



PEER COACH & TA ORIENTATION

2019

Welcome & Introductions

Name

Department / Term

Class TA'ing

Previous Experience
Teaching, Mentoring,
or Tutoring

Logistics

Time Sheet

Approved Hours

Inside.ArtCenter

Click [here](#) for the Time Entry Guide

Guidelines

TA's:

In-Class Hours Only
Duties per Instructor
Position of Authority

Peer Coaches:

5 Hours per Week
During College Hours
On-Campus Locations

Rules & Regulations

Student Conduct
(Student Handbook)

Syllabus
(Expectations for
Classroom Conduct,
Academic and
Creative Integrity)

HR (Title IX / DHR,
EHS)

FERPA

Educational Records

Student Conduct

If a student has disclosed to an incident they may have experienced or have been involved in, it may require an investigation into whether or not a student conduct violation has occurred. This includes violations of the Academic Integrity Policy, the Title IX Policy and the Student Code of Conduct Policy.

Click here for the [Student Handbook](#)

Kendra Stanifer

Asst. Dean of Students/Director of CSE

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626.396.2396

Center for Student Experience

Hillside, Rm. 200

Inside Link:

<https://inside.artcenter.edu/pub/course/view.php?id=2>

Expectations for Classroom Conduct

EXPECTATIONS FOR CLASSROOM CONDUCT

ArtCenter is committed to maintaining a civil and safe learning environment, free from bias, coercion, and harassment for all. The classroom is a shared environment where all parties are accountable for behavior and contributions to a productive and supportive atmosphere. We understand that our members represent a rich variety of backgrounds and perspectives and are committed to providing a set of conditions for learning that respects diversity. While working together to build this community we ask all members to:

- Be open to the views of others
- Honor the uniqueness of colleagues
- Communicate in a respectful manner
- Recognize differences in learning, language, approach and ability
- Appreciate the opportunity that we have to learn from each other in this community
- Respect the work and materials of others

All students are expected to abide by the ArtCenter Code of Conduct. All Faculty members, as Employees, are expected to abide by the Employee Standards of Conduct. The full statements of these policies can be found in the Student and Employee Handbooks. To report an incident, please see the Grievance and Complaint Policies and procedures listed in the [Student Handbook](#), [Faculty Handbook](#), and [Employee Handbook](#). If you have any concerns or would like to discuss an incident, please contact your Instructor, your Department Chair, the [Center for the Student Experience](#), or the [Office of the Provost](#).

Please make sure you are aware of this and other policies on the College Syllabus

Academic & Creative Integrity

Academic and creative integrity is essential to personal and educational growth of students, which all members of the Art Center community are expected to uphold. This value maintains the standards of excellence of the College and creates a meaningful learning environment. Academic misconduct is a violation of the Policy that creates an unfair or unearned academic advantage to a student. This Policy is intended to assist students in understanding the academic and creative expectations of the Art Center community and what would constitute a violation of the Student Code of Conduct.

Examples of violations:

- Plagiarism
- Creative Dishonesty
- Unauthorized Collaboration
- Cheating
- Misrepresentation of experience or ability
- Sabotage
- Falsification of records

[Academic & Integrity Violation Reporting Form](#)

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Title IX / DHR

- Administration and Compliance with Federal and State Laws Governing DHR
- Development and Oversight of DHR and Title IX Programs
- Provide Leadership, Advice and Action for DHR prevention and elimination
- Development and Implementation of Policies, Procedures, Best Practices
- Training, Outreach and Education for Students, Faculty and Staff
- Leadership of the Title IX Taskforce
- Oversee, receive and conduct investigations

Click [here](#) for a Presentation from Sadara DeVonne, DHR Administrator and Title IX Coordinator

Sadára DeVonne

Discrimination, Harassment, Retaliation Administrator/
Title IX Coordinator

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Human Resources

Inside Link:

<https://inside.artcenter.edu/cms/course/view.php?id=99>

Environmental Health & Safety (EHS)

