



Ringling College
of Art + Design

Figure Model Guidelines

2024-2025



RINGLING COLLEGE OF ART AND DESIGN

FIGURE MODELS IN THE STUDIO

FIGURE MODEL GUIDELINES

Welcome!

This guide is intended to provide clear information to you about Figure Modeling at Ringling College of Art and Design. Please take time to read it thoroughly since you will be responsible for the information.

The Figure Model performs a valuable service to the Ringling College community. Drawing from life has been an essential practice in the history of the visual arts. Figure Models are an integral part of learning to draw the human figure.

Figure Models are used in studios for the study of the nude figure, in addition to portrait, costume, and clothed poses. It is important that students work from a wide range of life models. Anyone working in the studio is responsible for professional behavior.

Successful Figure Models have an awareness of their bodies in the space around them. Experience in sports, dance, theater, or other forms of stylized movement is very helpful when taking a pose. The nature of figure modeling work at Ringling College calls for reliability, good interpersonal skills, a flexible work schedule, and the ability to hold a variety of interesting poses including standing poses. Professional performance, reliable and prompt attendance, and the ability to hold varied and creative poses may affect scheduling requests from Instructors.

Model Coordinator Responsibilities

The Model Coordinator is the supervisor of record and is responsible for recruiting, hiring, orienting, processing documents, and scheduling models. Figure Models are hired and scheduled for the Degree Program, Studio & Digital Arts classes, Englewood Art Center, FEWS (Figure Enhancement Workshop for Students), and special events. The Model Coordinator is also responsible for arranging for substitute models and canceling models from classes.

The Model Coordinator will inform the Figure Model of the type of class (portrait, etc.) and whether a costume is required (this information is on your schedule). Please contact the Model Coordinator if you have questions regarding schedules, studio location, or conditions, time cards, ideas for props, special events, or other issues regarding your job duties as a Figure Model. You should contact the Model Coordinator immediately if you are going to be late or absent.

The model coordinator will work with instructors to obtain Student Monitors for every figure drawing class.

Please note: if the Model Coordinator is not available and you need immediate assistance, leave a message for the Model Coordinator and then contact the Faculty Services Coordinator. If after-hours assistance is needed, contact Public Safety.

Figure Model Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm

Sarafina Murphy-Gibson: (office) (941) 309-4713 or (cell) (941) 250-9789 or smurphyg@ringling.edu

Faculty Services Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm

(941) 359-7521

Office of Public Safety ~ 24 hours, 7 days a week ~ (941) 359-7500

Instructor Responsibilities

The Instructor is responsible for supervising the work of the Figure Model during the class session and maintaining the classroom. The Instructor communicates the objectives and/or format of the class session to the Figure Model and offers criteria, suggestions, and/or advice for poses. Questions, ideas, and concerns regarding the studio and poses should be directed to the Instructor.

Student Responsibilities

Students are responsible for following the guidelines set by the College and Instructors, behaving professionally, concentrating on their work, and contributing to a positive learning experience in the studio. Students should direct questions or concerns about the pose/model to the Instructor only.

Student Monitor Responsibilities

Instructors may use Student Monitors to ensure that class proceeds in the event of a planned or unplanned Instructor absence. Instructors identify Student Monitors for each figure class. The Student Monitors are prepared for their roles with guidelines that detail their responsibilities and a brief orientation by the Model Coordinator. They know how to maintain the protocol and how to handle emergencies or disruptions in the classroom.

Figure Models and students are asked to become familiar with the responsibilities of a Student Monitor by reviewing the Student Monitor Guidelines.

Office of Human Resources Responsibilities

The Office of Human Resources is responsible for Human Resources policies, employment records, payroll processing, and workers' compensation for Figure Models. Figure Models should direct questions or concerns about payroll and employment policies (including the Nonharassment Policy) to the Office of Human Resources (941) 359-7619. Please refer to the Staff Handbook online at <https://hr.ringling.edu/media/109/download?inline>. For questions relative to Ringling College staff policies, contact the Office of Human Resources at (941) 359-7619.

Communications

Most communication is through email. Schedules and availability are emailed. Each Figure Model has access to the Model Coordinator's cell phone number for use during office hours and for emergencies or callouts.

You can leave messages for the Model Coordinator by the office line (941) 309-4713, cell (941) 250-9789, or email (smurphyg@ringling.edu).

Messages can be left for Instructors in the Faculty Center (941) 359-7521.

IMPORTANT: Please ensure that the Model Coordinator has your current contact information: address, phone number, and email address.

