

COLLEGE OF DESIGN HANDBOOK

ADDRESS: 715 BISSELL ROAD AMES, IA 50011

MAIN OFFICE NUMBER: (515) 294-7428

MAIN OFFICE ADDRESS: 146 COLLEGE OF DESIGN

Fire – Ames Fire Department	911
Medical Emergency	911
POLICE – CAMPUS	4-4428
FPM & M SERVICE	4-5100
THEILEN STUDENT HEALTH CENTER	4-5801
Student Assistance (mental health)	4-5056
POISON INFORMATION	800-222-1222
PARKING	4-3388
DINING/VENDING	4-2900
IT SOLUTION CENTER	4-4000
Output Center	4-1774
SUPPLIES – PG101717	ADMIN WORKING
MAILROOM 158 CODE	753159
ATRIUM CODE	1591
RM 534 CODE	996413
Student Services	4-6983
Design Café	4-2845
Mailroom Code	753159
Flying Man Atrium Code	1591

IF YOU EVER FEEL UNSAFE OR HAVE A DIFFICULT PERSON THAT WONT LEAVE CALL THE CAMPUS POLICE!

DAILY DUTIES AND INFORMATION

Open mailroom: room 158 (code is: 753159)

- Open gallery: room 181 (during school hours only, Rachel will give instruction)
- Greet guests
- Mail (pick up at 11:00, take down at 3:00)
- Answer phones
- Help direct traffic
- Always check before allowing visitors to go back to see deans, department partners, and/or chairs

LOGINS: (EMAIL, DTRAK...)

- Username: codoffice
- Password: 1347428DeansOffice
- 2 step verification: Put in key fob and touch (green light will appear, password will load)
- If issues, contact Mike Miller

Mondays	<ol style="list-style-type: none">1. Bring mail up at 10:45AM, take down at 2:45PM2. Check copiers as well as supplies in 134, 146, 1583. Empty Blue bins in 134, 146, 158 (Into atrium bins)
Tuesdays	<ol style="list-style-type: none">1. Bring mail up at 10:45AM, take down at 2:45PM2. Take cardboard down to dock area
Wednesdays	<ol style="list-style-type: none">1. Bring mail up at 10:45AM, take down at 2:45PM2. Check paper supplies in the closet. If none or low, let front desk supervisor know
Thursdays	<ol style="list-style-type: none">1. Bring mail up at 10:45AM, take down at 2:45PM2. Take cardboard down to dock area
Fridays	<ol style="list-style-type: none">1. Bring mail up at 10:45AM, take down at 2:45PM2. Check copiers as well as supplies in 134, 146, 158 for the weekend3. Empty Blue bins in 134, 146, 158 (Into atrium bins)4. Take out trash from 158 (put in Atrium cans)5. Review key log, any outstanding, please email that person6. Submit hours for the week

MAIN TASKS

CHECKING IN DELIVERIES

- Take sharpie and mark boxes with recipient's name
- Email the person the packages are for (all faculty should be placed in room 158)
- Example email:

Hello faculty name here,

There was a package addressed to you delivered to the College of Design. The package is too large to fit in your mailbox, so it is on the shelf in 158 Design. Please pick it up at your earliest convenience.

Thanks,

your name here

ROOM SCHEDULING / SPACE RESERVATIONS

Rooms:

- Available for check out:

77, 158A, 116, 118 (meditation), 130, 411, 416, 596, Beckman Forum (lower KP), Hansen Exchange (upper KP), Flying Man Atrium, 2nd floor center, 3rd floor center and triangle, 4th floor center and triangle, 5th floor center and triangle atrium.

- Room 181 goes through Rachel!
- 101 Reservations (Kocimski): this is done through university scheduling only!
- Try to give 10-15 minutes buffer when scheduling (not back-to-back events).

The rooms that are currently available will show a green dot.

