

precollege programs

STUDENT HANDBOOK

Precollege Programs, Center of Continuing and Professional Studies
Telephone: 212-217-4630 Fax: 212-217-7964 Email: PrecollegePrograms@fitnyc.edu

SPRING 2020
Room SR10

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Welcome to FIT's Precollege Programs!

Thank you for enrolling in the Fashion Institute of Technology's Precollege Programs. This booklet is for your information, please read it carefully so that you can be prepared for the program.

Visit our website at www.fitnyc.edu/precollege periodically before classes start for any additional information or updates to this booklet.
Connect with us on IG @fitprecollege and FB @precollegeprograms.

We look forward to an exciting semester!

Michele Nagel, Director
FIT's Center for Continuing and Professional Studies

OPENING DAY: Please report directly to the designated entrance on your program's Opening Day, approximately 15-30 minutes before the start of your class. Visit our website for "Opening Day" entrance updates.

**If you cannot attend the first day of class, please e-mail your professor for missed information.*



Hi, I'm Stichie,
the Precollege
mascot!!!
#fitprecollege

Course Changes & Refund Policy

Precollege Programs

100%.....On or before last day of registration

75%..... Prior to 1st class

50%.....Prior to 2nd class

Thereafter, no refund.

Course Changes

Free... On or before the first day of class.

No changes after the first day of class.

Room Assignments

Room changes may occur between now and the start of the program. Please visit www.FITNYC.edu/precollege and select **Course Lists and Descriptions** under your program's details.

Supplies

Students will receive a supply list on the first day of classes or by email from their instructor. Students should expect to spend up to \$60 for class supplies. Please consult the catalogue for higher expenses for photography classes.

Program Evaluations

Students will complete program evaluations towards the end of the program, which are used to compile market research data and for course and program development and improvement.

First Day of Classes

On the first day of classes, all students are required to report to their designated entrance 15-30 minutes prior to the start of class. You will check-in and be required to submit your Information and Consent Form. *Even if you have submitted a form in previous semesters, a new form must be brought to the entrance in order to go to class.* No student is permitted past the lobby without a signed Information and Consent Form. **NO EXCEPTIONS!**

ID Badges

SATURDAY, SUNDAY and SUMMER LIVE STUDENTS: ID cards must be obtained before the first day of class from the Photo ID Office in room D-404. You must bring your confirmation letter or class schedule, which has your FIT ID number on it. If you live in the area, it is suggested that ID's be taken care of on dates other than Orientation dates, as lines will be long during those times. **You will not be able to get an ID card on the first day of classes.** Students with old FIT ID cards can simply bring them to Opening Day and they will get a current term sticker for their existing cards.

PRECOLLEGE WORKSHOP STUDENTS and ONE-DAY EVENT ATTENDEES: Short-term ID cards will be issued at the entrance on Opening Day. **A photo ID card is not necessary for the Workshop Programs.**

All students and instructors are required to display their ID badges at all times while on campus. Students who forget their ID badges will be required to obtain a Visitor's Pass for the day, which may take up to 30 minutes to obtain, depending on the line. We are not responsible for students who are late to class due to missing ID cards. ID photo schedules can be found at www.fitnyc.edu/precollege under your program's details.

Class Trips

ON-CAMPUS TRIPS: The resources at FIT are vast and classes may visit archives, labs, exhibits, etc. on-campus during class time. If a student arrives late, they will be directed to the location of the class trip to join the group.

OFF-CAMPUS TRIPS: All students must leave from FIT with the teacher and return to FIT for dismissal. Students who arrive late to school and miss their group's departure will be given the option of attending another class for the day or returning home with the parent's permission. Students may not leave the campus on their own to join the class unless accompanied by their parent or guardian.

CHAPERONE VOLUNTEERS: If you are a parent interested in chaperoning a class trip, we would love to hear from you. Please email us at PrecollegePrograms@fitnyc.edu and include your name, contact information and days and times you may be available and we'll call you as we begin the process of booking our trips. Please note that we DO NOT permit parents to chaperone *their* child's class trip. You will be assigned to a class your child is not in. Trust us on this.

