

NEW FACULTY & STAFF GUIDE

VOLUME Nº. 4 • ISSUED FALL 2007

1	Getting Started: Human Resources	7
2	Your Security & Safety: Campus Security	13
3	Getting Connected: Academic Computing	17
4	Academic Records: Registrar	25
5	Relationship to Students: Student Affairs	25
6	Academic Community & Support	39
7	Faculty Terms and Conditions of Employment	45
8	Library & Multi-Media Services	49
9	Other Academic Resources	53
10	Other Services & Facilities	59

VOLUME NO. 4, FALL 2007

Published in collaboration with administrative offices, by:

ACADEMIC SENATE

Jenny Lee, Adjunct Professor, Fine Arts; President

Sean Sullivan, Adj. Asst. Professor, Digital Arts; Vice-President

Kumru Toktamis, Adj. Asst. Professor, Social Science & Cultural Studies; Secretary

Patrick Webb, Assoc. Professor, Foundation Art; Treasurer

CONTACT

ISC 109

senate@pratt.edu

718-636-3625

DOWNLOAD PDF OF NEW FACULTY & STAFF GUIDE

www.prattsenate.org

PRATT INSTITUTE

200 Willoughby Avenue

Brooklyn, NY 11205

718-636-3600

PRATT MANHATTAN

144 West 14th Street

New York, NY 10011

212-647-7775

©2007, Pratt Institute

FOREWORD

ABOUT THE NEW FACULTY & STAFF GUIDE

A component of Pratt Institute's Orientation program, the *New Faculty & Staff Guide* ("Guide") has been developed to introduce new faculty and staff to the Pratt community, its resources and the processes by which to access resources, generally, and support for instruction, in particular. A supplementary Appendix provides current calendar and directory information

ORGANIZATION OF CONTENT

Most of the material in this Guide is presented as FAQs (Frequently Asked Questions) to help you quickly find answers to some of the questions most frequently asked by faculty and staff. Information is also provided about where and how to access resources and further information at the Institute.

UPDATING THE GUIDE

The Guide will be updated as needed. The volume and date of issue will be indicated on the front cover. Updates of dynamic content, such as calendar and personnel information will be provided each new academic year as a supplementary hand-outs. If there is information you would like to see added to this Guide, please direct your suggestions to: senate@pratt.edu

WHERE TO OBTAIN GUIDES AND UPDATES

Electronic PDF versions of this Guide may be freely downloaded from the Academic Senate website: www.prattsenate.org

Printed Guides may be ordered from the Copy Center [Main LL, 718-636-3691, ccenter@pratt.edu]

CONTENTS

	ABOUT NEW FACULTY ORIENTATION	6
1	GETTING STARTED: HUMAN RESOURCES	7
2	YOUR SECURITY & SAFETY: CAMPUS SECURITY	13
3	GETTING CONNECTED: ACADEMIC COMPUTING	17
4	ACADEMIC RECORDS: REGISTRAR	25
5	RELATIONSHIP TO STUDENTS: STUDENT AFFAIRS	29
	Disabled Student Services	
	Health and Counseling Services	
	Career Services	
	Student Activities	
6	ACADEMIC GOVERNANCE, COMMUNITY & SUPPORT: ACADEMIC SENATE	39
	About the Academic Senate	
	Shared Governance	
	Information and Communication	
	Electronic Listservs	
	Committees of the Academic Senate	
7	FACULTY TERMS AND CONDITIONS OF EMPLOYMENT	45
8	LIBRARY & MULTIMEDIA SERVICES	49

9	OTHER ACADEMIC RESOURCES	53
	Writing and Tutorial Center	
	Writing Across the Curriculum	
	Intensive English Program	
10	OTHER SERVICES & FACILITIES	59
	Environmental Health and Safety	
	Exhibitions	
	PrattStore	
	Athletics	
	Copy Center	
	Food Services	
	Sovereign Bank Bank	
	Automatic Teller Machine (ATM)	

ABOUT NEW FACULTY ORIENTATION

New Faculty Orientation is designed to help new faculty;

- 1. complete employment processing;**
- 2. establish OneKey username & password for e-services;**
- 3. obtain Pratt employee photo ID;**
- 4. receive an overview of the applicable benefits package; and,**
- 5. generally, receive information about the institute and its resources which would help faculty succeed as they begin teaching.**

New Faculty Orientation was initiated in Fall 2004 as a collaboration among the Offices of the Provost, Human Resources and the Academic Senate. In Fall 2007, Pratt's division of Information Technology joined the welcome team to help keep faculty connected throughout the academic year. In addition to setting up log-in credentials, IT conducted introductory workshops on the Learning Management System (LMS), designed to enable faculty to manage and deliver supplementary course content and resources to students via the web.

1. GETTING STARTED

OFFICE	HUMAN RESOURCES
LOCATION	Thrift Hall 2
PHONE	718-636-3787
FAX	718-636-3632
OFFICE HOURS	9AM to 5 PM
E-MAIL	hr@pratt.edu
URL	www.pratt.edu/hr/

MISSION, OVERVIEW, SUMMARY

The Office of Human Resources is committed to providing professional and quality services in support of the Institute's mission and the Pratt community. It achieves its mission by guiding its services with the following principles: respect, responsiveness, integrity, sensitivity and competence.

THE HUMAN RESOURCES OFFICE:

- serves as a resource area for addressing personnel matters affecting all employees
- assists with general HR-related questions regarding employment and recruitment procedures, including employment verifications and personal data changes (such as a change of address)
- receives and processes personnel actions and serves as a HR liaison with Payroll, including effecting direct deposit of employee paychecks
- addresses harassment and discrimination complaints
- answers questions about benefit eligibility or coverage. Benefits issues include health and retirement benefits for faculty, staff, and administrative employees, short-term disability, workers' compensation, and information regarding the reporting of on-the-job injuries, medical leave and general leaves of absence.

If you have any questions regarding your employment, please contact Human Resourc-

es directly and someone will be happy to assist you.

NEW FACULTY/STAFF CHECKLIST:

- Employment Eligibility (I-9) Form [refer to page 3 of this form for lists of acceptable documents]
- Tax Withholding Forms, W-4 (Federal and State)
- Identification Authorization Form (obtain from HR)
- Direct Deposit Authorization Form

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What paperwork do I need to file as a new employee?

A. Paperwork to verify identity and eligibility to work must be completed and submitted to the Office of Human Resources before the start of employment. This paperwork must be completed in order to: be on Institute payroll; receive a Pratt I.D. card and Pratt email account; access WebAdvisor, institute facilities and resources.

New employees will receive an Identification Authorization form at the time they complete new-hire paperwork in the Human Resources Department. Within a day or two, make an appointment with the Security Office to have your picture taken for an identification card.

Q. Where can I obtain or access these forms?

A. Standard forms are available at the Office of Human Resources and are downloadable from the HR website; click on the “Employment Forms” tab. If you need additional assistance with completion of any of the forms, please contact the staff at Human Resources.

Q. How and when do I get paid?

A. Payroll disbursements to employees may be made in one of two methods:

- A direct deposit to the employee’s financial institution
- A “live” paycheck

Pay dates occur in accordance with the dates outlined in the Bi-Weekly & Weekly Payroll Schedule and Faculty Pay Schedule, available from the Office of Human Resources and downloadable from its website; click on “Schedules” tab.

Q. How do I sign up for Direct Deposit and when does it take effect?

A. Complete the Direct Deposit Authorization Form to effect direct deposit of your paychecks into the bank account of your specification. You will be required to attach a voided check or deposit slip for the account and bank of choice.

It takes at least two pay cycles for Direct Deposit to take effect. Until then, you should expect to receive live checks for at least two pay periods.

Employees paid by direct deposit will receive a pay stub, which provides earnings, tax, and deduction amounts, as well as the bank account number and the “net” amount that has been deposited.

Q. Where can I cash my “Live” paychecks and are there time limits to cash or deposit them?

A. “Live” paychecks may be cashed or deposited up to 90 days from the pay date as shown on the check. All Pratt paychecks may be cashed at the window of the Independence Community Bank located on the first floor of North Hall, across the hallway from the fish tank (Writing and Tutorial Center). Be sure to present current photo identification and your Pratt ID.

Q. I believe I misplaced my “live” paycheck or it was stolen. Help.

Lost or stolen paychecks should be reported immediately to the Payroll Office (ISC 4) so that a “stop payment” may be issued on the check. The following information is needed to place the “stop payment”:

- Handwritten note from you, authorizing a “stop payment”
- Employee ID Number (or Social Security Number)
- Date of Check (if available)
- Check Number (if available)
- Amount of Check (if available)

Q. I have been working at Pratt for about a month and I have not received a paycheck. Help

A. Speak to your chair or supervisor.

Q. I am already on Payroll but I did not receive my regular paycheck or additional stipend. Help.

A. Speak to your chair or supervisor.

Q. I received my regular paycheck or additional stipend and the amount does not seem correct. Help.

A. Speak to your chair or supervisor.

Q. What benefits and entitlements do I receive as a Pratt employee?

A. Pratt offers four basic employee entitlements, as follows:

- Short-term disability
- Unemployment
- FICA
- Workers’ Compensation

Please contact the Assistant Director for Benefits Administration for additional information about your employee benefits.

Q. Who do I report on-the-job related injuries to?

A. If you are injured on the job, seek medical attention immediately. Report the injury to your supervisor and the office of Human Resources. During off-hours (that is when offices are closed) you should, additionally, contact Security. If a student is injured during your class, the Office of Student Affairs should also be contacted.

Q. Where is my employee file kept and how can I make changes to it?

A. Your employee file is kept in the office of Human Resource. Changes to your Employee Records may be effected by you at any time during your employment at the institute:

- To effect change in employee name and contact information, please complete the Change of Personal Information Form
- To effect or change Direct Deposit of Pratt paychecks, please complete the Direct Deposit Authorization Form. This may also be effected at the Payroll office, ISC 4th floor.

ADDITIONAL INFORMATION

COLLECTIVE BARGAINING

Terms and conditions of employment for some classes of Pratt employees are subject to collective bargaining agreements, as follows:

- Clerical and Technical Staff: Local 153
- Full-time and Part-time Faculty: Local 1460
- Security: Local 153
- Maintenance Staff: Local 311, Local 32 BJ

THE FOLLOWING INSTITUTE POLICIES MAY BE DOWNLOADED FROM THE HR WEBSITE AND THEY ARE ADDITIONALLY AVAILABLE IN THE 2007 FACULTY HANDBOOK:

ALCOHOL AND SUBSTANCE ABUSE POLICIES

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

EQUAL OPPORTUNITY POLICIES

HARASSMENT, SEXUAL

HUMAN RIGHTS POLICIES

NONDISCRIMINATION POLICY

POLITICAL ACTIVITIES AND POLITICAL CAMPAIGNS

Pratt Institute's Guidelines for Participation in Political Activities and Political Campaigns

Introduction

What Activity is Impermissible?

What is Permissible?

