



STUDENT HANDBOOK

UNDERGRADUATE STUDENT HANDBOOK
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I. INTRODUCTION

Student Handbook

This Villa Maria College Interior Design Student Handbook serves as a valuable resource that explains program policies, acquaints students with program activities and outlines an array of college services. It will supplement the College Student Handbook and Planner.

Several resources exist to help students in their curriculum planning. During registration you should have received a copy of the Interior Design Program Planner. The program planner can also be accessed on the Villa Maria College Web site. Go to Academic Programs to access the Interior Design page, and you can download a current program planner.

Course descriptions are also available on the Web site. You can download both the Viewbook and the Catalog from the Home page.

The Villa Maria College Mission

Villa Maria College is a private, coeducational, Catholic institution founded by the Felician Sisters in the Franciscan spirit. The College fosters Christian values, intellectual inquiry, respect for diversity, and commitment to serving others. Through career-directed associate and baccalaureate programs integrated with liberal arts, the College educates students for employment and transfer to other educational institutions.

Interior Design Program Mission

The Interior Design Program mission encompasses the following five broad-based goals:

- To provide concepts and skills necessary for students preparing for careers in interior design.
- To maintain acceptable academic and professional standards of performance.
- To prepare graduates for acceptance into upper level institutions and/or entry into the design field
- To develop off campus experiences through community projects, field trips, seminars internships and travel abroad toward preparing design students to meet the demands of contemporary business and industry.
- To prepare students to think critically, write clearly, and speak persuasively.

To achieve the goals outlined above, the Interior Design Program at Villa Maria College integrates specific interior design courses with art foundation and liberal art courses, providing students with a well-balanced, integrated program of study.

Art Department Structure

The Art Department is comprised of six programs.

Animation

Fashion Design and Merchandising

Fine Arts

Graphic Design

Interior Design

Photography

Interior Design Program Administration/Faculty

The Interior Design Program, both Associate and Baccalaureate are directed by a coordinator. Including the coordinator the program has four full time faculty. Part time faculty varies by semester.

Sandra Reicis, M. Architecture
Instructor and Program Coordinator
Main B, 961-1843

Natalia Albul, M.A. Interior Design
Instructor
Main B, 961-1844

Sara Anderson, BS Interior Design
Instructor
Main A, 961-2855

Jaime Lorenz, BPS Arch
Instructor
Main C, 961-2853

A faculty secretary services the College:

Tracy Giglio
Main G, 961-1848

II. GENERAL INFORMATION

Student Status

Matriculated Students

Full-time matriculated students in the Interior Design Program must be enrolled in a program leading to either an associates or bachelor's degree, and they must carry a minimum of 12 credit hours each semester.

Part-time matriculated students in the Interior Design Program will be enrolled in less than 12 credit hours per semester but must abide by all course pre-requisites.

A matriculated student who finds it necessary to withdraw from the College must initiate the withdrawal process in the Counseling Center. The Withdrawal Form provided will require signatures from the College Counselor, the student's Advisor, the Director of Financial Aid, and the Vice President of Business Affairs. Upon completion, the form is to be presented to the Records Office. The date of receipt in the Records Office of the completed Withdrawal Form is considered the date of withdrawal in all cases. The last day for withdrawing from the College without academic penalty is the Friday before the final examination period.

Students who stop attending classes but who do not formally withdraw from the College may jeopardize eligibility for future financial aid. Students who fail to register for the regular academic semester are automatically withdrawn from the program but will be re-admitted with completion of a Re-entry Form available from admissions.

Identification

All students should obtain and carry at all times their permanent Villa Maria College photo identification cards. These are available from Student Affairs during the posted hours. The card permits students to participate in all College and student-sponsored activities, and to withdraw materials from the College Library. It is also necessary to present your ID card to the Business Office when transacting financial affairs and in the College Bookstore when making purchases on a book loan. The ID card will also reflect completion of the Interior Design Shop Safety Class and will be required for access to the Shop. Local vendors such as Seneca Blueprint will also discount merchandise to students with valid VMC identification.

