Risks & Values

Project - Based Learning

Cultivating Reflection

Deliverables

Documentation

Business Office Procedures
Documentation

Thorough and considerate documentation is integral to the current and future success of ENGAGE. Accordingly, the following requirements are designed to ensure consistent and quality documentation.

Technical Requirements:

- Save image at 300 DPI
- Save image as .TIFF
- Naming Format:
  - year+semester_Last Name_descriptor (a word or two about the image)
  - example: 2012fall_McKenzie_sketching out ideas

Online Collection tools:

- Upload images to the ENGAGE at CCA Picasa Page
  - www.picasaweb.google.com
  - Login Name: engageatccadocumentation (engage at cca documentation, all as one word)
  - Password: engageatcca

Publication Tool

- The Center for Art and Public Life has developed a (somewhat) standardized template based on previously successful book documentation. If you are looking to publish, in some capacity, the documentation of your course, please contact Aaron McKenzie, Design and Strategy Manager at the Center for Art and Public Life for more guidance.
  - email: amckenzie@cca.edu or engage@cca.edu

A strong narrative structure is key to successful documentation

(1) Introduction
- Students initially meeting with community partner.
- Community partner discussing specifics of site/project
- Initial thoughts/sketches by students

(2) Exploration / Development
- Preliminary ideas and proposals for project
- Mid term critiques
- Students working collaboratively and alone on projects
- Community partner working with students
- Students working with outside expert

(3) Conclusion / Proposals
- Final Critique
- Quotes from community partner on proposals
- Final proposals from students
- Class show/presentations
- In context images of proposals
CCA Business Office Purchasing Requirements And Information

- Please make sure that all expenses in your budget are approved before making purchases.

- Please review and share the information below with your students prior to making purchases.

- All payment requests must be turned in to Kristi Callesen at the Center for processing.

- Invoices must be turned in as soon as they are received.

- Personal reimbursements (i.e., paid receipts) should be turned in at least twice per month.

- All parties to receive payment must also submit a W-9 form with their first payment request – located on the staff forms page on CCA’s website.
  [http://www.cca.edu/about/administration/forms](http://www.cca.edu/about/administration/forms)

- CCA will not pay for alcohol or any illegal substances or materials.

**VENDOR SELECTION:**

The Center will work with you to pay for items directly to minimize your out-of-pocket expense as much as possible.

- If you are using a vendor that has not worked with CCA before, please give their contact information to Kristi so that payment terms can be established before purchases are made.
- Any purchase of materials or services from a vendor outside of the United States or from a non-resident of the United States requires advanced approval from the Center.
- If you need assistance with vendor selection, please contact Kristi.

**SERVICE PAYMENT:**

All payments for services must be paid directly to the vendor by CCA – faculty and students cannot be reimbursed for any payments for services.

- Vendors contracted for services must submit a W-9 form and invoices for payment.
- If contracting with a vendor for services related to a project that has defined results and will happen over a length of time, please contact Kristi to create a Memorandum Of Understanding (MOU) that outlines the project expectations and payment schedule. For long-term projects we do not pay in full in advance, and will make no payment in advance without an MOU.

**MATERIALS PAYMENT:**

All reimbursements for materials require detailed receipts.

- Please submit a completed and signed Expense Reimbursement form with your original receipts. (Also on staff forms page.)
- Reimbursement requests should be for the person that actually made the purchase. We cannot reimburse a faculty member or student for receipts submitted on behalf of another purchaser.
- All receipts must show that the purchase was paid for and the type of payment that was used. The Business Office cannot accept receipts without clear proof of payment and details for the items purchased.

If you have any question about the payment process or the viability of a particular vendor or purchasing situation, please contact Kristi at (510) 594-3761 or kcallesen@cca.edu.
MEDIA RELEASE FORM

Please read and sign this form to give us permission to share your work or your child’s work publicly with other parents, students, teachers, and friends.

