

Welcome to the University of Michigan Taubman College. This handout describes policies concerning the use of the Art & Architecture building and design studios. Building and studio citizenship acknowledges a respect for shared spaces and experiences. Start with good habits — make thoughtful and beautiful things.

Studio Policies and Culture

Taubman College is committed to a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff. Key to a healthy and productive learning environment is the establishment of an efficient daily routine that balances the well-being of the individual student with high academic standards. Taubman College encourages students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers. Respect the place and clean up after yourself.

Building Policies and Culture

The Art & Architecture Building has been shared by Taubman College and the School of Art & Design since 1974. As a shared space, we have many combined building policies and services. Taubman College occupies the south side of the building, which includes studio spaces on the third floor, and classrooms, exhibition space, and offices on the first, second, and third floor, including the SAND Lab, and FABLab. Art & Design occupies the north side of the building. The courtyard and campus computing site are two examples of shared and communal space.

Access

The building is open and unlocked fall and winter terms from 7 a.m.-10 p.m. weekdays; 7 a.m.-7 p.m. weekends. After hours, members of the Art & Architecture community can use their MCard at the six main building entrances to access the building.

Safety

First Aid

First-aid kits, located at either end of the third floor, across from the Media Center, and in the Dean's office, are supplied to treat minor cuts and injuries. Send an email to aaaservices@umich.edu if they need replenishing. Report any serious injuries to the Dean's Office and

seek treatment at the University Hospital. In case of emergency contact 911.

Security

Public Safety can be reached at 734.763.1131 (3-1131 from campus phones). Please report any suspicious or threatening behavior to Public Safety. Use smart decision-making related to your personal safety. Personal and equipment security is everyone's responsibility.

Weather/Fire

In case of severe weather, proceed to the first floor southwest corridor. In the case of fire, exit the building immediately. Evacuation plans are posted on each of the bottom and top floor stairwells.

Lockers

The building has lockers available for Taubman College student, faculty, and staff storage, located on the first floor south hallway. Registration is not required; simply place a lock on a locker of your choosing. Lockers must be vacated prior to the end of the academic year. The locker is college property and standards of maintenance must be adhered to. For related policies: www.taubmancollege.umich.edu/lockers.

Lost and Found

Contact the Taubman College Facilities Manager, Tom Green, Room 2105 (office hours: 9 a.m.-6 p.m.), tlgreenx@umich.edu, or 734.763.3132.

Furniture and Desks

Each student is provided with a desk and chair. Each desk has three locking drawers, one of which uses a key. Keys are available from the Facilities Office (Room 2105, 734.763.3132) between 9 a.m. and 6 p.m.; a refundable \$20 deposit is required. Bring Student I.D. and key number (normally located inside the locking cabinet).

Students are advised to secure personal possessions and valuable equipment in locked drawers whenever leaving the desk area, including overnight, weekends, or during

break periods. Do not bring additional furniture into the studio nor remove the existing furniture from the studio for any purpose. Under no circumstances are the desk and credenzas to be either disassembled or have additional components attached. Use a protective surface, such as a cutting mat, when cutting materials at the desk. Please contact the facilities office for light bulb replacement or other issues related to the functioning of the desks and chairs. Please post your name in a clearly visible location on your desk. At the end of each term remove all materials from your desk and surrounding area. Per fire code, a clear circulation corridor through and around each studio must be maintained at all times. These 'corridors' are marked by swatches of orange paint on the floors. DO NOT OCCUPY THESE ZONES. Appliances are NOT permitted in the studios, including refrigerators, microwaves, space heaters, and cooktops. Pets are NOT permitted in studio. Bikes are NOT permitted in the building.

Common Areas

There are lounges and seating areas throughout the building. There is no reservation of these spaces, and they are not for use for building or storage. They serve as informal meetings areas and places to relax away from studio. As with the review spaces, leave the space better than you found it.

Storage

There is no space for storing student work beyond your immediate studio area. Public spaces are for reviews and exhibitions — not storage. Work left in public spaces is vulnerable to removal and vandalism. Protect your work. Document your work. Back up your work.

Re-Use Bins

At the east end of the third floor there is a large bin to place any material that can be re-used by someone else. This may include, but is not limited to, chipboard, cardboard, foamcore, wood, and scrap materials.

"Dirty Work" and "Clean Work"

The third floor is designed for computing, drawing, and model making. If models require materials like plaster, concrete, wax, and large scale pieces of wood, then this work should be done with supervision in a very limited area. Each student is responsible for promptly removing the resulting waste and spills. Absolutely NO plaster or concrete can be poured into the sinks or drains.

If you are using any media with fumes (paints, thinners, foam cutting, solvents, spray adhesives), do this work only in the spray booth. This is a hooded, filtered enclosure on the east end of the third floor. You must turn it on in order for the toxic gases to be properly vented and

exhausted out of the building. Please do not spray in hallways or common studio areas. Hazardous materials, such as resin, are not permitted in the studio, including the spray booths. Notify the Facilities Manager of any missing or clogged air filters.

Review Spaces

These spaces can be reserved by faculty online or through Laura Brown (Room 2150). A few tips on review etiquette: do not step on the fabric or rolling chairs when hanging work; always leave room for others to pass behind a review without causing a disruption; leave the review space better than you found it.

Plagiarism

Plagiarism is knowingly presenting another person's ideas, findings, images or written work as one's own by copying or reproducing without acknowledgement of the source. It is intellectual theft that violates basic academic standards. In order to uphold an equal evaluation for all work submitted, cases of plagiarism will be reviewed by the individual faculty member and/or the Program Chair and Associate Dean of Academic and Strategic Initiatives. Punitive measures will range from failure of an assignment to expulsion from the University. Full academic policies are posted on each of the programs' websites.

Semester's End

At the end of every semester each student is responsible for disposing of all trash, including unwanted models and drawings. Students are also responsible for recycling paper and sorting materials for re-use by others. During the fall to winter break you may leave your materials secured in your desks. The College does not assume responsibility for any work or personal belongings left in the studio. On the first official day of class in the winter term, move your belongings to your new desk in your new studio. Models may not be stored in the building.

At the conclusion of each semester, dismantle any models and bases you do not wish to take home. There is a re-use bin on the east end of the third floor. Any material or model deemed unusable by others should be taken to the dumpster located by the loading dock.

Building or studio policies questions? Contact the Taubman College Facilities Manager, Tom Green, Room 2105 (office hours: 9 a.m.-6 p.m.), tlgreenx@umich.edu, or 734.763.3132.

For additional information visit:

www.taubmancollege.umich.edu/resources