

Tyler School of Art  
Temple University

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m e m o r a n d u m

Date: September 7, 2016 (updated)  
To: Tyler Community  
From: Hester Stinnett, Interim Dean  
Carmina Cianciulli, Assistant Dean  
Re: Fall 2016 Semester

Below is the updated fall semester memo – new date for Philadelphia National Portfolio day and new information on shuttles and food trucks on campus. We have listed a few important items below for future reference:

First Day of Classes <i>*full term 16-week &amp; 7-week (7A) courses</i>	Monday, August 29
Labor Day Holiday (no classes held)	Monday, September 5
Last Day to Add or Drop a 7-week (7A) course	Tuesday, September 6
Last Day to Add or Drop a Full Term 16-week course	Monday, September 12
<b>Collegial Assembly</b>	<b>Wednesday, September 14</b>
Last Day to Withdraw from a 7-week (7A) course	Friday, September 23
NCAA Conference hosted by Tyler	Wednesday, September 28-Saturday, October 1
Midterm progress ratings open	Monday, October 3
Art Education MED Open House	Sunday, October 7
Fall Open House #1	Saturday, October 8
7-week courses (7A) end	Monday, October 17
Last day to submit midterm ratings	Monday, October 17
7-week courses (7B) begin	Tuesday, October 18
Division of Architecture & Environmental Design Graduate Open House	Thursday, October 20
Tyler's Graduate Open House	Friday, October 21
Last Day to Add or Drop a 7-week (7B) course	Monday, October 24
Last Day to Withdraw from a Full Term 16-week course	Tuesday, October 25
Final grading for Full Term 16-week courses begins	Wednesday, October 26
Spring Registration Begins	Wednesday, November 2
Fall Open House #2	Sunday, November 6
Architecture Department Fair	Saturday, November 12
<b>Philadelphia National Portfolio Day (Phila. Convention Center)</b>	<b>Saturday, November 12</b>

Last Day to Withdraw from a 7-week (7B) course	Monday, November 14
Fall Break	Monday, November 21-Wednesday, November 23
Thanksgiving Recess	Thursday, November 24-Sunday, November 27
Collegial Assembly	Wednesday, November 30
Landscape Architecture Juries	Monday, December 5- Monday, December 19
BFA/VS/Art/Art Ed Final Critiques	Tuesday, December 6- Monday, December 12
Architecture Foundation, BS Arch, BS FM, BS Arch Preservation and M Arch final review dates	Tuesday, December 6- Monday, December 12
Last Day of Classes <i>*full term 16-week &amp; 7-week (7B)</i>	Monday, December 12
15 and 45 credit MFA Reviews	Wednesday, December 14 - Thursday, December 22
Study days	Tuesday, December 13- Wednesday, December 14
Final Exams	Thursday, December 15- Wednesday, December 21
Diploma Date	Thursday, December 22
Final Grades due	Friday, December 23 by <b>11:59PM EST</b>

*\*Mid-term ratings are required for all classes numbered below 2000. We advise all faculty teaching courses 2XXX to 4999 to consider adding mid-term ratings for students whose progress is not satisfactory- this will alert students to confer with their faculty regarding strategies for success or will allow enough time for a timely withdrawal.*

## COMMUNICATION

It is important that **you check your Temple University email account**. All official University notifications will be sent to your Temple email account. If you have any issues regarding your Temple email, please contact the Help Desk at 215-204-8000 or <http://www.temple.edu/cs/helpdesk/default.asp>. You may also go in person to Room 106 in the Tech Center located at 12th St. & Montgomery Avenue.

## ACADEMIC PROBLEMS/ BEHAVIORAL PROBLEMS

If you have a student with serious personal, medical, or other problems adversely affecting their schoolwork, you are strongly advised to see one of our academic advising staff or confer with Asst. Dean Carmina Cianciulli. If there is a case where a student is in need of immediate attention for anxiety or other physical or observable behaviors, you could walk the student (or have a staff member walk the student) to the Tuttleman Counseling Center (during daytime Walk-In hours) or contact Temple police at 1-1234 (215-204-1234). Temple police will act with kindness and discretion. Our intention is to help prevent a student from harm to himself or others.