Student Attendance Policy

Attendance Sheets: All students are required to sign in at each class

session to be marked as “present.” The student monitor will pick-up the attendance sheet before every class and drop-off the signed sheet during the class break. We must enter the attendance into our systems quickly each day. Reminder: **STUDENTS MUST SIGN THE SHEET THEMSELVES!**

Absences: ALL STUDENTS MUST REPORT ANY ABSENCE TO THE PRECOLLEGE OFFICE BY DIALING 212-217-4630 AND PRESSING OPTION 4: REPORT AN

ABSENCE. You will need to leave the student's name, birthday, and reason for the absence with our Attendance Coordinator or on our voicemail.

Additionally, students must reach out to their instructor via email to obtain missed assignments.

A “Live” student may not miss more than three classes. Three or more absences may result in a reduction of grade or a WD, at the discretion of the instructor. Workshop students are permitted only one absence. If a student must be absent, they must also inform the instructor ASAP and make arrangements for missed work. This is the student's responsibility. There are no “excused absences.”

Lateness

Students arriving more than ten minutes late to class must sign-in at the Precollege Office. Students who arrive late and miss their class trips will be reassigned to another class on-campus for the day.

Leaving Early

If a student needs to leave class early, the student must bring a note from their parent authorizing early dismissal to the Precollege Office in SR10 before class begins. The signed note will then go to the instructor. Students may not leave the campus early without parental permission.

Instruction Time

HS Saturday and Sunday Live classes meet for ten sessions for 3 hours per session. **HS Precollege Workshops** meet for eight 3-hour sessions over four days. **MS Precollege Workshops** meet for four 3-hour sessions over four days. Students must remain with the instructor for the entire class, with the exception of the fifteen minute break. Students are not supervised during lunch hours. Please consider this when enrolling your child in more than one class per day.

Class Breaks: There is a fifteen minute break halfway through each session. There are a wide variety of vending machines and a college cafeteria available for mid-break snacks. Students may also quickly go to outside food vendors within a one-block radius. Students are expected to return PROMPTLY within 15 minutes. Students who return late from break may lose the privilege of continuing and attending future Precollege Programs.

Medical Emergencies

If there is an injury, illness or medical emergency in your class, please call Security by using the RED CALL BOXES on campus.

Security will notify the Precollege Office. If necessary, the injured student will be taken to a local emergency room for treatment. Students will be accompanied by an adult at all times (a member of the Precollege Programs staff). The parent will be contacted immediately by FIT and asked to meet the child at the hospital.

Classroom Safety

Instructors will review safety procedures with students on the first or second day of class. All students must sign the provided Safety Review Form in order to use FIT equipment. Students must be mature and responsible when using equipment and will be removed from any class where they demonstrate unsafe practices.

Instructor Lateness

(Considered ten minutes late).

If you are in a class and the instructor is ten minutes late, please send a class representative to our office (SR10) immediately so we may make accommodations for the class until the teacher arrives. Students WILL NOT be dismissed from a class, nor will a class be cancelled.

Guests in the Classroom

Visitors (including parents) are not permitted on the upper floors of the campus unless they have written permission from the Director of Precollege Programs and the instructor of the class they wish to visit. This request is only granted in cases of emergency or if there is an exhibition or presentation of work that is open to guests.

At no time may friends, cousins, etc. “sit-in” on a Precollege class.

Use of Technology

CELL PHONES & OTHER PERSONAL

ELECTRONIC DEVICES:

Students are not permitted to use cell phones or other personal electronic devices in class.

If they keep their phones on vibrate and receive an EMERGENCY call from their parents, they may ask the instructor's permission to step out of the classroom and take the call in the hallway.

Students are not permitted to IM, text message or visit social websites (Facebook, Instagram, etc.) during class time. If this policy is violated the student will be sent to the Precollege Director for disciplinary action.

