

## CSN Art Program – Part Time Instructor Materials Ordering Procedures

*For organization, efficiency and fiscal responsibility, the following procedures must be followed if an instructor would like to request course materials for students to use for their class.*

### **Amount to Request:**

- No materials can be requested for Art 101 Drawing classes – the students are already provided with paper, tape, and spray fixative.
- For other Studio courses, instructors can request \$20 per student worth of materials.
- For Printmaking courses, please contact [Anne.Hoff@csn.edu](mailto:Anne.Hoff@csn.edu) to coordinate supplies prior to the start of the semester.
- For Ceramic courses, please contact [Robin.Stark@csn.edu](mailto:Robin.Stark@csn.edu) to coordinate supplies prior to the start of the semester.
- No supplies can be requested for Art History (Art Appreciation or Survey) courses. Students do not pay a lab fee for these classes, and they are not a studio class.

### **What Can Be Requested:**

- Request supplies relevant to the Course Outcomes of the course you are teaching. For example, if you are teaching Art 107 Fundamentals of Design (2D), request supplies that facilitate students creating two-dimensional artwork.
- In general, request *consumable* materials, not tools. For example, using student lab fees to provide each student with mat board for a final project, or higher quality paper for a special drawing is encouraged. Tools, such as pencils, charcoal, erasers, paint brushes, or any other item that a student could conceivably use in another class, or already have from another class, should be on your Syllabus Materials List.
- Do not request any hazardous material, such as paint thinner, turpentine, or anything flammable.

### **Where can materials be Requested from**

- Ideally, all materials should be requested from Dick Blick. The Art Program has an account with Dick Blick, it is across the road, and we have at least a decade of experience dealing with Dick Blick.
- If you require consumable materials from another vendor, please talk to [Eric.Pawloski@csn.edu](mailto:Eric.Pawloski@csn.edu).

### **When can materials be Requested:**

- Ideally, all materials will be requested before the beginning of the semester. Things take time, and sometimes Dick Blick is backordered on materials.
- If you would like to request materials mid-semester, provide at least two weeks for your materials to be available for your class. Do not request something that you need for class tomorrow.

### **How do I Request materials:**

- Type an easy-to-read list (vendor, description, item number, quantity) of materials requested and email it to [Eric.Pawloski@csn.edu](mailto:Eric.Pawloski@csn.edu)
- Alternatively, go to [www.Dickblick.com](http://www.Dickblick.com), and add the items you are requesting to a shopping cart. When finished, copy and paste the contents of the shopping cart into a list and email it to [Eric.Pawloski@csn.edu](mailto:Eric.Pawloski@csn.edu). Or, print the webpage of the shopping cart, and save it as a PDF file. If you need assistance doing this, google “print webpage pdf” and follow the instructions for your browser.

### **Where are the materials I Requested:**

- Eric will either bring them to you during the day, leave them in WCN104 in the supply cabinet or in a box with your name on it, or contact you individually about other plans.

### **What if I have questions about Requesting materials:**

- Please contact [Eric.Pawloski@csn.edu](mailto:Eric.Pawloski@csn.edu) if you have questions about this procedure.

*For organization, efficiency and fiscal responsibility, Eric Pawloski may modify, condense, inquire about, or deny materials requested.*