General Education at Villa Maria College

The faculty of the Villa Maria College is committed to providing students with both an associates and baccalaureate education of substance and quality. The curriculum therefore includes a general education program that provides the opportunity to explore beyond the concentration in a chosen major or discipline. Students are required to take courses or complete experiences that promote development in critical thinking, effective communication, knowledge integration and social responsibility. These include English composition and literature, quantitative reasoning, diversity and culture, social and ethical issues, fine arts, historical perspectives, humanities, and social sciences. Through integrated study among disciplines, commitment to personal and social accountability, and the fostering of information literacy, our program develops awareness of the world at large and encourages lifelong learning.

Students should periodically review their progress with their academic advisor.

Interior Design Standard Course Policies

As a student in the Interior Design program you will have many responsibilities that parallel the responsibilities and demands of the Interior Design profession. We expect you to:

- Attend all classes and class events
- Be on time for all classes and class events
- Participate in class activities and critiques
- Complete assignments demonstrating good workmanship
- Submit assignments on time
- Give presentations
- Ask questions if a concept is not clear
- Be prepared for class with the proper tools, supplies, and books
- Perform research activities when pertinent
- Notify your instructor when you cannot be present for class
- Get notes, handouts, assignments from your peers if you are absent
- Comply with all provisions of the Student Code of Conduct as outlined in the Student Handbook
- Achieve a minimum grade of C+ for successful completion

Instructor's Responsibility for Course Structure

In order to assist the student in understanding the goals and objectives of each course including evaluation of a student's work, the faculty of the Interior Design Program adheres to the following recommendations:

- Course Outline – Faculty will present to their students, in writing at the beginning of each semester, a statement of course content including goals and objectives.
- Criteria for Evaluation - Faculty members will establish standards for student performance and criteria upon which student work will be evaluated, and communicate those criteria to students at the beginning of each semester. While each instructor develops expectations for the specific course, the Interior Design Program uses an established set of CIDA achievement levels to evaluate your progress.
- Review – Each student will be given an intermittent review of progress throughout the semester. The receipt of graded projects/papers/homework etc. will qualify as a form of review.

- Records – It is part of the professional responsibility of each faculty member to undertake the most careful possible evaluation of student performance and to keep proper records of each student's progress throughout the quarter.

*These guidelines pertain to all full-time faculty and part-time faculty.

Attendance

Students are expected to attend each class punctually and for the entire class period. Students should inform instructors in advance of expected absence or abbreviated attendance.

Failure to attend classes because of illness or other reasons may be excused by the instructor involved. A doctor's certificate or other evidence may be required by the instructor.

If a student who has been absent fails to submit an excuse to the instructor, or if the excuse submitted is not accepted by the instructor, the absence shall be considered unexcused. Prolonged absence may result in a Faculty Withdrawal and an automatic failing grade in the course.

For additional information consult the VMC Student Handbook and Planner

Instructor Late to Class

If a faculty member is not present for a class meeting, students should wait 20 minutes before dispersing. Students should sign an attendance sheet and bring it to the Faculty Secretary's office to place in the Instructor's mail box.

Professional Development Component

To supplement, enrich, and expand a designer's knowledge and exposure to the ever changing profession of Interior Design, many professional organizations and state certifying agencies require continuing education through supplemental activities.

The Professional Development Component of the Program parallels this requirement. Students shall complete one of the following components and submit a form verifying participation at the end of each semester to their advisor. For each activity a reflection paragraph must be completed.

- Contribute to the body of knowledge required by the Interior Design profession by completion of a research project (8-10 pages). See the Program Coordinator for additional information
- Service to the Interior Design program
- Service to the Community. Acceptable events must be interior design or construction related and must be approved by Interior Design Faculty
- Personal and professional enrichment by attendance/participation in design-related seminars.

Full time students must complete 8 hours of service/participation per semester and part-time students must complete 4 hours per semester.

Final Critique

All studio classes culminate with a final critique. All students in the program are required to attend critique. Dates will be announced at the beginning of each semester.

Final Critique is a full day of individual student presentations before a panel of invited critics, fellow interior design students and the greater Villa Maria College community. Invited critics include professionals and academics in the field, both interior design and architecture, from the United States and Canada.

Refreshments and lunch will be served. The Freshmen class is responsible for Fall critique food service and a Student Volunteer Committee is responsible for Spring critique food service.

Travel Opportunities

Travel Abroad opportunities are available. Plans are now underway for an educational tour of Paris and Barcelona in the Summer of 2011.

