A School of the College of Humanities, Arts and Social Sciences

Essential Information 2016/17

PART TIME
TEACHING FACULTY ORIENTATION

ADM
SCHOOL OF ART, DESIGN AND MEDIA
# CONTACT LIST

## Academic Staff Management Directory

Chair’s Office (Office: ART Level 3)

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Chair (Academic)</td>
<td>Asst Professor Peer M Sathikh</td>
<td>6514 1058 Email: <a href="mailto:peersathikh@ntu.edu.sg">peersathikh@ntu.edu.sg</a></td>
</tr>
<tr>
<td>PA to Assoc Chair Academic Chair</td>
<td>Ms Sheila Jaswant Kaur</td>
<td>6513 8103 Email: <a href="mailto:sheilajk@ntu.edu.sg">sheilajk@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

**Academic Undergraduate Programmes (Office: ART Level 3 / ART 1-1)** – Admission Evaluation, Booking of ADM Lecture Rooms, Course Scheduling, Course Registration, Marks Submissions, Student Leave Matters, Student Orientations, etc

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Assistant Director, Undergraduate Programmes</td>
<td>Mrs Julie Lim</td>
<td>6790 6667 Email: <a href="mailto:bnlim@ntu.edu.sg">bnlim@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Senior Executive, Undergraduate Programmes</td>
<td>Ms Vivian Yong</td>
<td>6790 4828 Email: <a href="mailto:vivianyong@ntu.edu.sg">vivianyong@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Assistant Executive</td>
<td>Ms Candy Ong</td>
<td>6790 5680 Email: <a href="mailto:candyong@ntu.edu.sg">candyong@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

**Finance (Office: ART Level 3)**

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Assistant Director, Finance</td>
<td>Ms Tan Sian Ting</td>
<td>6316 8946 Email: <a href="mailto:tanst@ntu.edu.sg">tanst@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Senior Executive, Finance</td>
<td>Ms Clara Tew</td>
<td>6513 8104 Email: <a href="mailto:esytew@ntu.edu.sg">esytew@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

**IT & Technical & Operations Services (Office: ART Level 3)**

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Director (Technical Operations)</td>
<td>Mr Lim Pheng Yew</td>
<td>6514 8342 Email: <a href="mailto:phengyew@ntu.edu.sg">phengyew@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>
**Operations – Faculty Card Access, Booking of ADM Facilities except for ADM Lecture Rooms, etc (Office: ART Level 3)**

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Senior Executive, Operations</td>
<td>Mr Bharat Singh</td>
<td>6513 8106 Email: <a href="mailto:bharat@ntu.edu.sg">bharat@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

**IT Matters – Email, broken computers, NTU Learn, etc (Office: ART 1-14)**
**IT Service Hotline: 83382356**

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Senior Assistant Manager, IT</td>
<td>Mr Lau Kheng Hock</td>
<td>6316 8947 Email: <a href="mailto:khlau@ntu.edu.sg">khlau@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Senior Executive, IT</td>
<td>Ms Wendy Chua</td>
<td>6316 8725 Email: <a href="mailto:chuacp@ntu.edu.sg">chuacp@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Senior Executive, IT</td>
<td>Mr Kumar Chockanathan</td>
<td>6790 6346 Email: <a href="mailto:kumar@ntu.edu.sg">kumar@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

**Technical Support (Refer below for relevant Offices)**
*Please contact the relevant technical support staff for any assistance as stated below.*

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Senior Assistant Manager, Animation</td>
<td>Mr Nagaraju Thummanapalli</td>
<td>6513 7369 Email: <a href="mailto:tnagaraju@ntu.edu.sg">tnagaraju@ntu.edu.sg</a> Office: ART 2-1A</td>
</tr>
<tr>
<td>Executive, Animation</td>
<td>Mr Sam Yeong</td>
<td>6790 6756 Email: <a href="mailto:chyeong@ntu.edu.sg">chyeong@ntu.edu.sg</a> Office: ART 2-1A</td>
</tr>
<tr>
<td>Manager, Media</td>
<td>Mr Tan Wee Liang</td>
<td>6316 8990 Email: <a href="mailto:weeliang@ntu.edu.sg">weeliang@ntu.edu.sg</a> Office: ART 1-14</td>
</tr>
<tr>
<td>Designation / Department</td>
<td>Person To Contact</td>
<td>Contact Details</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
</tbody>
</table>
| Assistant Manager, Media (Interactive Media & Visual Communication) | Mr Poh Zhuang Yu | 6513 2247  
Email: ZYPoh@ntu.edu.sg  
Office: ART 1-13 |
| 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 |