Individual Participation in Political Activities and Political Campaigns

Penalties for Impermissible Political Activity

Conclusion

PRIVACY AND CONFIDENTIALITY

SEXUAL ASSAULT

SEXUAL HARASSMENT

SMOKING POLICIES

SUBPOENAS AND LEGAL INQUIRIES

2. YOUR SECURITY & SAFETY

OFFICE	CAMPUS SECURITY
LOCATION	Engineering 111
PHONE	(718) 636-3542 (718) 636-3540/3541 Security Control Emergency, Brooklyn X3333
OFFICE HOURS	9AM to 5 PM
E-MAIL	security@pratt.edu
URL	www.pratt.edu/security

MISSION, OVERVIEW, SUMMARY

The Campus Security Department provides 24 hour a day protection to the campus. Security Officers are charged with the enforcement of Pratt Institute Rules and Regulations. They are staff employees and are responsible for a full range of services, including preparation of crime and condition reports, response to emergencies, conducting fire drills and any other situation requiring security assistance. Security Officers are not Police Officers. They have the same arrest powers as any other private citizen. They use a portable two way radio communication system that keeps them in touch with a main control center. The Main Control Center has instant communications with all city emergency departments. The security department is proud of maintaining an excellent working relationship with all the local police and emergency service units. These specialized groups will respond to all emergencies on campus. Every Pratt Security Officer is certified by the State of New York. This certification requires that they submit to an exhaustive background investigation as well as participating in a continuing rigorous in-service training program.

NEW FACULTY/STAFF CHECKLIST

- Pratt I.D. Card (Identification Authorization Form from HR required)
- Parking Permit
- Operation Identification

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How do I obtain my Pratt ID Card?

A. Faculty will receive an Identification Authorization form at the time they complete new-hire paperwork in the Human Resources Department. Within a day or two, make an appointment to have your picture taken for an identification card. You must carry it with you whenever you are on the Pratt campus or using Pratt facilities. ID cards must be validated for each semester. Cards without a current validation will be considered to have expired and cannot be used for campus services and privileges. Validations can be obtained in-person in the Security Office.

Q. Does Security issue keys?

A. Requests for keys need to be in writing by your department head to the Security Department.

Q. How is on-campus parking regulated? Where do I get a parking permit?

A. Parking on campus is by permit only and availability is extremely limited. All those authorized to park on campus must purchase a parking permit at the Security office in Room 111, Engineering Building. Those approved to purchase a parking permit must produce a current Pratt ID card and the current registration to the vehicle. Illegally parked vehicles, including those permit holders parked in unauthorized areas, are subject to a violation notice, which may include a fine, and are subject to towing from Pratt property at the owner's expense. Unregistered vehicles and vehicles with altered or forged permits will be immediately towed from Pratt Institute property and parking privileges will be revoked. Handicap parking rules will be strictly enforced.

Q. How can Campus Security help with emergencies?

A. Security can be the first point of contact for most emergency situations, serving to direct emergency personnel to locations on campus, and to follow up with services related to the situation, including transporting campus personnel. To report an emergency, dial 3333 from any campus phone. There are also emergency phones located in various areas of the campus. These telephones will automatically connect you to the Security department. Just push the button and speak. Campus emergency telephones, outside of building locations, are identified by a blue light directly over them. If you are off campus and have an emergency (medical or criminal) you should use the police emergency number—dial 911 from any telephone; there is never a charge for this service. Security non-emergency, call X-3540

Q. When should Security be contacted about potential criminal activity?

A. Security should be contacted immediately in any situation where criminal activity may have occurred. Resources provided by the security office, such as close-circuit television recordings, can often be useful even when incidents don't require the involvement of outside law enforcement. If security is not aware of a situation, relevant information may be disregarded or lost.

Q. Are there other suggestions for preventing or deterring crime?

Confronting people that you don't recognize in non-threatening, polite, helpful manner can also act as a deterrent. Would-be thieves are likely to leave when made aware they have been noticed. The campus closed-circuit television systems serves this purpose as well, acting both as a deterrent and a source of information when an incident does occur. If in doubt call security; they will respond.

Q. How can I best protect my belongings, or Pratt's property?

A. Theft of unattended property is the most common crime on campus. Keeping your belongings, and Institute property you are responsible for, under your control at all times is the best prevention available. When possible, keep valuables out of sight.

Q. What is Operation Identification?

Operation Identification is a program offered by the New York City Police Department, designed to protect property. A registration number is engraved on each item, and then kept on file with Campus Security and the local 88th precinct. Recovered items can quickly be returned, and the presence of the registration number has been shown to act as a theft deterrent. Campus Security can engrave items and handle the required paperwork.

PLEASE REFER TO THE FACULTY HANDBOOK FOR THE FOLLOWING INSTITUTE POLICIES:

ID CARDS- SECURITY OFFICE; Excerpted from the policies of the Pratt Security Office.

PARKING POLICIES; Excerpted from the policies of the Pratt Security Office.

SECURITY AND SAFETY

Security Workshops

Fire Drills

Campus Gate Closings

Emergency Phones

Operating Instructions

The Security Control Booth

Building Closing Times

Security Concerns Committee

SEXUAL ASSAULT; Excerpted from the pamphlet titled "Sexual Assault".

Getting Immediate Support

Reporting a Sexual Assault

3. GETTING CONNECTED

OFFICE **ACADEMIC COMPUTING**

LOCATION Engineering 103

PHONE (718) 636-3603

(718) 636-3765 (Help Desk)

OFFICE HOURS 9:00 am - 5:00 pm Monday-Friday

8:30 am - 5:30 pm Monday-Friday (Help Desk)

E-MAIL ac@pratt.edu

helpdesk@pratt.edu

URL <http://www.pratt.edu/ac>

MISSION, OVERVIEW, SUMMARY

Academic Computing provides a broad range of technology and support services to the Pratt community including network and Internet services, e-mail, computer labs, and administrative desktop computer support. The Help Desk on the Lower Level of the Engineering building provides computer support to Pratt students, staff and faculty via phone, e-mail and in person, including general troubleshooting, virus and SpyWare screening and clean-up, network connectivity problems, and resolution of e-mail and WebAdvisor issues such as forgotten passwords.

There are various computer labs available to our students on the Brooklyn and Manhattan campuses, and all classrooms are equipped with projectors, scanners and Internet access. Various rooms have zip drives, slide scanners, film scanners and wacom tablets. All labs are equipped with servers for file sharing and user accounts for classroom use.

NEW FACULTY/STAFF CHECKLIST:

- Activate personal Pratt e-mail account
- Access WebAdvisor
- Access the Learning Management System (LMS) at <http://lms.pratt.edu>

PRATT ONEKEY

Essential web-based services available from my.pratt.edu including e-mail, the learning management system and advisement & registration tools will be accessed with a single username and password called OneKey.

OneKey is your email username and password issued at the time of hire.

To get help with your username or password or if you have trouble accessing a particular system, check the help topics at <http://faq.pratt.edu/onekey> or contact the Helpdesk at (718) 636-3765, helpdesk@pratt.edu.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. Do I have a Pratt e-mail account and how may I access it?

A. All students, staff and faculty are issued Pratt email accounts when they begin working or attending school at Pratt Institute.

You may access your account:

- via the Web using a browser, such as Internet Explorer, Firefox or Netscape by going to <http://webmail.pratt.edu> or
- via an email client installed on your computer, such as Microsoft Outlook, Eudora, Entourage, etc.

Q. What is my account name and how do I access the information?

Your Pratt e-mail account name is your username@pratt.edu. You will need to know your Pratt ID number or Social Security number. Contact the Helpdesk helpdesk@pratt.edu, (718) 636-3765 for help in determining your username.

Q. How do I access my Pratt e-mail account?

A. You may access your email on the Web or via an email client. If you are using the web:

1. Go to www.pratt.edu
2. Click on [webmail](#).
3. On the login page, enter your username and password and press enter or click "Login." (Be sure you're entering just your username in the box where it says

“Name:” Do not enter your full email address, i.e. yourusername@pratt.edu)

Q. I am having trouble logging in. Help.

A. If you receive an “Error” message, try the following:

1. Check to be sure you’re using the correct username and password. If you’re unsure of your username or password, call the Helpdesk at (718) 636-3765, helpdesk@pratt.edu or online at <http://ac.pratt.edu/helpdesk/requesthelp.html>.

Q. What do I do if I forgot the password to my e-mail account?

A. Call the Helpdesk at (718) 636-3765. Someone there will re-set the password for you.

Q. Can I check my Pratt e-mail using an e-mail client, and not via pratt.edu webmail?

A. Yes, you can use your Pratt e-mail account by using an e-mail client installed on your computer, such as Microsoft Outlook, Eudora, Entourage or Apple. The username and password are the same.

Q. How do I configure the e-mail client on my computer to check my e-mail?

A. Any e-mail program can be configured to retrieve your Pratt e-mail, though the setup will be slightly different in each program. All programs will require the following information to be entered into the settings or preferences:

- Mail Server (incoming mail): pop.pratt.edu
- SMTP Server (outgoing mail): smtp.pratt.edu
- Your username and password

The SMTP server is the server that is used when you send mail. If you are connecting to the Internet from Pratt’s network, e.g. you are using Pratt’s wireless network, your outgoing mail server will be smtp.pratt.edu. If you are connecting off-campus you will need to use your ISP’s SMTP server; the name of the server may be similar to Pratt’s but may have other configuration requirements. URLs for online e-mail support from some local ISPs are listed below, or you can contact your ISP directly for assistance.

Help with configuring your e-mail client is also available from the Helpdesk via telephone at (718) 636-3765 or via e-mail at helpdesk@pratt.edu.

- AT&T WorldNet or DSL - <http://help.att.net/>
- Earthlink - <http://support.earthlink.net/>
- Excite - <http://help.excite.com>
- Juno - <http://www.juno.com/support/>
- MSN - <http://support.msn.com/>
- Optimum Online - <http://optonline.custhelp.com/>
- RoadRunner - <http://help.rr.com/>

• Verizon Online - <http://support.verizon.net/>

(This is a partial list of ISPs available in the New York metro area and should not be considered an endorsement or recommendation for any company listed.)

Q. How can students in my class communicate as a group using e-mail?

A. A mailing list (or listserv) can be established, which students then subscribe to. Management of the mailing list is performed through e-mail, and you can choose whether the list is an open discussion forum or used only for announcements. Contact the Helpdesk for more information or to set up mailing lists. Advance notice when requesting listservs is appreciated.

Also, most e-mail software will manage groups of e-mail addresses, which can then be used as an alternative to a listserv. Depending on what types of communication you need, this can also be a simple but effective solution.

A web interface is now available at <http://list.pratt.edu/cgi-bin/majordomo> to subscribe to and manage mailing lists.

Q. How can I manage the e-mail from each of my classes?

A. You can request e-mail accounts for each class, each with its own address and password. You can then access each account separately through webmail or other software you use for e-mail. Each account also has its own space for web pages. Contact the Helpdesk for more information.

Pratt now offers a Learning Management System (LMS) which provides a web-based home for all Pratt classes. To access the LMS go to my.pratt.edu and click the Learning Management System box or simply point your browser to <http://lms.pratt.edu>. Your username and password are the same as for e-mail and all other Pratt web-based services.