Paul William Beltz Family Art Gallery

Each spring each art program has the opportunity to display their student work in the Art Gallery. The first Friday evening of our show is always an opening night reception, by invitation. The event is both elegant and professional and organized by the student IN Club. Attendees include professionals and academics in the field, family, friends and the greater Villa Maria College Community.

Interior Design Student Honors

Each year at the annual Interior Design Student Art Exhibit in the Paul William Beltz Family Art Gallery a select group of adjudicators assess the student works and select the top three students in the program to receive Distinguished Student of the Year Awards. Presentations are made at the Opening Night Reception.

At the Opening Night Reception Interior Design Service Awards are presented to students who have provided outstanding Service to the Program.

Policy on Retaining Student Work

Recognizing the value of student work for educational purposes the Interior Design Department reserves the right to retain student work. The student will be notified and arrangements can be made for documentation or eventual return of these projects.

Work Load

The New York State Education Department (NYSED) is the primary agency which develops guidelines and sets standards for educational institutions. It dictates how many times a class must meet and how long class sessions must be. NYSED also specifies the amount of "supplemental work" students are required to complete. For each one credit-hour of classroom instruction, students should complete at least 30 hours of supplemental work. For a typical three credit-hour course this means your homework should equate to 90 hours of supplemental work over the duration of a semester.

Your courses are planned out in a sequential manner. Beginning with small and simple concepts, these concepts become more complex and require the integration of additional concepts, higher-level knowledge bases, and greater skill proficiencies as the semester progresses. These complexities translate into 'major' projects which are time demanding and labor intensive.

Factors such as job responsibilities, family obligations, and the demands of other instructors may conflict with your classroom responsibilities. Your instructor cannot consider the outside obligations of every student in a particular class and adjust test dates and project deadlines to meet those needs. Therefore it is your responsibility to prioritize outside responsibilities to meet demands of your classes and to accept the consequences when you cannot meet class responsibilities.

Lost and Found

Objects found and reports or inquiries about items lost may be turned in to the reception desk in the Main building on the Main floor. The Business Office also operates a lost and found service.

Parking

All students are required to obtain a parking decal. Decals are issued by the Student Affairs Office.

III. STUDENT SERVICES

Villa Maria College has many services available to students to assist with academic and career questions, medical concerns, financial problems, personal counseling and other issues.

Learning Strategies Center

- Peer tutoring
- Professional Tutoring
- Writing Assistance including MLA format
- Math Assistance
- Course Assessment Assistance
- Study Skills including time management and test taking help
- Group study
- Internet Access and Word Processing
- Current Textbooks on file

Arlene Sullivan, Ph. D.
Director of Learning Strategies Center
Phone: (716)961-1860
Email: asulli@villa.edu

Career Development

As your graduation from Villa draws near, the seasoned career development staff are ready to assist you in your job search. They provide career counseling and advisement, assistance with resume writing and portfolio preparation, advise on how to network and establish valuable contacts in your field, and job interview techniques

Deborah Handzlik
Director of Career Development
Phone: (716)961-1814
Email: dhandzlik@villa.edu

Computer Services

Located on the lower level next to the Music Building, Computer Services provides assistance with e-mail and computer accounts. System and equipment problems should all be reported to Computer Services. Students bringing their own equipment onto campus will need to schedule a visit to obtain network connection and wireless access.

Christine Palczewski
Director of Computer Services
Phone: (716)961-1817
Email: cepalcz@villa.edu

Robert Struble
Systems Analyst
Phone: (716)961-1818
Email: restruble@villa.edu

Sister Mary Vivian Maczonis
Computer Technician

Phone: (716)961-1819
Email: smvivian@villa.edu

Sister Mary Francis Montgomery
Computer Specialist
Phone: (716)961-1820
Email: franciscsf@villa.edu

Health Services

The Student Health Center is located in the Villa Maria College Student Center. It is staffed by a part-time registered nurse who provides a variety of services to promote a healthy campus environment. These services include:

- Assessment and treatment of on-campus illness and injury
- Minor first aid—for serious accidents, 911 (EMS) will be summoned
- Referrals to local medical facilities
- Blood pressure monitoring
- Some over-the-counter medications for self-care
- Health insurance information
- Health-related publications
- Health counseling
- Health and wellness programming

Kathleen Splett
Director of Health Services
Phone: (716)961-2852
Email: splettk@villa.edu

Financial Aid

Financial aid is money in the form of loan, grants and employment that is available to help pay the cost of attending Villa Maria College. Financial aid comes from the federal government, which is the largest provider of aid, as well as state governments, schools and a variety of other public and private sources.

