

\*Please read the following information carefully as there might have been some changes made to policy\*

### REQUEST TEMPLATE

- **Date(s):**
- **Time:**
- **Class:**
- **Classroom #**
- **Department:**
- **Nude Model (Y/N):**
- **Number of Models**
- **Other Specifications:**

*Here are examples of a model request:*

*Saturday 3/12  
Class: Life Drawing for Kids  
Instructor: Alex Velazo  
Room Fox 413  
1pm-3:30pm, Clothed Model*

*Hello, I'd like to request a model for Life Drawing, Thursday, 9am-3pm in Fox 320.  
2 nude models (same models every 2 weeks)  
I won't be needing any models for the last week of class, May 5.*

\*Please be specific about the time you require models. If class is 9am - 3pm, but you plan to dismiss models earlier at 1pm, please specify that.

- Model requests are due before the Monday of the **3<sup>rd</sup> week of the month previous**. A list of deadlines will be at the bottom of this document, for clarity (page 4). All requests must be sent to that department's Program Coordinator (list on page 4). **If you need models for a large portion of the semester, please submit all those requests at one time!**
- Program Coordinators will do their best to fulfill requests for specific model types. Our goal is to schedule with proper equity and opportunity for hours.

## Classroom Etiquette for Instructors & Students:

- If models have not arrived by the start of class, please get in touch with Max Cortes via email ([mcortes@mica.edu](mailto:mcortes@mica.edu)) and/or call (410-225-4130) for a possible substitute model. When emailing, please add your department's Program Coordinator to the mailing list.
  - *Please note: Last-minute cancellations and no-shows occasionally happen. Max will try to find a substitute model during office hours, but there is **no guarantee of a last-minute substitute, so please have a plan B for your classes.***
- Models can use their own cloth or drapes when lying or sitting on a model stand. Extra sheets are available in the Nature Library for check-out.
  - *Please note: Students and Instructors are not allowed to use the model stands. This includes leaving art supplies, papers, or other things behind. Props should be cleaned up and put away by the teacher/students at the end of class. This is not the models' job.*
  - *It is the instructors' job to ensure our models have a clean environment to work on. If we need to make a facilities request, the Program Coordinator can assist with creating a ticket.*
- Models can hold poses for 20 minutes, with 10-minute breaks.
  - *Models are robed or dressed during breaks. Some models might put on headphones to meditate, check emails, or simply rest out of sight. The instructor's job is to retrieve models and inform them that their break time is nearing the end.*
  - *Please note: Not all models have the same stamina to sustain longer poses, so ask models if you need them for longer (30-minute) poses.*
- Doors and Window Curtains must remain closed at all times. Especially at night, when the outside can see inside a lighted classroom.
  - *"MODELING IN SESSION" signs are available in Fox Faculty Lounge and in Main Building's Model Locker. Please hang one on the door before nude modeling starts.*
  - *Models reserve the right to stop posing and put on a robe if strangers barge into the room without knocking or permission. Please respect their body.*

**>>> Model Master Schedule & Calendar here <<<**

*Check for posted class & confirmed bookings.  
If your class is not listed, then contact the department's Program Coordinator asap.*

## Classroom Etiquette for Models:

- Models are required to clock out during lunch break or whenever the class **is not in session**.
- Instructors are the directors of their classes. Models must listen and do their best to follow instructions during class. Models can make *reasonable accommodation* requests, but if your requests interfere/interrupt/disrupt class, the teacher reserves the right to dismiss a model without pay.
  - For example: Requesting a teacher to change classrooms because the heater is broken and the nude models are freezing is reasonable. If another classroom *nearby* isn't available, then models must make do with using space heaters or other temporary solutions.
    - It becomes an unreasonable accommodation request if a model stops class *for over 30 minutes* and refuses to go back to posing unless the teacher calls facilities to fix the heater right then and there.
    - Please note: We expect models to be flexible when unforeseen situations arise. Always be prepared for plan B or to come up with a temporary solution. Our goal is to keep all interruptions under 15 minutes.
- In emergencies, please notify campus safety and/or dial 911 for life-threatening cases.

## General Etiquette and Policies

The Maryland Institute College of Art is committed to the principle of equal opportunity for all its students, faculty, employees, models, and applicants for admission and employment. The Institute does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, or status as a disabled or Vietnam era veteran in its programs, organizations, and conditions of employment and admission.

\*\*\*MICA is firmly committed to creating and maintaining a workplace where everyone (including applicants, employees, customers, models, vendors, and the general public) is treated with dignity, fairness, and respect. Every employee has the right to work in an environment totally free of harassment and discriminatory conduct. Such behavior is contrary to the College's objectives, and may subject the College to legal exposure. To achieve our objectives, the College has established a high standard of conduct. Any

employee who engages in conduct that violates this policy will be subject to disciplinary action, up to and including termination.

For more information go to [http://www.mica.edu/equal\\_opportunity](http://www.mica.edu/equal_opportunity)

***A professional atmosphere is a must when working with the life model. Because of the unique aspects required of this job, the following rules apply.***

**In the classroom, a Professional Atmosphere includes:**

- The nude model has a right to privacy in the classroom and works exclusively for the instructor and the students.
- Model's personal space must be respected. The Model stand is for models only.
- Taping the pose begins by requesting model's consent and continues with minimal touching.
- **No photos or electronic images** are to be taken in the classroom by students, faculty, models, staff or visitors.
- Asking or discussing a model's personal information in regards to wages, relationships, health issues, etc. is inappropriate in the classroom setting.
- Commenting about the model's physical attributes and/or comparison of the models is not acceptable.
- Poses should not be painful nor should they lead to injury.
- Models cannot be requested to do unsafe poses involving ladders or elevated objects.
- **MICA policies on Harassment and Sexual Harassment:** discussed in staff handbook, faculty handbook and MICA academic bulletin applies to all models, faculty, staff and students.