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Prior to the Beginning of the Semester

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

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

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

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

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

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

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

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

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

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

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

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

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

Notify the Department Assistant if you will be using models for classes.
Find Your Course Information

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

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

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

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

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

Click Here for the Schedule of Courses (PDF):
http://www.otis.edu/registration-records/schedule-courses

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

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

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

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

<table>
<thead>
<tr>
<th>Credential</th>
<th>Example</th>
<th>Forgot it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xnumber</td>
<td>X20098765</td>
<td>It is printed on your Otis ID card</td>
</tr>
<tr>
<td>Username</td>
<td>jsmith</td>
<td>Contact the IS Helpdesk at 310.665.6914 or x6914.</td>
</tr>
<tr>
<td>Password</td>
<td>paSsw0rd</td>
<td>Faculty: Go in person to the IS Office or contact the IS Helpdesk at 310.665.6914 or x6914. Additionally, during afterhours, you may request a password reset by going to the main lab, Room 401.</td>
</tr>
<tr>
<td>PIN</td>
<td>12u4L6</td>
<td>1. Use the Forgot PIN? link on the Self-Service homepage. 2. If that doesn't work, go in person with a photo ID to the Registration Office or contact a Registration Specialist at 310-665-6950</td>
</tr>
</tbody>
</table>
How Do I Access My Otis Email?

Go directly to…

http://webmail.otis.edu

Username will be first initial and last name – example jsmith

This password is associated with the username.
Available Faculty Resources

Go to www.otis.edu

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

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

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

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

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

O Space Tutorials
http://www.otis.edu/o-space-help/faculty-tutorials

Access O-Space:
http://ospace.otis.edu/

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

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

If faculty have any questions of whether a student is enrolled or not – check in O-Space, under the “Settings” Tab, select “User Access” for an up to date list of who is officially enrolled.
Network Folders for Classes (a.k.a. Teacher Volumes)

Since **Monday July 13th, 2015** all Teacher Volumes are now being hosted on the server **classvolumes.otis.edu**

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

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

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

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

1. **Go to the “Start Menu”** in the lower left hand corner of the screen and click on the Search field.
2. **In the Search field**, type **\classvolumes.otis.edu** and hit **“Enter”**.
3. If prompted, login with your **username and password**

**Faculty Please Note:**
Teacher Volumes are accessible to you using the same login credentials that you use to login to a lab computer. This login information should not be shared with students. Please contact ACS to arrange access for students.
Video & Sound Assets for Digital Media Students

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

To access on a Mac OS computer:

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

To access on Windows computer:

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

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

**Otis email, Self-Service & Grades**
helpdesk@otis.edu
310-665-6803

**O-space**
Jean-Marie Venturini, Instructional Designer
jventurini@otis.edu
310-846-2628

**O-space & Lynda.com**
Heather Cleary
Digital DB Metadata Librarian
hcleary@otis.edu
310-665-6926

**Computers in Labs or Classrooms**
acstech@otis.edu
310-665-6825
Or go directly into the main lab (Room 401) and ask staff for assistance.

**Audio/Visual Equipment & Computer Carts**
videolab@otis.edu
310-665-6972
Office Staff & Otis Phone Directory

Go here to download the Otis Phone List:
http://www.otis.edu/directory

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

Digital Media Department Staff:

Harry Mott, Chair 310-709-6354 (cell)
hmott@otis.edu

Kathleen Milnes, Assistant Chair 310-665-6982 (office)
323-806-6241 (cell)
kmilnes@otis.edu

Zeal Harris, Office Manager 310-665-6987 (office)
818-694-6330 (cell)
zharris@otis.edu

Marshall Astor, Department Assist. 310-846-2631
mastor@otis.edu

General Otis Phone Numbers

Otis Operator 310-665-6800
Otis Print Lab/Main Lab 310-665-6825
Otis Security 310-665-6965
562-403-5161
Executive Groups at Otis:

Senior Team
The executive body of the President’s Cabinet. The Senior Team reserves the authority over budget planning, board affairs, compensation, tuition, legal, and other key and sensitive decision areas that need executive attention.
http://www.otis.edu/objectives-membership

Board of Trustees
http://www.otis.edu/board-trustees

Board of Governors
http://www.otis.edu/board-governors
All faculty members are encouraged to get an Otis ID card, which shows the Otis employee’s X-number.

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

Appointments are recommended. Contact marchuleta@otis.edu for information or call 310-665-6965.

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

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

To view some basic information about the new cards, click here: http://www.otis.edu/otis-college-onecard/onecard-basics
Projectors, A/V Carts & Classroom Equipment

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

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

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

It is important when class is over to:

**TURN OFF** the projector/audio via the touch screen panel
**TURN OFF** the computer
**RETURN COMPUTER SCREEN DISPLAY** to its original set-up if necessary

Contact the Digital Office, Main Lab, or Video Lab if…

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

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

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

OTIS DOES NOT REIMBURSE FOR OUTSIDE COPYING.

Need copies exceeding 25 pages?

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

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

Color prints

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

Example:

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

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

The student cannot sit in your class unless they are registered!
At Otis, the Course Roster serves as the Attendance Sheet.