- First Aid
- Environmental Concerns
- Chemical Handling
- Chemical Application
- Chemical Disposal
- Respiratory Protection
- Cutting Safety
- Fire & Emergency Equipment

Cynthia Quentin

Director, Environmental Health & Safety

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ehs@artcenter.edu

626.396.4361

Inside Link:

<https://inside.artcenter.edu/cms/course/view.php?id=47>

FERPA

Family Educational Rights & Privacy Act

A Federal Law designed to:

- Protect the privacy of education records
- To establish the right of students to inspect and review their education records

FERPA requires ArtCenter to provide annual notification to students of their right to:

- Inspect and review their education records
- Request an amendment/correction to their education records
- A hearing if the request for an amendment is unsatisfactory
- Request that the institution not disclose directory information items about them
- File a complaint with the U.S. Department of Education

Please click [here](#) for a FERPA Cheat Sheet

Greg Yamamoto

Director, Enrollment Services/ Registrar

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626.396.2486

Enrollment Services, Hillside Campus

Please click [here](#) for a FERPA Brochure

Educational Records

Advising (Coaching, TA) notes are essential for accurate record keeping, and are considered part of a student's educational record that is protected by the Family Educational Rights and Privacy Act (FERPA).

Advising notes should be based on facts and consist of bias-free language, including the exclusion of any personal opinions or impressions. The goal of advising notes is to clearly outline a student's progress toward the completion of degree requirements and goals. The advising guidelines below will help advisors keep appropriate notes for their advising interactions.

Coaches' Notes on Intake and Out Forms and TA's Emails to Instructors about students are also considered Educational Records.

Advising Notes + Guidelines

Notes are essential for accurate record keeping

- Notes should be updated after each coaching interaction (when possible)
- Document facts, avoid biased language, personal opinions, judgments, or impressions
- When possible, notes should be reviewed prior to a session

Notes should be based on facts and consist of bias-free language

- Notes can help coaches build rapport with their students
- Notes should clearly outline a student's progress toward their goals
- **When in doubt, leave it out!**

Advising Notes + Guidelines

Notes should be helpful to students	Other coaches should be able to pick up where you left off	Include notes that will help facilitate the coaching relationship with the student	Include any potential outcomes/consequences of not following advice
Documenting <i>non-sensitive</i> referrals	Include comments that will help you with future coaching sessions	Do NOT include subjective comments or judgments about students	Do NOT include information regarding sensitive referrals
	Do NOT include comments about student's instructors	Do NOT include personal concerns of the student	

Do's	Don'ts
Student has not had a sketching class in several years and is concerned about ability to succeed. Discussed importance of attending sketching workshops during the semester.	Student is scared of taking Viscom and is trying to find ways to avoid it.
Student dropped 3D Modeling.	Student dropped 3D Modeling due to unfair grading policies of instructor.
Student may be overextended with classes, work, and activities.	Student will need to get his priorities in order and quite his job if he wants to do well in school.
Student has requested tutoring support. Referred to the Writing Center.	Student is in financial and academic distress. Referred to the Writing Center & Financial Aid.

Effective Referral Skills

Know your campus resources

Do your best to find the right referral

Keep it simple and streamline the process

Encourage note taking

Following through with referrals can be hard for some students.

Keep contact information close at hand

Pay attention to students' needs (expressed or implied)

Take action

Ask about the referral at their next visit

Have you noticed any patterns?

Resources

Academic Advising

CARE

CSE (Counseling, Accommodations, Food Pantry,
International Student Advisors, Clubs,...)

Writing Center / Peer Coaches

Creativity & Time Management (Jay Chapman)

Liaison Librarians

Lynda.com

Integrated Studies Workshops

Shops & Labs

Department Specific Resources

Human Resources (Title IX / DHR, EHS)

Security & Safety

Click [here](#) for a list of Additional Campus Resources

Academic Advising

ArtCenter's Office of Academic Advising, in partnership with the educational departments, provides guidance to students through quality interactions that result in the development of informed educational plans leading to the fulfillment of their educational and personal goals.

