

ADE FACULTY HANDBOOK



2026-2027

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DEPARTMENT CONTACTS

Art and Design Education

OFFICE LOCATION:

Main Building, room 202
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Brooklyn, NY 11205

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Acting Assistant Chair

Anna White

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Department Coordinator

Juniper Jeong

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718.636.3681

Coordinator of ADE Minors

Aileen Wilson

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Coordinator of Advanced Certificate: Graduate Teaching and Learning

Heather Lewis

hlewis@pratt.edu

Tel: 718.636.3637 (general office line)

Office Hours: M - F from 9 AM - 5 PM (office works remotely on Mondays and Fridays)

ADE OFFICE ACCESS/CLASSROOM ACCESS/CAMPUS ACCESS

Access to the ADE office, Main 202, is available via the key in the lockbox.

The code for the lockbox is: 7762

Access to the classroom, South Hall 205, is available via the key in the lockbox.

The code for the lockbox is: 2572

Access to the faculty annex, SH 206, is available via the key in the lockbox.

The code for the lockbox is: 2069

Access to the Makerspace Main 205 is available via the key in the lockbox

The code for the lockbox is: 3124. The code to disarm the alarm is: 35401

Lockbox codes should not be shared with students. It is important that, after returning the key, the numbers be reset to 4444. If you experience any issues with access, email Juniper at hjeon110@pratt.edu.

A Pratt ID is required for access to most buildings on campus.

COMMUNICATION AND COMMUNITY

- Bookmark the [ADE Website](#)
- Follow us on Instagram @prattarted
- ADE Weekly Email Blast shares teaching, internships, opportunities, and news for students (sent out to current faculty and students weekly on Fridays)
- ADE Summer Newsletter shares faculty, alumni, and students' activities and achievements (sent out to alums, current faculty, and students, and department network, published annually)

Email awilson2@pratt.edu and hjeon110@pratt.edu with submissions.

FACULTY REPRESENTATION: ACADEMIC SENATE AND FACULTY UNION

[Pratt Faculty Union](#)

The UFCT Local 1460 represents and collectively bargains with the administration on behalf of both full- and part-time faculty members. The Union works to negotiate for higher salaries and better benefits; to protect faculty rights and conduct the grievance process; and to keep faculty informed about the promotion process and their already-existing rights, including academic freedom. **Professor Katherine Huala is the ADE union rep.**

Union Contract 2022-2027

The 2022-2027 union contract is available [online](#); read it carefully.

ADE ARPT Peer Review Committee (Appointments, Re-appointments, Promotion and Tenure, 2026-2027)

Professor Heather Lewis is the Chair of the ADE Peer Review Committee. Please direct any questions to her at hlewis@pratt.edu. The 2026-2027 Peer Review Committee members are Professors Heather Lewis (F/T tenured), Katherine Huala (F/T tenured), Mary Elmer De-Witt (P/T CCE), and Borinquen Gallo (P/T CCE) (N.B Borinquen Gallo is on sabbatical fall '26). Pratt uses the online, third-party platform [Interfolio](#) for the "Faculty Action" Process. All info is [here](#).

[Academic Senate](#)

The Academic Senate is Pratt's faculty-and-administration governance body, representing faculty, chairs, and staff who teach at the Institute. The Senate acts as an advisory body to the Board of Trustees and the administration, making direct recommendations to the President and Provost without review by any intermediary.

2026-2027 Senate Representatives from ADE:

Professor Heather Lewis (Senate President)

Professor Kelly Oh (ADE Rep, alternate Anna White)

Department Chair Aileen Wilson (Academic Policy Review Committee, Steering Committee)

[Senate Faculty Handbook](#)

DEPARTMENT INFORMATION

Overview

The majority of our students are undergraduates in the 4-year BFA in Art and Design Education program. The majority continue on to the graduate year, the 5-year BFA/MA in Art and Design Education. Undergraduates are required to complete course requirements in liberal arts, art history, studio core, and art and design education, and, in their 5th year, to take museum education, studio, and thesis, among other options. The MA and Advanced Certificate are three-semester programs. The MA is open to applicants with a BFA/BA degree or 24 credits in one of the many sub-disciplines of art and design, and the Advanced Certificate is open to those with an MFA or those currently undertaking one at Pratt. All are unique [programs](#), with different pre- and co-requisites, and each is carefully sequenced, so please familiarize yourself with each.