Tuttleman Counseling Center Walk-In Hours –  
 Mon/Tues/Thurs/Fri 10:00am -1:30 PM  
 Wed – 9:00am-12:00 PM.

\*Located at 1810 Liacouras Walk, 5<sup>th</sup> floor

## ADDITIONAL FACULTY RESOURCES

The Tyler Faculty Resources page lists the calendar information, general information and policies, merit guidelines, guides to working with students with disabilities, academic forms and policies, and research and grant opportunities. Please review the information at <http://tyler.temple.edu/faculty-resources>

## ART PROJECTS / INSTALLATIONS / CRITS/ EXHIBITIONS

To use the grounds and/or spaces around the inside/outside of the building and/or around the campus, students must obtain an Installation Form from Kari Scott's office (Rm. 110B) or from the Tyler website:

<http://tyler.temple.edu/displaying-artwork>

Together, faculty and their students must complete the control form for each art project proposed. Once completed and signed by the student and faculty member, the form must be brought to Kari Scott for approval. Departmental budgets will cover the cost for removal of art projects without proper paper work and/or projects that have not been removed/restored by the deadline or damage from an installation or de-installation. A grade should not be submitted for any student who has not restored the area properly.

### 1. Fire Code

**The Fire Marshall will not permit artwork of any kind displayed in the fire exits and stairwells of any building.**

Work displayed in these areas is considered a fire hazard. This is Temple University policy. The Installation Guidelines specifically requests that students make sure that the project:

- Does not block any paths or hallways and conforms to the Fire Codes.
- Does not keep space from being used for any of its routine purposes.

Artworks that block, even in the slightest way, the entrances to any and all buildings, are considered fire hazards and will not be permitted.

Additionally, we are not permitted to have bulletin boards and /or postings in the stairwells.

### 2. Student/Faculty Exhibitions

The Stella Elkins Tyler Student/Faculty Galleries are located on the Lower Level of the Tyler building. Contact the Exhibitions Office regarding reservations. [www.temple.edu/tyler/exhibitions](http://www.temple.edu/tyler/exhibitions) 215-777-9144. Faculty or students who wish to reserve space in the public areas outside the studios and classrooms must complete an Installation form. The Green Hallway, Tyler Atrium and Presser Atrium do have some open spots for exhibitions- contact Kari Scott ([miss.kari@temple.edu](mailto:miss.kari@temple.edu)) for more information.

## BICYCLES AND SKATEBOARDS

Skateboarding is prohibited inside all Temple University buildings. For information on where you can skateboard outside on the campus, ask a University Police Officer. Bicycle racks have been placed in the front of our building for your use and convenience. They are to be used for short-term parking of bicycles only and not for long-term storage. Bicycle owners leave their bicycles at their own risk and the University assumes no liability or responsibility whatsoever for any bicycles left at any time. Please be aware of the following:

1. Bicycles must be parked in bicycle racks and secured using a padlock and/or chain. (Cable locks are not good)
2. Parking of bicycles in areas other than bike racks is considered unauthorized (e.g., chained to the handicap walkway, trees, buildings, poles, etc.) and will not be permitted.
3. If left in unauthorized locations as described above, bicycles will be removed.

4. Bicycle racks are for temporary day use only.

The University assumes no liability or responsibility for damages or theft of the bicycles because of extended parking.

## **BIKE & COMPUTER REGISTRATION**

Registration of your bicycle and your computer with Campus Safety Services will aid in the possible recovery of these items if lost or stolen.

To register, bring your bike or computer to our headquarters located at 1101 W. Montgomery Avenue on Main Campus. The serial number of your property, along with your name, address and phone number will be recorded in our data base. As a deterrent to theft, you also will be given a Temple Police sticker to place on your property.

This service is offered to Temple University students, faculty and staff. For more information, call 215-204-6497.