We don't want financial issues to keep any admitted student from attending Villa Maria College. That's why we strive to create individualized financial aid packages for you and your family that will meet your needs and enable you to get the most of your college education. The Financial Aid office is willing to help you with the financial aid application process. Please contact us if you have any questions or need assistance with the FAFSA.

Christina Horner, Director of Financial Aid
Phone: (716)961-1849
Email: chorner@villa.edu
Email: finaid@villa.edu

Sister Mary Diane Miller
Financial Aid Counselor
Phone: (716)961-2850
Email: dmiller@villa.edu

Laura Fitzgerald
Secretary
961-1850
Email: fitzgeraldl@villa.edu

Arthur O. Eve Higher Education Opportunity Program (HEOP)

The Arthur O. Eve Higher Education Opportunity Program is a State funded program to assist students who have the potential to complete a college degree, but require additional academic support and financial assistance. Supportive services include: tutoring, counseling, pre-college level courses, testing services, workshops, enrichment activities, and a Pre-freshman Summer Program. HEOP students are guaranteed full-need funding through a combination of Federal and State funds, Villa grants, self-help, and parental contributions. Space is limited; therefore, students are encouraged to apply as soon as possible. Transfer students are eligible to apply if they have previously attended a post secondary institution and have participated in an opportunity program such as HEOP, EOP, SEEK, or College Discovery.

Vanessa Lillard
Director/Counselor
Phone: (716)961-1853
Email: lillard@villa.edu

Counseling Services

Successful people want to learn, and counseling is all about learning. It's discovering more about yourself and learning how to become more self-aware, independent and resourceful.

Learn more about how to:

- Improve interpersonal skills
- Reduce tensions
- Minimize stress
- Resolve conflict
- Develop confidence
- Overcome anxiety / depression
- Manage anger
- Improve relationships
- Adjust to life transitions
- Improve decision making
- Deal with loss, grief
- Balance multiple roles
- Overcome obstacles

The Counseling Center provides professional counseling free of charge to all members of the Villa Maria College Community

Palma Zanghi
Director of Counseling
Phone: (716)961-1821
Email: zanghi@villa.edu

Student Affairs

Located in the Student Center, visit Student Affairs to obtain your Student Identification Card and your Parking Decal.

Sister Mary Louis Rustowicz
Vice President for Student Affairs
Phone: (716)961-1876
Email: rustowim@villa.edu

Joanne Nowak
Secretary
Phone: (716)961-1877
Email: joannen@villa.edu

Campus Ministry

Campus Ministry at Villa Maria College is here to serve all students, all faculty, and all staff members of all religions. Programs and opportunities are offered for discovering the presence of God and all God stands for (life, love peace, reconciliation, justice) in the midst of our daily activities. If we can be of help, please let us know.

Frank Antonucci
Director of Campus Ministry
896-0700 ext. 1813
antonucci@villa.edu

Student Life

Student life is an integral part of the total educational experience. A diversified portfolio of student interest groups, along with major campus-wide events, are available to students.

Become a part of Campus Life at Villa Maria College, wherever your interest lies, there is a group for you! The Student Union Board, the voice of the students as it pertains to student life at Villa, sponsors a variety of activities throughout the year.

Cecele Pawlowski
Director of Student Life
Phone: (716)961-1878
Email: pawlowskic@villa.edu

IV. ACADEMIC ADVISING

Assignment of Academic Advisors

Interior Design students are assigned an academic advisor. Students should be notified at registration as to the faculty member so assigned, or they may contact Student Affairs.

Responsibility to Visit Advisor

Students are encouraged to seek help from their advisors. Advisors are responsible for posting on their office doors the regular hours they are available for advising. Students are responsible for contacting their advisors each semester for academic advising prior to registering for the following academic semester. Students may **not** substitute another course without the approval of their advisor or the program coordinator. In the event of classes being closed students should discuss the substitution with their advisors.