Pedagogy

The majority of faculty in ADE have been hired for their professional knowledge and experience in the K-12 classroom. While it is tempting to think one can tell or show a student how to teach and that they will then be able to do so, the 'show and tell' method has proven to have limited success at this stage. Teacher education requires faculty to have a unique set of skills and experiences that takes time to cultivate. Learning in visual art teacher education is a complex process that combines learning in the studio (studio core), in the liberal arts (child and adolescent psychology, art history), with art and design education courses - theory (educational foundations, methods courses) and practice (fieldwork and student teaching), which are organized sequentially. To ensure consistency across sections and meet our learning

outcomes, senior faculty are assigned to teach the required courses in the major and, if multiple sections are needed, lead weekly planning for all sections.

Studio Core

Students take a minimum of 18 studio credits in an art or design discipline beginning in their sophomore year. Through individual advisement sessions, students choose a studio core discipline based on their experiences in the foundation year and evolving studio interest, and examine their progress in the core as they move from one semester to the next.

Showing only Exemplary Pupils' Work

Children's (or our pupils') artwork (particularly the products of our own teaching with children) is not shared randomly by faculty. Still, it is selected and curated by senior ADE faculty for use in ADE classes and is accompanied by instructional and contextual information. Please do not share children's work that is not identified as a part of our curricular resources. The faculty is producing a series of 1st Year Teacher Resources called Curriculum Frameworks. Frameworks can be shared with you on request. Please email awilson2@pratt.edu

ADE Project Examples

Creating a project example is a key pedagogical tool in undergraduate and graduate art teacher education and serves as the starting point for all lesson planning in the department. It is the first step in lesson planning and provides student-teachers with the opportunity to produce work using the same method that children will be called to use. Documenting the process of creating the project example allows student-teachers to gain insights into the project's potential, plan instruction, and troubleshoot potential missteps in the lesson before executing it.

Student Program Learning Guide

Students receive a [Program Learning Guide 2026-20276](#) that outlines the program requirements, curriculum, attendance, community expectations, and more. It is important to familiarize yourself with this document.

FACULTY INFORMATION

[Faculty Resource Page](#)

[Faculty Resource Folder](#)

Student Attendance

Faculty must read the ADE [Student Attendance Policy](#) and follow the guidelines.

Faculty Attendance

Faculty are required to teach in accordance with the contract details. Faculty must notify the Department Chair at awilson2@pratt.edu in the event of their absence. Please do not make informal arrangements with others (ADE faculty or otherwise) to cover your class without the permission of the Chair.

Field Trips

All classes are assigned a room and must use it. Planned field trips or meetings on ZOOM in a scheduled in-person class must be clearly marked on the syllabus, and the syllabus must be shared with the office at the beginning of the semester (email syllabi to awhite17@pratt.edu and cc. awilson2@pratt.edu). Any changes to the class schedule that impact the location of your class must be submitted on the [“Change to the Scheduled Class” form](#). This notification is required by Pratt and is an issue of safety.

Faculty Meetings

A full faculty meeting takes place once a semester; all faculty are expected to attend. Additional faculty meetings are scheduled as needed to ensure curricular alignment, consistency across multiple sections of the same course, or to discuss curricular changes and other topics. Faculty meetings with the LA/C or occasional ZOOM meetings with the Department Chair may also be scheduled. Every effort is made to compensate p/t faculty for additional meetings beyond the contractual obligations.

Letters of Recommendation

(requested from you by students)

We have established a process: students reach out to a faculty member directly for a letter of recommendation. Faculty coordinate the request with the ADE office so that the office can share the following and put the letter on department letterhead:

- an estimate of the requesting student's rank within their cohort or graduating class (based on GPA)
- additional activities the student has participated in, such as a Study Abroad program
- student employment positions or graduate assistantships awarded

Faculty then add the following to the letter:

- Context of how the recommender knows the student,
- Examples of the student's performance from the recommender, including their particular strengths or aspects that made them stand out/stand out in comparison to their peers

N.B. Faculty reserve the right to reject a request to write a letter of recommendation.

Graduation

Students value faculty attending graduation. Look out for the email from the Provost's Office in early spring inviting faculty to graduation and sharing details on gown hire. All faculty are welcome to attend (full-time faculty and administrators are required to attend); it is a lovely way to honor our students' achievements.

SAFETY AND DATA PROTECTION

Safety in Saturday Art School

Faculty teaching in the Saturday Art School are required to familiarize themselves with the demands of a clinical experience in this unique setting. It is important to read the Saturday Art School Handbook, the Protection of Minors Policy, and the Emergency Operations Plan (all available [here](#)). Faculty are required to sign to acknowledge they have read and understood all three documents.