USING FIT COMPUTERS AND

THE ONLINE INFORMATION SYSTEM:

Students must have access to the Online Information System (now located under MyFIT) to view grades. It is the student's responsibility to test their online accounts and make sure their passwords do not expire.

USERNAME is firstname_lastname

Example: Mary Smith is mary_smith

PASSWORD is originally set as the student's birthdate (FITmmddyyyy) Example: April 7, 1988 is FITApr071988.

After students log on for the first time, they may reset their password, but the Precollege Programs Office cannot assist them in finding their password or resetting it for them. THEY MUST SET A SECURITY QUESTION or get assistance from the Help Desk for all problems relating to online access.

SET THE SECURITY QUESTION:

Visit <http://it.fitnyc.edu/get-help/> and select RESET PASSWORD. Students may also change their passwords on this site. Contact 212-217-HELP for assistance if necessary.

Grading System

SATURDAY/ SUNDAY/SUMMER LIVE GRADES:

Precollege classes do not carry college credits, but provide students with grades to help them evaluate their own success and progress. This grade also appears on all future FIT transcripts. Students must go online at the end of the semester to obtain grades and unofficial transcripts. The following grades are used for the Saturday/Sunday and Summer Live programs:

A.....4.0 (RARE!)	B.....3.0	C.....2.0
A-....3.7	B-.....2.7	C-.....1.7
B+...3.3	C+...2.3	D.....1.0

WD....Student initiated withdrawal (student stops attending, excessive absence). This is a non-punitive grade and does not impact a student's academic future. It simply means the student did not complete the course and is not being "graded-down" for it. To request a WD please use the form on page 10.

Students should not expect an "A" just for showing up or "trying really hard". Students are provided with a copy of the Precollege Grade Rubric to review before class begins and at the end of class with the instructor's feedback.

PRECOLLEGE WORKSHOP GRADES:

Students in the Workshop programs will earn a Pass/WD grade for their participation. Grades are issued based on a student's performance, growth, attendance, and overall readiness for advanced academic study.

To View Your Grades

1. In your browser type: <http://myfit.fitnyc.edu>
2. Enter your FIT username and password, as instructed
3. Select **Online Resources**
4. Select **Final Grades** and then select your term

Student Disciplinary Issues

Students will be expected to behave maturely and professionally. Disruptive students or students who struggle with the class assignments will be identified to the Director of Precollege Programs for early intervention with the student and family.

Students who violate FIT's Student Code of Conduct or any other policies listed in this handbook may be dismissed from the program. Visit <http://www.fitnyc.edu/policies/enrollment-management/code-of-conduct.php> to review FIT's Student Code of Conduct.

Local Places to Eat

****FIT Café****

"A" Building Lobby

BRG (Burgers)

7th Avenue
Between 26th and 27th Street

JUST SALAD (salads)

291 7th Avenue

VLife (vegan/kosher)

7th Avenue
Between 29th and 30th Street

CHIPOTLE (Tex/Mex)

283 7th Avenue
Corner of 26th and 7th Avenue

DUNKIN DONUTS

289 7th Avenue
Between 26th and 27th Street

EPICE CAFÉ (Deli+)

7th Avenue
Between 26th and 27th Street

GIGI'S CAFÉ (Deli+)

307 7th Avenue
Between 27th and 28th Street

KOBEYAKI (Asian)

291 7th Avenue
Between 26th and 27th Street

MCDONALD'S

327 8th Avenue
Between 26th and 27th Street

PANERA BREAD

330 7th Avenue
Between 28th and 29th Street

PRET-A-MANGER

7th Avenue
Between 26th and 27th Street

SONG KRAN (Thai Cuisine)

330 8th Avenue
Between 26th and 27th Street

STARBUCKS

First location: Located in FIT Café

Second location: 7th Avenue
Between 27th and 28th Street

SUBWAY

175 West 26th Street
Between 7th and 6th Avenues

WHOLEFOODS

7th Avenue
Corner of 24th Street

...and a wide variety of new eateries opening on 7th Avenue between 26th and 27th Streets.

