

**A
DM**

SCHOOL OF ART,
DESIGN AND MEDIA

**FULL TIME
TEACHING FACULTY
ORIENTATION**

**ESSENTIAL
INFORMATION**



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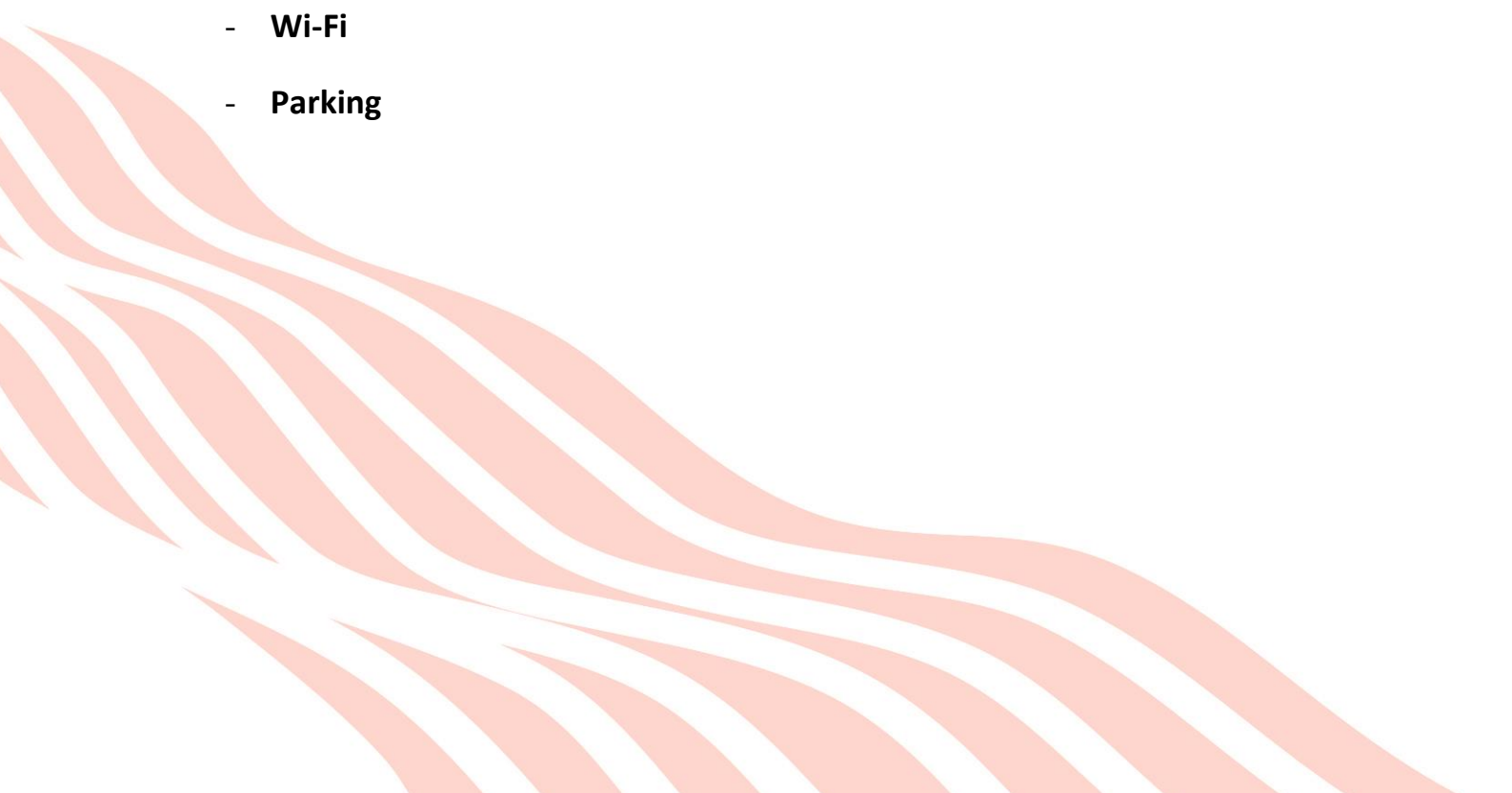