Q. Can I create a web site at Pratt?

A. Each e-mail account also has space available to create a web site. The content can be transferred to the pratt.edu web server with an FTP client, then accessed at <http://pratt.edu/~username/> where the username is the e-mail address without the @pratt.edu portion. Details on how to transfer files to the web server and how they need to be named can be found on the Academic Computing web site under account services - personal web pages. 100 megabytes of storage is available for each web site. If you need to limit access to the web site for copyright or other issues, contact the Helpdesk for assistance.

Q. How do I schedule a computer lab for use by my class?

A. The computer labs are scheduled using the same process as other classroom spaces on campus. Contact your department chair with your needs; they will

coordinate with the Registrar's office and Academic Computing to provide a suitable space. Information on available software, computers, and other equipment in each lab is provided on the Academic Computing web site and in the faculty guides for each lab, which also describe policies and procedures for each lab.

Q. Can I use the computer labs to prepare materials for my classes?

A. You are welcome to use the labs to prepare and print materials for your classes. The lab policy on printing multiple copies applies to all lab users, however, so if you need multiple copies we ask that you print only one copy in the lab, then use Institute or department photocopiers for duplication.

Q. I've lost my password. What should I do?

A. The Helpdesk can resolve e-mail issues such as forgotten passwords, and reset passwords. You'll need to verify your identity to have a password reset, which you can do by visiting the Helpdesk office in Engineering Lower Level, e-mailing a scanned image of your PrattID to them, or providing your SSN if you choose to call them.

Q. I'm having computer/network/software problems. Help?

A. Contact the Academic Computing Helpdesk. They're located on the Lower Level of the Engineering Building and are open Monday through Friday from 8:30 a.m. to 5:30 p.m. (during the summer, the Helpdesk closes at 4:30 p.m.) You may contact the Helpdesk via phone at 718-636-3765 or via e-mail at helpdesk@pratt.edu.

Q. Can I get a discount on computers and software through Pratt?

A. Pratt faculty, staff, and students can take advantage of education partnerships with Adobe, Apple, Dell, and Studica. Links to partner web sites can be found on the Academic Computing web site at <http://www.pratt.edu/ac>.

Q. How do I request A/V equipment and support for my class on the Pratt Manhattan campus?

A. Audiovisual Services (AVS) on the Pratt Manhattan campus supports all multi-media requests made for classes meeting on the Pratt Manhattan campus as well as support for events taking place in our lecture hall room 213. AVS offers a wide array of A/V services for faculty use in the classroom. Support is offered during all times the building is open including weekends. AVS requires all requests be made with at least 48 hours notice. This helps ensure the equipment requested is available and that there will be a technician on hand to set up and breakdown the equipment and troubleshoot as necessary.

THERE ARE TWO WAYS YOU CAN REQUEST A/V EQUIPMENT FOR YOUR CLASSROOM:

- 1) via internet: <http://pratt.edu/~w14av/> (best way to request)
- 2) via fax: by faxing the Audio-Visual Equipment Reset Form to 212-367-2494
- 2) in person: in Room 502 (the lab monitor's window on the Pratt Manhattan Campus)

AVS currently accepts requests from individual faculty teaching on the Pratt Manhattan campus or by departmental representatives. Requests from students are not accepted at this time. If your students need equipment to do a presentation in your class, the equipment needs to be requested by a professor or a departmental representative.

All requests will be responded to with an email confirmation within 24 hours of receipt. Please alert AVS of any changes in your requests as early as possible. All requests will be set up and broken down based on the information provided, therefore it is very important that the form is filled out completely and accurately

FOR THE FOLLOWING INSTITUTE POLICIES, PLEASE REFER TO THE PDF LOCATED AT [HTTP://WWW.PRATT.EDU/ACADEMIC_COMPUTING/POLICIES](http://www.pratt.edu/academic_computing/policies)

COMPUTER AND NETWORK RESOURCES

Excerpted from the pamphlet "Responsible Use of Computer and Network Resources at Pratt"

- What is the Policy and How Does It Affect Me?
- Who is Affected by this Policy?
- What Do You Mean by the Pratt Network?
- Your Responsibilities as a Pratt System User
- Your Responsibilities as a Pratt System Administrator
- Standard Procedures that are Followed at All Times
- Policy Violations of Which You Should Be Aware
- Report Violations Immediately—it's for Your Own Protection
- How Your Complaint Will Be Handled
- Consequences of Violations
- Additional Standards Apply to All Pratt Web Site

CONTACT

Office of the Vice-President & CIO
(718) 636-3474

Academic Computing
(718) 636-3603
ac@pratt.edu

Pratt Manhattan Academic Computing
(212) 647-7197
w14labs@pratt.edu

Enterprise Systems Group
(718) 636-3609

Web Group
(718) 399-4594
webmng@pratt.edu

Helpdesk
(718) 636-3765
helpdesk@pratt.edu

4. ACADEMIC RECORDS

OFFICE	REGISTRAR
LOCATION	Thrift Hall 1
PHONE	(718) 636-3663
OFFICE HOURS	During Drop/Add period 9:00 am – 4:00 pm Monday-Wednesday, Friday 9:00 am – 6:00 pm Thursday During remainder of semester 10:00 am - 4:00 pm Monday-Wednesday, Friday 10:00 am – 6:00 pm Thursday 9:00 am - 4:00 pm Monday-Friday (Summer)
E-MAIL	reg@pratt.edu
URL	http://www.pratt.edu or http://my.pratt.edu

MISSION/OVERVIEW/SUMMARY

The Office of the Registrar supports the academic mission and the educational programs of Pratt Institute. The office seeks to:

- Create and maintain accurate student academic records in compliance with applicable policies, laws, and regulations.
- Ensure student/faculty centered service through good management practices, the utilization of resources, and advanced technological methods.
- To provide an effective method of service and support related to: class registration, enrollment, and graduation.
- Make student data available in easily accessible formats to departments for administrative purposes and research.

- Interpret Institute and governmental policies to faculty, staff, students, parents, and the general public.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How do I access my.pratt?

A. The MY.PRATT web site address is <http://MY.PRATT.EDU> and can be used once you have been issued a Pratt USER ID and PASSWORD. You can find your MY.PRATT username by following the “Need Your User Name and Password?” link from the MY.PRATT for faculty page. You will be prompted to choose a different password after you log in the first time. The Help Desk can assist you with password questions or changes. They are located on the lower level of the Engineering building, or you may call them at (718) 636-3765 or e-mail them at helpdesk@pratt.edu. Detailed instructions for accessing MY.PRATT can be found on the main MY.PRATT page.

Q. How do I access the “online advisement and registration guide”?

A. Go to MY.PRATT.EDU and click on the Faculty link on the Main Menu. On the Faculty Menu you will see the link “Faculty and Advisor User Manual” under Faculty Help Section. Click on this link to access the user manual.

Q. I need to teach my class in a specific classroom. How do I arrange this?

A. Contact your department chair. They coordinate requests for room assignments within your discipline. The department chair will then communicate those requests to the Registrar’s Office.

Q. Another class is using the classroom I ‘m suppose to be in . Help!

A. Contact your department chair first, then contact the Registrar’s Office if you’re unable to resolve the conflict. If you’re meeting at a time other than your normal scheduled class time, be aware that we do schedule other events in unused spaces.

Q. My classroom needs maintenance. Who do I contact?

A. Your department chair should be notified first, followed by Physical Plant.

Q. When do I turn in grades? Can I use my.pratt to record grades?

A. Grades for each section must be submitted to the Registrar’s Office or online by 3:00 pm on a specified date each semester. (see Academic Calendar) This date is usually within 48 hours of the final class meeting.

Yes, you can use MY.PRATT to submit grades, however, departmental procedures vary regarding use of MY.PRATT to record grades; consult your chair for their recommended procedures.

Q. I have students on my roster who aren't in class and/or students in class but not on my roster. How can i check their status?

A. Your class roster on MY.PRATT is current and up to date. Please check your roster before each class (during drop /add period) to see who has dropped and added your course. If you have students on your roster that are not attending, you can see their e-mail address and phone number to try and contact them for more information about their situation or to advise them that they need to drop the class. If you have students that are attending that are not on your roster, you should send them to the Registrar's Office immediately. If they are not on your roster they will not get a grade or credit for the course. Although there is no policy permitting administrative withdrawals, generally, any unexcused absences may affect the final grade, and three unexcused absences may result in course failure at the discretion of the instructor.

NOTE: The class roster in the LMS is not updated immediately. Please do not use the LMS roster to verify students enrolled in your course.

Q. When do I receive class rosters for the sections I teach?

A. You may access your class rosters at any time on MY.PRATT. These online rosters also link to contact and advisor information for students in your classes so that you can advise them of assignments, changes in schedules, or check on absences. It is recommended that the instructor print a new class roster before each class meeting during the drop/add period.

Q. How do I report student attendance?

A. Printed attendance rosters with spaces for attendance are provided every four weeks by the Registrar's Office. Attendance should be recorded on the attendance roster with the symbols X, A, and L for present, absent, and late respectively. The original attendance rosters must be returned to the Registrar's office for permanent retention and proof of attendance for federal reporting and other important tasks.

Q. Who do I report student conduct issues to?

A. Academic integrity problems (e.g., cheating or plagiarism) should be reported to the Registrar. The Institute's current policy on academic integrity, which includes language that should appear in your course syllabi, should be found on the MY.PRATT for Faculty web site, along with the infraction report form. This information is also available from your department chair. Student conduct issues other than academic integrity are not handled by the Registrar; Student Affairs and your department chair should be contacted.

Q. Who haven't I been issued a Pratt ID card or e-mail address?

A. Your employment paperwork with Human Resources may not be completed. Check with HR to make sure your file is current. Once completed, your e-mail address and ID number will be mailed to you within a few days, and your name will appear on your class rosters.

PLEASE REFER TO THE FACULTY HANDBOOK FOR THE FOLLOWING INSTITUTE POLICIES:

ACADEMIC STANDARDS; *Excerpted from the Pratt Student Handbook*

ADD/DROP POLICIES; *Excerpted from the policies of the Registrar's Office*

ATTENDANCE POLICIES; *Excerpted from the Pratt Student Handbook*

CLASS ROSTERS; *Excerpted from the policies of the Registrar's Office*

COURSE EVALUATIONS

COURSE OFFERINGS, THE ORGANIZATION OF

EXAM POLICIES

GRADE DISPUTES; *Excerpted from the Pratt Student Handbook*

GRADING POLICIES

Guidelines for Completion and Return of Grade Sheets

PLAGIARISM; *Excerpted from the Academic Integrity Code and Judicial Process section of the Pratt Student Handbook.*

PRIVACY AND CONFIDENTIALITY

REGISTRATION POLICIES; *Excerpted from the Pratt Student Handbook*

Admission to Class

Registration Periods

Drop/Add Processing

Change of Major

Complete Withdrawal from the Institute

RETENTION OF STUDENT WORK

STUDENT ADVISEMENT

STUDENT-FACULTY GRIEVANCES; *Excerpted from the Pratt Student Handbook*

SYLLABI

5. RELATIONSHIP TO STUDENTS

OFFICE **STUDENT AFFAIRS**

LOCATION Main 1

PHONE (718) 636-3639

OFFICE HOURS 9:00 am - 5:00 pm Monday-Friday
9:00 am - 4:00 pm Monday-Friday (Summer)

E-MAIL studaff@pratt.edu

URL www.pratt.edu/studentlife/

MISSION, OVERVIEW, SUMMARY

As a partner in the academic enterprise, the Student Affairs Division provides programs and services that promote student personal and professional development, fosters a campus environment that is conducive to student learning, and advocates for and supports students as they meet the challenges of the Pratt experience.