Important Office and Telephone Numbers

PRECOLLEGE PROGRAMS

SR10 212-217-4630

FIT ADMISSIONS

Feldman Center Lobby 212-217-3760

BURSAR'S OFFICE/ CASHIERING OPERATIONS

B-127 212-217-3680

HAFT AUDITORIUM

2nd Floor Feldman Center Building

KATIE MURPHY AMPHITHEATER

Pomerantz Center Lobby

GREAT HALL

28th Street Between 7th and 8th Avenues

LIBRARY

Goodman Center 4th, 5th 6th floors 212-217-4360

STUDENT COMPUTER LAB

Feldman Center, Lower Level

SECURITY OFFICE

Pomerantz Center, D-442 212-217-7777

WEATHER CLOSINGS

Pomerantz Center, Call: 212-217-7792

Local Places to Buy Art Supplies

FIT BOOKSTORE

Entrance in courtyard adjacent to Dubinsky Lobby

BLICK

23rd Street
Between 7th and 8th Avenues

MICHAELS

675 Avenue of the Americas,
New York, NY 10010

DAVINCI ARTIST SUPPLY

132 W 21st St
New York, NY 10011
(212) 871-0220

Differences Between College Professors and High School/Middle School Teachers

College professors differ from K-12 teachers, and these differences can create anxiety and confusion for new students. Understanding these differences will help ease your adjustment. Let's look at some of these differences:

College professors, like K-12 teachers, have their own preferred teaching style. However, unlike K-12 teachers, college professors expect that students will adapt to their preferred teaching style.

College professors are less likely to "coddle" or "work to motivate" you as your K-12 teachers did. College professors believe that motivation or academic success must come from within you. Many students mistakenly interpret this teaching style as uncaring.

College professors and K-12 teachers differ with respect to the material they cover in a class. K-12 teachers tend to teach the required reading material. College professors may see less value in covering information in class that you are responsible for reading on your own. Lectures are more likely to be about relevant information not found in the text. This may include knowledge they have accumulated through their own experience. College professors believe this teaching style best promotes critical thinking skills as students learn to make connections between reading and classroom discussion.

College professors are more likely to provide opportunity for challenging classroom discussion. You will be expected to participate. It is not uncommon for professors to use this teaching opportunity to openly discuss issues, topics, or research that may provoke or challenge firmly held beliefs. College professors are usually very comfortable sharing their opinions or discussing sensitive material. They, unlike K-12 teachers, enjoy a certain sense of freedom and independence in the classroom. You may find that some class discussion may be anxiety provoking for you.

If you feel troubled by feelings that you experience as a result of classroom discussions, remember that you can talk it over with your professor.

What Professors Expect from Students

Your college instructors have different and higher expectations of you than your K-12 teachers may have had. They believe, for example, that since it is "your decision" to attend college, it is not the professor's primary function to motivate you. They expect you to enter their classes purposefully, with a positive attitude and sincere desire to learn. A positive attitude toward learning must be expressed by your attitude and behavior in and out of class.

Students who approach their role/responsibilities in a "professional" manner are most successful in class and college. They are...

Students who are mature and serious about college.

These students are curious, inquisitive and demonstrate a sincere desire to learn.

A Message to Parents

Helping Your Child Flourish in a College Environment:

Encourage Independence. Allow your child to take care of his/her own issues or concerns on campus. If your child would like to express an opinion about a course, instructor, or the program in general, we encourage you to assist your child in putting these thoughts in writing. The best way to let us know what your child is thinking is if s/he sends us an e-mail at PrecollegePrograms@fitnyc.edu.

Encourage Attendance. We recognize that many plans may overlap with Precollege Programs, but by registering in Precollege Programs, your child is making a commitment to this program. There are no "excused" absences. Please use absences sparingly and always have your child contact the instructor for missed work.