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CHAIR'S OFFICE & STAFF DIRECTORY

Chair's Office

Designation / Department	Person To Contact	Contact Details
Chair	Professor Vibeke Sorensen	6316 8821 Email: vsorensen@ntu.edu.sg Office: ART 3-14
Senior Assistant Manager, Assistant to Chair	Ms Aw Lee Ting	6316 8891 Email: LTaw@ntu.edu.sg Office: ART 3-16
Associate Chair (Academic)	Asst Professor Peer M Sathikh	6514 1058 Email: peersathikh@ntu.edu.sg Office: ART 3-22
Executive, Assistant to Associate Chair (Academic)	Ms Sheila Jaswant Kaur	6513 8103 Email: sheilajk@ntu.edu.sg Office: ART Level 3
Associate Chair (Research)	Assoc Professor Andrea Nanetti	6513 8054 Email: andrea.nanetti@ntu.edu.sg Office: ART 4-14
Executive (Research), Assistant to Associate Chair (Research)	Ms Wee Poh Yan, Ivy	6316 2930 Email: pywee@ntu.edu.sg Office: ART Level 3

Management and Support Staff

Undergraduate Programmes

Admissions and Scholarships, Course Advising and Student Mentoring, Major Selection by Students, Course Scheduling, Course Registration, Examinations and Marks Submissions, Student Leave Matters, Student Orientations, Transfer of Credits for Advanced Placement and Students Exchanges, Student Feedback on Teaching, Booking of ADM Lecture Theatre, etc

Designation / Department	Person To Contact	Contact Details
Assistant Director, Undergraduate Programmes	Mrs Julie Lim	6790 6667 Email: bnlim@ntu.edu.sg Office: ART 3-20
Senior Executive, Undergraduate Programmes	Ms Vivian Yong	6790 4828 Email: vivianyong@ntu.edu.sg Office: ART 1-1
Assistant Executive	Ms Candy Ong	6790 5680 Email: candyong@ntu.edu.sg Office: ART 1-1



Graduate Programmes

Designation / Department	Person To Contact	Contact Details
Manager, Graduate Programmes	Ms Hong Bee Kuen	6592 2472 Email: BKHong@ntu.edu.sg Office: ART Level 3

Research

Designation / Department	Person To Contact	Contact Details
Assistant Manager, Research	Ms Lew Huey Shan	6514 8379 Email: hslew@ntu.edu.sg Office: ART Level 3
Senior Executive, Research	Ms Ng Hui	6514 1004 Email: hln@ntu.edu.sg Office: ART Level 3

Finance

Designation / Department	Person To Contact	Contact Details
Assistant Director, Finance	Ms Tan Sian Ting	6316 8946 Email: tanst@ntu.edu.sg Office: ART 3-19
Senior Executive, Finance	Ms Clara Tew	6513 8104 Email: esyte@ntu.edu.sg Office: ART Level 3

Human Resources

Designation / Department	Person To Contact	Contact Details
Manager, Human Resources	VACANT	
Senior Executive, Human Resources	Ms Toh Chin Leng	6592 7807 Email: TohCL@ntu.edu.sg Office: ART Level 3

Administration

Designation / Department	Person To Contact	Contact Details
Assistant Executive	Ms Michelle Lin	6316 8764 Email: kylin@ntu.edu.sg Office: ART Level 3

Publicity, Outreach & Alumni

Designation / Department	Person To Contact	Contact Details
Senior Executive, Publicity and Outreach	Mr Muhammad Mustajab Bin Mohamad	6513 8679 Email: MMustajab@ntu.edu.sg Office: ART 2-24A

IT & Technical & Operations Services

Designation / Department	Person To Contact	Contact Details
Deputy Director (Technical Operations)	Mr Lim Pheng Yew	6514 8342 Email: phengyew@ntu.edu.sg Office: ART 3-2

Operations

Faculty Card Access, Booking of ADM Facilities, etc

Designation / Department	Person To Contact	Contact Details
Senior Executive, Operations	Mr Bharat Singh	6513 8106 Email: bharat@ntu.edu.sg Office: ART Level 3