Type of Employment

Ringling College maintains a pool of Figure Models to provide variety in the studios according to the needs of the academic and other programs. At Ringling College, Figure Models are hired on an as-needed, as-available basis. This is considered to be non-exempt, part-time employment categorized as "casual" appointments in the Staff Handbook. There is no guarantee that models will be scheduled for any number of hours or that they will be scheduled at all. Scheduled hours may vary and are subject to change. Although every effort is made to rotate Figure Models among all classes, Figure Models are scheduled based on the availability of the Figure Model and requests from the faculty for specific Figure Models with whom they have worked and are familiar, as well as specific characteristics that are most suited toward meeting the course objectives and learning outcomes of a particular class. **Figure Models should engage only with the Model Coordinator regarding scheduling and should NOT engage directly with faculty members about being scheduled in their classes.**

Scheduling

Before each semester, the Model Coordinator will gather both Figure Model availability and details from Instructors on the curriculum's life drawing needs. Using this information, they will ideally book each class's model requests for the entirety of the semester. This ensures that classroom needs are best met and models can plan their time accordingly. As some classes are difficult to plan in advance, Instructors may opt to book the first five weeks (10 sessions) upfront and send notes for the final 10 weeks (20 sessions) during the first three weeks of the semester. Figure models will receive two master schedules each semester for their review and confirmation - one before the start of the semester for the first five weeks of classes and an update for the rest of the semester. Throughout the semester Figure Models may be offered pick-up shifts via email that can be confirmed on an individual basis.

Weekly schedule reminders will be sent on Thursday mornings for the following week's shifts. Make sure to double-check all the class information and reach out to the Model Coordinator if there are any conflicts or questions. Figure Models may ask for a complete schedule update at any time.

If a Figure Model cannot fulfill a class assignment within 24 hours of the scheduled time, they must call the Model Coordinator to inform them. Do not use email or text for last-minute cancellations.

IMPORTANT: Once you have approved classes offered based upon given availability, it is expected that you will work your scheduled shifts. If/when unforeseen circumstances prevent you from fulfilling a shift, you must notify the Model Coordinator, giving as much advance notice as possible.

Class Schedule

Models are expected to arrive 10-15 minutes before their scheduled shifts to prepare and be ready to pose at the start of class. If a Figure Model expects to arrive after the official class start time, they must text the Model Coordinator the instructor's name and estimated arrival time.

Ringling College Actual Class Times

Session 1:	8:30 – 11:15 a.m.
Lunch	11:15 a.m. – 12:30 p.m.
Session 2:	12:30 – 3:15 p.m.
Break	3:15 – 3:30 p.m.
Session 3:	3:30 – 6:15 p.m.
Break	6:15 – 7:00 p.m.
Evening:	7:00 – 9:45 p.m.
FEWS:	7:00 – 9:45 p.m.
Studio & Digital Arts:	Variety of days and times
Englewood Art Center:	Variety of days and times

Instructor Absences/Cancellation of a Session

In the case of an Instructor's absence, Student Monitors, who were identified at the beginning of each semester, conduct class as directed by the Instructor.

In the case of a class cancellation, the Model Coordinator will make every effort to notify Figure Models by telephone and via email. If the cancellation occurs within one (1) week before the scheduled session, the Figure Model will be paid for the class. If telephone and email attempts have been made and/or a message has been left regarding notice of a cancellation more than one week before a scheduled session, but the Figure Model shows up for the session anyway, that Figure Model will not be paid for the cancellation.

Severe Weather Closings

There are several ways to determine if classes have been canceled due to severe weather. When the weather seems severe or threatens to become so, Figure Models should visit www.ringling.edu/alert/, call the Model Coordinator (941) 309-4713 or (941) 250-9789, the Faculty Services Coordinator (941) 359-7521, the main switchboard (941) 351-5100, or Public Safety (941) 359-7500. The College does not pay Figure Models who report to work when classes have been canceled due to severe weather.

Responsibilities of the Figure Model

- Good personal hygiene is important. Long hair is generally worn up off the face and neck. Each Figure Model must provide a clean, solid color sheet or towel to cover any seat or part of the podium that their body touches.
- Proper rest is important. Figure Models are expected to be attentive and alert at all times. Sleeping on the job is not acceptable.
- For health and safety reasons, footwear must be worn at all times when a Figure Model is not on the stand in a pose. Studios may have charcoal dust, paint, or tacks on the floor.
- Figure Models must provide a timer.

