

Working with Figure Models in the Classroom

Guidelines and Responsibilities

2015

Figure drawing with live models is an important part of the design curriculum. Both instructors and models have a responsibility to create the best environment for students and the models. It is the instructor's responsibility to foster a professional and respectful classroom environment when figure drawing is taking place. This includes making sure students are professional and respectful.

Instructor Responsibilities

Prior to the modeling session

1. Prior to the first modeling session, instructors will familiarize themselves with their responsibilities and the procedures that have been created for the modeling process.
2. At the start of the semester, the department will coordinate model requests with instructors. Do not arrange dates directly with models. Only modeling sessions scheduled through the model coordinator will be paid.
3. Call the office if you are unable to attend class. Inform the department administrator or the front office in advance if a substitute instructor or TA will be supervising the class. The model will not pose for an unsupervised class.

During the modeling session

1. If the model is late, first check with the DHA front desk in 240 McNH. The model may have contacted the office. (The department will email the instructor if it is contacted in advance that a model will be late.) Wait a maximum of 15 minutes (from the start of class). If the model is not there proceed to an alternative lesson plan for this class period.
2. The model does not have to pose unless the faculty member or a substitute is present unless an agreement has been reached with the model.
3. Make sure the model stand is cleared and ready for the model. Inform students that the model stand is not for student use (as an easel or table). It is for the model's use only.
4. Discuss the types and duration of poses with the model. Before posing begins, models and instructors should agree on time limits for poses and breaks. (In general, a ratio of 3:1 or 4:1 is reasonable, depending upon the pose. Standing poses and gestures usually have a break (up to 5 minutes) after 15-25 minutes of modeling. The model may set a timer at the start of the pose.

5. Limit any lecturing once the model has assumed a pose. Instructors should maintain a respectful distance from the model and instruction should be accomplished without touching. Care should be taken to avoid any form of conduct that might be viewed as sexual harassment. Use of tools (rulers, laser pointer and tape) should be discussed with the model.
6. Only registered students should be allowed in the classroom. Instructors are responsible for monitoring student behavior while the model is posing, and discussing with students any behavior that is inappropriate.
7. Keep classroom doors shut when the model is posing. For both privacy and safety, the model should not be interrupted by people entering the classroom.
8. Absolutely no photos may be taken during a modeling session. Cameras, cell phones and other electronic devices that take pictures cannot be used in the classroom while the model is present.

After the modeling session

1. Instructor logs the model name and number of hours modeled along with the class number and section. The department pays 3 hours for both 2-hour and 3-hour sessions. This will be used to approve the hours submitted online by the model.
2. If there are any concerns about a model, please contact James Boyd Brent or department administrator, Julie Hillman.

Model Responsibilities

Before the modeling session

1. Work hours are scheduled only through the schedule provided by the department to the model coordinator. Informal, oral agreements between an instructor and a model will not be honored or paid.
2. If more than one hour before the scheduled modeling session, a model is unable to attend a scheduled class the model is expected to contact the model coordinator to request a replacement. The model coordinator will work to find a suitable replacement.
3. If it is less than one hour before the scheduled class, contact the modeling coordinator AND the department at 612-624-9700 so alternative plans can be made.
4. If the model will be late, they are required to contact the department at 612-624-9700 and inform them of their time of arrival. If the arrival time is later than 15 minutes past the start of the class, the session

will be canceled. Instructors are required to wait up to 15 minutes from the start of class time. If the model has not arrived and ready for work, the instructor should revert to an alternative lesson plan for that day. If the model is tardy more than 15 minutes, the modeling session will be canceled and the model will not be paid for that session.

During the modeling session

1. Arrive on time and be prepared to start posing at the beginning of class. Models should be changed and prepared to model at the beginning of class time.
2. Pose for the class, in a professional manner using the poses discussed with the instructor.
3. If there is a problem with the model stand, equipment, lights, heat, furniture, laundered sheets, or model facilities, inform the instructor to try and resolve the issue. If unresolved please contact the model coordinator. If there is a conflict with an instructor, please report it promptly to the model coordinator.

After the modeling session

1. Model is required to submit their hours online through their MyU portal, under the *My Time* tab. The department will approve the hours based on the instructor log.
2. The Department will not request an off cycle check for any time not reported before the due date for processing. Any hours will be held and paid out on the next scheduled pay cycle. Make sure the instructor has recorded the hours worked on the instructor log sheet.
3. Models are required to set up direct deposit in order to be paid for modeling sessions. This can be completed at their MyU portal under *My Pay*. Click on Direct Deposit Set Up.