EdLAW

All faculty are required to complete training in Data Protection and Privacy. Videos, quizzes, and forms are on the ADE [website](#).

Data Guidance Document

All faculty are required to sign the Data Guidance Form. Requirements are on the [website](#). It is the responsibility of all faculty to ensure that students understand the requirement to use data (images/photos, written words, recorded words, and artwork of children and others) responsibly and for educational purposes only. Privacy should be respected at all times, and data collected, stored securely, and destroyed at the end of the semester.

FACULTY SUPPORT

Visiting Faculty

Senior faculty (f/t, CCE, and adjunct), the Assistant Chair, and the Department Chair collaborate on mentoring visiting p/t faculty. The Department Chair orients visiting faculty to the institute and department; the Assistant Chair guides them in preparing syllabi that align with department and institute policies; and senior faculty mentor them in teaching. Mentoring includes invitations from

senior faculty for visiting faculty to observe and discuss their teaching, and opportunities to invite senior faculty to observe visiting faculty classes and offer input.

Learning Access Center/Students with Accommodations

The ADE Chair and Assistant Chair are available to support faculty in working with the LA/C and students with accommodations. Faculty are encouraged to reach out to the Chair or Assistant Chair at any time to discuss issues of instruction or content, or the needs of particular students.

SYLLABI GUIDANCE

IMPORTANT INFORMATION

The ADE Assistant Chair is available to support faculty in writing syllabi and aligning syllabi with the course and program learning outcomes. Faculty use the Institute syllabus template when preparing their course, and only the approved versions of the course description, goals, and learning outcomes should be included in the syllabi. In some courses, no changes can be made to the signature assignments.

All syllabi must be shared with the ADE Office in advance of the first class, and the following will be checked for accuracy and clarity: course description; course goals, learning outcomes, assessment, and institute and department policies. Please email any questions and/or syllabi to Assistant Chair Anna White at awhite17@pratt.edu and cc. awilson2@pratt.edu

When preparing your syllabus, it is important to note that:

1. Only official course descriptions, goals, and learning outcomes can be included. If you are not sure what those are, email Anna White .
2. Syllabi must follow Pratt's current template and include Pratt and ADE policies on:
 - a. Community Standards and the other policies listed
 - b. Attendance
 - c. Generative AI
 - d. Assessment and Grading

SYLLABI POLICIES

Three sections are included here for easy copy/paste: General Policies, Attendance, and Generative AI Policies.

POLICIES

The following abbreviated set of policies is especially relevant to this class. Full details on policies and procedures can be found on the Pratt [website](#) or in the Office of the Vice President for Student Affairs, Main Building, Lower Level.

COMMUNITY STANDARDS

All Pratt students, faculty, and staff members are expected to value and uphold the [community standards](#) essential to the pursuit of academic excellence and social responsibility. These include expectations for social conduct, academic integrity, non-discrimination, and other policies described in the link above, and apply to all Pratt-sponsored activities, on or off campus.

ACADEMIC INTEGRITY

Academic integrity at Pratt means using your own and original ideas in creating academic work. It also means that if you use others' ideas or influence in your work, you must acknowledge them.

At Pratt,

- We do our own work,
- We are creative, and
- We give credit where it is due.

When students submit any work for academic credit, they implicitly claim that the work is wholly their own and was completed without the assistance of any unauthorized person. These works include, but are not limited to, exams, quizzes, presentations, papers, projects, studio work, and other assignments and assessments. In addition, no student shall prevent another student from making their work. Students may study, collaborate, and work together on assignments at the instructor's discretion.

Examples of infractions include, but are not limited to:

The following examples are drawn from the Academic Integrity Code and should be curated or supplemented based on assignments for your course.

1. Plagiarism is defined as using the exact language or a close paraphrase of someone else's ideas without citation.
2. Violations of fair use, including the unauthorized and uncited use of another's artworks, images, designs, etc.
3. The supplying or receiving of completed work, including papers, projects, outlines, artworks, designs, prototypes, models, or research for submission by any person other than the author.
4. The unauthorized submission of the same or essentially the same piece of work for credit in two different classes.
5. The unauthorized supplying or receiving of information about the form or content of an examination.
6. The supplying or receiving of partial or complete answers, or suggestions for answers, or the supplying or receiving of assistance in the interpretation of questions on any examination from any source not explicitly authorized. (This includes copying or reading of another student's work or consultation of notes or other sources during an examination.)
7. The use of generative artificial intelligence (AI) to produce or to improve work, whether visual or textual, except when called for by an assignment or instructor

and acknowledged transparently as one tool among others in the creative process.