- Open Skedda: design.skedda.com
- Click on the room they wish to book.
- Will prompt you to select a time, what the room is booked for and who is booking the room
- Click “confirm booking” and the booking is now complete, the person will receive a confirmation email.
- Remember to log your name as “booked by NAME” in the notes portion.
- Events go to Saylor Upah, they must fill out an online reservation form: <https://www.design.iastate.edu/college/space-reservation/>.
- Final schedule, presentations again go through Rachel Connell. It is best to have the calendars open on your desktop.
- Any questions, ask Shawnia Silverthorn.

ANSWERING THE PHONE

Please read the current faculty/staff roster to familiarize yourself with who does what, and how phone calls or inquiries should be handled.

Forwarding Calls (to own cell phone)

Whenever one leaves the office desk, make sure that calls are forwarded to your cell.

- Press the “forward all” button.
- Type in “1” and then type in your cell phone number.
- When done, repress “forward all.”

Transferring Calls (to another number in the office)

Always remember to tell the caller the phone number you are about to transfer to in case of a lost call or bad connection.

- Never cold transfer, always announce who is on the phone and a summary for call before transferring.

- To transfer calls, press the transfer button and then type the number in. If it is a university number, replace phone number with four (4) and last four digits of the person's office number.
- If you have a difficult caller, listen and then ask how you can help, if still being difficult, take their name and number and let them know you will have their call returned ASAP.
- Always, if any questions, reach out to those who are in the office for guidance and/or assistance.

Copying/printing

- Faculty requests refer them to their departmental partner.
- Make sure to refill copiers in 134, 146, and 158.
- Report supplies needed to the front desk supervisor.

Key Checkout

UNDER NO CIRCUMSTANCES should students check out any master keys such as: studio, faculty, or office master.

- Master keys should also not be checked out for a long period of time or even overnight.
- The code for room 534 is 996413
- Keys can be returned after hours by sliding the key under the door in the office.
 - o Log into d-trak.
 - o Under Specialized modules, click “key checkout.”
 - o Go to “main checkout page.”
 - o Enter key number, hit “checkout.”

- o Enter Net ID (beginning of faculty and student email).
Make sure information is correct and click “finish.”
- o Can change the return date/time if needed.
- o When key is being checked in, click “info” next to their name and click “check in”
- If issues, ask Shawnia Silverthorn or Hope Kepler for guidance

DTRAK CALENDAR LOGIN

d-trak [intranet] (iastate.edu)

- Username: codoffice
- Password: 1347428DeansOffice
- Put in key fob and touch (green light will appear, password will load)
- If issues, contact Mike Miller

MAIL

Delivery is around 10:30 AM, make sure to take any outgoing mail down beforehand, otherwise another pickup time is 3:00 PM.

- 10:45 is when you will pick up the mail downstairs, then distribute.
- Make sure **all outgoing mail** has a sticker/card/account attached for billing purposes. HOWEVER, campus mail is not needed.
- Shipping packages, make sure to use a shipping card and sticker. Place it in the outgoing mailbox, they will take care of it. (Dawn Krause can help if needed)
Shipping of hazardous materials requires special training, refer to Shawnia Silverthorn for this information.
- Catalogs throw away/recycle (we order everything online now). Misc. magazines and books, give to Shawnia.

- For package deliveries, email the recipient notifying them that they received a package and place it on the shelf in the mailroom

TV's

Check and make sure that the triangles, atrium, or the whole building in general do not have TVs left out overnight or especially the weekends.

- If found, return to the output center on the 4th floor.
- For output center questions, contact (4-1774).

Posters

Each week, make sure that the posters hung up throughout the building are up to date. If outdated, recycle them.

- See "Poster Policy" page in the handbook for more information.

Bulletin Boards

Check and make sure that wheeled bulletin boards are put away overnight.

- If found, return to the auditorium.

First Aid Kits

Restock first aid kits as needed. Extra supplies located in the break room.