IT Matters

Email, broken computers, NTU Learn, etc

Designation / Department	Person To Contact	Contact Details
Senior Assistant Manager, IT	Mr Lau Kheng Hock	6316 8947 Email: khlau@ntu.edu.sg Office: ART 1-14
Senior Executive, IT	Ms Wendy Chua	6316 8725 Email: chuacp@ntu.edu.sg Office: ART 1-14
Senior Executive, IT	Mr Kumar Chockanathan	6790 6346 Email: kumar@ntu.edu.sg Office: ART 1-14



Technical Support

AV Matters, Broken Projectors and Equipment from specific areas, etc

Designation / Department	Person To Contact	Contact Details
Manager, Media	Mr Tan Wee Liang	6316 8990 Email: weeliang@ntu.edu.sg Office: ART 1-14
Assistant Manager, Media (Interactive Media & Visual Communication)	Mr Poh Zhuang Yu	6513 2247 Email: ZYPoh@ntu.edu.sg Office: ART 1-13
Senior Assistant Manager, Animation	Mr Nagaraju Thummanapalli	6513 7369 Email: tnagaraju@ntu.edu.sg Office: ART 2-1A
Executive, Animation	Mr Sam Yeong	6790 6756 Email: chyeong@ntu.edu.sg Office: ART 2-1A
Senior Executive, Film	Mr Abdul Shukor Bin Mohammad	6514 1914 Email: shukor@ntu.edu.sg Office: ART 1-14
Senior Executive, Audio	Mr Arifin Bin Ami	6316 8948 Email: AArifin@ntu.edu.sg Office: ART 1-13
Executive, Photography	Mr Ahmad Azahki Bin Mustafa	653 7614 Email: ahmad.azahki@ntu.edu.sg Office: ART 2-31
Assistant Manager, Product Design	Mr Patrick Liew	6514 1913 Email: qcliew@ntu.edu.sg Office: ART B1-24
Executive, Workshop (Product Design)	Mr Ramalingam Sivakumar	6592 1677 Email: sivakumar@ntu.edu.sg Office: ART B1-21
Senior Executive, Foundation	Mr Abdul Rashid Bin Rahim	6592 7741 Email: rashid.rahim@ntu.edu.sg Office: ART 1-13

ADM Gallery

Designation / Department	Person To Contact	Contact Details
Assistant Director, Gallery	Ms Michelle Ho	6513 8252 Email: michelleho@ntu.edu.sg Office: ART B1-07



SCHOOL OF ART,
DESIGN AND MEDIA

Centre for Contemporary Art

Designation / Department	Person To Contact	Contact Details
Founding Director of Centre of Contemporary Art	Professor Ute Meta Bauer	6316 8728 Email: UBauer@ntu.edu.sg Office: ART4-12

Pastoral Care

Designation / Department	Person To Contact	Contact Details
Pastoral Care Manager	Ms Chua Lian Kee	6514 8335 Email: LKCHUA@ntu.edu.sg Office: HSS-05-53





CONTACT LIST

Area Coordinators

Area Coordinators play a central role in curriculum development in addition to Area Coordination. The Area Coordinator is the first person that you go to regarding matters to do with admin, infrastructure, etc. Please note that there maybe some changes in the area coordinators. You will be notified in such an event.

ADM Area Coordinators / Academic Committee

Area	Person To Contact	Contact Details
Digital Animation	Assoc Professor Hans-Martin Rall	6514 1057 Email: Rall@ntu.edu.sg
Digital Filmmaking	Professor Ben Alvin Shedd	6514 8374 Email: Bshedd@ntu.edu.sg
Interactive Media	Assoc Professor Louis-Philippe Demers	6514 1043 Email: LPDemers@ntu.edu.sg
Photography & Digital Imaging	Asst Professor Elke Reinhuber	6316 8729 Email: Elke@ntu.edu.sg
Product Design	Asst Professor Galina Mihaleva	6316 8728 Email: GMihaleva@ntu.edu.sg
Visual Communication	Assoc Professor Cindy Wang	6513 8049 Email: CindyWang@ntu.edu.sg
Art History	Senior Lecturer Benjamin Slater	6513 8240 Email: BASLATER@ntu.edu.sg