## **CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER**

The University participates with the City of Philadelphia and local radio stations such as KYW (1060-AM), WDAS (1480-AM, 105.3-FM), WIOQ (102.1-FM), WUSL (98.9-FM), and WPEN (950-AM), which broadcast code numbers indicating when classes are closed because of snow or other inclement weather.

373 Day Class Cancellation

2353 Evening Class (after 4PM) Cancellation

The most accurate and up-to-date information on class cancellations can be obtained by calling the University's hot line, (215) 204-1975, and by listening to Temple's radio station, WRTI, 90.1 FM or referring to Temple's website at: <http://www.temple.edu>.

## **MAIN CAMPUS RESOURCES**

- **ART SUPPLIES AT THE TEMPLE BOOKSTORE**  
Art supplies can be located within the Main Campus bookstore  
13th and Montgomery Streets  
Gittis Student Center Lower Level  
[www.temple.edu/bookstore](http://www.temple.edu/bookstore)  
215-204-5578
  
- **ATMs**
  - 7-Eleven, 1912 Liacouras Walk
  - Howard Gittis Student Center, 1755 N. 13th St.
  - PNC Bank, 1908 Liacouras Walk
  
- **BURSAR'S OFFICE**

Public Transportation – University Pass- Pay Bills  
1st Fl. Carnell Hall, 1803 N. Broad St.  
Hours: M-F, 8:30 a.m. – 5 p.m.  
[www.temple.edu/bursar](http://www.temple.edu/bursar)  
215-204-7269

- COMPUTER TECH CENTER – Free Photocopies (based on credit hours registered)  
12th & Montgomery Ave.  
Hours: 24 hours during fall and spring semesters  
<http://www.temple.edu/cs/techcenter>  
215-204-8000

- FOOD SERVICES

Lunch Trucks - Here's a link to a Temple Times article about the ten best lunch trucks on campus:  
[https://news.temple.edu/news/2016-08-31/campus-food-trucks-relocated?utm\\_source=Emma&utm\\_medium=Email&utm\\_content=90116&utm\\_campaign=Temple-Now](https://news.temple.edu/news/2016-08-31/campus-food-trucks-relocated?utm_source=Emma&utm_medium=Email&utm_content=90116&utm_campaign=Temple-Now)

Diamond Club- located in the lower level of Mitten Hall, the Diamond Club offers both buffet and menu service.

Artist Palate – Tyler building café  
Bean Counter – Temple Towers  
Fresh Bytes – Tuttleman Learning Center  
Night Owl – lower level 1300 Residence Hall  
Paley Perk – Paley Library  
Jazzman's Café – Alter Hall  
Lucky Cup Café – Annenberg Hall, Anderson Hall, Wachman Hall, Ritter Annex  
Starbucks – The Tech Center  
Fruit Bar- Pearson and McGonigle Hall  
Café 613 Deli- Rosen Hillel  
Louis Esposito Dining Hall- Johnson and Hardwick  
Valaida Walker Food Court- Howard Gittis Student Center  
Morgan Hall (Broad & Cecil B. Moore):

- Dining Center (all-you-care-to-eat)
- Food Court (Southside Diner, Wok Star, Tony Luke's, etc.)

The View at Montgomery- 1100 W. Montgomery Avenue

- Potbelly Sandwiches & Chipotle

- ID CARDS

OWL Cards (photo ID) are issued to new students once they have enrolled for their first semester. Enrollment is complete when a student confirms his or her registration by paying the minimum amount due on the bill. The original photo ID is issued free of charge. If it is lost, it will be replaced for a fee. New and Replacement IDs are issued only to currently enrolled students and current faculty and staff. Replacements are printed upon presentation of a paid receipt.

All ID cards are issued on Main Campus at the Diamond Dollars Office, located at 1910 Liacouras Walk, 2<sup>nd</sup> floor. Their phone number is 215-204-3140.