- If supply runs low, contact Shawnia Silverthorn or Amy Bannister.

Display Stands

Check and make sure that the triangles, atrium, or the whole building in general do not have display stands left out overnight or especially the weekends.

- If found, return to room 169.

FACULTY KEYS ON D-TRAK

2 weeks before each semester, email professors in rooms that require a key and ask if they need a copy of the key. Follow these instructions to get the list of professors:

- Click Course Scheduling System
- Click View Room Schedules
- Click the term and year you want to view
- 2 weeks before each semester, email professors in rooms that require a key and ask if they need a copy of the key. Follow these instructions to get the list of professors:
 - Click Course Scheduling System
 - Click View Room Schedules
 - Click the term and year you want to view

Ordering Keys for Faculty and Staff (Shawnia Silverthorn)

On the Building Security Services website, click the Coordinator Dashboard

- Click “Keys and Locks”
- Click “Request Keys”
- Click “Request Keys for a Person”
- Enter the 9-digit University ID and click Search

- Select the building
- It will ask you what the key number is (Click the Key Reports)
- Click “What Keys Open a Room”
- Enter the building and room number
- It will give you a list of the keys (it is normally the middle one on this list)
- Put that key number in and hit enter
- It will give you a signature sheet, open that page
- Right click and select Print
- Click the printer destination and select save as PDF
- Click Save, when saving, make sure to put the person’s first initial, last name, and room number as the title (ex: A Bannister 146)
- Open CyBox Keys
- Click “College of Design Keys”
- Select New(+)
- Select “Upload File”
 - Under Downloads, select the key file to upload and upload it
- Once Mike signs the document, you will receive an email
- Go back into CyBox, College of Design Keys and print the document
- Email the person to come into 146 Design to sign the form (the form must have the original, physical signature not digital)
- Walk over to pick up the key at General Services Building (make sure to let them know it is for the College of Design as they must shave down and extra part of our keys)
- Email the person to come stop in and pick up the key

Ordering Toner (Toshiba)

Request Supplies | Business IT Solutions | Access Systems go to this website and request toner. Provide them with 52888, 52884, or Studio 457. ☒Make sure to always keep 2 on hand.

Miscellaneous Information & Tasks

Lockers

- Signup is done electronically in dtrak.
 - Will need students to clean out/reappoint in fall.
 - Each semester, hang posters that communicate sign up and cleanout.
 - Cleanout is done at the end of spring semester. They will have a week to clean out, then any or all.

Summer To-Do List

- In the summer, the college of design office student workers are responsible for updating faculty members' lists and all mailboxes, see Administrative Assistant for help.
- Locker clean out (early summer): *(Jeremy Thurlby and students may help do this)*
 - - Unlock every locker with the master key and collect the locks
 - - Empty out the lockers that still have supplies in them
 - - Recycle or throw away any trash or supplies that cannot be used.
 - - Collect usable materials and contact Jarael Madyun to give to the Design Closet.
 - - Notify custodial staff if any lockers or locks are jammed and cannot be opened.
 - - Locker sign up (August)
 - - Print posters with locker sign up information and post them around the building
 - - Update faculty members list and mailboxes (in August, or whenever the faculty member list is final)
 - - Print a new copy of the faculty contact list for the handbook.

- - Print new name tags for new faculty and reorganize the mailboxes in alphabetical order in the mailroom.

Parking Requests

- Faculty requests, refer them to their department partner.
- Visitors can directly go online or to the Armory:
<https://www.parking.iastate.edu/visitor/permit>
- Shawnia Silverthorn or Mike Miller can request parking permits for job candidates for interviews on campus

Lost and Found

- Keep items in the drawer (labeled).
- Email those who lost ID's, credit cards etc. Shred if not picked up within a month.
- Dead week: lay items out on the table in the atrium, what is leftover send the rest to asset recovery at General Services Store.

Building/Maintenance Requests

Any issues, such as water leak, elevator issues, etc. contact FPM 4-5100.