The Vice President for Student Affairs oversees the departments of Athletics, Student Activities and Orientation, Campus Ministry, Career Services, which also coordinates the administration of internship programs, Health and Counseling Services, Residential Life and Housing, and International Student Affairs, which includes the Foreign Exchange Program. In addition, the Vice President's office is responsible for adjudicating judicial matters, resolving student human rights complaints, and providing oversight for policies and procedures relating to student rights and responsibilities. Finally, the Assistant to the Vice President also functions as the Coordinator of Disabled Student Services.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. Who do I report student conduct issues to?

A. Academic integrity problems (e.g., cheating or plagiarism) should be reported to the Registrar; other student conduct and behavioral issues (absenteeism, mental illness, signs of abuse or self-mutilation, substance abuse, disruptive behavior) are handled by the Judicial Affairs Office or the Health and Counseling Department in the Student Affairs Division. Contact the Judicial Affairs Office for conduct issues and the Health and Counseling Department for other behavioral issues and your department chair. Behavior problems should be handled by this process instead of independently in order to form a more complete record of situations and their history. The Student Affairs Office can also provide access to the broad scope of assistance available on campus. You are encouraged to consult with the Vice President or her Assistant in all of these matters. They can refer you appropriately or give you suggestions for the appropriate course of action.

Q. A student has shared concerns with me regarding a class or situation they are in. How can I help them?

A. The Student Affairs office is responsible for adjudicating judicial matters, resolving student human rights complaints, and providing oversight for policies and procedures relating to student rights and responsibilities. We can work with the student to resolve the issue either through a formal proceeding if the situation is severe, or by working with a faculty member, office, or other students to resolve the problem. Faculty are also encouraged to consult with student affairs staff about student behavior.

Q. My students would like to start a new campus club. Where do I start?

A. The Student Activities Office can provide guidance on how to make this happen, and describe your options for funding the club and special events your students would like to organize. More information is available on the Student Activities web site at <http://www.pratt.edu/students/>

Q. A student wants to withdraw or has withdrawn from my class or school and is looking for financial relief?

The Vice President for Student Affairs chairs the Institute Financial Appeals Committee. Students in this type of a situation should be referred to the Administrative Assistant in the Student Affairs Office. Relief is only granted if there is a sudden and severe reason for the withdrawal.

PLEASE REFER TO THE FACULTY HANDBOOK FOR THE FOLLOWING:

JUDICIAL PROCESS FOR STUDENTS; *Excerpted from the pamphlet "Judicial Procedures at Pratt"*

Academic Integrity Code and the Pratt Judicial Process

How are Academic Integrity Cases Handled?

What Are the Penalties in These Kinds of Cases?

How does the Academic Conduct Appeal Process Work?

PRIVACY AND CONFIDENTIALITY; *excerpted from the Pratt Student Handbook*

FERPA—STUDENT RIGHT TO PRIVACY REMINDER:

Students are guaranteed privacy by federal law. Grades are not permitted to be posted in any format.

OFFICE	DISABILITY SERVICES
LOCATION	Main Building, Lower Level
PHONE	(718) 636-3711
OFFICE HOURS	10:00 am - 6:00 pm Monday-Friday 10:00 am - 5:00 pm Monday-Friday (Summer)
E-MAIL	studaff@pratt.edu
URL	http://www.pratt.edu/disabilityservices

MISSION/OVERVIEW/SUMMARY

The mission of Disability Services is to ensure that all students with disabilities can freely and actively participate in all facets of Pratt life. To this end the office provides and coordinates support services and programs that enable students with disabilities to maximize their educational and creative potential and to develop their independence to the fullest extent possible. Furthermore, the office's goal is to increase the level of awareness among all members of the Pratt community so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What services and programs are available to students with disabilities?

A. In light of Pratt's commitment to its disabled student population, every attempt is made to enable students with physical or learning disabilities to receive the full educational benefits of their classes. Eligible students may receive a range of services and classroom accommodations. Some of these services include:

Test Taking

Depending on the disability, students may be able to obtain permission to: take oral examinations; obtain time extensions; request certain modification of test formats; request a makeup exam;

Assignments

Students may be able to obtain an extension of a deadline for out-of-class assignments and projects

Tutors

Individual student tutors may be available, as are the services of the Writing and Tutorial Center.

Learning Strategies

A learning specialist is available to help students improve learning and study skills

Note Taking

Peer note takers are available to help students who cannot take notes or who have difficulty taking adequate notes.

Assistive Learning Technology

We provide assistive learning technologies, including texts on tape and CD, text-to-speech software, and interpreting and CART services for hearing-impaired students.

Time Management Assistance

Students can receive time-management coaching to help them learn to organize and prioritize assignments and projects.

Advisement

We are available to advise students regarding issues related to their disabilities and to assist students to negotiate classroom accommodations.

Referral

We will direct students to the appropriate department to answer questions we cannot. We will also refer you to the appropriate outside agency, when necessary.

Advocacy

When justified, we will advocate for students who perceive injustices in light of their circumstances.

Counseling

Counselors are available to assist students to deal with emotional issues related to having a disability.

Q. How do students obtain help from Disability Services?

Students with a physical or learning disability, AD/HD, chronic disease, or physical condition should make an appointment with the disability services coordinator to discuss receiving classroom accommodations and/or other services. In order to receive accommodations and services, students must have documentation of a disability on file in the Disability Services office. Records will be kept completely confidential. For students who have never been evaluated but feel they may have a learning disability or attentional difficulties please refer them to Disability Services for referral for testing. For more information, please see the Pratt Institute Accommodations for Students with Disabilities brochure.

For more information, please contact Mai McDonald, Disability Services Coordinator at 718-636-3711 or mcdonald@pratt.edu. Please see the Pratt Institute Accommodations for Students with Disabilities brochure for more information..

OFFICE	HEALTH & COUNSELING SERVICES
LOCATION	Willoughby Hall 115
PHONE	(718) 399-4542
OFFICE HOURS	9:00 am - 4:30 pm Monday-Friday
E-MAIL	mcedarho@pratt.edu
URL	www.pratt.edu/health/

MISSION/OVERVIEW/SUMMARY

Within Student Affairs, the office of Health and Counseling Services includes both medical and mental health providers. We are dedicated to serving the physical and psychological needs of Pratt students through individual and community-based interventions. In providing services, we not only address immediate problems, but also emphasize prevention and education in order to promote growth, well being, and resiliency. We strive to provide culturally affirming care in an inviting, respectful, and confidential environment coupled with a strong appreciation for diversity.

OVERVIEW OF SERVICES

Our office provides both medical and psychological services to all Pratt students at no cost. Common health services include evaluation of illness and injury, reproductive health, sports and work-related physicals, referrals to outside and specialist providers, and immunizations and allergy injections. A nurse is available on a walk-in basis every weekday, throughout the day. Visits with our nurse practitioner and physician are made by referral from the nurse.

We provide short-term psychotherapy, consultation, case management, crisis intervention, referrals, and outreach services. Common issues addressed in therapy include academic concerns, adjustment, drug/alcohol abuse, relationship problems, cultural issues, sexuality, identity exploration, and coping with a psychiatric disorder. Generally, students are seen for counseling through scheduled appointments, but emergency, walk-in meetings are available during business hours. Our clinical staff consists of psychologists, clinical social workers, a consulting psychiatrist, and graduate-level interns in social work and psychology.

For consultations, requests for outreach services, and information about Pratt's Health and Counseling Services, call 718-399-4542. You may also further explore services through our website, www.pratt.edu/health.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. I have a student that I feel may benefit from counseling. How should I proceed?

A. Generally speaking, it is most helpful share your concerns with the student directly and encourage him or her to seek assistance from our office. We recommend that you also talk with your department chairperson and colleagues because they might have additional information. In addition, counselors at Health and Counseling Services are happy to consult with you about any troublesome students or difficult situations; we frequently provide consultation to faculty and staff who are worried about students who might be having psychological difficulties. Please contact us in order to discuss your concerns (718-399-4542). Depending on the situation, we might encourage you to speak with the student and provide a referral to our office. Alternatively, we can contact the student directly and invite him or her to meet with us. Please note that we treat information provided by faculty and staff with the utmost discretion and concern for student privacy and well being.

For a more complete description of the referral process—including how to manage emergency or crisis situations—please refer to the brochure entitled, “Counseling Services: Assisting and Referring Students with Emotional and/or Behavioral Problems,” published by Pratt’s Office for Student Affairs (available on-line at www.pratt.edu/policies).

Q. Am I able to receive medical attention or psychotherapy at Health and Counseling Services?

A. Our office is dedicated to providing services to Pratt students. As a result, faculty and staff are ineligible to receive medical or psychological attention from our staff. However, we are happy to provide outside referrals based on our experiences with local providers and specialists.

Q. A student presented a note from a physician that sounds suspicious. What can I do?

A. Health and Counseling Services can assess the validity of notes from physicians by calling the doctor directly. In addition, we can consult our attendance records to verify a student’s purported visit to us. Due to confidentiality limits however, we will not provide any information from a student’s medical or counseling file.

OFFICE	CAREER SERVICES
LOCATION	East 1
PHONE	(718) 636-3506
OFFICE HOURS	9:00 am - 5:00 pm Monday-Friday 9:00 am - 4:00 pm Monday-Friday (Summer; closed August)
E-MAIL	career@pratt.edu
URL	www.pratt.edu/career/

MISSION, OVERVIEW, SUMMARY

Career Services provides fundamental career development and job search resources, very current trend and professional field information, and guidelines to faculty in the area of reference writing and employment referrals. We are available to visit classes or will host your class in the office and present our available resources. We have an extensive website of information about all professional fields with specific resources for each, provide a workshop and lecture series during the year, and host recruiters from professional firms who are always interested in meeting with faculty.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. A student has asked me for a letter supporting their job application or scholarship. Can Career Services help me?

A. Yes, we can make sure your letter is appropriate based on the application it responds to, provide guidance to avoid potential defamation, and guide for EEOC compliance and other legal issues. Writing a support letter that is thorough, thoughtful, and directed can be a challenge, but we can help.

Q. I was asked to recommend students for a position. Should I involve Career Services?

A. It's okay to refer or recommend students when asked, but any position announcements you receive need to be posted with Career Services. By making the announcement more broadly available we avoid potential discrimination issues.

Q. I have students who are thinking about their future career choices. When should they start working with Career Services?

A. Get the students here as soon as possible. We can help them at any academic level by providing a view of the relationship between industry and your program, offering guidance about what types of positions are available with their skills, and making the connection between those skills and what their resume or portfolio conveys. When students are ready to seek grants, internships, or employment, we can help match their education to positions, and help focus their resumé and portfolio for specific needs.