**Pastoral Care (College of Humanities, Arts and Social Sciences)**

<table>
<thead>
<tr>
<th>Designation / Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Pastoral Care Manager           | Ms Chua Lian Kee  | 6514 8335  
Email: LKCHUA@ntu.edu.sg  
Office: HSS-06-15 |
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

<table>
<thead>
<tr>
<th>Area</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Animation</td>
<td>Assoc Prof Hans-Martin Rall</td>
<td>6514 1057 Email: <a href="mailto:Rall@ntu.edu.sg">Rall@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Digital Filmmaking</td>
<td>Professor Ben Alvin Shedd</td>
<td>6514 8374 Email: <a href="mailto:Bshedd@ntu.edu.sg">Bshedd@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Interactive Media</td>
<td>Assoc Prof Louis-Philippe Demers</td>
<td>6514 1043 Email: <a href="mailto:LPDemers@ntu.edu.sg">LPDemers@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Photography &amp; Digital Imaging</td>
<td>Assistant Professor Elke Reinhoaber</td>
<td>6514 1097 Email: <a href="mailto:elke@ntu.edu.sg">elke@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Product Design</td>
<td>Asst Prof Galina Mihaleva</td>
<td>6316 8728 Email: <a href="mailto:GMihaleva@ntu.edu.sg">GMihaleva@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Visual Communication</td>
<td>Assoc Prof Cindy Wang</td>
<td>6513 8049 Email: <a href="mailto:CindyWang@ntu.edu.sg">CindyWang@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Art History</td>
<td>Senior Lecturer Benjamin Slater</td>
<td>6513 8240 Email: <a href="mailto:BASLATER@ntu.edu.sg">BASLATER@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

ADM Foundation Coordinators

<table>
<thead>
<tr>
<th>Area</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Drawing</td>
<td>Asst Prof Ng Woon Lam</td>
<td>6513 8251 Email: <a href="mailto:NgWoonLam@ntu.edu.sg">NgWoonLam@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Foundation 2D</td>
<td>Assoc Prof Ina Conradi-Chavez</td>
<td>6513 8055 Email: <a href="mailto:InaConradi@ntu.edu.sg">InaConradi@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Foundation 3D</td>
<td>Asst Prof Peter Chen</td>
<td>6514 1920 Email: <a href="mailto:PeterChen@ntu.edu.sg">PeterChen@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Foundation 4D</td>
<td>Asst Prof Michael Tan Koon Boon</td>
<td>6316 8991 Email: <a href="mailto:MichaelTan@ntu.edu.sg">MichaelTan@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>
## ADM Other Coordinators

<table>
<thead>
<tr>
<th>Area</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>Lecturer Angeline Yam Min Yee</td>
<td>65138671 Email: <a href="mailto:Angeline_yam@ntu.edu.sg">Angeline_yam@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Career Development and Entrepreneurship / Student Academic Integrity Officer</td>
<td>Lecturer Jeffrey Hong Yan Jack</td>
<td>6513 8249 Email: <a href="mailto:Jeffreyhong@ntu.edu.sg">Jeffreyhong@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Technology Enabled Learning (TEL)</td>
<td>Asst Prof Kristy Kang</td>
<td>6316 8827 Email: <a href="mailto:khakang@ntu.edu.sg">khakang@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

### Area Coordinator

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.

### Course Coordinator

The course coordinator is the first person that you go to regarding academic matters such as how you are expected to grade your students and what the content of the course is expected to be. For most people the Course and Area Coordinator is the same person. However, in instances where you are teaching a course that is delivered across more than one group they might be different.
TEACHING ADMIN

Academic Calendar AY2016-17

Academic Calendar can be found here:

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

13 Weeks, No Less

The students are required to receive 13 weeks teaching in total. No less.

Public Holidays

Important Note:

Effective 2015, classes will proceed normally on the immediate Monday following a public holiday on Saturday.

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 Associate Chair’s Assistant. 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. They must also know who all the necessary points of contact are and where everything is. Such passing off of duties should only be done after discussions with your Area Coordinator.

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 which is intended only for Full Time faculty together with the Area Coordinator and the Associate Chair (Academic).

Grades from all Foundation courses will first be informally reviewed by the Foundation Coordinator together with full time faculty members within that sub-area (Drawing, 2D, 3D, 4D).

Each area’s faculty will also convene as separate groups for the grade review. The Associate Chair (Academic) should be present at these meetings.
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.

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.

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 lies 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.

Grading Practice

We all tend to grade according to the way that we were graded when we went to university. The way that English schools grade is very different to the way that American and Asian schools grade. It is VERY important that we have common grading practice within ADM.

This is especially so with courses which are taught across many groups (e.g. Foundation). Please discuss with the your Area Coordinator should you need any clarification on the grading practice.

Exams Question Paper Submission

Please note the confidentiality 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.

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.