The Academic Integrity Standing Committee (AISC) is charged with educating faculty, staff, and students about academic integrity practices. Whenever possible, we strive to resolve alleged infractions at the most local level, such as between a student and a professor or within a department or school. When necessary, members of this committee will form an Academic Integrity Hearing Board to hear cases involving cheating, plagiarism, and other infractions described below; these infractions may result in citation, sanction, or dismissal. Detailed procedures are explained in the full version of the [Academic Integrity Policy](#).

ACADEMIC SUPPORT

Multiple academic support resources are available to students across campus:

- For assistance with time management and/or studio, subject, and software tutoring, contact the Student Success Center at success@pratt.edu
- For assistance with writing assignments, contact the Writing and Tutorial Center at wtc@pratt.edu. The [Pratt Libraries](#) can also help with research and citations.
- Academic advisors are also a great resource; students can find their advisor's contact information or schedule an appointment through [Starfish](#).

ACCESSIBILITY

The [Learning/Access Center \(L/AC\)](#) coordinates access for students with disabilities. Students who identify as having any type of disability are entitled to and encouraged to enroll with the L/AC to determine and implement reasonable accommodations. Contact the Learning/Access Center at lac@pratt.edu or 718.802.3123 for information or to schedule an appointment.

TITLE IX & SEXUAL MISCONDUCT POLICY

Pratt Institute is committed to fostering an environment that is safe, secure, and free from sex discrimination and sexual harassment, sexual violence, dating and domestic violence, and stalking among all forms of sexual misconduct. The Institute takes prompt and appropriate action to address misconduct, end a hostile environment if one has been created, and prevent its recurrence. To submit a concern, please use the [Title IX and Sexual Misconduct Disclosure Form](#). For full details, see the [Title IX and Sexual Misconduct Policy](#).

If you inform me of an issue of sex discrimination or sexual misconduct, I will keep the information as private as I can. However, as a faculty member, I am a mandatory reporter of sexual misconduct and required to bring it to the attention of the Institute's [Title IX Coordinator](#), who can also be contacted at titleix@pratt.edu. You can also speak to someone confidentially by contacting our confidential resources in [Health Services](#) or the [Counseling Center](#).

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

Pratt is committed to fostering a welcoming, safe, non-discriminatory, and harassment-free educational, living, and working environment for its community. To submit a concern, please use the [Discrimination and Harassment Disclosure Form](#) or place an anonymous report in confidence using [EthicsPoint](#). For full details, see the [Nondiscrimination and Anti-Harassment Policy](#).

WELLBEING

Pratt is dedicated to creating a culture where the entire community can flourish. Taking time to care for yourself and seeking appropriate support is important to achieving your academic and professional goals. Several resources are available through [Starfish](#), including our Student Advocate and Care Coordinator, who can also be reached at 718.399.4546 or studentadvocate@pratt.edu. If you or anyone you know experiences overwhelming academic stress, persistent difficult feelings, or challenging life events, the Counseling Center can be reached 24/7 by calling 718.687.5356. To schedule a consultation, please call or email therapy@pratt.edu

STARFISH

[Starfish](#) provides students with contact information for advisors, instructors, department chairs, and support services across the campus. Faculty can also use Starfish to inform students of their progress in class and connect them with resources. Students are contacted by support offices whenever a flag is raised.

PUBLIC SAFETY & EMERGENCY CONTACTS

The Department of Public Safety provides 24-hour-a-day protection to the campus, including an [emergency response guide](#). Contact Public Safety at security@pratt.edu or 718.636.3540. The Pratt Emergency Alert System is used to send urgent messages to registered mobile devices and emails (faculty, staff, and students have the option to opt out, which must be renewed each year). You can update your emergency contact information in the [Safety](#) section of OnePratt.

ATTENDANCE

All faculty members are expected to include the following ADE attendance policy in addition to Pratt's Attendance Policy in their courses. No additional attendance policies are required beyond these policies.

[Pratt's Attendance Policy](#)

Pratt Institute recognizes that students' attendance in classes is central to their success. Learning at Pratt relies on students interacting with the course content, other students, and their instructor, and in some cases, interacting with third parties through internship sites, field trips, studio visits, or in-class guests. At the same time, some absences may be unavoidable, especially those due to personal emergencies or illness. While some course content can be made up, many interactions during class, including discussion, group activities, and studio critique, are not replicable, and repeated absences may directly impact a student's ability to achieve the course learning outcomes and adversely affect other students' learning.