ADM Foundation Coordinators

Area	Person To Contact	Contact Details
Foundation Drawing	Asst Professor Ng Woon Lam	6513 8251 Email: NgWoonLam@ntu.edu.sg
Foundation 2D	Assoc Professor Ina Conradi-Chavez	6513 8055 Email: InaConradi@ntu.edu.sg
Foundation 3D	Senior Lecturer Peter Chen	6514 1920 Email: PeterChen@ntu.edu.sg
Foundation 4D	Asst Professor Michael Tan	6316 8991 Email: MichaelTan@ntu.edu.sg

ADM Other Coordinators

Area	Person To Contact	Contact Details
Internship	Lecturer Angeline Yam Min Yee	65138671 Email: Angeline_yam@ntu.edu.sg
Career Development and Entrepreneurship / Student Academic Integrity Officer	Lecturer Jeffrey Hong Yan Jack	6513 8249 Email: Jeffreyhong@ntu.edu.sg
Technology Enabled Learning (TEL)	Asst Professor Kristy Kang	6316 8827 Email: khakang@ntu.edu.sg

OTHER CONTACTS

For most issues your first point of contact should be the school administrative staff. If you have any other issues that cannot be handled at the school level, you can approach the NTU Shared Services (Finance, Human Resources, IT) at <http://www.ntu.edu.sg/NSS/Pages/index.aspx>

TEACHING ADMIN

Academic Calendar

The Academic Calendar can be found here:

<http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/AY2016-17.aspx>

Admission Evaluation

All faculty members are expected to be involved in the yearly admission evaluation. New faculty members are paired with experienced faculty members who will be able to guide newer colleagues through the evaluations.

There are three rounds of admission evaluation which will take place every year between February to May. You will be assigned in groups of three faculty members for each round of evaluation. Full instructions will be sent through email prior to the Admission Exercise.

Attendance

You are required to keep a register during your class. If the number of absences for any student falls below three in total, you are to inform the Assistant to the Associate Chair (Academic). The Associate Chair (Academic)'s office will then ensure that a warning letter is sent to the student.

Much of the teaching at ADM is delivered through project work, demonstrations, critiques and hands-on workshops. It is therefore essential that students maintain regular attendance so that they do not fall behind in either learning or assessment.

Attendance forms a significant part in the participation component of all ADM courses. Poor attendance will affect this component of the marks.

- Students participating in approved secondary activities need to submit evidence & necessary documentation.
- Students arriving later than 15 minutes to class usually are marked as absent.
- In exceptional circumstances students can apply for a Leave of Absence one week in advance by filling out the form available at the School's General Office. This application is subject to the approval of the Associate Chair (Academic).

If Medical Leave is sought by a student then a Medical Certificate (MC) is required.

You are obliged to keep track of students' absences and as participation constitute a portion of the overall grade. The number of absences shall form part of the record in the final grade sheet at the end of the semester.

Add Drop

In common with the rest of NTU, students within ADM can add or drop a class at any point within the first two weeks. This means that you might be seeing a new bunch of faces on the third week and others suddenly disappearing. Be aware of this when delivering your lessons and structure accordingly.

In the Add Drop period student might 'shop' for course. This might involve them turning up to your course despite not having been registered in order to get a taster of your course. You have a right to turn away such students.

Make Up Class

If for any reason a class needs to be missed then you are obliged to hold a make-up class.

Duty Share

If, for any reason, you need to temporarily pass on your teaching duties to someone else it is your responsibility to make sure that that person is adequately briefed. They must be aware of the course content and at what stage the students are at in their development. Such passing off of duties should only be done after discussions with Associate Chair (Academic).

ADM Grade Review and Submission of Grades

After the end of the semester during the Exam Period, you will be giving grades to your students. You will pick up the thumb drive from the General Office, complete the grade sheets in excel and return a duly signed **HARDCOPY** together with the updated thumb drive by the specified deadline. **PLEASE DO NOT SUBMIT THE GRADES BY EMAIL!** Please make sure to write an explanation on all cases of failure in your courses, that is, work is not of required quality, or it is due to irregular attendance in class etc.