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
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](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.
PAYMENT MATTERS

1. New payment structure

The university has revised the teaching rate for part-time faculty, which comes into effect from August 2013 onwards:

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Lecture</th>
<th>Tutorial</th>
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</thead>
<tbody>
<tr>
<td>For part time faculty with Masters/PhD and/or with less than 5 years of industrial/teaching experience</td>
<td>S$150 per hour inclusive of CPF</td>
<td>S$120 per hour inclusive of CPF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier 2</th>
<th>Lecture</th>
<th>Tutorial</th>
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</thead>
<tbody>
<tr>
<td>For part time faculty with a PhD and/or with 5 years of industrial/teaching experience</td>
<td>S$175 per hour inclusive of CPF</td>
<td>S$120 per hour inclusive of CPF</td>
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</tbody>
</table>

Part time faculty with a Bachelor’s degree and exceptional industrial/teaching experience will be reviewed and endorsed by the Associate Chair (Academic).

Part time faculty with Masters and more than 5 years’ experience will be reviewed and endorsed by the Associate Chair (Academic).

Note: The rates are inclusive of CPF which means that the university will not be paying CPF for those who are eligible i.e., Singaporeans and Singapore PRs.

Foundation ADM Studio Classes

- Four hours Studio Teaching paid at: 1 hr Lecture Rate + 3 hr Tutorial Rate

Most other ADM Studio Classes

- Three hours Studio Teaching paid at: 1 hr Lecture Rate + 2 hr Tutorial Rate

PAYMENT MATTERS

The payment process is the one thing that causes more trouble for part time faculty and for office staff than any other. Please follow all payment procedures carefully.

Giro or Check

Payment can be through two methods: directly into your bank or through check. Obviously, the former is quicker but a Giro Form must be filled out in advance and presented to the Office of Finance. Please inform them if there is any change in your circumstances.
If you teach art history or a similar lecture based class then you will be paid entirely at Lecture Rate. These classes generally run three hours.

Teaching Staff sometimes get these figures wrong (e.g. Studio Teachers expecting to be paid entirely at lecture rate). Check your contact carefully for details of how much you are to be paid.

Claim Forms Process

Sheila will prepare the spreadsheet on a monthly basis which will be submitted to the Office of Finance. Manual form is only submitting for studio critique or examination claim.

Make-up classes are still to be conducted within the same month and are to be reported to Sheila and Prof Peer through email.

A GIRO Form will still need to be submitted for all new part-time faculty to Office of Finance in order for your salary to be paid to you.

Please note that whoever is making enquiry for salary claim has to submit full details to Sheila in order for her to check with the Office of Finance on your behalf. Such details are your full name according to what is stated in your identity card and your passport or IC Number. Please also provide your contact number just in case.

Preferably, one has to be able to wait for at least 3 working days to be responded in order for staff to check on your behalf.

Exams Payments

Exam Question Papers: Setting

If you set an exam question paper you will be paid a flat rate of $300 per paper: You are also required to fill in a 'Payment to Part-Time Teaching Staff for Examination Work' form.

Exam Question Papers: Marking

If you mark exam question papers you will be paid $15 per script marked. You are required to submit the 'Record of Examination Answer Script Form (the pink form) together with the exam papers in order to receive payment. This form indicates the number of scripts that they have marked. You are also required to fill in a 'Payment to Part-Time Teaching Staff for Examination Work' form.

Exam Invigilation:

For Exam Invigilation Duty you will be paid $50 ph. You are required to fill in a 'Payment to Part-Time Teaching Staff for Examination Work' form.

Grading etc

NONE of these 13 weeks are to be used for the grading of assignments or exams or for the setting of exam paper questions. You will be paid separately for such work (see below in relevant sections)
Claim Form - Examination & Studio Project Critique

Before you are paid you must fill out the 'Claim For Part-Time Teaching' form. Please do so very, very carefully and double-check it before giving it to Sheila. Any mistake will almost certainly delay your payment and inconvenience our staff.

Studio Project Critique Claim will not be automatically paid to you by the end of the semester for those who teaches ‘studio classes’. If one teaches for more than one class that consists of more than 39 hours per semester, you will be paid for an additional $300.

For Examination claims, part-time lecturers will still have to complete the examination claim form and will be paid accordingly.

You may post it snail mail to:

School of Art, Design and Media
Nanyang Technological University
81 Nanyang Drive, Level 3
Singapore 637458

You may also leave it in Sheila's pigeonhole on the Fourth floor by the large lifts.

Use the latest Claim Form for all Claims (Studio Project Critique and Examination Work Claim).

This can be found in the ADM Digital Repository at http://www.adm.ntu.edu.sg/aboutus/Pages/ADM-Digital-Repository.aspx

You will have to sign in as staff\username (user name is the first part of your NTU email address)

Commonly Made Mistakes

Incomplete Forms

The finance office will return any form filled out incompletely to Sheila. Fill in all details required in the form.