Encourage Responsibility and

Professionalism. If your child misses a class, instruct him/her to email or telephone the instructor for missed assignments. This is the student's responsibility.

Accept Imperfection. Although we encourage students to perform to the best of their abilities, we also want students to know where improvement is needed so they may become the most competitive college applicant possible. Grades are issued based on students' performance, growth and relative standing in a general applicant pool. Students should not expect an "A" just for showing up or "trying really hard." Our average range of grades falls between a B- and A-.

Accept and Enforce the Guidelines and

Policies of the Program. Please do not ask us to make exceptions for your child or "bend the rules." We will always do our best to accommodate your child's requests, but sometimes "no" is just "no". Teach your child how to cope with life's challenges, plan for obstacles, and graciously move past disappointments. This is a wonderful and tremendously under-valued skill!

Suggestions for Improving Student/Professor Relationships

Be prepared! Do your reading, papers and projects when assigned. Such respect for the discipline is the highest compliment you can give a professor. Make an effort to have the professor know and recognize you.

Come to class regularly and on time! Always bring a notebook and take notes. Always bring your supplies for studio class. This will indicate your preparedness and heightened interest in the class.

Ask questions; but not to the point of annoyance. Listen to the professor and show interest in the subject. The professor will appreciate your interest.

Never talk or whisper while your professor is lecturing or when another student is speaking. This is distracting, rude and uncaring.

Don't try to "fool" your professors. They have been around a while and can usually spot phony or inappropriate excuses for your shortcomings. You are more likely to gain their respect by "being straight" with them. Be honest and accept responsibility for your mistakes and failures.

Tell your professors that you appreciate good teaching. Don't be reluctant to compliment when appropriate.

Don't hesitate to talk to your professor if you are confused about something or have a complaint. It does little good to complain to fellow students. Bad-mouthing professors to your fellow students doesn't help your professor teach better or your classmates learn more. Work with your professors to improve the climate in which better teaching is able to take place.

Don't expect your professors to become personal counselors. Many of your professors will take a personal interest in you, but are not in a position to be all things to all students.

You may also contact the Precollege Program Director at 212-217-4630 or come to SR10 if you have a problem, suggestion or issue with your teacher, class or the program.

Students who assume responsibility for all work assigned. These students are prepared for class and exams. They arrive on time, attend regularly, stay the entire period, and have all the required supplies (paper, pencil/pens, equipment) with them.

Students who are active learners. These students freely and regularly participate in class discussions. They listen intently, ask relevant questions, and participate in class dialogue.

Students who respect and value learning, each other, and the professor. These students are open and accepting of differences of opinions, ideas and thoughts. They are respectful of the learning process, do not interrupt when someone else is speaking nor act inappropriately. ***They also know the names of their professors.***

Students who are "unprofessional" and immature about their role and responsibilities are least successful in class/college. They are...

Students who are unmotivated. These individuals appear passive, indifferent (apathetic, uninterested) to learning.

Students with attitude problems. These students place the sole responsibility for learning on the instructor and tend to blame others for their academic failures.

Students who are disrespectful in class. These students talk while others talk, arrive late, leave early, eat in class, and/or call out. They may also be loud or criticize others.

Students who are unprepared for class. These students rarely do the assignments or readings, or do the minimum to get by. Often these students fail to bring a notebook or other necessary supplies to class.

Students who are closed minded and intolerant of differences. These students are not open to exploring new methods, ideas, opinions, or the values of others.

FIT Student Code of Conduct

Students who violate FIT's *Student Code of Conduct* or any other policies listed in the Student Handbook may be dismissed from the program, without refund.

Visit <http://www.fitnyc.edu/policies/enrollment-management/code-of-conduct.php> to review our *Student Code of Conduct*.