Q. What kinds of workshops do you offer?

A. We have two kinds of workshops. The first are “in-person” and cover a variety of topics, some different ones each semester. There is a “fine arts series” every year as well as a regular workshop on portfolio development. You are welcome to make workshop attendance a part of your class assignments. We’ll even take role if you ask us. The workshop schedule is posted on our website and we’ll put it in your mailbox. In addition, we now have five (5) award winning Virtual Seminars which can be accessed 24/7. They are:

- Portfolio Development
- Resume Development
- Information Interviewing
- Protecting Your Work: Copyright, Patent and Trademark
- The Fine Arts Career

We think these are very unique and a special resource available only to Pratt students (you will need a PrattPro account to access them).

Q. How does Career Services attract employers, collectors, or new students?

A. The Pratt Talent web site (<http://talent.pratt.edu/>) is a collection of the best student, alumni and faculty work from Pratt Institute. Graduating seniors, faculty and alumni can sign up for an account and post images and movies. We encourage faculty to post their work on Pratt Talent because we think this is a great way for students to learn about the school. It’s also a way for faculty to secure freelance work, even if you didn’t attend Pratt.

Q. Do you offer job placement services?

A. There is sometimes an expectation that we are a “placement” office, that we will “find someone a job”. This is not the case. We believe that if we help students master career development skills, they will be able to manage their career for life and we can provide specific resources as necessary. We do, however, list thousands of jobs every year so even if we don’t “place”, we do make referrals.

OFFICE	STUDENT ACTIVITIES
LOCATION	Main Building, Lower Level
PHONE	(718) 636-3422
OFFICE HOURS	9:00 am - 5:00 pm Monday-Friday 9:00 am - 4:00 pm Monday-Friday (Summer)
E-MAIL	activities@pratt.edu
URL	www.pratt.edu/students/

MISSION/OVERVIEW/SUMMARY

The Department of Student Activities serves many vital co-curricular functions at Pratt Institute and is responsible for providing opportunities for student involvement and co-curricular education in the areas of social and cultural programming, service to the Pratt Community, and leadership and para-professional development. Its function includes the maintenance, scheduling, and programming of the Student Union, the Student Activities van and all related facilities and services.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How can I help my students form a campus club?

A. If your students would like to start a new campus club, the Department of Student Activities can provide guidance on how to make this happen. Faculty are encouraged to participate in and serve as Faculty Advisors on Student Clubs. There are more than 35 student activities, including honor societies and clubs, sports or the student-run school newspaper, publications and radio station.

Q. What resources does Student Activities provide to campus clubs?

A. Student Clubs may apply for funding. Contact the Student Activities office for application guidelines, including deadlines. Student Activities has a fourteen passenger van available for use by student clubs and organizations for a fee of \$25.00. The van is also available to academic departments/faculty for class trips, the charge is \$35.00. The group is responsible for gas. Before someone can drive the van, they must have their driver's license run through the DMV of the issuing state. This process is fastest for New York driver's licenses and can take up to six weeks for some states. To check availability or reserve the van, contact the office.

Q. Is there support for projects/activities that do not fit within campus clubs or courses?

Starting in Fall 2005, the Office of Student Activities (in collaboration with the Academic Senate) will launch the Student Development Program, which will provide support and guidance for student projects that are not funded within their academic programs. More details will be forthcoming.

6. ACADEMIC GOVERNANCE, COMMUNITY & SUPPORT

ACADEMIC SENATE

OFFICE	
LOCATION	ISC 109
PHONE	(718) 636-3625
OFFICE HOURS	By appointment; please inquire directly
E-MAIL	senate@pratt.edu; sen-asst@pratt.edu
URL	www.prattsenate.org

OVERVIEW

The Academic Senate is a faculty administration governance body that relates directly to the President and Provost without review by any other Institute group. Its primary functions are to assist in the governance of the Institute by advising the President and the Provost about academic matters and concerns, and speaking as the primary voice of the faculty of the Schools of Architecture, Art & Design, Information & Library Science, Liberal Arts & Sciences, and the Library.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How does the Academic Senate fit into Pratt Institute's organizational structure?

A. The charter of Pratt Institute vests the Board of Trustees with the primary responsibility for the educational and financial well being of the institution. The Board, in turn, authorizes the president and administration to direct the Institute in its many and complex operations. The Board, the president, and the administration recognize the important role of the faculty in developing, implementing, and monitoring the content and quality of Institute programs, curricula, and courses. To this end the Institute has established an academic senate composed of faculty and chair representatives elected directly by the faculty and chairs of the Institute.

Q. How does the Academic Senate fulfill its role and accomplish its functions?

A. The Senate relies on two, basic features: participatory governance and effective communications. Governance and communication are characteristics that foster teaching and learning both directly and indirectly. Senate self-governance is organized horizontally to involve a wide range of perspectives. Communications are designed to disseminate information in a timely way and increase knowledge among the academic community. The Academic Senate has developed and provides services and opportunities, such as electronic listservs, online discussion message boards, printed material and in-person forums.

Q. What is a listserv and what type of listservs are available?

A. A listserv, or e-mail list, is one e-mail address through which many people correspond. The Academic Senate provides three public listservs, which also maintain web-accessible archives of messages that can be accessed by current list subscribers (members are prompted for their list password when accessing the archive). The following listservs are open for subscription:

ACADEMIC-ANNOUNCE: for academic announcements. E-mails sent via this list have the caption [announce] in the Subject line.

ACADEMIC-FORUM: for discussion of academic issues, intended to be a free and open forum for the exploration of academic ideas and concerns. E-mails sent via this list have the caption [forum] in the Subject line.

SENATE-CONSTITUENTS: is for Senate constituents, faculty and chairs, only - to be used by the Senate for communicating senate actions and issues under discussion. Post message to senate-reps.

NOTE: Senate email listservs are NOT Pratt Institute's universal e-mail System. Therefore, e-mail addresses subscribed to senate lists are subject to Senate policies and procedures as they relate to information and communications.

Q. Do I have to pay for this service and will I receive a lot of e-mails if I am subscribed?

A. Subscription is voluntary, free and open to everyone in the Institute's community. The listservs offer a variety of subscriber options, such as limiting the frequency of e-mail delivery to your mailbox (such as "no mail" and "daily digest") or, if you prefer, live e-mail feed.

Q. How can I participate on the Senate listservs?

A. You may subscribe yourself at <http://www.prattsenate.org/subscribe.htm> or contact the Senate Assistant at 718-636-3625, sen-asst@pratt.edu

And, remember, you are free to suspend subscription or unsubscribe at any time. Please visit the senate website to learn more about this and other communications services provided by the Academic Senate, and how, and to what extent, you may participate.

Q. What types of committees does the Senate maintain and how can I participate?

A. The Academic Senate fulfills its responsibilities in part through recommending and/or nominating faculty and chair representatives to Senate standing committees, Board of Trustees committees and Institute committees. Details on representation by faculty and chairs on each committee are available on the Academic Senate web site.

Please contact the Senate if you are interested in serving on any of the committees. Below are summary descriptions of Senate committees. Please feel free to contact the respective committee chairs if you would like more information.

COMMITTEES OF THE ACADEMIC SENATE

EXECUTIVE COMMITTEE

Officers of the organization, President, Vice-President, Secretary and Treasurer constitute the Executive Committee of the Academic Senate. The position of Treasurer is a new position, which was approved by the Senate in May 2004 and by the Board of Trustees in May 2005. Executive Officers, who serve three-year terms, are elected by secret ballot. The Executive Committee has the authority to act when the Senate is not in regular session.

NOMINATIONS AND ELECTIONS

The role of the Nominations and Elections Committee is to conduct nominations and elections for Senators every three years, and, in the interim, to oversee when necessary, their replacement by alternates. It also monitors the election of Senate officers. The N+E Committee is empowered to appoint Faculty/Chair Representatives to the various standing committees of the Senate, to the Board of Trustees Committees,

as well as All-Institute Committees. The N+E Committee also forms ad hoc faculty/chair focus groups.

ACADEMIC CONCERNS AND SUPPORT

The Senate committee on Academic Concerns & Support is charged with addressing non-curricular academic issues like faculty development and support. It has an ongoing responsibility to oversee the election of an Institute Distinguished Teacher Award, conferred by the Academic Senate, the Provost, and the Board of Trustees. The recipient usually addresses the student body at Honors Convocation, presents the mace at graduation ceremonies, and delivers a lecture for the Institute community.

FACULTY DEVELOPMENT FUND

The Faculty Development Fund provides financial support for the development and advancement of full-time faculty, chairpersons, and members of the adjunct and visiting faculty who have completed at least three years of service at Pratt. In addition to a \$50,000 fund, \$10,000 is allocated for the development of cross disciplinary courses/studies at the Institute.

FACULTY HANDBOOK

The Faculty Handbook Committee oversees the review and revision of the Faculty Handbook, which is intended to provide faculty members of Pratt Institute with a collection of the current policies and procedures of Pratt Institute. In August 2005, the Academic Senate, in consultation with Pratt Institute's Administration and the Board of Trustees, re-issued the Faculty Handbook as a DRAFT with corrections, limited to facts, and subject to the approval process specified in Part 5 of the Faculty Handbook. A more complete review is anticipated in the fall semester. A more complete review is anticipated in subsequent semesters.

DISTINGUISHED TEACHER AWARD

The Pratt Institute Distinguished Teacher Award recognizes exceptional dedication to Pratt's mission and applauds the accomplishments made over the course of a career. The Distinguished Teacher is nominated by students and the Award is conferred by the Academic Senate, the Provost, and the Board of Trustees. The recipient usually addresses the student body at Honors Convocation, presents the mace at graduation ceremonies, and delivers a lecture for the Institute community.

ACADEMIC INITIATIVES

The Senate committee on Academic Initiatives serves to identify academic imperatives, develop and/or review proposals for corresponding program initiatives, and assist in the approval and implementation process of those initiatives. Faculty and Chairs are encouraged to play an active role in the identification and examination of current academic imperatives, and to offer relevant proposals for committee consideration.

ACADEMIC PROGRAMS AND POLICIES

With representatives from all schools of the Institute, the Academic Programs and Policies Committee has an important overview and facilitator role in curriculum development, the creation of new courses, and the revision of existing ones. It assists in ascertaining redundancies or conflicts in courses from more than one department with similar concerns. Examining each course proposal, its findings and recommendations are reported to the full Senate for its input before implementation. All matters pertaining to curriculum are within the purview and responsibility of this committee.

CRITICAL AND VISUAL STUDIES COMMITTEE

Draft description: The Academic Senate will form an ad hoc committee to discuss critical and visual studies and their relationship to programs in art, design and architecture. The proposal arises from the belief that visual studies should not be limited to a studio setting, just as critical thinking is not limited to Liberal Arts lecture halls. The committee will seek to promote/enhance interdisciplinary collaboration and foster intellectual and curricular exchanges across the institute. A principal objective will be to integrate the liberal arts and studio practice. The Academic Senate ad hoc Critical and Visual Studies Committee will provide a convenient space to explore and create opportunities for collaboration.