The timetable and further instructions for how to proceed in the Grading process will be sent through email prior to the Exam Period. You will need to have ready all course work marks given during the semester and the attendance data for your students. You must review these in the Grade Review Meeting together with the Area Coordinator and the Associate Chair (Academic).

Final Year Project (FYP) Supervision

Each faculty will have a maximum of 5 students to supervise. There may be exceptions that will be decided on a case-by-case basis. The matching of supervisor to student usually takes place towards the end of Study Year 3, in April/May. Each faculty will put up only his/her area of interest (without stating specific project title) in the FYP Online System. Students will view the project areas on offer from the faculty and approach the faculty concerned for discussions. Faculty are to evaluate and accept or redirect the students based on the discussions. Faculty members will be sent the full instructions on this through email.

Internship Supervision

The Career & Attachment Office (CAO) administers the Internship and is supported by ADM Internship Coordinator. ADM will assign full time faculty members to mentor and supervise the students for grading and assessment typically between mid-May to mid-July. The contact details of ADM Internship Coordinator can be found on page 10.

For more information, please refer to this link:

<http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/undergraduatepolicies/Pages/Internship.aspx>

Exchange Programmes and Course Matching Evaluation

ADM supports third year students on exchange at overseas university for a maximum of one year through NTU's international exchange programmes. Information on the exchange programmes can be found at this hyperlink: <http://global.ntu.edu.sg/GMP/Pages/index.aspx>

As part of the course matching exercise for students going on overseas exchange, you may be assigned to evaluate the course matching for particular courses you teach. Students going on exchange have to match the overseas courses to courses offered at NTU for the transfer of credits back to NTU. They do this by submitting the course matching evaluation request in the online course matching system.

You will be informed via an email trigger if there are course matching for your evaluation in the online system. You can access the GEM Explorer Online Course Matching System by logging into your individual Stafflink account.

Memorandum of Understanding (MOU) for Student Exchanges

Faculty who would like to initiate MOU for student exchanges can approach the Associate Chair (Academic).

Advising and Mentoring

NTU requires that each student has a faculty mentor whom they can approach for help and advice on matters of academic advising, career planning and pastoral care. The objective is also to establish rapport and encourage interaction between faculty and students so as to provide a feedback channel.

You are encouraged to meet with the students you mentor in small groups every semester. You will be the student's mentor for the rest of their years of studies at ADM, unless you are a Foundation / Art History faculty member who will be assigned to a freshmen class.

Pastoral Care

As students may sometimes have other personal difficulties, the College of HASS has also appointed a Pastoral Care Manager to complement the scheme to provide additional pastoral care and support. The contact details of the Pastoral Care Manager can be found on page 8.

Other Student Issues

If for any reason, the behavior or academic progress of a student is giving you exceptional trouble, please go directly to Assistant Director (Undergraduate Programmes) / Associate Chair (Academic) who will deal with it appropriately. As a matter of form you should keep a copy of every communication between you and the students.

Declaration of Conflict of Interest for Examination

All faculty members are required a declaration on any conflict of interest for examinations through the university's online system and full instructions will be sent through email. Your response will be channelled to the Associate Chair (Academic)'s office for record.

Student Handbook

The online student handbook has a lot of very useful information. The handbook covers up to date and complete information is covered on such things as the plagiarism and attendance policies of ADM.

It can be found at:

<http://www.adm.ntu.edu.sg/aboutus/Pages/Downloads.aspx>

TEACHING PRACTICE

Course Contents

Course content follows two sets of expectations:

The course description: this is a higher-level document that is submitted to the University as part of the process of curriculum approval. It lays down in general terms all the things that the course is expected to deliver.

The syllabus: this is the faculty member's implementation of the course description and expands upon it with details that might cover exercises, specific topics, software etc. In ADM we respect and encourage the academic freedom of all faculty members to design their own syllabi. Your Course Coordinator might advise you on its content and how it relates to the course description but only you have the right to decide exactly what and how you should teach.