Program: ENGAGE at CCA
Course Title: ENGAGE:
Community Partner(s):
Release Effective Beginning: January 17, 2012

By signing this form, I give consent to the Center for Art and Public Life (CENTER) at California College of the Arts and its partners to use, exhibit, publish and reproduce my name, image, likeness, and statements, images of my artwork made as a part of my participation in CENTER programming, all public programs and events in relation to CENTER activities. I understand that photographic and video documentation will be involved and consent to having pictures taken of myself and/or my work. This material may be used for CENTER and its partner’s publications, events, educational materials, broadcasts and in works based on or derived from that program. It will not be used for commercial purposes.

By signing this form, I also release the CENTER and its partners from any liability based on the use of my name, image, likeness and statements, including for example, any claim based on defamation, rights of publicity, or invasion of privacy. Likewise, I also release all affiliated partners, including their individual employees, supervisors, and participants from liability.

I acknowledge that the CENTER will rely on this consent and release in producing, broadcasting and distributing programs and works. I understand that I will receive no monetary compensation for giving this consent and release. Likewise, the CENTER is under no obligation to make the use of these materials.

______________________________________________________________
NAME OF PARTICIPANT (PLEASE PRINT LEGIBLY)

______________________________________________________________
SIGNATURE ___________________________ DATE ________________

______________________________________________________________
ADDRESS

______________________________________________________________
PHONE/ EMAIL

*If the above is a minor, the following must be completed:

______________________________________________________________
SIGNATURE OF PARENT OR GUARDIAN ___________________________ DATE ________________

______________________________________________________________
PHONE/ EMAIL

Please return to the ENGAGE Program Manager at the Center for Art and Public Life, CCA, 5212 Broadway, Oakland, CA 94618. Forms may also be faxed to (510) 594-3759.
RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to participate as a student in the ENGAGE at CCA Initiative course:

I, the undersigned student participant, (or the parent(s) and natural guardian(s) or legal guardian(s) of a minor (under age 18 years))

(Enter “Not Applicable” if appropriate)

(Name of student participant)

having fully reviewed or having had the opportunity to review and having full recognition and appreciation of the dangers and hazards inherent in:

(List location and any specifics of project)

to which I (or the minor upon whose behalf the undersigned signs) may be exposed during participation in this course project, during the period of:

(Project term)

do hereby state that I enter into this agreement with my own knowledge and not based upon representations or warranties of California College of the Arts, its agents or employees. In further consideration of the opportunity to so participate, I do for myself, my heirs, personal representatives and, where appropriate, on behalf of and as parent, natural guardian or legal guardian of the minor referred to above, if any, do hereby release, discharge and forgive California College of the Arts, its trustees, officers, agents, and employees and all sponsors and its/their shareholders, directors, officers, employees and agents including instructors and counselors of the project and agree to indemnify and hold harmless each such individual and entity from and defend against any and all claim, demand or cause of action whatsoever, including attorneys’ fees and court costs, arising out of any personal injury, property damage or death to the participant referred to herein or any other person or entity arising out of and/or resulting from the participation of the awardee referred to herein in the project named above including but not limited to any travel whether to or from the project or as a part of the project.

If executing on behalf of a minor, the undersigned represents and acknowledges that he/she has full authority to enter into the within agreement and to bind the undersigned and the minor referred to above.

The undersigned attests that the student participant has no physical condition that would in any way limit the ability of the student participant to engage in the activities involved in the project and/or that the undersigned has disclosed, in writing, to California College of the Arts any such conditions or limitations, recognizing that California College of the Arts and/or the sponsor of the program reserves the right to reject any participant in appropriate situations.

Signed at __________________________, California, this ______________________ day of ____________________, ________.

(City) (Day) (Month) (Year)

ENGAGE at CCA Student Participant

Natural Parent or Guardian of Minor Participant

Natural Parent or Guardian of Minor Participant

PLEASE FORWARD OR FAX TO THE CENTER FOR ART AND PUBLIC LIFE
OAKLAND CAMPUS – 510-594-3759 FAX