PLEASE REFER TO THE FACULTY HANDBOOK FOR THE FOLLOWING:

FACULTY GOVERNANCE STRUCTURE

The Academic Senate

Functions of the Academic Senate

Responsibilities of the Academic Senate

Composition of the Academic Senate

Constituencies of the Academic Senate

Eligibility for Membership on the Academic Senate

Officers of the Academic Senate: President; Vice-President; Secretary; Treasurer

Compensation for Key Positions

Administrators' Relationship to the Academic Senate

Specific Duties and Powers of the Academic Senate

Senate Meetings

Standing Committees of the Senate

Other Business of the Senate

7. FACULTY TERMS AND CONDITIONS OF EMPLOYMENT

OFFICE	THE UNITED FEDERATION OF COLLEGE TEACHERS (UFCT) LOCAL 1460
LOCATION	125 North Hall
PHONE	(718) 636-3614 cutright@pratt.edu
OFFICE HOURS	Usual business hours for fall and spring semesters: Tuesday, Wednesday and Thursday; 9:00 to 5:00 Off-semester (summer sessions): Tuesday and Wednesday; 9:00 to 5:00
E-MAIL	kyecarbone2@aol.com
URL	http://www.pratt-union.org

OVERVIEW

The UFCT is the exclusive bargaining representative for all teaching staff employees. The UFCT bargaining unit is comprised of all: full-time, regular (fall/spring) part-time (visiting and adjunct) faculty and professional librarians.

SPECIFICS

Q: Who can join the union?

All bargaining unit members are eligible for membership although union membership is not compulsory (at this time).

Q: What is the Contract and how does it affect my job as a teacher?

As all teaching staff employees are covered by a collective bargaining agreement (CBA, the 'Contract'), all such issues and conditions of one's employment, i.e. one's academ-

ic rank, faculty status, workload, benefits eligibility (health and pension) and tenure (to name just a few) are enumerated in this binding (and legal) Agreement.

Q: Do I have to join the union in order to benefit from the Contract?

The short answer is no, one is not obligated to join in order to ‘benefit’ from the CBA. That said, “Strength [is] in numbers”: the strength of our (collective) Contract only as strong as we are in membership.

Q: How do I join the Union?

There are two simple enrollment forms which the UFCT will furnish to you directly. Union membership is automatic once both forms are filled-out. Q:

Q: How much does membership cost?

Union dues are based on a percentage (no more than 1%) of one’s gross salary for the fall and spring semesters. All other Pratt income is not subject to union dues.

It should be noted that the UFCT’s dues authorization schedule is the lowest in the nation! (Please inquire directly)

Q: How do I pay union dues?

There are two means for paying union dues: (1) thru payroll deduction, or (2) direct pay (in one lump sum) to the union.

Q: I am a member of the faculty but not a Union member. Can I attend Union meetings?

Only union members have a voice in all union matters. One must be a dues paying member in order to: attend union meetings, participate in union activities, serve the union in any capacity (as officer, delegate or committee member) and/or to vote in union elections.

Q: What options are available to faculty to resolve conflicts?

Every bargaining unit member (no exceptions) has a right to a grievance process which is clearly enumerated in the Contract (article VII).

STRUCTURE OF THE UFCT

EXECUTIVE COMMITTEE

There are four officer positions: President, VP, Secretary and Treasurer, all four officers elected by membership vote every three years. The President is the only officer granted a quarter of a full-time workload as release-time per semester for their service.

GRIEVANCE COMMITTEE

The union’s one major standing committee is its Grievance Committee. Three union members are appointed by the President each semester to serve as grievance counselors, each counselor granted a quarter of a full-time workload as release-time per semester for their service.

DELEGATES ASSEMBLY

As there are some twenty-plus areas over two locations comprising Pratt Institute, the UFCT has established a Delegates Assembly to connect members to their Union. All pertinent information is channeled to all members through this Assembly. The only requirement for being a delegate (or 'rep' for one's area or department) is that one is a member in good standing. Moreover, there is no set number of delegates per area. As such, Pratt's largest areas have many delegates.

[VARIOUS] COMMITTEES

Steering, Elections, Negotiations and By-Laws Committee[s] etc. as needed.

8. LIBRARY & MULTIMEDIA SERVICES

PRATT INSTITUTE LIBRARIES

LOCATION Brooklyn Campus

PHONE (718) 636-3420 (Circulation)
(718) 636-3704 (Reference Services)
(718) 399-4356 (Multi-Media Center)

E-MAIL libref@pratt.edu

URL <http://lib.pratt.edu/public/>

HOURS Monday-Thursday 7:30 am - 11:00 pm
Friday 7:30 am - 6:00 pm
Saturday 1:00 pm - 6:00 pm
Sunday 1:00 pm - 11:00 pm
Monday-Friday 9:00 am - 5:00 pm (Multi-Media Center)

LOCATION Manhattan Campus, 410

OFFICE HOURS Monday-Thursday 10:00 am - 10:00 pm
Friday - Sunday 10:00 am - 6:00 pm

PHONE (212) 647-7546 (Pratt Manhattan)

E-MAIL libref@pratt.edu

URL <http://lib.pratt.edu/public/pmc.html>

HOURS Monday-Thursday 10:00 am - 9:30 pm
Friday - Sunday 9:00 am - 5:00 pm

MISSION/OVERVIEW/SUMMARY

The Libraries and its Multi-Media Services division and Visual Resources Center are dedicated to an active partnership in the academic process. The Libraries' primary mission is to support the Institute's academic programs by providing materials and information services to students, faculty, staff, alumni, and visiting scholars. An integrated library system interfaces with an up-to-date website providing broad access to electronic materials as well as information about the Libraries.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q: How can I become familiar with services at the Libraries?

A: Each academic department has a librarian assigned as liaison, and new faculty members are contacted by e-mail and telephone to help insure your library needs are addressed. The Libraries' web site contains extensive information about resources and services available to faculty, staff, and students. Organized tours of the libraries are available as well, addressing the needs of undergraduate or graduate students.

Q: How do I get library support for my classes?

A: Your department's liaison, and other librarians, should be considered partners in the classroom as they support your student's academic goals. Sharing your course syllabus with your liaison will help them better understand your specific needs. Given sufficient notice, librarians can also develop an orientation for your students to address the needs of a particular class, even based on specific class assignments.

Q: How do I place materials on reserve for use by my students?

A: Supplemental materials for your classes can be placed on reserve and made available to students at the circulation desk. You can place personal copies on reserve, as well as library owned materials or photocopies; slides, video tapes, and DVDs can be placed on reserve with Multi-Media Services. To ensure materials are available to your students in a timely manner, the libraries strongly recommend that you submit your requests at the end of the previous semester. Visit <http://lib.pratt.edu/public/facres.html> for more information and the Reserve Request Form.

Q: Is subject-specific research support available?

A: The library has developed Pathfinders for specific courses and disciplines, containing research methodologies and information on resources and materials specific to a subject area. They are available at: <http://lib.pratt.edu/public/help.html>

Q: What resources does the library have for images or other visual materials?

A: The Visual Resource Center houses 125,000 slides that faculty can check out for a month at a time. An art reproduction file is housed in the VRC, and picture files are available in the VRC and the Pratt Manhattan library. A collection of digital images is

growing quickly, and a copy stand, scanners, 35mm and digital cameras are available for use. More information on these and other services provided by the Visual Resources Center is available on the Pratt Libraries web site at <http://lib.pratt.edu/public/visres.html>.

Q: What do I need to use library services?

A: Your Pratt ID card with a current sticker is all that you need to use any of our services. Electronic databases are available outside of the libraries and can be accessed remotely but require a separate user ID and password, which you can obtain by presenting your current ID to a librarian at the Information/Reference Desk on the 1st floor.

Q: As a Pratt faculty member, can I use other area libraries?

A: Pratt Libraries consortial partnerships provide access to many area libraries. Members of Academic Libraries of Brooklyn and the Metropolitan NY Library Council (METRO) extend access or borrowing privileges to Pratt faculty, staff, and students. Ask a librarian about use of area libraries, as an additional borrowing card is often required. Materials from other libraries are generally available via inter-library loan as well. More information is available at <http://lib.pratt.edu/public/other.html>.

Q. What rooms are available with multi-media support?

A. At the Brooklyn campus there are A/V supported rooms in the Engineering building, Higgins Hall, the Library, and Memorial Hall. Pratt Manhattan can provide A/V support in most spaces, depending on your needs. To schedule use of these spaces for classes or other functions, contact your department chair. Memorial Hall is intended for events requiring large seating capacity; a minimum audience of 100 is therefore required for booking, the major focus being the support of academic and ceremonial activities.

Q. Does the library have a film and video collection?

A. The Multi-Media Center has an extensive collection of 16mm film, 1/2" videotapes (VHS), and DVDs which can be viewed at the Center. The video and film collection is catalogued in PrattCat.

Q. Where can I go to show a film or video to my class?

A. The Multi-Media Center has two viewing rooms located in the Library's lower level (LL), which accommodate 25-30 students each. All spaces are equipped to accommodate 16mm films, 35 mm slides, VHS, DVD and data projection. Reservations are advised for scheduling of classes; Multi-Media's policy is first come, first served.

Q. What types of A/V equipment is available for student use?

A. Campus Audio-Visual Services (CAVS) provides equipment loans and instructional support to the Institute. With current valid Pratt identification, students, faculty, and staff can check out A/V equipment including: 35mm slide, 16mm film, video, data, overhead and opaque projectors, audio recording and playback equipment, public address amplifiers, VHS and mini-DV camcorders, videocassette recorder/players and video monitors, 35mm and digital photographic equipment, tripods, and photo lights. CAVS also offers assistance and support for various audio-visual presentations. Check the Multi-Media Services web page (<http://lib.pratt.edu/public/media.html>) for the current circulation policy.

9. OTHER ACADEMIC RESOURCES

OFFICE **WRITING & TUTORIAL CENTER**

LOCATION North Hall 1

PHONE (718) 636-3459

OFFICE HOURS Vary by semester

E-MAIL wtc@pratt.edu

URL www.pratt.edu/wtc/

MISSION, OVERVIEW, SUMMARY

The WTC is a multi-faceted writing lab that is available to all Pratt students on both a walk-in and scheduled basis. Our aim is to provide academic support for all Pratt students. We cater to all academic levels from Intensive English, through all undergraduates courses, to Master's Thesis preparation. We have individual and small group tutorials to improve writing skills. We also offer tutoring in Art History, Math, Physics, Statics, and Science, and run conversation groups for international students. At the Center we have computers available for your word processing tutoring.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. One of my students is struggling with a recent assignment. Can you help?

A. We can work with you and specific students who may be struggling to understand an assignment. Contact us to coordinate our our efforts, and we can provide you with feedback on how they're doing. Our tutors have a variety of backgrounds, covering most subjects taught at Pratt, but for some specialized topics we may refer them to your department for further assistance.

most subjects taught at Pratt, but for some specialized topics we may refer them to your department for further assistance.