Consistent attendance is essential for the completion of any course or program and is a precondition for passing a course. Attendance alone cannot count as a specific portion of a student's grade, though class participation may be counted as part of a student's grade. A student's final grade may be lowered as a result of absences, at the discretion of the instructor.

and as specified on their syllabus. Repeated absences may result in a failing grade. For full details, see Pratt's [Attendance Policy](#).

ADE Department Attendance Policy 2026-2027

Updated July 5, 2026

Learning in art and design education is interactive: students interact with the course content, with one another, with the instructor, class guests, or with professional practitioners (and children) in schools. While absences are sometimes unavoidable due to a family emergency or illness, not all missed work can be made up. Some learning may be made up in a one-on-one office visit with the course instructor, but some learning is non-replicable and directly affects whether the course learning outcomes have been achieved.

Student Responsibilities:

- Attend all scheduled classes, including off-campus classes with a clinical component.
- Review and, if necessary, clarify the ADE and course attendance policies with the instructor at the beginning of the semester.
- In the event of not feeling well, physically and/or mentally, or experiencing an emergency, students should inform the instructor immediately by email.
- In the event of an absence, it is a student's responsibility to obtain the material covered during an absence or arrange to make up the work if it is possible to do so (as per the ADE attendance policy or faculty member's guidelines on the syllabus).
- If the class is offered in partnership with professional practitioners, such as cooperating teachers in schools, notify the cooperating teacher (and supervising faculty member) immediately and, if possible, arrange to make up the lost time.
- Understand the deadlines for withdrawal from classes. Students who have missed a large number of classes may wish to consider withdrawing from the course by the withdrawal deadline.

Student-athletes

- Student-athletes are responsible for consulting with faculty in advance to devise a plan to make up any work they miss if their competition schedule conflicts with a scheduled class/class activities.

Accommodation: Disability-related absence

- If a student is registered with the LA/C and has the specific accommodation language in their accommodation letter, "disability related absence," the student is responsible for communicating clearly with their professor if they will have a disability-related absence by emailing the professor (and CC. their L/AC advisor) as soon as they know they will be absent.

Days of cultural significance

- If a student wishes to observe a day of cultural significance, including a religious holiday, they are responsible for notifying faculty by email in advance.

Faculty Responsibilities:

- Include the [Pratt Attendance Policy](#) and ADE Department Attendance Policy on the course syllabus and any attendance policies particular to their course.
- Communicate the Pratt attendance policy to all students and, if relevant, any additional course attendance policy.

GENERATIVE AI POLICIES

Pratt Generative AI Policy

[Pratt Statement on Artificial Intelligence](#)

[Pratt's Statement on Artificial Intelligence](#)

ADE POLICY on AI

Faculty select one statement appropriate to their class plans and include it.

OPTION 1: Since 1. articulating, applying and reflecting upon knowledge of pedagogy and instruction in art and design education and applying knowledge of learners (in written/spoken English), and 2. belief in [a learners] ability to learn, and cultural awareness to planning and instruction (in written/spoken English) are learning outcomes of ADE programs, all assignments must be written in the language of instruction, English, original and prepared by the student. Developing strong competencies in this area will prepare you for teaching visual art K-12. **Therefore, generative AI (either for in-class or out-of-class assignments) is not permitted** and will be treated as plagiarism.

LA/C ACCOMMODATIONS: Please inform the faculty if your LA/C accommodation supports the use of dictation or transcription software, note-taking software such as ZOOM transcripts and summaries, Genio or CART transcription, or copy-editing software such as Grammarly Pro.

OPTION 2: The ADE program learning outcomes are 1. articulating, applying and reflecting upon knowledge of pedagogy and instruction in art and design education and applying knowledge of learners (in written/spoken English), and 2. belief in [a learners] ability to learn, and cultural awareness to planning and instruction (in written/spoken English) are learning outcomes of ADE programs, all assignments must be written in the language of instruction, English, original and prepared by the student. Developing strong competencies in this area will prepare you for teaching visual art K-12. However, as the effective use of generative AI tools becomes increasingly relevant to creative tasks, it is important that K-12 visual arts educators learn about AI's limitations and possibilities. Therefore, generative AI may be used in this class for an assignment, but **only** when specified. Unless specified otherwise, **generative AI (for in-class or out-of-class assignments) is not permitted** and will be treated as plagiarism. It is a student's responsibility to only use AI as directed.