In the event of a grievance that pertains to the program or the classroom students are encouraged to seek the advice of their advisor first. Upon the advice of the advisor students can seek assistance from the program coordinator next. Problems are best resolved at the early stages.

V. REGISTRATION

Interior Design students must follow their prescribed program curriculum each semester. If students find it impossible to schedule a required course, the students' advisor possibly together with the program coordinator will advise on alternatives to minimize the effect on their ability to complete degree requirements.

Students who are new to Villa Maria College in the Interior Design Department register for their classes during registration days or by appointment with an Interior Design Advisor.

Continuing Student Registration

Continuing students meet with their advisor prior to registration for the following semester. Early Registration for Continuing Students starts the previous semester. Dates will be posted. It is the student's responsibility to be aware of these dates. They are listed in the VMC Student Calendar. Early registration provides continuing students with a way to obtain their class preferences and avoid closed classes. Upon successfully meeting with their advisor students can register for classes through the Student Portal.

Changes in Registration

All changes involving the addition of a class, change in sections, or dropping a class are handled as Drop/Add and may be processed by the student in person, using a Drop/Add slip. Drop/Add slips may be obtained in the Records Office in the Main Building on the Main Floor and require a faculty signature and/or a faculty advisor signature.

Withdrawing From a Course and Financial Responsibilities

A student may drop a course by filling out a Drop/Add slip obtained in the Records Office in the Main Building on the Main Floor and require a faculty signature and/or a faculty advisor signature. Students are responsible to check dates for varying levels of financial responsibilities. The earliest dates allow for dropping without financial penalty. As the semester progresses a financial penalty is assessed and increases until the final date when the student can withdraw from class without academic penalty only.

VI. STUDENT CODE OF CONDUCT

It is each student's responsibility to know and comply with the Interior Design Program Student Code of Conduct. The Villa Maria College Student Handbook and Planner contains the information and regulations which govern the behavior of students. All students admitted to the College are responsible for awareness of all regulations pertaining to student behavior.

VII. FACILITIES, EQUIPMENT, PROGRAM POLICIES

Published Building Hours

General building hours are posted on stairwell doors. During peak times of the semester additional weekend hours are added. Notices will be posted accordingly.

Library hours are posted at the library doors. Bookstore hours are posted at the bookstore doors. Please note that individual offices such as Business, Records and Student Affairs will have specific hours posted as well.

Routine Maintenance of the Building

The Maintenance Department performs routine maintenance of the building. Cleaning personnel have been instructed not to disturb student work or materials on top of desks and drafting tables. Faculty shall exert reasonable control over their classes especially in regard to preventing students from damaging or defacing the building or its equipment.

Students should be aware that anything on the floors may be considered as trash. Therefore,

Students should keep both raw materials and finished projects off the floors. Students must keep the studios free of trash, raw material and general projects to the point that room circulation is possible. Individual maintenance problems within the facilities should be reported to faculty.

Studio Desks

Students are not allowed to deface, personalize, damage or abuse college equipment or facilities, especially desks. Students can be fined for the cost of repairs to restore college equipment or facilities to its issued condition. If damage cannot be attributed to an individual student the studio class as a whole will share the cost of the fine.

End of Semester

At the end of each semester, all classrooms are given a thorough cleaning. Floors are waxed one or two times a year, generally between semesters and carpets may be shampooed. At the end of each semester, it is the responsibility of faculty to notify students through the student portal that projects have been graded and released and the responsibility of the students to remove all work they want saved. In the event that a student is not aware of a specific release date, a general end of semester date will be published with signage and posted on the Interior Design web page. The cleanout is very important and can be extensive.

Note: This cleaning is extremely important.

General Building Safety Rules

Safety, regulations and logistics mean that certain uses and activities are prohibited in all buildings.