- Left elevator is #1. Right elevator is #2.
- Lightbulbs in display cases report to Mike Miller.
- Computer issues report to Dan or Mike.

Confidential Bin Pick-Up

- Typically, 1-3 are in the College of Design. Check weekly to make sure that the bins are not overflowing or need scrapping.

- If needed to be scrapped, go to Recycling Services site: Confidential Document Destruction (iastate.edu)
- Click on Confidential Document Destruction Request Form link under Collection Dates.
- Complete form: enter name and contact information for the College of Design, enter the Loading Dock for the pick-up location.
- Cover the hole with tape and bring it down to the loading dock the evening before pick-up.

DESIGN ADMINISTRATIVE AND STUDENT SERVICES DIRECTORY

To dial on campus: 4-XXXX

To dial off-campus: 81-XXX-XXX-XXXX

Dean's Office / Room 134 Design (accessed through 146 Design)

- **Luis Rico-Gutierrez:** lrico@iastate.edu / Exec. Admin. Asst.: Amy Bannister 4:7427
 - Dean of the College of Design
 - Executive Officer of college supervising associate deans, department chairs and Director of Strategic Communications.
 - Reports to the Senior Vice President and Provost.
- **Seda McKilligan:** seda@iastate.edu / Admin. Asst. II: Shawnia Silverthorn 4-7428
- Senior Associate Dean for Academic Personnel Success and Strategic Initiatives
 - Oversees academic personnel success, research, strategic initiatives.
 - Develops faculty and staff professional development opportunities, manages personnel hiring, grievances and other HR processes, and provides support to promotion and tenure processes.
 - Supports faculty on research opportunities.
 - Manages budget planning and fiscal responsibilities and assists the dean in strategic planning.
 - Supervises Director of Equity, Inclusion and Multicultural Success, Director of Marketing and Enrollment Strategy, Director of Budget and Finance, Director of GIS Facility, and Associate Director of IDRO.
 - Works with the college Equity Advisor and the Professor-in-Charge of Innovation and Entrepreneurship.
- **Rob Whitehead:** rwhitehd@iastate.edu / Admin. Asst. II: Shawnia Silverthorn 4-7428
 - Associate Dean for Academic Programs and Student Success
 - Oversees academic programs and student success.
 - Coordinates collegiate academic programs, directs interdisciplinary and international programs, provides oversight for student services and building operations.
 - Serves as the Director of Design Studies and Core Design Program.

- Supervises Director of Student Services and Programs, Career Services Director, International Programs Director, and Director of Operations.
- **Erin Olson-Douglas:** eod@istate.edu
- Associate Dean for Extension and Outreach
- Oversees faculty outreach activities.
 - Serves as the director of Community and Economic Development unit at ISU Extension and Outreach.
- **Lisa Shen:** lisashen@iastate.edu
 - Director of Budget and Finance
 - Develops fiscal planning and operations for the college. Responsible for college budget, allocation and expenses.
 - Supervises the Departmental Partners.
- **Tiffany Nagel Spinner:** email TBD / Room 134A
- Senior Director of Development
- Works with dean, alumni and donors to build gift support for students/faculty/facilities.
- **Rebecca Green:** rgreen@iastate.edu
 - Human Resources Partner, Juniper Team
 - Provides support for faculty and staff appointments, promotion and tenure, hiring, and advancement.
- **Angela Ferguson:** angelaf1@iastate.edu
 - Human Resources Coordinator, Juniper Team
 - Works with the HR partner in supporting the college operations regarding HR processes.

Administrative Office / Room 146 (+lost and found)

- **Amy Bannister:** 4-7427 / amyb@iastate.edu
 - Executive Administrative Assistant to the Dean
 - Implements the Dean's initiatives, manages the interface among department chairs, faculty and staff.
 - Manages the Dean's calendar.
- **Shawnia Silverthorn:** 4-7428 / shawnias@iastate.edu
 - Administrative Assistant II – Assistant to the Associate Deans
 - Main office receptionist.
 - Supports faculty, staff and students with access to building and college room reservations and checking out keys for room access.
 - Manages Lost and Found.