Old Forms Used

Use only the latest Claim Form for all Claims (Studio Project Critique and Examination on Work Claim). NTU Finance will reject all others.

Incomplete Details on Forms

Incomplete details in claim form such as: NRIC/FIN No, date and month.

Totaling

Please check the total figure claimed and make sure that it makes mathematical sense.

Signature

No digital signatures allowed on any forms. Please remember to sign your claim form.
Make Up Class

If for any reason a class needs to be missed due to national holiday, then you are obliged to hold a make-up class. Such classes must be clearly marked as such in your claim form.

Please send an email to Ms Sheila Kaur to notify her of all the make-up classes for audit purpose. No make-up class is allowed during revision exam period.

Absences

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

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

A student's absence from a class negatively impacts on their grade. The table below describes the degree of this impact. You are obliged to keep track of their absences and enter them in the final grade sheet at the end of the semester. This sheet will calculate the impact due to absences.

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.

Other Student Issues

If for any reason, the behavior or academic progress of a student is giving you exceptional trouble, please go directly to your coordinator who will deal with it appropriately. As a matter of form you should keep a copy of every communication between you and the students.

Studio Final Project Critique Claim

ADM pays all teaching staff who conduct studio classes a payment of $300. This is to cover grading of final assignments, final studio critique etc. Please fill the form 'payment to part-time teaching staff studio final project critique' at the end of the semester and submit it to Sheila.
Student Handbook

The online student handbook has a lot of very useful information. It can be found at:

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

The handbook covers up to date and complete information is covered on such things as the plagiarism and attendance policies of ADM.

TEACHING PRACTICE

Course Content

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 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.

Grading Practice

We all tend to grade according to the way that we were graded when we went to university. The way that English schools grade is very different to the way that American and Asian schools grade. It is VERY important that we have common grading practice within ADM.

This is especially so with courses which are taught across many groups (e.g. Foundation).

Please discuss with the co-ordinator in-charge of your area should you need any clarification on the grading practice.
Final Grade Submission

After the end of the semester during the Exam Period, you will be giving grades to your students. The Coordinator and the Chair Academic must review these in a special sitting. The timetable covering this will be posted online prior to the Exam Period in the Grading section of the ADM Digital Repository. Full instructions for how to proceed in the Grading process will be delivered to you 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.

Exams Question Paper Submission

Please note the confidentiality of exam question papers submission - they are to be sealed in an envelope, mark confidential and submit it by hand to Sheila or Prof Peer (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 instruction will be given through email during the exam period.

TEACHING PRACTICE

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. Fill out the Plagiarism Report Form and send it to Julie. There is a copy of this form in the ADM Digital Repository. CC your Coordinator and the Chair Academic (martin) on this mail. The full ADM Plagiarism Policy is in the student handbook (see Teaching Admin / Student Handbook).

RESOURCES

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.

Printing

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

Email Station

There is a common email station on the third floor: Staff Lounge-ART-3-7 and ART 3-23. You may also photocopy from there.
Email Account

An email account is automatically created for you upon your appointment to the faculty. Please use the NTU email account for all correspondence with ADM staff and faculty. It is HIGHLY recommended that you use a desktop client to access your NTU mail. This would ensure that you will be keeping local copies of all correspondence and that it will not be lost when the ADM mail server is cleared.

Library

ADM has its own Library that is located on the 1st floor: To obtain a Library Card you need to present your letter of appointment at the library desk and a recent photograph of yourself.

edveNTUre

NTU has its own implementation of the Blackboard e-learning portal. It is called edveNTUre and can be accessed from the pull down 'Quick Links' menu on the right at NTU's home page. EdveNTUre is an ideal place to store online resources and teaching materials and has numerous other useful tools such as 'Visual Acuity' developed with ADM to serve the grading of art students. An account is automatically created for you when you accept the contact. However, it can take as long as three weeks from the day that we receive the contract.

Should you have troubles with this go to Mr Lau Kheng Hock (see list of Contacts) or seek advice from your coordinator.

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.

Lockers

In the Staff Lounge there are a limited number of lockers available for PT faculty use. Contact Bharat or Sheila for information on how to reserve their use.

Parking

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

Access Card

You are given access to your classroom, main entrance, staff lounge and the 4th level printing room. You are encouraged to print materials using the printer at that level. Please note the NTU regulation that you are required to return your access card once you are no longer teaching for the next semester with NTU.

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. They must also know who all the necessary points of contact are and where everything is. Such passing off of duties should only be done after discussions with your coordinator.
A School of the College of Humanities, Arts and Social Sciences

www.adm.ntu.edu.sg