- Villa Maria College is a smoke-free building complex. Smoking is not permitted at any time in classrooms, elevators, studios, drafting rooms, library, shop, general offices, special laboratories or any other facilities of the college.
- No pets of any type are permitted in the College Buildings at any time. Seeing-eye dogs for legally blind students, staff or faculty are allowed.
- No bicycles, skateboards, in-line or other skates, or motorized vehicles of any sort are permitted inside the buildings. No athletic games such as football, hockey or hacky-sack may be played inside the building.
- No power equipment of any type is to be used outside of the college shop space. Use of power equipment is not allowed in studios or halls.
- Spray paint, fixatives and other aerosol products must be sprayed in spray booths. Spray painting with compressed air and gases must also be done in spray booths. Special-use facilities (such as studios, laboratories and shops) with specialized equipment are for instructional purposes only. Students may use these areas outside of regularly scheduled class hours only with permission and/or under supervision. Students are not permitted to use these facilities during semester breaks or vacation periods.
- At all fire alarms, everyone must evacuate the entire building.

Interior Design Resource Room

The Interior Design Faculty have established regulations governing the use of the Interior Design Resource Room located in Room 203.

The effectiveness of the IDRC as a resource facility is contingent to a large degree on the cooperation and conduct of its patrons. This facility is available for the exclusive use of Villa Maria College Interior Design Students.

- All students must sign in when using the facility.
- All unused samples must be returned to their appropriate storage location.
- Cutting boards must always be used. Table and Counter tops must always be protected.
- Spray paints and spray adhesives must never be used in the resource room. Students must use the spray booth.
- The matt cutting system is available in the library and must be signed out and returned for each use.

- Keep your work area clean. Clean up after yourself when you are done. Do not leave paper scraps on the floor or around the paper cutter. The IDRC monitor is not your maid.
- Light-sensitive paper for the Diazo machine (blueprint) must be stored properly in the flat file.
- Students have privileges to use vellum as required for final presentation drawings and specific classroom assignments. Anyone found abusing this policy will be fined.
- The work study student monitoring the IDRC has priority on the computer. Afterwards it is on a first come basis.
- Anyone eating or drinking in the IDRC must dispose of wrappers and leftovers in the large trash receptacles in the hallways.
- Be respectful to others using the facility. The large main counter area in front of the window is available to all and not a personal storage area. When you are finished, ensure that this space is cleared off.

Anyone found abusing, defacing, damaging the equipment, supplies and/or facilities of the IDRC will lose use privileges and be fined.

Interior Design Computer Labs

The Interior Design Faculty have established regulations governing the use of the Interior Design Computer Labs located in Room 206 and Room 208.

Users of the labs must observe general VMC conduct codes and policies concerning disruptive behavior, misrepresentation, theft, forcible entry, alcohol, drugs and smoking as laid in the general student handbook. In addition, the following policies are set forth in order to help ensure that the Interior Design Computer Labs supports a pleasant and productive instructional environment:

- All Interior Design students upon registration automatically are assigned an e-mail and computer account. It is recommended that the Villa server not be the sole storage source. Villa Maria College is not responsible for loss of data.
- This account provides access to workstations, software, and printers in the labs and its supported classrooms.
- Users with their own computing resources must bring their equipment to Computer Services for network set up. At that time they may access the college network resources, such as servers and wireless, using this account.
- Reporting problems – if the system is down or there is a printer problem it should be reported immediately to Interior Design Faculty or Computer Services. There may be occasions, such as weekends, when Computer Services are not staffed and then the problem should be reported on the Help Desk on villa.edu, however, assistance may take 24 – 48 hours. Do not attempt to do any repairs on your own.
- Ink cartridges for the HP classroom printers are in the Interior Design Resource Room. Paper for the classroom printers can be requested from Interior Design Faculty or by going directly to the Business Office.
- The Plotter is only to be used to print CAD drawings. Anyone using the plotter to print documents etc. appropriately printed on the HP printers may lose computer privileges and/or be fined. Problems with the plotter should be reported to Interior Design Faculty.
- No food or drink of any type is allowed in proximity to computers in the Interior Design Computer Lab.
- Keep work areas neat. Students are responsible for cleaning up their areas and taking their belongings with them when they are finished. All belongings left unattended will be turned in to the college lost or the Interior Design Faculty Offices. Discarded paper will be thrown away.
- Center resources are not to be used for playing computer games.
- Unauthorized copying and reproduction of copyrighted software products is a violation of federal and state laws, and is prohibited.
- Intentional destruction and/or alteration of any data or program files is a violation of federal and

- state laws, and is prohibited.
- Do not adjust any lighting, environmental or electrical controls.
- Computers that are reserved for a specified class may only be used by students enrolled in the class.
- A computer that has been left unattended for more than 10 minutes may be considered unused and therefore become available to the next user.
- Questions regarding specific operations of the software should be directed to the course instructor.
- Do not substitute special printing paper for that provided by the center unless approved by Interior Design faculty or Computer Services. Plotters and laser printers are delicate mechanical devices that can be easily and severely damaged if they are used with the wrong type of paper.