The following behaviors are unacceptable and may result in dismissal from the program:

- Physical abuse of any person, including, but not limited to, sexual misconduct, rape, criminal sexual acts, forcible touching, sexual abuse, and aggravated sexual abuse.
- Threatening or intimidating a person, either verbally, in writing, or through electronic or other means.
- Theft or damage to personal property; theft or damage to college property and buildings.
- Unauthorized or improper use of, or entry into, college facilities.
- Possession, consumption, sale, distribution, or use of illicit drugs or alcohol.
- Obstruction or disruption of college activities.
- Disruptive behavior in the classroom or on college property.
- Electronic Devices: Cell phones and other mobile devices, digital cameras, video cameras, and other electronic devices shall not be used without authorization or in a manner, which causes disruption in the classroom, library, or any college-owned or college-operated facilities.

Non-Credit Add/Drop/Refund Form

Date: _____		Student ID Number: @ _____	
Student's Name:			
Last	First	Middle	
Student's Address			
Street	City, State	Zip	
Student's Date of Birth:		Phone:	E-mail:
Month/Day/Year			
Semester (Circle One):			
Fall	Winter	Spring	Summer

Please complete form and mail or fax to:

Fashion Institute of Technology
 School of Continuing and Professional Studies
 227 West 27th Street, Room D-130
 New York City 10001-5992
 Fax: (212) 217-7176

CHANGE: DROP

CRN	COURSE	SECTION	TIME
EXAMPLE: 2059	HPH 159 or SXF200	A	9:30am - 12:30pm

CHANGE: ADD

CRN	COURSE	SECTION	TIME
EXAMPLE: 2059	HPH 159 or SXF200	A	9:30am - 12:30pm

NOTE: If the cost of the course(s) you are adding is greater than the cost of the course(s) you are dropping, please submit payment immediately for the additional amount. If the course is less, we will issue a refund for the difference.

WITHDRAWAL/REFUND

CRN	COURSE	SECTION	TIME
EXAMPLE: 2059	HPH 159 or SXF200	A	9:30am - 12:30pm

REASON FOR WITHDRAWAL: _____

How did you pay? ☐ Did not pay ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Last four digits of credit card used: _____ Card Expiration Date: _____

NOTE: The registration fee is not refundable. Refunds are calculated from the date we receive the form. Withdrawals cannot be processed by phone. Guest speaker changes are not accepted as a reason for refund requests. Refund processing generally takes four to six weeks.

Authorized Signature _____

PRECOLLEGE PROGRAMS/ COURSES

Refund Policy Schedule:

FIT cancelled course: 100%

Withdrawal prior to last day of registration: 100%

Withdrawal prior to first scheduled class: 75%

Withdrawal prior to second scheduled class: 50%

Withdrawal thereafter: no refund

ADULT NON-CREDIT PROGRAMS/ COURSES

Refund Policy Schedule:

Requests for withdrawal/refund of tuition must be made in writing and be received by D-130 24business hours prior to the start of program for full refund. Requests received after a course's completion cannot be fulfilled. The policy for partial refund is in accordance with the following schedule:

Courses with 2 sessions:
 25% after first session

Courses with 3 sessions:
 50% after first session, no refund after second session

Courses with 4 sessions:
 50% after first session, 25% after second session, no refund after third session

Courses with 5+ sessions:
 75% after first session, 50% after second session, 25% after third session, no refund after fourth session



**Fashion Institute
of Technology**

Seventh Avenue at 27 Street
New York City 10001-5992
www.fitnyc.edu

REQUEST A FINAL PRECOLLEGE GRADE OF “WD”*

Student Name _____
(Please Print) LAST FIRST

Student ID Number _____

Course: _____ Section _____

Course term code: 201904

Last date of attendance: _____ Absences: _____
(To be completed by Precollege Office)

Reason for requesting a WD grade: _____

Instructor's Name _____
(Please Print) LAST FIRST

Parent/Legal Guardian Signature _____ DATE _____

☐ Student Requested ☐ Absent from course ☐ Instructor Requested

Submit to SR10 or email to precollegeprograms@fitnyc.edu on or before last day of class.