Q. What assistance can you offer international students?

A. All of our services are available to international students, including help with writing structure and grammar, and graduate theses. We hold conversation groups of five or six students designed to improve English conversation skills, covering a variety of topics and levels of skill.

Q. Is the WTC a quiet area where students can study?

A. The atmosphere is casual and often raucous, comfortable but not always quiet. The WTC has developed a strong sense of place as the hub for Freshman English and writing faculty, and functions as home base for liberal arts faculty.

OFFICE	WRITING ACROSS THE CURRICULUM
LOCATION	314 ISC
PHONE	(718) 636-3725
OFFICE HOURS	Generally M-Th 2-5 pm, and by appointment
MAILBOX	320 DeKalb
E-MAIL	wac@pratt.edu
URL	http://www.pratt.edu/slas/wac/

MISSION, OVERVIEW, SUMMARY

Writing Across the Curriculum (WAC) began in the 1970s across the U.S. as an educational reform movement committed to increasing the recognition of the importance of writing and language in every field. At Pratt Institute, WAC has evolved in ways that reflect the unique nature of the Institute itself. For over twenty years, WAC initiatives have catalyzed dialog and collaboration, both creative and pedagogical, between instructors as well as students across the many fields and disciplines represented here. WAC at Pratt seeks to foster approaches that work across the curriculum to improve student writing and critical thinking skills, allowing them to develop more thoughtful approaches to their creative work, and to enhance the ability of faculty to support them in this effort.

Pratt can serve as a laboratory for bold new interdisciplinary curricula and instruments of learning that draw on the visual and textual strengths of faculty and students. The essential elements are already in place—a talented and diverse faculty and a visually savvy and diverse student body. WAC fosters new approaches that work across the curriculum to improve student writing and critical thinking skills, and the ability of faculty to support them in this effort.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. I'd like to incorporate writing in my class; where do I start?

A. First, contact Writing Across the Curriculum to discuss approaches specific to your coursework, or attend one of our faculty development workshops and round-table discussions. These provide an interdisciplinary forum for writing professors and interested studio faculty from across the curricula who wish to explore and utilize either compositional or textual pedagogy, as well as encourage student writing in their classes or studios. Four scheduled workshops are held during the second month of each semester. Watch for flyers in your department office, announcements via e-mail, or contact WAC for a schedule.

Writing can be a useful tool in helping your students with the creative process. Indeed, through writing, students can develop their critical thinking and public speaking abilities, and learn the importance of revision in all forms of textual and visual creation. WAC has created a series of workshops, seminars, and roundtable discussions that provide an interdisciplinary forum for writing professors and interested studio faculty from across the curricula who wish to explore and utilize either compositional or textual pedagogy, as well as encourage student writing in their classes or studios.

Q. What more specific services can WAC provide to help me to develop writing strategies and pedagogy?

A. WAC works with individual faculty to create formal writing strategies, as well as writing exercises, for the specific needs of studio classes. We can suggest new ways to use writing, if you are considering restructuring your class and/or department's curriculum.

WAC will work with you to develop a one-time workshop specific to your class. We will consult with you to conceive and personalize the workshop, but also to help you to incorporate it, or some of its elements, in your future syllabi.

WAC is also very interested in developing workshops within individual departments. If you have a student writing issue that may be shared by others in your department, or a type of field-specific writing that we might help you to approach in your classroom, please contact us. We are more than happy to work with you and your chairperson to set up a workshop for a group of instructors focused on the specific needs of your classes and department.

Q. How can I bring writing and language skills into my studio class?

A. WAC offers several services that enable instructors to bring writing into their studio curricula, including Poet in the Studio and Artist's Statement Workshops. These services emphasize the relationship between words and images, and the exercises com-

plement each specific curriculum. WAC can work with individual faculty members or a coordinated group of classes. More information is available on the WAC website.

Q. How do I handle grammar, spelling, and other writing problems with assignments?

A. Some problems can be addressed as you design an assignment; a well focused exercise can often help your students be more successful writers. WAC can guide your use of writing in the classroom and help you understand how to grade assignments when you aren't a grammarian. Also WAC encourages instructors to have their students use the Writing and Tutorial Center at 101 North Hall (718-636-3725, <http://www.pratt.edu/wtc/>), and to check out their services themselves as well.

WAC works with individual faculty to create formal writing strategies, as well as writing exercises, for the specific needs of studio classes. We can also suggest new ways to use writing, if you are considering restructuring your class and/or department's curriculum. WAC serves both individual classes and multiple sections to integrate writing workshops and writing professors into your studio curriculum.

Q. When are WAC faculty development workshops and roundtables held?

A. Four scheduled workshops are held during the second month of each semester. Watch for flyers in your department office, announcements via e-mail, or contact WAC for a schedule. WAC is also very interested in developing workshops within individual departments. If you have a student writing issue that may be shared by others in your department, or a type of field-specific writing that we might help you to approach in your classroom, please contact us. We are more than happy to work with you and your chairperson to set up a workshop for a group of instructors focused on the specific needs of your classes and department. You should receive a WAC brochure at the beginning of Fall semester that describes all of our services; additional copies are available from our office.

OFFICE	IEP - INTENSIVE ENGLISH PROGRAM
LOCATION	DeKalb 408
PHONE	(718) 636-3450
OFFICE HOURS	9:00 am - 5:00 pm Monday-Friday
MAILBOX	9:00 am - 4:00 pm Monday-Friday (Summer)
E-MAIL	cep@pratt.edu
URL	http://www.pratt.edu/iep/

OVERVIEW

The Intensive English Program (IEP) provides academic instruction in English as a Second or Other Language (ESL) to Pratt's graduate and undergraduate students. In addition, two certificate programs run under the IEPs umbrella: fall and spring semester Certificate of English Proficiency (CEP) programs for full-time academic preparation, and the Summer Certificate Program (SCP) for both full- and part-time study.

Most international* graduate and undergraduate students will take a proficiency exam when they arrive at Pratt, regardless of their TOEFL scores. According to the results of the proficiency exam, students will either be placed in an IEP class or will be considered "exempt" from ESL study in the IEP. Students who are placed in an IEP class receive instruction in English language reading, writing, listening and speaking skills to assist them in participating fully in life at the institute. Chairpersons may recommend that candidates for admission to the institute whose English language skills do not meet the standards for admission but whose applications otherwise meet all criteria enroll in the certificate program (CEP) for fall, spring and/or summer semester(s) for full-time English language study; upon successful completion of the prescribed course of study, the application may be reconsidered by the chairs and the admissions office. Such candidates should be referred to the IEP staff and to the CEP brochure and application on the IEP's website.

**The Intensive English Program currently serves international Pratt students, for whom English is not the native language. Any member of the Pratt community is welcome to use the Language Resource Center, 406 DeKalb Hall, for language study; the LRC is open M-F 9:00-5:00 and some evening hours (phone 636-3450). The LRC also houses the institute's Language Club.*

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How can an instructor get assistance for students whose English does not seem sufficient for success in his/her course?

A. Contact the IEP staff to determine what type of assistance is appropriate based on their status as an international student or other history with the IEP program. Your department chair can facilitate this as well, and may help identify concerns shared by other faculty. The type of help available to each student can vary; the IEP staff is your best resource for getting students the assistance they need. You can also encourage students to contact IEP directly, but follow up by contacting your department chair or the IEP staff.

Consider recommending the student to contact the Writing and Tutorial Center, (718) 636-3459, to set up regular tutoring appointments (at no additional cost to the student) for help with English language skills: this can include one-on-one writing tutoring, conversation groups and specialized (e.g., art history) tutoring.

Q. I'm having difficulty with foreign students not participating in class discussions. What can I do to help?

A. The IEP staff can offer advice on working with language and cultural issues that can dramatically influence how students function in the classroom. The WAC (Writing Across the Curriculum) also hosts roundtables and presentations on pedagogy that address these concerns.

Q. How do I know if a student should be participating in IEP?

A. The IEP staff is best equipped to make the final determination of a student's eligibility for IEP services, but the answer can be summarized as follows:

If a student is at the institute on an international student visa, the student was required to take an English placement exam during orientation. Based on the results of the exam, the student may have been placed in an Intensive English Program (IEP) class. Please call the IEP staff if you have questions about the placement and progress in the IEP of such students in your class.

If a student is a non-native speaker of English but is not at the institute on an international student visa, the student is not required to take the IEP's placement exam and can only be enrolled in IEP classes on a voluntary basis. If an instructor believes that such a student cannot succeed in his/her class because of the student's level of English proficiency, the instructor can contact the IEP office to discuss how the student can best be assisted. The IEP staff will then recommend to the student that s/he voluntarily enroll in an IEP or CEP course. When appropriate, the IEP staff may initiate a meeting with the student's chairperson to discuss other alternatives.

10. OTHER SERVICES & FACILITIES

ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT

OFFICE	
LOCATION	Steuben Hall, 1st floor
PHONE	(718) 399-4250
E-MAIL	facilities@pratt.edu

GUIDING PRINCIPLES

OUR MISSION

Develop a multidisciplinary means to identify and assess potential hazards, prevent unsafe acts and conditions, maintain and improve employee health, through facility and curriculum self audits and foster communication on health and safety issues.

OUR CHARTER

- To provide assistance to Institute faculty, staff and students in selecting those chemical products that can be manufactured, transported, used, stored, and disposed of safely.
- To make health, safety, the environment and resource conservation critical considerations for all new and existing products and processes.
- To provide information on potential health or environmental risks presented when using certain art related materials or processes. We recommend and provide engineering controls and pursue protective measures for employees, the public and other key stakeholders.
- To operate our facilities in a manner that protects the environment and the health and safety of our employees and the public.

- To support education and research on the health, safety and environmental effects of our products and processes.
- To work with others to resolve problems associated with past handling and disposal practices.
- To lead in the development of responsible operating practices and procedures that safeguards the community, workplace and environment.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What should I know about handling and disposing of hazardous materials?

A. Be aware of what you're dealing with before you start using it or start working in an area where a hazardous material is being used or stored. Reading and using safety suggestions that are provided will help you understand the consequences of improper handling, use, storage and disposal practices, and help you recognize situations or conditions that may have the potential for immediate or long-term adverse health effects. Policies and best practices are summarized as follows:

- No smoking in buildings, residence halls (unless otherwise designated) or on fire escapes.
- No turpentine or turpentine-based products; it is a banned material.
- DO NOT spray aerosol cans in the Shop. Spray only in appropriately ventilated spray booths.

You should, in addition, refer to the chemical manufacturer's Material Safety Data Sheet (MSDS), the "Pratt Institute Waste Disposal Guide," and the policies and procedures published in the "Student - Using Art Materials Safely Handbook." Highlights include:

- Wherever possible, RECYCLE or RECOVER.
- Select Non Toxic or less toxic art related products
- DISPOSE of process residuals and waste according to the Pratt Institute Waste Disposal Guide.
- Use Environmental Stations to dispose of, or recycle, waste. [Find out the locations of the closest Hazardous Waste Container and Brush Cleaning Station]
- Depositing hazardous waste into a receptacle for non-hazardous waste may potentially CONTAMINATE the entire contents so that it becomes regulated waste requiring proper disposal, regardless of the amount deposited – it is also illegal and costly.
- Improper disposal of trash regulated material as violates Pratt waste disposal policies. Offenders are subject to Institute disciplinary actions, as well as potential civil and criminal penalties by Federal, State and City authorities.

