presentation boards.

The department's reference books and videotapes are shelved in the upper level of Wright Library. Students have access to these materials during normal library hours.

Graphic Design work study students will be responsible for printing any student work in the Resource Library, during their assigned hours. Students must follow the guidelines for submitting their files, payment and pick up of their completed prints. See the GD Assistant to Dept. Chair (AE 124) with specific questions about printing requirements.

#### D. DESIGN DIVISION LIB GUIDE

In order to conduct more enriching research, the design division has initiated a lib guide to help students with the exploration of resources that are available to them. The link provided will help students' research as well as find ebooks and other resources related to and within the design discipline.

Students must first log in to the intranet before using the link below :

<http://libguides.laroche.edu/content.php?pid=610414&sid=5612722>

#### E. ID CAD Lab

##### Responsibilities:

- The Office of Information Technology (IT) is responsible for the maintenance and service of the ID CAD Lab.
- The IT Computer Lab Supervisor is the first line of help for this lab. If the IT Computer Lab Supervisor is off campus, the department will contact the next person in line to resolve problems.
- The college supplies work-study students to periodically monitor the lab. The IT Computer Lab Supervisor trains these students on general hardware and software concerns and problem solving.
- Employees of IT are to visit the lab regularly to see if anything needs attention.

##### Equipment Failure and Problems

- If the Interior Design Department offices are open, students and faculty should report problems that need immediate attention to the ID secretary, who will contact the IT Computer Lab Supervisor.
- If the Interior Design Department offices are closed, students and faculty should report problems that need immediate attention to IT personnel (Help Desk: 412-536-1234) or work-study students if they are in the lab.
- Under no circumstances are students or faculty to try to remedy problems on their own.

#### Imaging

- Only the Office of IT is allowed to install software on the computers.
- IT establishes an image at the beginning of each semester for the software that is needed for instructional purposes. Faculty requests for the image are forwarded to IT through the Assistant to Department Chair the semester before it is needed.
- If additional software is needed, faculty may request it via an IT online Technical Work Order and inform the Assistant to Department Chair of this request. Two weeks or more is required to incorporate new software in the lab's image. If faculty members have the software on disk or CD, they must let IT know how to obtain it.
- IT re-images computers as needed; students and faculty are notified in advance when this procedure is to occur because the lab is closed during that time.
- Important documents should never be left on the lab computers due to re-imaging.

#### Supplies

- IT restocks printer and plotter supplies weekly.
- The ID Department assumes the responsibility for checking and replacing printer and plotter paper and ink toners and for notifying IT if supplies are low. There is no restocking of paper and/or toner over the weekends, so students should plan accordingly when to print and plot.

#### CAD lab rules

- The CAD lab is to be kept secure at all times. Students may gain access to the lab by using their current La Roche ID swipe card. The CAD lab door is to be kept closed at all times.
- Food and beverages are not permitted at any time.
- Cell phone conversations are not permitted.
- Students are expected to clean their work station before leaving the lab.

# SAFETY

## A. FIRST AID KITS

First aid kits and knife disposal containers are located in each of the Wright Library design studios, the CAD lab, AB 216, the messy assembly room, AE 105, and in the AE entry. In a medical emergency, call 911. For help, call La Roche Public Safety at 412-536-1111.

## B. PROPER HANDLING OF EXACTO BLADES

*(Content adapted from <https://www.cmu.edu/ehs/fact-sheets/guidelines-for-exacto-knife-use.pdf>)*

Exacto knives are among the most useful tools available for detailed cutting. The most common form of this tool is the pen-shaped knife shown on the right. It comes with a replaceable blade that is pointed and extremely sharp. It is this design that makes it so useful, but also so potentially dangerous. This fact sheet outlines the proper use and handling of Exacto knives for optimum safety.

### Potential Hazards of Exacto Knife Use

The most obvious hazard that exists with exacto knives is the potential for cuts and punctures. These dangers can be minimized by following proper safety rules, recognizing the hazards, and using the proper personal protective equipment.

### Personal Protective Equipment

Always wear safety glasses or goggles when working with an exacto knife. Not only can a piece of cut material enter the eye, but the blades are also brittle and can break under stress. A broken piece of blade ejected toward the eyes moves faster than you can react, and safety glasses will prevent serious eye injuries. Gloves should also be worn; either heavy duty leather or metal mesh gloves designed specifically for working with sharp objects.

### Cutting

Using a cutting board or mat placed on a stable surface, grip the handle of the knife with all four fingers and place your thumb on the collar. If possible, secure the material in a clamp before cutting. Otherwise, grip the material behind the cutting blade. ALWAYS cut away from your body, and be sure others are not in the path if the knife should slip.

### Slicing and Chopping

To slice strips of material, grip the handle of the knife with three fingers and place the index finger on the collar. Slice the material by drawing the blade back diagonally. To chop material, use firm, even pressure and rock the blade as you push it downward.

### Storage and Transport

Always store and transport an exacto knife with the protective cap in place. If a cap is not available, place it in a container that will not leave the blade exposed. Be sure to label the container so others are aware that the knife is inside. Never carry an open exacto knife in your pocket or place it in a drawer.

### Use Only Sharp Blades

Dull, chipped, or broken blades require more force to perform the cutting operation safely, and they may slip from the working surface. Change them regularly, or if you notice that it takes more effort to cut. If the collar does not easily open to allow you to remove the old blade, lubricate it with penetrating oil, wait about 30 minutes, and try again. If it remains stuck, pad the collar and gently apply force with a pair of pliers. Once the collar is free, carefully remove the old blade (again, be sure to wear gloves when performing this task), slide the new blade into position, and tighten the collar. Wipe off any remaining oil so that the knife will not slip in your hands. Test the collar to be sure that the blade is secure.

### Disposal of Old Blades

Immediately dispose of an old blade by placing it in a sharps container which are located in each studio. Never throw them into the trash can or leave them on a desk. Do not open the sharps containers.

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