- Figure Models should bring a leotard or swimsuit to all classes in case it is not required to pose undraped. For painting, portrait, or clothed figure classes, you may be asked to bring additional accessorizing options such as hats and scarves or provide costumes, props, or other articles of dress.
- Figure Models are expected to conduct themselves professionally at all times while posing and on breaks. While you may converse with the students and Instructors during class time, be mindful to stay focused on the task at hand and never become disruptive. It is not professional to be chatty or engage in other distracting behavior -like checking your phone- while posing.
- During poses, please use objects in the studio or the walls as a focal point rather than students or the Instructor.
- Undraped Figure Models must wear robes and footwear during break and rest periods when not posing. The robe and footwear should be kept near the stand within easy reach.
- At the end of a shift, return items (fans, heaters, props, chairs, etc.) used during posing to their designated areas, remove any masking tape used, and leave the podium clean for the next model.
- More details regarding responsibilities can be found in the Position Description.

Use of Undraped Figure Models at Ringling College

- Undraped Figure Models will be used only in studios.
- Undraped sessions must be arranged in advance.
- Unauthorized visitors are not permitted in studios when an undraped Figure Model is posing.
- The Instructor is responsible for authorizing access to the studio. Generally, only the Instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the Instructor to allow time for an undraped model to put on a robe.
- The use of cameras (including those on cell phones, tablets, and PCs) and photography is NOT permitted in studios using draped or undraped models unless the Figure Model has granted written permission in advance using Ringling College forms. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator before photographs are taken.

Required Equipment

Figure Models must provide the following equipment for each session:

- A timer
- A sheet or piece of fabric to sit on while posing undraped on furniture or the podium directly
- A robe
- Footwear
- Swimsuit, leotard, dancewear, etc.
- Props or costumes if requested
- A roll of masking tape to mark the pose

Health & Safety

It is suggested that you warm up/stretch before posing and take a 5-minute break in between poses longer than 15-20 minutes. Remember the length of the pose should be determined by the difficulty of the pose. Safety is a priority, so check your surroundings and report anything unsafe to the Instructor. Physically demanding poses should only be completed if the model can perform and hold the pose, otherwise, the model should communicate with the Instructor to modify the pose.

Resources

The Alfred R. Goldstein Library is a good resource for ideas and information on life modeling. The Model Coordinator can inform you about your borrowing rights at the library and also maintains lists of artists and articles to assist you as a Figure Model. Kindly return materials on time.

Pay Rate, Pay Options, and Schedule

The pay rate for Figure Models is \$20.00 per hour, (\$21.00/hour at Englewood Art Center). Paydays are bi-weekly every other Monday. If the regular payday falls on a holiday, the pay date will be the Friday before.

Employees may receive their pay electronically via direct deposit by choosing one of the following options or a combination of the two:

- Pay Card (default method if no choice is made) – pay can be directly deposited to a debit card for employees without a traditional checking or savings account or who do not want to have their pay deposited into their existing bank account. Additional information about the features and benefits of the pay card is available on the Human Resources website or in the Office of Human Resources.
- Existing Bank Account – pay can be directly deposited into an existing checking or savings account with a bank or credit union. Portions may be distributed among up to three different accounts.

Direct deposit vouchers itemizing current and year-to-date earnings, deductions, and deposits are available online for viewing and printing through Employee Self Service in Workday which can be accessed on the Ringling College portal at my.ringling.edu under the Employee Self Service - Workday link. Employees may set up direct deposit through Self Service. For information on how to access Workday, visit my.ringling.edu under the Employee Self Service - Workday link, or contact the Office of Human Resources at 941-359-7619.

Figure Models will be paid an additional \$2.00 per hour when they substitute or are scheduled a shift with less than 7 days advance notice.

Models are paid for a minimum of 3 hours per class/session. If a class is dismissed early, the model is still paid for the duration of the class.

If a Figure Model is scheduled for a class or special event exceeding 3 hours, the Figure Model will be paid for the actual hours worked.

Time Cards

Figure Models are paid hourly based on the number of classes worked. Figure Models must record and approve their hours electronically on a bi-weekly schedule established by Human Resources.

The Model Coordinator is responsible for reviewing and approving the time cards electronically. Pay is based upon the hours recorded on the time cards.

The Instructor will notify the Model Coordinator in the event that a Figure Model is absent or tardy. If an Instructor reports a Figure Model as being late, pay will be docked to the nearest 15-minute increment. Figure Models are not compensated for the full 3 hours when they are late to class or when they are absent for partial or entire classes.