Wood-Working Shop

The Art Department's Wood Working Shop is an area providing woodworking facilities for the exclusive use of students and faculty of the Art Department for work on class related projects. A shop supervisor and/or work study student assistants, by department regulations, must be in attendance when the shop and its equipment are available to students or faculty. Operating hours will be posted on the shop door. It is the responsibility of the faculty teaching freshman design studios to see that their students take the prescribed shop orientation/certification, which may be arranged through the shop supervisor. There are varying levels of training to cover basic shop safety, use policies and directions for operating the most commonly used machines (band saws, table saws, planers, drill presses, and hand tools). Students who successfully complete the shop orientation will be issued a shop ID. Students must bring this ID when in the shop. Students must acquire and bring their own safety glasses to the shop as well.

VIII. STUDENT ORGANIZATIONS

The IN Club

Student Chapter of the American Society of Interior Designers – ASID

The ASID offers interior design students the opportunity to project artistic and ethical concepts of the profession on an apprentice level, to promote high standards in public relations and design integrity, and to train for eventual professional practice. A professional organization for students in the interior design program, an annual membership fee allows students to be included in the professional world of interior design, with access to special events and scholarship competitions, extra information on specific areas of design, and publications.

The club also provides members professional development opportunities including participation in the competition for Junior League of Buffalo Decorator's Showhouse and Women and Children's Hospital Festival of Trees.

Criteria: Membership is open to all present Interior Design students and alumni.

Contact:

Jaime Lorenz
Interior Design Instructor
961-2853
jlorenz@villa.edu

Student Union Board

The Student Union Board, the voice of the students as it pertains to student life at Villa, sponsors a variety of activities throughout the year.

Criteria: The SUB is open to all students

Ceil Pawolwski
pawlowskic@villa.edu

Student Ambassador Club

A network of Villa students who assist the College in various recruitment and service related activities.

Criteria: The Ambassador Club is open to all students.

Contact:
Tammy Huber, Advisor
Admissions Office
961-1803
thuber@villa.edu

Campus Ministry Team

Campus Ministry Team consists students, faculty, and staff. This team offers members of the College Community opportunities to deepen their awareness of the presence of God and promotes an appreciation and respect for the dignity of all persons.

Criteria: Open to all students, faculty and staff.

Contact:
Frank Antonucci -Advisor
Director of Campus Ministry
961-1813
antonucci@villa.edu

Helping Adults New Dreams Succeed

This group meets regularly to provide mutual support for students returning to college after years of work or family responsibilities. It provides a forum where adult students can gather to socialize and discuss college life

Criteria: Open to all non-traditional students. (23 years or older)

Contact:
Palma Zanghi, Advisor
Director of Counseling
961-1821
zanghi@villa.edu

PHI THETA KAPPA

This is the national honor society for two-year colleges and provides students a chance to develop leadership and service skills.

Advisors: Debbie Handzlik, Todd Baker and Christina Horner.

Criteria: Eligibility is determined by a CPA of 3.5 or higher, completion of a minimum of 12 credit hours of course work leading to an Associate degree, and demonstration of leadership and service qualities.

Contact:

Deborah Handzlik
Director of Career Development
961-1814
dhandzlik@villa.edu

Multicultural Club

The members of this club explore the different cultures of the world, while sharing the organization's ethnicity with the Villa College community. The club implements service projects and provides support for its members.

Criteria: Open to all students.

Contact:
Tammy Huber
Admissions Counselor
961-1804
thuber@villa.edu

VIKING

The Viking is an informal semi-monthly news bulletin published by the students which serves as a means of communication for the student body, faculty, and administration.

Criteria: Students with skills in writing, photography, or graphics are encouraged to join.

Advisors:
Joyce Kessel
Ceil Pawolwski
pawlowskic@villa.edu