LA/C ACCOMMODATIONS: Please inform the faculty whether your LA/C accommodation supports the use of dictation, transcription software, or note-taking software, such as Zoom transcripts and summaries, Genio, or CART transcription, or copy-editing software such as Grammarly Pro.

ASSESSMENT AND GRADING

Assessment and grading must be included in the syllabus in a clear, organized way and must also specify criteria and due dates. Our recommendation is to include at least 3 larger graded

assignments, with the first due by week 5. All course outcomes must be graded at some point during the semester, and at least one assignment must be submitted by mid-semester for a letter grade. It is highly recommended that all faculty conduct mid-semester conferences with each student and, at that meeting, share a progress grade and establish the goals for the second half of the semester. All work assigned must be accounted for in the assessment and grading table to avoid increasing the workload as the semester progresses.

Assignment	Description	% of overall grade	Assessment Criteria	Due Date
SUMMATIVE ASSESSMENT				
1	Assignment 1: title and description Course learning outcomes met (list)	25%	Specific rubric for the assignment or the ADE Curriculum Matrix	Week 5 (insert date)
2	Assignment 2: title and description Course learning outcomes met (list)	30%	Specific rubric for the assignment or the ADE Curriculum Matrix	Week 10 (insert date)
3	Assignment 3: title and description Course learning outcomes met (list)	15%	Specific rubric for the assignment or the ADE Curriculum Matrix	Week 14 (insert date)
FORMATIVE ASSESSMENT				
4	Weekly Assignments: list of titles and descriptions Course learning outcomes met (list)	30%	Points assigned on completion (total of 30 points)	Week 5 (10 points) Week 10 (10 points, 20 in total) Week 14 (10 points, 30 in total)

PREPARATION AND DISTRIBUTION OF COURSE MATERIALS

- Preparing course materials can be done in two ways:
 1. An all-digital approach through Google Classroom and/or CANVAS with PDF's of readings available to students.
 2. The ADE office can scan the materials. Please email hjeon110@pratt.edu for details or fill out the [ADE Book Scan Request Form](#) to request scans of a book held in the ADE library. Please note that not all students are familiar with Google

Classroom and may need assistance in orienting themselves to the platform. Many students prefer Canvas.

- All syllabi are archived and must include details of all assignments. Please add Anna, @awhite17@pratt.edu, to your Google Classroom so the ADE Department has access to all course materials.

OTHER PRINTING NEEDS

- Course readings can be scanned, copied, and made available for students to purchase as printed packets through the Pratt Copy Center. To prepare printing materials, organize your files into a single PDF. Please email hjeon110@pratt.edu for details. Fill out the [ADE Book Scan Request Form](#) to request scans of a book held in the ADE library.
- Handouts and other weekly materials for classes can be printed as needed at the Copy Center. N/B. The ADE office Xerox cannot handle a large volume of printing.
- Small amounts can be printed in the ADE office. Please email hjeon110@pratt.edu

FACULTY RESOURCES: MATERIALS, TOOLS, AND EQUIPMENT

INSTITUTE

Center for Teaching and Learning

The [Center for Teaching and Learning](#) in the Provost's Office supports faculty, offers an Orientation for new faculty, hosts faculty Learning Communities, and more.

PRATT LIBRARIES FACULTY SUPPORT

https://library.pratt.edu/includes/forms/instruction_request.php

Librarians are available to assist students and faculty seeking information or needing assistance with research. The Reference Desk is located on the first floor in the East Reading Room (to the right of the main entrance). Assistance from the Reference Librarians can be requested in person, by telephone, or via the link above. Librarians are available to provide scheduled library instruction sessions, tours, and to help compile bibliographies or study guides.

PROJECTORS/AIRPLAY

The ADE Office regularly schedules upgrades to the department's tech. If you experience issues with the new monitor in SH205, the AirPlay in the Makerspace, the projector in SH 205, or the computers in the faculty annex, please let Juniper know at hjeon110@pratt.edu.

Note: The overhead projector in SH 205 is operational. Please contact Juniper should you need assistance operating it.

The [Technology Desk](#) is the first line of support for services and can be contacted directly by faculty via email (services@pratt.edu) or by phone (718-636-3765). Please note that IT does not respond immediately when requested; instead, a ticket must be opened, and the issue or repair is scheduled. Directions for operating the systems are in the room. Juniper can offer a demo if needed. Please reach out to her directly at hjeon110@pratt.edu

ADE PORTABLE PROJECTOR

The office has a laptop and portable projectors for classroom use. Please contact hjeon110@pratt.edu to book it.