- **Esmeralda Mendiola**: 4-2265/ mendiola@iastate.edu
- Development Coordinator
- Assists the Senior Director of Development.

Department Chairs – Calls **must** go through **Shawnia Silverthorn** first 4-7428

Graphic Design — **Paul Bruski**: 4-5635 / bruski@iastate.edu / Room 156

- Department Partner: Hope Kepler

Architecture — **Cameron Campbell** (Interim): 4-8881/ cameronc@iastate.edu / Room 146

- Departmental Partner: Karolyn Knoll

Art and Visual Culture — **Sarah Kyle**: 4-1556 / skyle@iastate.edu / Room 156

- Departmental Partner: Jena Jones

Community and Regional Planning — **Francis Owusu**: 4-7769 / fowusu@iastate.edu / Room 156

- Departmental Partner: Jena Jones (interim)

Landscape Architecture — **Carl Rogers**: 4-5334 / rogersc@iastate.edu / Room 146

- Departmental Partner: Karolyn Knoll

Industrial Design — **Akshay Sharma**: 4-2264 / akshays@iastate.edu / Armory (TBD)

- Departmental Partner: Hope Kepler

Interior Design — **Kotaro Nakamura**: phone #TBD / kotaro@iastate.edu / Room 156

- Departmental Partner: Jena Jones

Departmental Partners / Departmental financial matters and accounting, course and classroom scheduling / Room 156

- **(CURRENTLY VACANT):**

- Business/Design Administrator
- Departmental Partner for:
 - **Community and Regional Planning**
 - **Design Studies and other interdisciplinary programs**

- **Karolyn Knoll**: 4-6743 / kknoll@iastate.edu / Room 156

- Business/Design Administrator
- Departmental Partner for:
 - **Architecture**
 - **Landscape Architecture**

- **Jena Jones**: 4-9985 / jonesj@iastate.edu / Room 156 – CRP Interim

- Business/Design Administrator
- Departmental Partner for:
 - **Art and Visual Culture**
 - **Interior Design**

- **Hope Kepler**: 4-4665 / hjkepler@iastate.edu / Room 156 – DSN S Interim

- Business/Design Administrator
- Departmental Partner for:
 - **Graphic Design**
 - **Industrial Design**

Student Services / design-ss@iastate.edu / Room 297 / **General questions 4-6983**

Student Needs:

Advising/talk to advisor - Orientation questions - Course questions - Portfolio questions - Job/internship postings - Tours

- Recommend that students email prior to sending their calls to the office or any advisors.

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- **Michelle Rasmussen:** 4-0732 / mrasmuss@iastate.edu
 - Student Services and Programs Director
- **Carly Groninga:** 4-6983 / cparks@iastate.edu
 - Student Services Specialist

Career Services / designcareers@iastate.edu / Room 297

- **Tiffany Atilano:** 4-0735 / tiffany@iastate.edu
- Design Career Services Director
- **Brooke Hartmann:** 4-4390 / bhart@iastate.edu
- Student and Career Services Specialist
- Scholarship Coordinator

