

Teaching Institute in Museum Education (TIME) Application Form

SUMMER 2018

INFORMATION

| | | | | |
|---|---|--------------------|-----------------|---------------------------|
| Last Name _____ | | First _____ | MI _____ | ID # (if returning) _____ |
| Address _____ | | | Apartment _____ | |
| City _____ | | | State _____ | Zip Code _____ |
| Home Phone _____ | | Mobile Phone _____ | | Email Address _____ |
| Date of Birth _____ | Note: Date of birth is required to obtain an SAIC login for access to various web-based resources. | | | Work Email Address _____ |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | | | | |

Note: If there is a medical/health condition or disability that might require emergency assistance, or special need requiring regular classroom assistance, please email cs@saic.edu with details.

EMERGENCY CONTACT INFORMATION

| | | | | |
|---------------------|-------------|---|--|--|
| Last Name _____ | First _____ | Relationship to student _____ | | |
| Email Address _____ | Phone _____ | Type: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work | | |

EDUCATION

| | | | | | |
|----------------------------|------------|---------------|-------------------|------------|-------------|
| High School _____ | City _____ | State _____ | Zip _____ | | |
| Undergraduate Degree _____ | Year _____ | Subject _____ | Institution _____ | City _____ | State _____ |
| Graduate Degree _____ | Year _____ | Subject _____ | Institution _____ | City _____ | State _____ |

Professional Organizations and Memberships _____

MUSEUM INFORMATION

| | | | |
|--|--|------------|-------------|
| Museum Name _____ | Street Address _____ | City _____ | State _____ |
| Museum Phone _____ | | | |
| Estimated yearly museum attendance: _____ | Number of years working at this institution: _____ | | |
| Estimated number of museum educators: _____ | Number of years working in museum education: _____ | | |
| Museum's geographic location <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural | | | |
| I have previously applied for TIME <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ | | | |

TEACHING INSTITUTE IN MUSEUM EDUCATION (TIME)

TIME 2018: August 5-10-FREE
Application Deadline: May 11, 2018

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CAMPUS HOUSING

Housing is available in the SAIC residence hall free of charge. Residence hall check-in occurs on the session start date, Sunday, August 5, by 2:00 pm. Residents are required to check-out by 10:00 a.m. on Saturday, August 11.

Are you interested in reserving a room in the SAIC residence hall? Yes No

Note: Participants that opt to reside on campus must submit a completed 2018 Special Groups Summer Housing Acknowledgement (included in this document) with their completed Teaching Institute in Museum Education (TIME) Application Form.

ACKNOWLEDGMENT + AGREEMENT

- The information reported on this application is true and correct to the best of my knowledge.
- I give SAIC permission to obtain emergency medical care, hospital, or clinic treatment for me. I hereby waive liability against SAIC for such care and for transportation provided to such locations as deemed necessary by SAIC.
- I have read and agree to abide by the Rights and Responsibilities for ACE, APSI, AND TIME Students online at saic.edu/teacherprograms>Forms and Downloads.

CANCELLATION POLICY

TIME requires a significant investment – both by participants and Continuing Studies at the School of the Art Institute of Chicago. Though discouraged, cancellations will be accepted two weeks prior to the start of the program. Cancellation requests must be submitted in writing to cs@saic.edu and include the student's name, ID number, and session. Upon receipt, a review of applications will be done and a replacement identified if possible. Cancellation requests received less than two weeks prior to the start of the program may result in a cancellation fee.

The information reported on this application is true and correct to the best of my knowledge. By signing, I confirm that I have read and understood the Cancellation Policy, and also read and agree to abide by the Student Rights and Responsibilities as stated at saic.edu/teacher.

By signing below, I agree to the above on behalf of myself.

Signature _____

Date _____

Complete applications must include the following:

- Completed TIME Application Form (Including Photographic Consent Form & Special Groups Summer Housing Acknowledgment)
- Statement of interest in attending the Teaching Institute in Museum Education – 300 word limit Current Resume/CV
- Current Resume/CV

Please email this form and application materials to: saic-time@saic.edu
Questions? Phone: 312.629.6170



**School of the Art Institute
of Chicago**

PHOTOGRAPHIC CONSENT FORM

I hereby grant permission to the School of the Art Institute of Chicago ("SAIC") and its agents to record photographs or other images or likenesses of me on videotape, audiotape, film, photograph or any other medium and use, reproduce, modify, distribute, and publicly exhibit such recordings, in whole or in part, without restrictions or limitations for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes. I further consent to the use of my name, voice, and biographical material in connection with such recordings.

I understand that as part of the Program, I may create or participate in the creation of art projects. On behalf of myself, I grant permission to SAIC to photograph or reproduce in any medium any such projects, in whole or in part, without restrictions or limitations, for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes.