- MAIN CAMPUS MAPS for students and faculty unfamiliar with this campus  
[http://www.temple.edu/maps/documents/TUMain\\_map.pdf](http://www.temple.edu/maps/documents/TUMain_map.pdf)
- PALEY LIBRARY (Grads students can check out books for the semester)  
1210 W. Berks St.  
[www.library.temple.edu](http://www.library.temple.edu)  
To confirm hours call: 215-204-8211

- PARKING INFORMATION

If you are interested in parking in one of the Temple secured lots, you will need to stop by Parking Services in the Lower Level of the Howard Gittis Student Center. There is limited parking on the street but you will need to arrive early in the day to find spots.

Office of Parking Services  
Student Center – Lower Level, 13th & Montgomery Ave.  
[www.temple.edu/parking](http://www.temple.edu/parking)  
215-204-PARK

## SANDALS

Please be advised that bare feet, sandals, and open toe shoes are not permitted in or around any studio areas for health and safety reasons.

## STUDIO ACCESS

This studio access policy provides for shared responsibility and reasonable student access. Faculty have the responsibility to include clear and specific instruction on studio security and the safe use of materials and equipment in course work and studio practice. Students have the responsibility to learn, be aware of and follow all safety and security issues pertinent to the studios in which they work. Some areas will require special equipment training prior to access being granted.

**\*\*\*Students are not permitted to work in any studio area at any time of the day or night without having at least one other person with them who is familiar with and trained on the tools with which the students are working.**

Application for entry for After Hours into the Tyler Building, 2001 North 13th Street, Philadelphia, Pa.

*Please read carefully-*

Entry into all studio floors of the Tyler Building, except faculty offices, the Administrative Suite, and unauthorized studio areas: Building access between the hours of 10:30 PM and 7:30 AM during the fall semester will be available through a front door swipe card system located at front door. \*Please note that during Holidays, access will be limited or denied if the University is officially closed. Students must sign the form below, agreeing to the terms of the contract.

**NOTE:** No access on Thursday, November 24 to the buildings- all those with swipe card access may enter Friday, November 25 through Sunday, November 27.

Shuttle service is available to provide convenient transport in and around the campus. Shuttle services are operated by the Office of Facilities Management and are in service from 5:30pm -6:00am daily during the semester.

The new Temple University evening shuttle service for faculty, students and staff is called Flight. Download the TapRide app, select Temple University and use your AccessNet login to request a ride from your smartphone. Flight will operate from 5:30 p.m. to 5:45 a.m. seven nights a week during the academic year, in addition to the regular shuttle services between Main Campus, the Health Sciences Campus and Ambler.

All shuttle information can be found here:

<http://campusoperations.temple.edu/parking-transportation/shuttle-services/flight> and  
<http://campusoperations.temple.edu/parking-transportation/shuttle-services/between-main-campus-hsc-and-ambler>

All students entering the Tyler Building must present their TUID and have the ID available at all times for spot security checks.

1. Studio users are to maintain quiet and orderly conduct and will comply with all requests from faculty, administration, and security staff. Please do not prop any doors open and/or allow any other Temple student or visitor into the building.
2. Students must refrain from: loud noise, running, horseplay, using skateboards or bikes, alcoholic beverages, illegal drugs, admittance of unauthorized persons, disturbance of materials belonging to other students or faculty, and entry to unauthorized areas. Students must respect the building's equipment and artworks displayed.
3. All irregular or unusual conditions should be reported immediately to the Office of Campus Security, 12th and Montgomery Avenue or by dialing 215-204-1234. Security phones dial directly to the Campus Police.

**TYLER SCHOOL OF ART STUDIO ACCESS FORM**

By signing this, I agree to follow the stated conditions and understand that my privileges will be revoked if I do not do so. I understand that the Tyler School of Art and University disciplinary action may be taken in the event of violations and safety rules.

Department/Program Head Signature \_\_\_\_\_

*\*Please print clearly\**

Name \_\_\_\_\_

Signature: \_\_\_\_\_

TU ID #: \_\_\_\_\_

Department: \_\_\_\_\_

**Please submit to the Tyler Finance and Administration Office. Department chairs will determine eligibility for after hour privileges.**