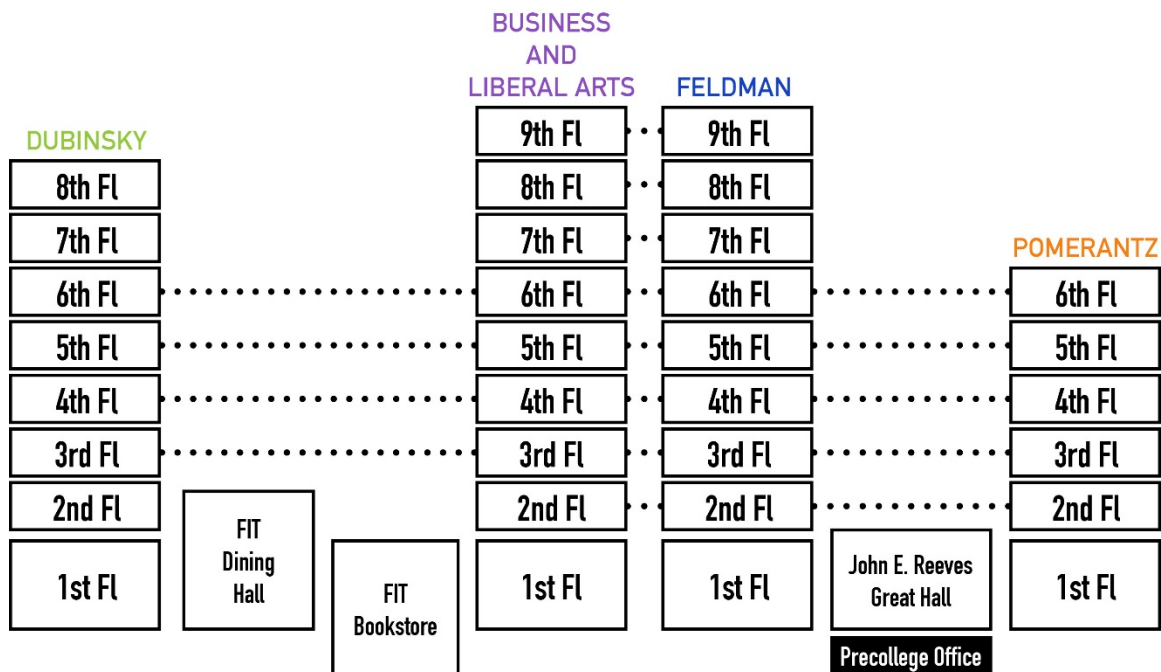
* WD....Student initiated withdrawal, requested by student if they are unable to continue in the class, have excessive absences, or are unable to successfully complete required work for a passing grade. This is a non-punitive grade code and does not impact a student's academic future. It simply means the student did not complete the course and is not being “graded-down” for it.