Undergraduate Advisors

- **Mindy Cooper:** 4-3680 / macooper@iastate.edu / Room 288
 - **Majors:** Landscape Architecture and Pre-LA, Design Open (Core only)
 - Orientation, Learning Communities and Peer Mentors
- **Jeremy Miller:** 4-1846 / jmiller9@iastate.edu / Room 291
 - **Majors:** Architecture
 - Honors
- **Karly Nelson:** 4-7001 / kfnelson@iastate.edu / Room 290
 - **Majors:** Community and Regional Planning, Graphic Design, Secondary Major in Interdisciplinary Design
 - **Minors:** Digital Media, Design Studies, Entrepreneurial Studies, Geographic Information Science, Urban Studies, Preservation and Cultural Heritage
- **Erin Quinn:** 4-5840 / emquinn@iastate.edu / Room 293
 - **Majors:** Art and Visual Culture (Art & Design, Integrated Studio Arts), Industrial Design, Interior Design
 - **Minors:** Illustration, Critical Studies in Design, Textile Design
- **Emily Tyndall:** 4-7361 / etyndall@iastate.edu / Room 289
 - **Core Design Program** (P ARC, PID, P IND, P ISA, P GR)

Graduate Student Services

- **Anne Grevstad-Nordbrock**: 4-8634 / annegn@iastate.edu / Room 292
 - Graduate Student Services // designgrads@iastate.edu

Multicultural Student Success

- **Jarael Madyun**: 4-4136 / jmadyun@iastate.edu / Room 290 (temporary)
 - Director of Equity, Inclusion and Multicultural Student Success
 - International Undergraduates
- **Ani Das**: 4-5665 / anidas@iastate.edu / Room 205 (MSS Office & Design Closet Info)
 - Diversity, Equity and Inclusion Strategist

VP of DEI for ISU: **Sharon Perry Fantini**: 4-8775

- Exec. Admin Asst: **Rose McCarty**: 4-8840

International Programs/Study Abroad

- **Jen Hogan**: 4-8275 / jenhogan@iastate.edu / Office: Room 295
 - Director of International Programs
- **Anne Grevstad-Nordbrock**: 4-8634 / annegn@iastate.edu / Room 292
 - Study Abroad Programming

Marketing & Enrollment Strategy (Student Recruitment)

- **Jennifer Anderson**: 4-7415 / janders@iastate.edu / Room 166
 - Director of Marketing and Enrollment Strategy
- **Bryce Bonnstetter**: 4-0816 / brycebon@iastate.edu / Room 162
 - Undergraduate Student Recruiter + Design Dimensions Camp Coordinator
- **Melissa Stenstrom**: 4-3366 / msten@iastate.edu / Room 159
 - Graduate Student Recruitment
- **Kylee Mullen**: 4-3792 / kmullen@iastate.edu / Room 159
 - Digital Content Specialist and college videographer
- **Alison Weidemann**: 4-3238 / kmullen@iastate.edu / Room 160
 - Graphic Designer and college photographer

Strategic Communications / Produces a weekly email newsletter for faculty, program information, college web content, news releases and stories, Inspire alumni magazine, social media content, etc.

- **Heather Sauer**: 4-9289 / hsauer@iastate.edu / Room 164
 - Director of Strategic Communications
- **Lauren Johnson**: 4-1344 / laujohn2@iastate.edu / Room 159
 - Communications Specialist

Event Planning and Alumni Relations

- **Saylor Upah**: 4-5791 / upahsay@iastate.edu / Room 146
 - Event Planner and Alumni Relations Coordinator
 - Coordinates events hosted by the college.
 - Compiles and distributes monthly Designotes alumni e-newsletter.
 - Can assist with obtaining alumni lists and communicating with alumni.

Graduate College (General)

- 4-4531 / grad_college@iastate.edu

Other Contacts and Information

Building Operation and Maintenance

- **Michael Miller**: 4-8509 / mcmiller@iastate.edu / Room 495
- Director of Operations and IT
 - In charge of lock/key issues (see **Shawnia** first in Room 146).
 - Supervises the building and technology staff.
 - Oversees departmental room allocations, building furniture, and building maintenance.
- **Jeremy Thurlby**: 4-9799 / jthurlby@iastate.edu / Room 28 (ground floor)
 - Building and Model Shop Manager
 - Faculty questions or building work issues.