Here are some reasons why you should schedule an advising meeting:

- To help you understand your degree requirements
- To help you set grade goals at the beginning of each semester
- To learn about our institutional policies and procedures
- To learn how to navigate [Inside ArtCenter](#)
- To receive detailed attention should you experience any academic difficulties
- To be encouraged to participate in campus-wide programs and activities

From the Director: I would say it is important to treat each person as an individual and understand that they all are coming from different backgrounds and experience education from different perspectives, so it is important to check all biases at the door and listen to the individual needs of each student.

While we all want to have a good baseline of knowledge about our respective areas, it is important to let a student know when we don't have the answer rather than misinforming them. It's okay to say "well, I am not sure, but let me do some research and get back to you." Providing accurate information is key to building trust, and trust brings a student back.

Patty Hernandez

Director, Academic Advising

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626.396.4282

Hillside Campus, Department Chairs' Office (DCO)

Inside Link:

<https://inside.artcenter.edu/cms/course/view.php?id=6>

CARE

Communicate, Assess, Refer, Educate

CARE is an ArtCenter-wide initiative that provides outreach to students who are demonstrating signs of behavioral, emotional, and/or academic distress.

CARE provides an avenue for communication for the ArtCenter community to identify, support and refer students of concern. Peer Coaches and TA's are encouraged to submit a CARE report if they encounter a student who needs additional support

When you submit a CARE referral regarding a student of concern your information will be reviewed by the CARE Team Chairs to determine the next best steps to address the concerns. Once the referral is submitted the reporter will receive confirmation that their referral has been received. However, know that CARE Team may be limited in what they can share back with the reporter due to information that is protected by Family Educational Rights and Privacy Act (FERPA).

Click [here](#) for a Behavioral Assessment Chart



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Center for Student Experience

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Department Chairs' Office

CARE@artcenter.edu

inside.artcenter.edu/go/care

Center for the Student Experience (CSE)

CARE

Accommodations

Counseling

Academic & Creative Integrity

Student Conduct

Co-Curricular Support (Clubs/Campus Activities)

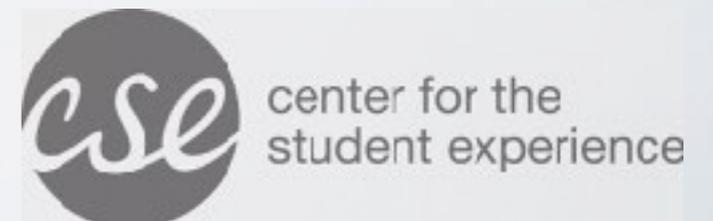
International Student Support

Food Insecurity Program (Food Pantry)

Click [here](#) for a guide to the CSE Offices and Offerings

The Center for the Student Experience (CSE) fosters a meaningful ArtCenter educational experience by engaging students in opportunities for learning, success and happiness through programs and services that encourage character and identity development, personal health and wellness, social and civic engagement, lifelong learning, and the search for life purpose and meaning.

The CSE provides assistance in areas that affect the overall well-being and life of students throughout their education at ArtCenter. It assists students in areas such as advocacy, health insurance, health and wellness programs, international travel insurance, personal counseling, student organizations, off-campus housing information, and disability support and accommodations. The CSE also advises international students.



Hillside Campus

Rm. 200B

(across from the Library)

Office Hours:

Monday - Friday, 8:30am-4:30pm

cse@artcenter.edu

626.396.2323

Accommodations

Students who have a documented medical or mental health issue may need academic support, accessibility resources and/or alternative enrollment options. These students can speak with Kendra to determine what accommodations they need to be successful in their course work at ArtCenter.

For more information, please refer to the [Disability Services FAQ](#)

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Center for Student Experience

Hillside, Rm. 200

Inside Link:

<https://inside.artcenter.edu/pub/course/view.php?id=2>

Co-Curricular Support

Clubs/ Campus Activities, Orientation Leaders, Student Government (ACSG)

I offer opportunities for students to apply what they learn outside of the classroom and to strengthen their soft skills to

be more successful inside the classroom. This happens in a few ways... by encouraging connections to ideas and people that will inspire them, helping students become active contributors to our community through orientation, clubs, ACSG, SLED Grants, #workingit events, and shared governance, and by building programming that addresses the social, civic, academic, and wellness aspects of their lives. I have a unique connection to all service based and academic offices on campus, So I am a great place to start if you have a question... If I don't know the answer, I bet I know who does.