SOUTH HALL (SH) 205 *(materials for faculty-led classes only).*

SH 205 is stocked with teaching (art) materials, tools, and equipment. The materials are organized and labeled; there are flat files for classwork (labeled) and storage shelves (labeled). Please label all class work with the faculty name and class. Let the office know if help is needed with storage. The resources are not exhaustive, so let the office know if there is anything you need. A 3-week lead time is required for ordering. **IMPORTANT:** Please leave the room tidy, the tables clear, and lock the room up after use.

NOTE: ADE does not charge students a studio fee but tries to make resources available. However, we have a limited supply of materials and a limited budget. Help us by making sure that SH 205 is locked when not in use, and ensure that the materials and supplies in SH 205 are used only by faculty in scheduled classes and are not taken out of the room by students. The Makerspace is open to students and stocked with supplies for their use.

MAIN 205 “THE MAKERSPACE” *(materials for ADE students’ use)*

Main Building 205, aka “The Makerspace,” is a dedicated studio space for ADE students to work on project examples and assignments, stocked with materials, tools, and equipment, including a Mac computer and a printer. Sometimes ADE classes are scheduled in that room, so the schedule is on the door. Access to the Makerspace is available via the key in the key box. All faculty and students are granted access. **IMPORTANT:** When faculty assign students to do assignments using particular materials, please check that we have the same materials available in the Makerspace. If not, students should be asked to purchase it.

THE SATURDAY ART SCHOOL SUPPLY ROOM

SH 203 is stocked with materials for children’s use. ADE students access these supplies when teaching in the Saturday Art School; **they can not use the teaching supplies in SH205**

ADE FACULTY ANNEX

In the annex, f/t faculty have an assigned desk; other desks are shared by p/t faculty. Stationery is located next to the annex mailboxes and printer. Here are teaching supplies, including whiteboards and markers, large Post-its, Sharpies, and pencils.

*Exhibition supplies are in the closet in the annex.

NOTE: The annex is a shared space, so faculty must be considerate of other faculty when using the space: please use 12-inch voices, do not participate (uninvited) in other faculty’s student conferences or meetings, use headphones for ZOOM meetings, and step outside the annex when making personal calls. Thank you!

ADE OFFICE MAIN 202

New publications purchased by the department are available on the shelf next to the copier in the ADE Office. Please check out as needed. There is a small kitchen area with coffee/tea, water, and snacks for faculty and students; plates, napkins, and cutlery are available for classroom use.

PRATT POLICIES AND GUIDELINES

CURRICULUM REVIEW PROCESSES AND COMMITTEES

The following committees are part of the curriculum review process that begins at the department level and concludes at the Institute level:

- **ADE Curriculum and Assessment Committee**
The ADE Curriculum and Assessment Committee is composed of two f/t faculty and one p/t faculty member, and for 2026-2027 is: Heather Lewis f/t, Katherine Huala f/t, Kelly Oh f/t and Mary Elmer-DeWitt p/t. The ADE Curriculum and Assessment Committee also includes a non-voting member: the Acting Assistant Chair, Anna White, who acts on behalf of the faculty as a whole and exercises the responsibility for the curriculum. These functions include fostering ongoing discussions about curricula and pedagogy with faculty and students, designing and overseeing the cycle of assessment planning, implementation, curricular revision, and Coursedog. The ADE Curriculum and Assessment Committee 2026-2027 Guidelines and Standards are [here](#).
- **School of Art Curriculum Committee**
The School of Art Curriculum Committee is composed of faculty members from departments within the School of Art.
- **Institute Curriculum Committee**
The Institute's curriculum review policy is described in detail [here](#).
- [Pratt Academic Calendar](#)

FACULTY SUPPORT

PROFESSIONAL DEVELOPMENTS

- **Department**
Costs of attending professional conferences and/or exhibition/studio work are reimbursed up to \$550 (full-time faculty) and \$300 (part-time faculty) per academic year (budget permitting). A description of the work should be submitted to the ADE office along with receipts before the end of the academic year.
- **Institute**
There are competitive sources for professional development support from the Provost's Office and Pratt's Research and Strategic Partnerships Office:
- [Research Faculty Resource](#)
- [Faculty Development Fund](#)

FACULTY SUPPORT: STUDENT LEARNING

Faculty play an important role in helping students access a variety of resources available to support their learning and wellbeing:

Institute-wide technology resources

Facilities on campus that are fully staffed and open to faculty and students:

- [TECHNOLOGY RESOURCES](#)
- [2D PRINTING](#)
Free printing workshops are held 10 weeks per semester to help students understand proper file preparation. Students receive a \$10 printing credit for attending the workshop.
- [3D PRINTING](#)
- [ELECTRONIC DESIGN](#)

Academic Support

Multiple academic support resources are available to students across campus:

- For assistance with time management and/or studio, subject, and software tutoring, contact the Student Success Center at success@pratt.edu
- For assistance with writing assignments, contact the Writing and Tutorial Center at wtc@pratt.edu. The [Pratt Libraries](#) can also help with research and citations.

Accessibility

The [Learning/Access Center \(L/AC\)](#) coordinates access for students with disabilities. Students who identify as having any type of disability are entitled to and encouraged to enroll with the L/AC to determine and implement reasonable accommodations. Contact the Learning/Access Center at lac@pratt.edu or 718.802.3123 for information or to schedule an appointment.

Health and Counseling

Confidential counseling services are available to all enrolled Pratt students. Licensed mental health professionals, including psychologists, provide all services. The medical services at [Pratt Health and Counseling](#) are provided without additional charge to all students, regardless of insurance coverage. Medical services are provided in all aspects of primary care, including, but not limited to, diagnosis and treatment of illnesses and injuries, reproductive health care, sports medicine, annual physicals, referrals to specialists, and nursing care.

Wellbeing

Pratt is dedicated to creating a culture where the entire community can flourish. Taking time to care for yourself and seeking appropriate support is important to achieving your academic and professional goals. Several resources are available through [Starfish](#), including our Student Advocate and Care Coordinator, who can also be reached at 718.399.4546 or studentadvocate@pratt.edu. If you or anyone you know experiences overwhelming academic

stress, persistent difficult feelings, or challenging life events, the Counseling Center can be reached 24/7 by calling 718.687.5356. To schedule a consultation, please call or email therapy@pratt.edu

Starfish

[Starfish](#) provides students with contact information for advisors, instructors, department chairs, and support services across the campus. Faculty can also use Starfish to inform students of their progress in class and connect them with resources. Students are contacted by support offices whenever a flag is raised.

Email

It is important to check your Pratt email regularly, as many offices at Pratt Institute, including the Registrars and Human Resources, communicate directly with faculty and not via the department office.

REGISTRAR'S GRADING GUIDELINES

Information on no-shows, rosters, attendance, grades, and more is sent directly to faculty by the Registrar's Office. An overview of the Registrar's role is available on their [webpage](#).

GRADES

Grades are submitted at the end of the semester via onePratt on the Self Service icon. Follow the step-by-step directions provided by Pratt [here](#).

Incomplete Grades (INC)

An incomplete designation is given by the instructor at the written request of the student and is available only if the student has been in regular attendance to indicate the student has satisfied all but the final requirements of the course, and has furnished satisfactory proof that the work was not completed because of illness or other circumstances beyond his or her control. The student must understand the terms necessary to fulfill the course requirements and the deadline for submitting work. If the work is not submitted by the due date, the incomplete will be converted to a failure. If unresolved at the end of the following semester, the grade is changed to a failing grade of 0.

Faculty are encouraged to set a reasonable deadline for students with Incompletes (INCs) after discussing the student's current course load and any other INCs they may be completing. If no deadline is set, students have until the end of the following semester to submit all outstanding work.

[Incomplete Grade Form](#)

Change of Grades

Pratt's Policy on grade changes states the following:

All grades are final as assigned by the instructor. If a student feels that a grade received is an error, or that he or she was graded unfairly, it is the student's responsibility to make a prompt inquiry of the instructor after the grade has been issued. Should this procedure not prove to be an adequate resolution, the student should contact the chair of the department in which the course was taken to arrange a meeting and appeal the grade. If this appeal is unsuccessful, a further and final appeal can be made to the dean of the school in which the course was taken. It is important to note that the faculty member who issued the grade has the authority to change it, except in cases of appealed grades.

If a grade is to be changed, the student must ensure the change is submitted within the following semester. Petitions for a change of any grade will be accepted only up to the last day of the semester following the one in which the grade was given. Other than the resolution of an initially assigned incomplete grade or of a final grade reported in error, no letter grade may be changed following graduation.

IMPORTANT NOTE

For all paperwork related to grading changes, please CC Juniper Jeong at hjeon110@pratt.edu in the ADE office.