Technical Support Staff

- **Dan Carlisle:** 4-4550 / carlisle@iastate.edu / Room 146 (will be 433D)
 - System Support Specialist
 - Manages faculty and staff computer and other technology needs.
- **Lieb Chol:** 4-5841 / laptopsupport@iastate.edu OR lchol@iastate.edu / Room 430
 - Laptop Program Coordinator
- **Mitchell Versteeg:** 4-7332 / mversteg@iastate.edu / Room 433
 - Lab Manager
- **Dusty Smith:** 4-1774 / dsmith1@iastate.edu
 - Output Center Manager
 - Questions about checking in/out equipment
 - Questions about printing/general costs
 - System Support Specialist

Institute for Design Research and Outreach (IDRO - 126 COLLEGE OF DESIGN)

IDRO in the College of Design is your main source for research and outreach consultation (after your department chair and/or mentor) and support. The document [Research and Outreach in the College of Design](#) provides a summary of responsibilities and support for College of Design researchers.

- **Julie Robison:** 4-0526 / jrobison@iastate.edu / Room 126B
 - Interim Associate Director, Research Administration and Outreach
 - Support with locating outreach collaborators and funding
 - PLaCE Coordinator
 - Special Projects Coordinator
- **Sandra Norvell** 4-1594/ snorvell@iastate.edu / Room 126A
 - Support with locating research funding and proposal development
- **Nora Ladjahasan** 4-0734 / nading@iastate.edu / Room 126A
 - Research support services including analysis, IRB, etc.
- **Dawn Krause** 4-3237 / dkrause@iastate.edu / Room 126
 - Cost Center Manager
- **Chad Hunter** 4-0526 / cahunter@iastate.edu / 2321 North Loop Drive, Ames
 - Project Manager for the Community Design Lab
- **Sandra Oberbroeckling** 4-3721 / soberbr@iastate.edu / Research Park
 - Project Manager for Extension and Outreach
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- **Noemi Tihanyi** / noemi@iastate.edu / Room 126

- Administrative Assistant for IDRO

ISU GIS RESEARCH LAB (DURHAM CENTER)

Faculty using GIS in teaching or research, labs, training and student support are available through the [GISF](#).

- **Kevin Kane** / kkane@iastate.edu / Durham Bldg Room 211
 - Facility Director
- **Robin Mcneely** / mobes@iastate.edu / Durham Bldg Room 215
 - Facility Manager/GIS Analyst
- **Gregg Hadish** / gahadish@iastate.edu / Durham Bldg Room 227
 - GIS Analyst
- **Amy Logan** / amylogan@iastate.edu / Durham Bldg Room 219
 - GIS Analyst
- **Josh Obrecht** / jobrecht@iastate.edu / Durham Bldg Room 213
 - GIS Analyst

Other Extensions

- Thielen Student Health Center: 4-5801

- Student Counseling Center: 4-5056 (business hours only – takes walk-ins for crisis appointments)

- Refer a Student for Assistance Form [Student Assistance Referral Form](#)

- Student Assistance: 4-1020 / studentassistance@iastate.edu

- College of Design Output Center: 4-1774 / Room 426

- College of Design Dean's Office: 4-7427 / Room 134 (accessed through Room 146)

- ISU Index - <https://www.iastate.edu/index>

- Design Cafe: 4-2845

- Facility & Safety: 4-5100 (For urgent issues)

COLLEGE OF DESIGN BUILDING GUIDE

(* indicates room reservable through [Skedda](#))

Ground Floor

Ceramics / Room 38

College Model Shop/ Room 20

Fiber Design / Room 85

Jewelry and Metalsmithing / Room 44

Painting / Room 54

Photography Lab / Room 3

Printmaking Lab / Room 11

Wood Design / Room 34

CNC Router/ Room 30

***Classroom/ Room 77**

First Floor

Administrative Services Office (Keys, Lost and Found) / Room 146

College Deans and Department Chairs / Room 146

Design Café

Gallery 181

***Flying man Atrium, Central Atrium, SW Atrium / Open and Reservable Spaces**

IDRO (Institute for Design Research & Outreach) / Room 126

***Kocimski Auditorium / Room 101 *Reserve through* [University Room Request](#)**

Marketing and Enrollment Strategy (Student Recruitment) / Rooms 159, 160, 162, and 166