I waive, on behalf of myself, any right to inspect or approve the images described above and I understand that the images used may be distorted, blurred, or altered. I also understand that publication of the images is within the sole discretion of SAIC and that they may not be used at all.

On behalf of myself, I waive, release, and hold harmless SAIC from any claims related to the images described above or the exercise of the rights and permissions granted herein, including claims for compensation, claims of defamation or any claims regarding rights of privacy or publicity.

Signature of student

Print name

2018 Special Groups Summer Housing Acknowledgement

Policies

Teaching Institute in Museum Education residents are responsible for knowing and adhering to the Rights and Responsibilities for ACE, APSI, and TIME. These rights and responsibilities, which are subject to change from time to time, can be found at: saic.edu/teacherprograms > **Forms and Downloads**. Specific policies are listed below.

Alcohol

Residence hall policies concerning the consumption of alcohol comply with the Illinois State Liquor Law. If you are under 21 years of age, it is illegal in the State of Illinois for you to possess or consume any alcoholic beverage. Residents must adhere to the following policies:

- Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under 21 years of age.
- Open containers of alcohol are not permitted in any public/common areas of the residence hall.
- Multi-quart containers (kegs, etc), are not allowed in the residence halls.

Drugs

Federal and State laws prohibit the possession, manufacture, distribution and use of certain drugs, drug paraphernalia, and narcotics. Any resident known to be possessing, using, abusing, manufacturing, or distributing illegal drugs or drug paraphernalia may be expelled from the residence hall and/or SAIC, and may be referred to the appropriate authorities for prosecution. This paragraph shall also apply to the abuse or misuse of any over-the-counter medication or prescription medication.

Smoking & Fire Safety

In compliance with state and local laws, smoking is completely prohibited in all SAIC buildings, including residence halls and classroom buildings. Residents are not permitted to smoke in residence hall rooms, classrooms, common areas, or anywhere else in SAIC buildings. Hookahs are not allowed in the residence hall. Smoking is also prohibited within 15 feet of the entrance to all SAIC buildings. To ensure that any potential risk of fire is eliminated, residents are not permitted to tamper with fire safety equipment, burn candles, leave cooking unattended, and have open element appliances.

Windows

The Resident must not tamper with the window safety equipment (including but not limited to window screens and window blocks) in the residence hall, nor allow any guest or visitor to tamper with the window safety equipment. Any issues concerning the proper operation of window safety equipment and/or damage to screens or window safety equipment must be immediately reported to Residence Life. Hanging items in the window or throwing objects from a window is strictly prohibited. Residents may not place signs in or on their windows. Contact a Residence Life or Campus Security staff member immediately if your window or screen is not secured.

Acknowledgement + Agreement

By signing below, I acknowledge that I have read and understand these policies and further agree that I shall abide by them while living at SAIC. I further acknowledge and agree that, in the event that I violate any applicable law and/or the above stated policies, SAIC may, in its sole discretion, impose sanctions against me, including but not limited to expulsion from the residence hall.

Signature of Resident

Date

Print Name

Resident Disclosure of Criminal Convictions

As part of your request for housing in a residence hall, the School of the Art Institute of Chicago (“SAIC”) requires you to disclose information regarding any criminal convictions that you may have. Your answer must be truthful, accurate and complete. Acceptance into SAIC housing is expressly conditioned upon SAIC’s review and acceptance, in its sole judgment, of your criminal conviction disclosure. If you are not accepted, SAIC will notify you. If SAIC learns at any time that your disclosure was not truthful, accurate or complete, SAIC may, in its sole judgment, revoke your housing in a SAIC residence hall.

Indicate below by checking the appropriate box whether you have any instance in any state or country where you have plead guilty or were found to be guilty by a judge or jury to charges that you committed a crime other than minor traffic offenses. You are not required to disclose any arrest or criminal history record information ordered expunged, sealed or impounded under applicable law or any conviction reversed on appeal.

Check one box: Yes No

If you checked “yes,” you must complete the Student Disclosure of Criminal Convictions and Consent to Obtain Additional Information. This form can be found at <http://www.saic.edu/life/housing> under the section titled “How to apply for housing FAQ.” If you checked “yes” above, you must submit this form immediately.

By signing below, you certify that this information regarding criminal convictions is truthful, accurate and complete and that you understand and agree that you will notify SAIC immediately of any inaccuracies in, or corrections to, the information you disclose here. You also certify that you understand and agree that you have a continuing duty to notify SAIC of any criminal conviction during the time that you are living in SAIC’s residence halls.

Signature of Resident

Date

Print Name