For more information, or if you require assistance contact the Environmental, Health and Safety Director.

Steuben Hall 718-399-4250

OFFICE EXHIBITIONS

- LOCATION** Pratt Manhattan Gallery, 2nd Floor, 144 West 14th St
- PHONE** (212) 647-7778
- HOURS** Tuesday – Saturday, 11 – 6 (new hours as of October 2006)
- LOCATION** Schafler Gallery, Chemistry Bldg., Brooklyn
- PHONE** (718) 636-3517
- HOURS** Monday-Friday 9-5

MISSION, OVERVIEW, SUMMARY

Exhibitions runs separate programs in its two galleries: Pratt Manhattan Gallery presents mostly independently curated exhibitions of contemporary art, design and architecture; the Schafler Gallery shows mostly student, faculty and alumni work. The Exhibitions Department has other policies and procedures regarding acquisitions to the Permanent Collection, insurance and sales, the selection of shows, the Exhibitions Committee, and the use of the galleries by other departments.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What is the focus of exhibitions held at the Pratt Manhattan gallery?

A. The Pratt Manhattan Exhibitions program:

1. seeks to illuminate and interpret significant topics in contemporary fine arts, design, architecture and planning. Exhibitions will also foster understanding of the historical evolution of these fields and participate in the discourse about their future directions.
2. favors cross-disciplinary topics that reveal how ideas and issues affect our lives from many different perspectives. Curators should feel free to be exploratory and re-define fields.
3. considers new definitions of the idea of quality outside the confines of aesthetic judgment.
4. reflects the diversity of New York with regard to exhibition participants and the range of opinions, esthetic positions and cultural outlooks represented.
5. offers the opportunity to address significant questions of our time and place, and recognizes that works of art, architecture and design exist within a socio-political context.

6. views the process of curating an exhibition and designing an installation as inherently creative and interpretive.
7. enriches the educational experience of Pratt students not only through the content of exhibitions but also by offering appropriate opportunities for teaching, curating and exhibit design through courses and internships.

Q. What are the goals of the Schafler Gallery exhibitions program?

A. The Schafler Gallery shows mostly student, faculty and alumni work, with the following goals:

1. providing the students, faculty, and alumni of Pratt Institute with an exhibition space, which in turn serves the needs of the Institute
2. enabling students to gain the practical experience and creative enrichment that comes from exhibiting their work in a professional gallery setting
3. reflecting the diversity of Pratt Institute with regard to exhibition participants and the range of opinions, esthetic positions and cultural outlooks within the Pratt Community
4. promoting the art and design work of students and faculty to the greater public to aid in the advancement of admissions and fundraising
5. viewing the process of curating an exhibition and designing an installation as inherently creative and interpretive
6. enriching the educational experience of Pratt students not only through the content of exhibitions but also by offering appropriate opportunities for teaching, curating and exhibit design through courses and internships.

OFFICE **PRATTSTORE**
LOCATION 550 Myrtle Avenue
PHONE (718) 789-1105
HOURS 8:30 am - 7:00 pm Monday-Friday
 10:00 am - 6:00 pm Saturday
 12:00 am - 5:00 pm Sunday
EMAIL bookstore@pratt.edu
URL www.prattstore.com

MISSION/OVERVIEW/SUMMARY

The Prattstore is responsible for stocking and selling the supplies that faculty and students need to meet the demands of their academic program. In addition to textbooks, the store offers for sale a wide selection of campus clothing and supplies. Items that we do not carry we will special order.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How and when do I order textbooks for my classes?

A. Ordering books for courses can be done online from the Web Advisor for Faculty page, using the “Course Book Information Request Form.” Filling out the form and submitting it online speeds up the process and provides an accurate, complete record for the textbook request. By using the online version of the Course Request Form, you can order course required or recommended books anytime that is convenient for you, not just when the store is open. In addition, you will receive notification that your request has been received and processed.

The schedule for ordering books for the various semesters are as follows:

- Summer I & II - April 15
- Fall Semester - May 1
- Spring Semester - November 15

Ordering early allows us to look for used copies and provides a better opportunity for students to sell their books back to the store at the end of the semester. Ordering early also improves our ability to get the correct book for the class in time for the start of the semester.

Q. Can you supply materials for my course, other than the textbook?

A. The Prattstore will stock, where possible, materials other than textbooks that you deem necessary for your course. We carry a wide variety of art supplies and raw

materials, from canvas to steel, and welcome suggestions for items your students need. The Prattstore also offers, when possible, environmentally safe alternative materials and is looking for suggestions and recommendations on other alternative products.

Q. I'm late turning in my textbook request. What should I worry about?

A. Late Course Book Request Forms continue to be a problem for the store. Because the forms are late in arriving store, there is a greater likelihood that books will not be on the shelf in time for the start of classes. Also, the later the order is received the more likely that the book will be out-of-stock at the publisher and therefore, unavailable to the students. The store is ready, willing and able to help faculty with their textbook requirements. All we ask is that you start the process early enough that any problems that do arise will have time to be solved.

Q. What other services or activities does Prattstore offer?

A. We have 15,000 square feet of space and hope to use it to showcase the work of Pratt alumni and faculty. We're currently carrying books by faculty and alumni including novels, children's books, graphic novels, and comic books, and would welcome requests to stock more titles. On the store's mezzanine level there is a performance space available for lectures, author signings, and wall displays of art. A growing number of exhibitions are also being held at Prattstore.

ATHLETICS

LOCATION	ARC Upper level
PHONE	(718) 636-3773
LOCATION/TELEPHONE	ARC Upper level; (718) 636-3773 Equipment Desk: ARC Upper level; (718) 636-3774
PHONE	(718) 636-3774
HOURS	Please call
EMAIL	athletics@pratt.edu
URL	www.pratt.edu/athletics/

MISSION, OVERVIEW, SUMMARY

The Activity Resource Center, built in 1975, is the home of athletic activities at Pratt. Its 325-by-130-foot athletic area is one of the largest clear-span spaces in the city.

There are six multi-purpose athletic courts with synthetic floor surfaces that can be used interchangeably for tennis, basketball, and volleyball. There are also locker room facilities, an indoor track, weight room, dance studio, and men's and women's saunas.

Special event bleacher seating is available for 5,000 people. A four lane, 200-meter track encircles the athletic courts. The mezzanine level contains a weight room and dance/exercise studios. There are full locker room facilities with saunas for men and women. Current recreational programs include basketball, tennis, volleyball, weight lifting, and track.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What types of athletics does Pratt participate in?

A. A variety of intramural sports are offered, from Coed Nerf Football to our Tennis, Table Tennis & Badminton Triathlon. The students also participate in Club Soccer and our "Pratt Fitness Challenge". Pratt also fields varsity athletic teams in a successful Division III intercollegiate program of men's basketball, women's volleyball, and men's and women's cross country, indoor & outdoor track, soccer, and tennis.

Q. Who can use the athletic facilities?

A. Students, faculty, and staff with a current Pratt ID card have full access to the facility. Athletic and community events are scheduled in the ARC so check at the desk or call to make sure the area or equipment you want to use is available. Additionally, guest can use the facility after paying a one day \$8.00 guest fee.

Lockers can be rented by semester or for the entire academic year. Fees are as follows:

	ACADEMIC YEAR	FALL	SPRING	SUMMER
	SEP 7-MAY 3	SEP 7-DEC 23	JAN 10-MAY 3	JUN 4-AUG 14
FACULTY/STAFF	\$35	\$15	\$15	\$7
STUDENTS	\$10	\$8	\$8	\$4
ALUMNI/COMMUTER	\$35	\$18/six months		

Q. What other athletic facilities are available?

A. The McBurney YMCA at 125 West 14th St. offers discounts on membership (20% off) and initiation (50% off) with valid Pratt ID. Adult membership, normally \$79/month, is \$63.20/month, and the initiation fee of \$125 is discounted to \$62.50. The McBurney YMCA can be reached at (212) 741-9210; <http://www.ymcanyc.org>

COPY CENTER

LOCATION	Main Building, Lower Level
PRIMARY CONTACT	Shirlene Fuentes, Manager
HOURS	8:30 am - 4:30 pm Monday-Friday 8:30 am - 3:30 pm Monday-Friday (Summer)
PHONE	(718) 636-3691
EMAIL	ccenter@pratt.edu

MISSION, OVERVIEW, SUMMARY

The Copy Center provides a full suite of copy, cutting, and binding services. Copies can be reproduced from original hard copy, CD or electronically via e-mail in PDF format.

The Copy Center also produces course packs and other types of instructional material as required by departments and/or faculty. These types of jobs require advance notification and Chairperson approval due to production time, quantity, job specifications, and distribution of material.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. Who is responsible for securing copyright clearance on materials reproduced for use in my classes?

A. Faculty members are responsible for obtaining proper copyright clearance for all materials submitted for duplication.

Q. Does the Copy Center accept outside jobs?

A. Jobs not related to the Institute are accepted and produced at rates comparable with other copy services.

LOCATION **CULINART DINING SERVICES**

PHONE North Hall, lower level

EMAIL (718) 636-3477
catering@pratt.edu

OVERVIEW

Food Services is located in the lower level of North Hall and the Main buildings. Access is by way of the main entrance by the main gate, the first floor of North Hall and through the lower level of the Main Building. Here, you will find the PI Shop (which is the Main Cafeteria), the Gallery Café, a Private Faculty Dining/Conference Room and the Faculty Lunchroom, where you can enjoy meals and discussions with fellow faculty and staff. Food Services caters to a variety of different tastes, including vegetarian and vegan.

FACULTY LUNCHROOM

The Pratt Faculty Lunchroom is located near the PI Shop or main cafeteria in the lower level of North Hall. The closest entrance is the one located near the main gate at the Willoughby Avenue entrance to the Brooklyn campus.

PRIVATE FACULTY DINING/CONFERENCE ROOM

The Private Faculty Dining/Conference Room is available for meetings. Please reserve the room in advance by calling 718.636.3477 or by email: catering@pratt.edu. If you need any audio/visual support, call Multi-Media at 718.636.4356.

GALLERY CAFÉ

The Gallery Café serves gourmet coffees/teas, frozen yogurt, pastries, pizzas and Italian fare.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. Which is the PI Shop and why is it spelled that way?

A. The PI Shop is the main cafeteria. P.I. stands for Pratt Institute. Please disregard the following myths:

- that the PI shop is actually the Gallery Café and that pi is a misspelling of “pie,” as in pizza pie which is served there;
- that the establishment was named by students of the now-defunct School of Engineering, in reference to the constant, pi, which is the ratio of the circumference to the diameter of a circle.

SOVEREIGN COMMUNITY BANK

LOCATION 2nd floor of North Hall (above the dining rooms)

HOURS Varies; please inquire directly.

PHONE (718) 636-3886

SPECIFICS Pratt checks may be cashed here