Don't be afraid to dig a bit deeper... If you have a sense that the problem that a student is experiencing is more than a one-off, ask for help, notify a staff member, ask a follow up question, be an ally. Sometimes it can be overwhelming to help others, especially if you are not taking care of yourself. Drink water, get rest, have fun... These are important factors in you doing your best work!

- Celeste Guarneri

Celeste Guarneri

Associate Director, Student Leadership Programs

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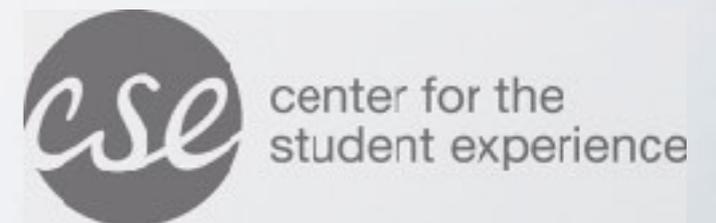
Counseling & Wellness Services

Confidential on-campus short-term counseling services for mental health is available at no cost to all enrolled students. Depending on specific needs, students are eligible for up to five sessions/term for Individual or Couples' Counseling. Counselors are also available to see students for urgent walk-in appointments within 24 hours or one business day.

Our licensed counselors work with students on a variety of topics ranging from adjustment, academic to personal issues. For students that need ongoing counseling, have a serious mental illness or require medication management, off-campus referrals are made to community providers.

We also provide Crisis Intervention appointments. All appointments are available Monday-Friday during business hours (8:30am-4:30pm).

Click [here](#) for more information about Counseling & Wellness Services



Kalea Chapman

Mental Health Counselor

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Kathleen Fitzgerald

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Mental Health Counselor

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Mari Hashimoto

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Mental Health Counselor

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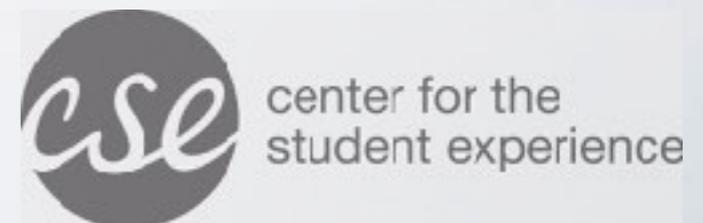
International Student Support

Advising international students on matters relating ACCD academic policies and procedures that affecting their nonimmigrant status, employment and cross-cultural adjustment

Advocating and liaison work for international students with on-campus Offices and Departments and also various U.S. government offices

Authorizing F-1 benefit and issuing immigration documents for international students

For more information, please refer to the [International Student Handbook](#)



Jeonghan Ryu

Associate Director, International Student Services

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Diana Yung

International Student Advisor

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international@artcenter.edu.

Hillside Campus: Walk-in office hours: Mon.-Thurs., 1:30-4pm, 200B

South Campus: Thursdays, 9AM-4PM, Room 255 at 950 Raymond.

Writing Center

At the Writing Center, we believe in helping students become confident and effective communicators within art and design. Our Writing Coaches provide individualized support and guidance in writing development. We are here to assist students of all proficiency levels from each of ArtCenter's disciplines through collaborative peer coaching. Writing Coaches help students generate and organize ideas, develop and revise written work, improve structural language and writing skills, and practice spoken English. Some specific examples of this support include:

- Essay structuring and collaborative review
- Strategies for brainstorming and outlining
- Oral practice for critiques and presentations
- Major-specific writing assignment assistance
- Employment and scholarship application review

Armando Zúñiga

Director, English Language Learning

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626.396.2461

Hillside Campus, Rm. 202A

Inside Link:

<https://inside.artcenter.edu/cms/course/view.php?id=96>

Creativity & Time Management

With a range of responsibilities and obligations to juggle and a number of relationships to build, time management skills are important to your success at ArtCenter and in the field. Jay Chapman, ArtCenter's Creativity and Time Management Coach, is here to help through one-on-one appointments at either campus throughout the term. He can help you to organize your schedule, generate ideas, improve your academic success, and teach you how to tap into your own creative impulses. This service is offered for free to all students regardless of your term level or major.