For more information about the contents of ADM courses, please refer to this link:

<http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/Undergraduate-Degree/Pages/Course-Content.aspx>

Grading Practice

Different faculty tends to grade differently based on their own experience in the university they studied. The way that English schools grade is very different to the way that American and Asian schools grade. It is VERY important that to have common grading practice within ADM, especially so with courses which are taught across many groups (e.g. Foundation).

Please discuss with the Area Coordinator to understand the grading practice within their area.

Exams Question Paper Submission (Applicable only to faculty teaching examinable subject)

Please note the confidentiality requirement of exam question papers submission - they are to be sealed in an envelope, mark confidential and submit it by hand to Academic Chair's Assistant or Associate Chair (Academic) **(NOT left on their desks)**. No email submission is allowed. If these conditions are not met then you will have to re-submit a modified exam question paper. More instructions will be sent through email during the exam period.



Examination Invigilation Duty

Full-time faculty members are expected to do examination invigilation duty when called upon by the University. This is a compulsory duty for all full time faculty and faculty will be rotated based on the schedule assigned by OAS. The university examinations take place in April to May and November to December each year.

Faculty who are on semester leave during this period should inform the Academic Chair's Assistant at the start of the semester to avoid being assigned to the invigilation duties. Only faculty who are away on conference and semester leave will be excused from such duty. If a faculty has to be away on annual leave during this period are to seek their colleagues to swap duties among themselves.

Plagiarism

ADM has a zero tolerance policy towards plagiarism. If you suspect a student of committing an act of plagiarism **NO MATTER HOW TRIVIAL** you are obliged to report them to the ADM Student Academic Integrity Officer. The contact details of ADM Student Academic Integrity Officer can be found on page 10.

For more information on maintaining Academic Integrity, please refer to this link:

<http://www.ntu.edu.sg/ai/ForFaculty/Pages/MaintainingAcademicIntegrity.aspx>



RESOURCES

Staff Access Card

You are given access to your classroom, main entrance, staff lounge, the 3rd and 4th level printing room. You will also be granted access to labs and other specific areas pertaining to your area of specialisation.

Staff Lounge

There is a Staff Lounge located on the third floor: ART 3-7. It has a fridge with freezer, hot water and a microwave.

There is also a resting area at the lounge for your relaxation.

Printing

There is a common printing resource for all faculty members on the fourth floor: ART 4-24

Library

ADM Library is located at level one, ART 1-3. You will need to present your staff card when using the library facilities.

The ADM Library collection of over 11,000 volumes of books that covers a rapidly growing and evolving discipline in visual art, architecture, drawing, design, illustration, painting and photography. It includes reference materials, artists' books, exhibition catalogues, production formats (of plays and cinema), animation guidebooks and design catalogues.

There is a comprehensive and growing range of audio-visual materials that are available for loan to faculty members. Faculty members have access to individual and group viewing facilities (i.e. viewing carrels and cinema room) in the library. For more information, please refer to the ADM Library blog at <http://blogs.ntu.edu.sg/lib-adml/>

There are many other specialised services provided by NTU Libraries for faculty members. For more information, please refer to: http://www.ntu.edu.sg/library/services/Pages/staff_orientation.aspx



NTULearn

In many universities today, eLearning is widely adopted as part of the teaching and learning environment. At NTU it has been an integral part of the student learning experience as it provides a blended learning environment to complement face-to-face teaching. eLearning at NTU is anchored by [NTULearn Learning Management System](#)

<https://ntulearn.ntu.edu.sg/images/ci/NTULearn/index.html>

Open Source Studio (OSS)