Strategic Communications / Rooms 164 and 159

Reading Room / Room 111

***Conference Room / Room 116**

***Meditation Room / Room 118**

***Classroom/ Room 130**

Second Floor

***2nd Floor Center / Open and Reservable Space**

Bookstore Outlet (The Design Store) / opposite Room 297

Drawing Studios / Rooms 240, 246, 252, and 258 (typical freshman freehand drawing studios)

Interior Design Studios / Rooms 203, 207, 211 (typical ID studio) and 216 (Interior Design Resource Room), 226, 230, 234

Student Services and Career Services / Room 297

Vendoland / triangle opposite Room 216

Community and Regional Planning Studio / Room 262

Third Floor

Graphic Design Studios / Rooms 307, 311, 326, 330, 334, 346, 303 (graduate students), and 340 (seniors)

Art & Visual Culture (Integrated Visual Arts Graduate Students) / Room 316

Architecture (Juniors) / Rooms 340, 346, 352, 358

Community and Regional Planning Studio / Room 362

***Surprenant Ingenuity Lab** / Reservable Space

***3rd Floor Triangle** / Open and Reservable Space

Fourth Floor

Computer Teaching Lab / Room 434 and 440

Landscape Architecture Studios / Rooms 401, 407, 452, 458, and 462

Computer Open Lab / Room 446

Output Center (college printing services and equipment checkout) / Room 426

***Conference Room** / Room 411

***Classroom** / Room 416

***4th Floor Center** / Open and Reservable Space

***4th Floor Triangle** / Open and Reservable Space

Fifth Floor

Interior Design Studios (Sophomores) / Rooms 503, 507, 511 and 516

Graphic Design / Room 530

Art Education / Room 534

Architecture Studios (Sophomores) / Rooms 540, 546, 552 and 558

Community and Regional Planning Studio (Grads) / Room 562

***5th Floor Center** / Open and Reservable Space

***5th Floor Triangle** / Open and Reservable Space

***Metal Room** / Room 596

King Pavillion

Architecture (4th year) / Upper KP Rooms 1742, 1744, 1748, 1752, 1756

Landscape Architecture (Juniors) / Upper KP 1734 and 1738

Architecture (Grad students) / Lower KP Rooms 748, 752, 756

Design Studies (102 Studios) / Lower KP Rooms 734, 738, 742

***Hanson Exchange** / Upper KP Open and Reservable Space

***Beckman Forum** / Lower KP Open and Reservable Space

Outside the College of Design

Armory / 2519 Osborn Dr, Ames, IA 50011 (**Industrial Design Studios**)

[ISU Online Campus Map](#)

COLLEGE OF DESIGN MAJORS

- **ARC** – Architecture (undergrad)
- **ARCH** – Architecture (grad)
- **ARTDN** – BA Art and Design
- **ARTGR** – Graphic Design
- **ARTID** – Interior Design
- **ARTIS** – Integrated Studio Arts and Integrated Visual Arts
- **C R P** – Community and Regional Planning
- **DSGN** – Design (undeclared)
- **DSGNS** – Design (non-degree-seeking)
- **DSN S** – Design Studies (not a major but all first-year Core courses and option studios have this designation)
- **I DES** – Interdisciplinary Design
- **IND D** – Industrial Design
- **L A** – Landscape Architecture
- **P ARC** – Pre Architecture
- **P CRP** – Pre Community and Regional Planning
- **P GR** – Pre Graphic Design
- **P ID** – Pre Interior Design
- **P IND** – Pre Industrial Design
- **P ISA** – Pre Integrated Studio Arts

- **PLA** – Pre Landscape Architecture