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

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

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

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

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

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

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

A Student should receive an Academic Warning if:

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

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

Online Automated Academic Warning form

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

When you complete this form, please select Digital Media. An email is automatically copied to the Faculty’s email inbox as well as the Academic Department and the Registrar’s Office. Students are then instructed to speak with their respective instructors and Department Chairs.
Student information to complete the Academic Warnings, is located on the course roster/attendance sheet that is given to faculty each semester.
Plagiarism

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

http://www.otis.edu/plagiarism
Your Syllabus

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

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

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

[https://otiscollege.formstack.com/forms/dgmd_syllabus_template](https://otiscollege.formstack.com/forms/dgmd_syllabus_template)

*Syllabi should be emailed to the Assistant Chair and the Office Manager at kmilnes@otis.edu and zharris@otis.edu*
Students with Disabilities

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

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

Carol D. Branch, Ph.D.
Director, Student Resources Center and Title IX Coordinator
(310) 846-2554
cbranch@otis.edu

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

http://www.otis.edu/disability-services
Emergencies in the Classroom

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

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


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

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

http://www.otis.edu/campus-safety/emergencies-incidents
http://www.otis.edu/counseling-services

Here are the phone numbers for security:

Otis Security                  310-665-6965
                                 424-207-3727

Here is information for Otis Student Counseling Services:
Hours: Monday – Friday, 8:30am-5:00pm (except academic holidays and breaks)

(310) 846-2639
Running Late or Need to Miss a Class?

1) Contact any Digital Media Staff if you’re running late or will miss class.

2) Also email or message your students to let them know that you are running late or will cancel class.

3) Give as much advance notice as possible when running late or missing class. The Digital Office staff can help to notify students by posting a sign on your classroom door.

4) If you know in advance that you need to miss class, if you can find a substitute, let us know.

5) Other options are available for classes where a faculty will miss class. Contact the Digital Media office to discuss.
Guest Lecturers

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

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

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

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

Forms should be turned in to the Digital Office or emailed to mastor@otis.edu.
OTIS COLLEGE OF ART AND DESIGN
CHECKLIST FOR HONORARIUM

NAME

PERSONAL ADDRESS

PERSONAL CITY, STATE, ZIP

E-MAIL ADDRESS

BUSINESS NAME

BUSINESS ADDRESS

BUSINESS CITY, STATE, ZIP

E-MAIL ADDRESS

HAVE THEY WORKED OR LECTURED FOR OTIS IN THE PAST? YES NOT SURE

IF SO, APPROXIMATELY WHEN

IF SO, WHAT SERVICES WERE RENDERED

DATE OF ENGAGEMENT

TOPIC OF LECTURE/PRESENTATION

LOCATION OF LECTURE/PRESENTATION

IS LECTURE/PRESENTATION BEING DONE VIA SKYPE? YES NO

IF LECTURE/PRESENTATION IS VIA SKYPE PLEASE NOTE WHERE THE SPEAKER/PRESENTER WILL BE LOCATED ABOVE

SPEAKERS VIA SKYPE LOCATED IN FOREIGN COUNTRIES MUST BE REAPPROVED BY THE CONTROLLER/ASSISTANT CONTROLLER

HONORARIUM AMOUNT

ARE EXPENSES TO BE COVERED? YES

MAXIMUM AMOUNT

AFTER THE FACT PLEASE PROVIDE

TABLE FORM

ORIGINAL RECEIPT

DEPARTMENT

VENDOR NUMBER

BUDGET

BUSINESS DERRIER USE ONLY

US TAX PAYER ID (EIN OR SSN)

IF US CITIZEN

W-8 OR FILE

IF NON-US CITIZEN

VISA TYPE/PROOF OR FILE
Grading System

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

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

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

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

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

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

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

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

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

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

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

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

Step 1. Enter your Xnumber and PIN. Use a capital X. Click on the Login button.
Step 2. Click on the Faculty Services tab.

Step 3. From the Faculty Services menu, select Final Grades.
Step 4. Select the Term from the drop down menu and click on the Submit button.

Step 5. Choose the class from the drop down menu. Classes with Primary instructors appear only in this section. Click the Submit button. (Be sure to notice all of the classes assigned to you in the drop down menu. You will need to submit grades for all including Independent Study students).
Step 6. Choose a Grade from the drop down menu. If you are going to enter a "F" or "UW" please enter the date they last attended your class. (See example Below). Once all the grades are entered for each student, click the Submit button.
Step 7. If you have Another Class to grade, click on the CRN Selection link in the footer below and select the next class. See Step 5 above.

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

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

You're done!
More about Grades

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

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

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

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

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

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

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

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

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

Please use the Checklist Below:

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

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

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

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

*For more information about models, contact:* [humanresources@otis.edu](mailto:humanresources@otis.edu) or 310-846-2597.

*HR can confirm if a model is eligible for employment or booking.*
Model Vouchers and Timesheets

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

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

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

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

Models are paid on the same bi-monthly paydates as other Otis employees (on the 10th and 25th of each month).
Room Changes & Reservations

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

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

If you’d like to make a room reservation for an event, meeting, or additional classroom space, please email zharris@otis.edu.

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

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

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

4th Floor Gallery Space
Teaching Assistants

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

TA’s are approved based on need and budget.

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

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

Lunch breaks for TAs

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

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

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

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

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

Otis’s Official Fieldtrip Policy:
http://www.otis.edu/local-regional-field-trip-policy
Filming on Campus

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

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

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

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

Students can find the Request to Film on Campus form on the “forms rack” in front of the Digital Media Office door.
Payroll & Tax Forms

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

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

Otis Payroll
Eloa Leme – Manager, 310-665-6836 or eleme@otis.edu
Connie Lopez – Payroll Administrator, 310-846-2626 or clopez@otis.edu

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

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

humanresources@otis.edu
310-846-2597
Parking at Otis

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

Otis Visitor Parking Pass
http://www.otis.edu/visitor-parking-pass

Directions & Maps to the Otis Campuses and Locations:
http://www.otis.edu/maps-parking
Digital Media Tutoring

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

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

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