PRECOLLEGE PROGRAMS GRADE RUBRIC

Category	Exemplary A, A-	Good B+, B	Satisfactory B-	Needs Work C+, C	Unsatisfactory C-, D	Incomplete Work or Excessive Absence WD Recommended
Attendance & Lateness	<input type="checkbox"/> 0-2 Absences <input type="checkbox"/> 0-2 Lateness	<input type="checkbox"/> 3 Absences <input type="checkbox"/> 0-2 Lateness	<input type="checkbox"/> 3 Absences <input type="checkbox"/> 0-4 Lateness	<input type="checkbox"/> 4 Absences <input type="checkbox"/> 0-4 Lateness	<input type="checkbox"/> 5 Absences <input type="checkbox"/> 5 Lateness	<input type="checkbox"/> 6+ Absences <input type="checkbox"/> 6+ Lateness
Preparedness	<input type="checkbox"/> Assignments are completed and submitted on-time. Brings materials to class.	<input type="checkbox"/> Assignments are completed and submitted on-time. Does not always bring required materials to class.	<input type="checkbox"/> Turns in most, but not all work on-time. Does not always bring required materials to class.	<input type="checkbox"/> Does not turn in work on-time. Usually comes to class unprepared.	<input type="checkbox"/> Does not turn in work on-time. Regularly comes to class unprepared.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.
Assignments/ Quizzes/Projects	<input type="checkbox"/> Quality of work is exceptional. Assignments are completed in their entirety and meet all criteria.	<input type="checkbox"/> Quality of work is very good. Assignments are completed in their entirety and meet all criteria.	<input type="checkbox"/> Quality of work is satisfactory. Assignments are completed but may not meet all criteria.	<input type="checkbox"/> Quality of work is below average. Assignments are incomplete OR do not meet all criteria.	<input type="checkbox"/> Quality of work is unsatisfactory or not submitted. Assignments are incomplete OR do not meet all criteria.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.
Creativity/ Conceptual Thinking	<input type="checkbox"/> Ideas are original. Surpasses expectations of project parameters.	<input type="checkbox"/> Ideas are somewhat original. Student can identify inspiration. Meets expectations of project parameters.	<input type="checkbox"/> Ideas meet project parameters but overall, new ideas were not presented.	<input type="checkbox"/> Ideas are not creative or innovative. Ideas mimic classroom example. Personal style or point-of-view is not evident.	<input type="checkbox"/> Creativity is not evident or work was not submitted. Personal style or point-of-view is not evident.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.
Independence/ Initiative	<input type="checkbox"/> Works independently. Does not require constant directions as to next task or how to use class time.	<input type="checkbox"/> Works independently. Needs occasional direction on how to use class time.	<input type="checkbox"/> Requires regular assistance before progressing to next step. Needs direction on how to use class time.	<input type="checkbox"/> Requires assistance on a greater-than-average basis. Needs direction on how to use class time.	<input type="checkbox"/> Requires constant assistance or needs instructions repeated regularly. Needs constant direction on how to use class time.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.
Social Maturity/ Classroom Behavior	<input type="checkbox"/> Respectfully listens, discusses, asks questions and assists others in class. Interacts positively with other students.	<input type="checkbox"/> Respectfully listens, discusses, asks questions and assists others in class. Does not interact much with other students.	<input type="checkbox"/> Is moderately disruptive in class. May not participate in classroom discussions. May not exhibit positive interactions with other students.	<input type="checkbox"/> Is moderately disruptive in class. May not participate in classroom discussions. May not exhibit positive interactions with other students.	<input type="checkbox"/> Is disruptive or disrespectful in class. Does not exhibit positive interactions with other students.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.
Awareness of Current Industry/ Key People or Artists/Designers	<input type="checkbox"/> Reads trade publications and visits industry websites. Can identify current and historical leaders in the field. Can hold a conversation about the industry.	<input type="checkbox"/> Can identify current and historical leaders in the field. Can hold a basic conversation about the industry.	<input type="checkbox"/> Can identify current and historical leaders in the field. Cannot hold a basic conversation about the industry.	<input type="checkbox"/> Cannot identify current and historical leaders in the field. Cannot hold a basic conversation about the industry.	<input type="checkbox"/> Is indifferent to industry awareness. Shows no interest in learning about key people or events in the industry.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.
Receptive to Suggestions or Constructive Advice	<input type="checkbox"/> Encourages instructor feedback and acts on it.	<input type="checkbox"/> Is receptive to constructive criticism, suggestions or advice and acts on it.	<input type="checkbox"/> Is receptive to constructive criticism, suggestions or advice, but does not act on it.	<input type="checkbox"/> Becomes defensive, emotional or apathetic when given constructive criticism, suggestions or advice.	<input type="checkbox"/> Becomes argumentative and refuses to act on constructive criticism, suggestions or advice.	<input type="checkbox"/> Not applicable or cannot be determined based on low participation. A WD grade is recommended for this student.

KEY
 ... FLOORS CONNECT

CAMPUS MAP



BUILDING LAYOUT (AERIAL VIEW):