Review the importance of time management and how it can improve your overall success at ArtCenter and in your personal practices and lives.

Access your creative impulses more quickly for any type of assignment. Learn more, achieve higher grades and keep doing those things that keep you feeling good.

Jay Chapman

Creativity & Time Management Coach

jchapman@artcenter.edu

626.353.6300 Cell

Hillside Campus, Student Dining Room

Tuesday - Thursday, 10:00am - 4:00pm

South Campus, 1111 Building Lobby

Monday, 10:00am - 5:00pm

Inside Link:

<https://inside.artcenter.edu/cms/course/view.php?id=156>

Liaison Librarian

The Liaison Librarian Program is designed to deliver various library services specifically tailored for your courses and department. You will have access to subject specialists in the Library who can help you with your research, course work, learning objectives and professional development goals.

For help in creating course Research Guides, providing library instruction, demonstrating Online Resources and finding material to support your curriculum and professional projects, please contact one of our friendly Liaison Librarians to get started!

Inside Link:

<http://lib.artcenter.edu/faculty-services#liaison-librarian-program>

Rachel Julius

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Advertising, Graphic Design, Interaction Design, Media Design Practices,
DesignMatters

Michelle Betty

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Humanities and Design Sciences, Integrated Studies, Photography and Imaging,
Transportation Design

Robert Lundquist

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Environmental Design, Film, Industrial Design, Product Design

Simone Fujita

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Entertainment Design, Fine Art, Illustration

Integrated Studies Workshops



**FREE
WORKSHOPS!**

Look for the Digital Media Workshops Email Weekly for these workshops:

- Photoshop • Illustrator • InDesign • Maya • Dreamweaver •
- Coding for Web • After Effects • Premiere •

Bookbinding Workshops • Sundays, Weeks 3, 4, 7, 10, 11
Sign up by emailing artcenterbookbinding@gmail.com

Drawing and Painting workshops, too!

Department Specific Resources

Product Design Department

- Chair
- Director
- Manager
- Coordinator

Transportation Design Department

- Chair
- Executive Director
- Manager
- Coordinator

Campus Security

Should a situation require an immediate response, please contact Campus Security through the 24-hour emergency number 626 396-2211. Security will assess the situation and determine whether Pasadena police or other emergency response is needed.

Reasons to contact campus security first:

- Student needs immediate medical attention
- Student is expressing suicidal thoughts and/or plans
- Student is physically or verbally threatening to others
- Student is noticeably intoxicated or on drugs
- Any immediate concerns that occur after hours

A CARE referral should be submitted following the incident to further explain any details or observations. Campus Security 24-Hour Emergency contact 626 396-2211 or go to the main reception desk located in each building.

Inside Link:

<https://inside.artcenter.edu/cms/course/view.php?id=79>

Campus Emergency

626.396.2211

Non-Emergency Numbers:

Hillside Campus

626.396.2299

South Campus, 870 building

626.396.4330

South Campus, 950 building

626.396.4220

South Campus, 1111 building

626.396.4300

Part II:

Peer Coaches and
Writing Center
Coaches

With Nathan Cooke
(PRD) and Rueben
Merringer (Writing
Center)

Coaching

Definitions: Tutoring, Coaching,
Mentoring

What Does Good Coaching
Look / Feel Like?

Coaching Do's & Don'ts

Acuity & Inside

Department Inside Page

Posters & Fliers

Acuity, How To

- Forms & Records
- Individual Calendar Set-up

Acuity & Inside Point Person