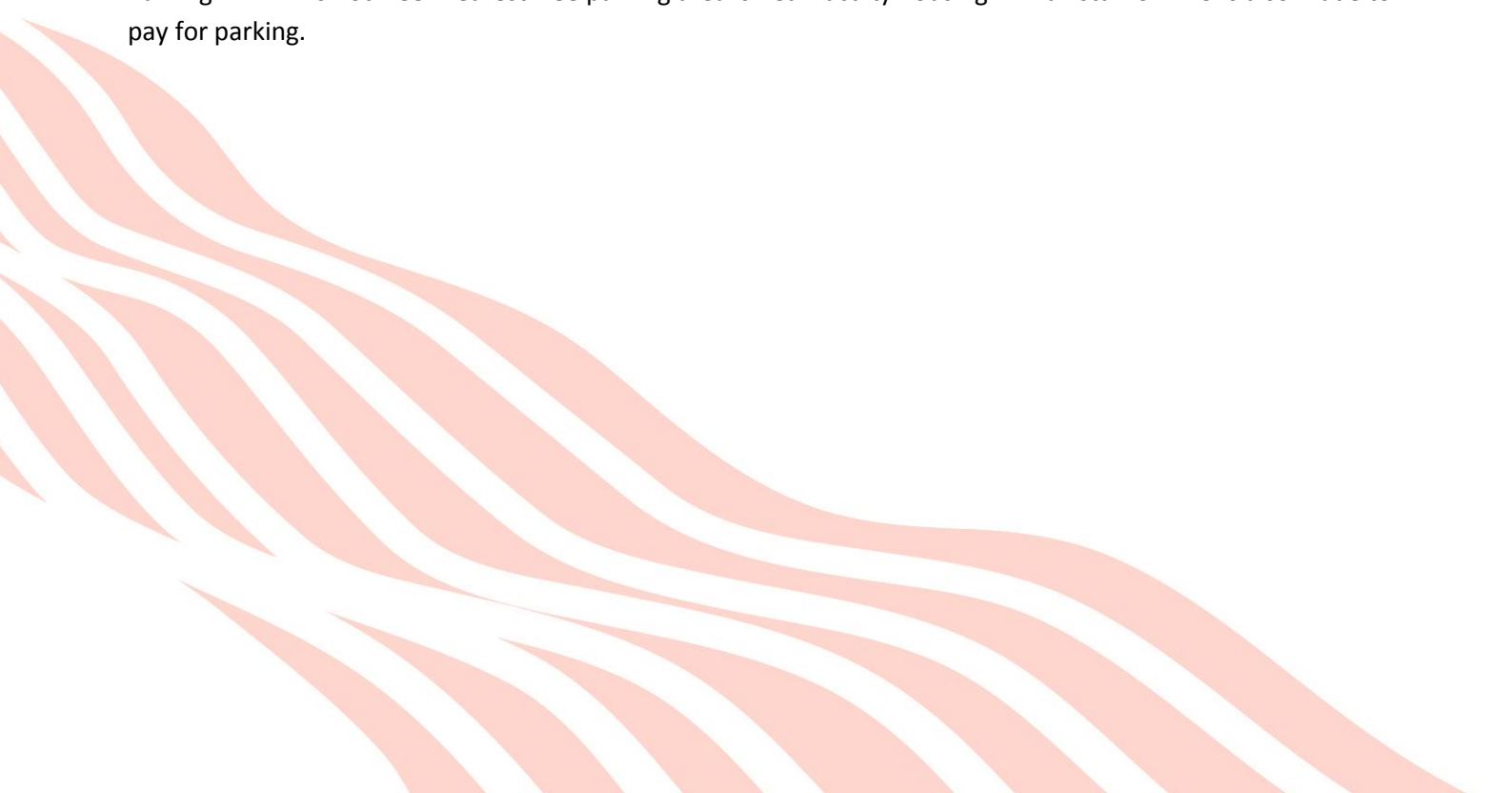
OSS is a collaborative, online software environment designed to meet the needs and dynamics of studio-based teaching in the media arts. It has been developed as a prototypical multi-site WordPress content management system situated on the School's network to augment the NTULearn. For more information, please refer to this link: <http://www.adm.ntu.edu.sg/Programmes/Technology-Enhanced-Learning/Pages/default.aspx>

Wi-Fi

The Wi-Fi username and password is the same as your email user name and password. Connection to the login page is automatic.

Parking

Parking in ADM is not free. Nearest free parking area is near faculty housing. All full staff of NTU is also made to pay for parking.





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