Performance Evaluations

At the end of each semester, Figure Models may be evaluated by Instructors for reliability, professionalism, interpersonal and communications skills, attendance, and the ability to hold a variety of interesting poses. This feedback should be used for professional development or improvement and is not tied to appraisals or formal evaluations. Instructors are encouraged to evaluate the Figure Models as often as they like and at least once during the semester. This will allow the Model Coordinator to address feedback promptly, if appropriate. Feedback gathered throughout the semester will be provided to the model.

Workers' Compensation

Ringling College Figure Models are entitled to receive workers' compensation benefits if injured on the job. If injured, the model must inform the Instructor, Public Safety, and the Model Coordinator immediately so an injury report can be completed by Human Resources. This will ensure that benefits can be paid promptly

by the workers' compensation insurance carrier. Benefits paid by the insurance carrier include medical expenses and lost wages. Workers' compensation information is provided during the new hire orientation and can be found online at <https://hr.ringling.edu/work-related-injuries>.

Employment Policies

Figure Models are expected to familiarize themselves with Ringling College employment policies which are published in the Staff Handbook and can be accessed online at <https://hr.ringling.edu/staff-handbook>.

RINGLING COLLEGE OF ART AND DESIGN

FIGURE MODELS IN THE STUDIO

INSTRUCTOR GUIDELINES

Drawing from life has been an essential practice in the history of the arts. Figure Models are an integral part of learning to draw the human figure. The College recognizes the value of the service that Figure Models provide to the Ringling College community.

Instructor Responsibilities

The Instructor is responsible for supervising the work of the Figure Model during the class session and helping maintain the classroom. The Instructor communicates the objectives and/or format of the class session to the Figure Model and offers criteria, suggestions, and/or advice for poses. Figure Models are asked to direct questions, ideas, and concerns regarding the studio and the pose to the Instructor.

All those who work in the studio share responsibility for behaving professionally, and the Instructor is responsible for the maintenance of the professional studio environment.

Figure Models are a valuable and expensive resource. If you will be absent, delayed, or canceling a figure class, it is very important to communicate that information accordingly. Contact the Model Coordinator (941) 309-4713 or (941) 250-9789 AND the Faculty Services Coordinator (941) 359-7521, to make sure they are aware that you are teaching a figure class to be sure there is coverage/monitors.

Scheduling

Before each semester, the Model Coordinator will gather both Figure Model availability and details from Instructors on the curriculum's life drawing needs. Using this information, they will ideally book each class's model requests for the entirety of the semester. This ensures that classroom needs are best met and models can plan their time accordingly. As some classes are difficult to plan in advance, Instructors may opt to book the first five weeks (10 sessions) upfront and send notes for the final 10 weeks (20 sessions) during the first three weeks of the semester. Figure models will receive two master schedules each semester for their review and confirmation - one before the start of the semester for the first five weeks of classes and an update for the rest of the semester. Model requests are prioritized on a first come, first served basis.

Instructors will receive their model schedule for review before the start of the semester. Please review dates, times, locations, and the notes that will be given to the models for accuracy.

Figure Models receive weekly schedule reminders on Thursday mornings for the following week's shifts. Please relay any changes or special requests for any given week by the previous Wednesday.

Please do not discuss additional shifts with models, if you need someone specific, please contact the Model Coordinator for scheduling.

Model Coordinator Responsibilities

The Model Coordinator is responsible for recruiting, hiring, orienting, processing documents (time cards, schedule requests), and scheduling models. Figure Models are hired and scheduled for the Degree Program, Visiting Artists Program, Studio & Digital Arts classes, special events, FEWS (Figure Enhancement Workshop for Students), and Englewood Art Center. The Model Coordinator is also responsible for arranging substitute models and canceling models from classes. Instructors should direct questions or concerns about model scheduling, performance, or guidelines to the Model Coordinator.

The model coordinator will work with instructors to obtain Student Monitors for every figure drawing class.

Model Coordinator Contact Information

Figure Model Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm
Sarafina Murphy-Gibson: (office) (941) 309-4713 or (cell) (941) 250-9789 or smurphyg@ringling.edu

Faculty Services Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm
(941) 359-7521

Office of Human Resources Responsibilities

The Office of Human Resources is responsible for Human Resources policies, employment records, payroll processing, and workers' compensation for Figure Models. Figure Models should direct questions or concerns about payroll and employment policies (including the Nonharassment Policy) to the Office of Human Resources (941) 359-7619.

General Guidelines for Figure Modeling Sessions

The purpose of these guidelines is twofold: to provide an excellent academic experience for the student in the class and to provide for the health and safety of the Figure Model.

- At the beginning of class assess the room's temperature for the model's comfort.
- Because Figure Models are asked to take poses that are challenging and interesting, they will often push themselves physically to do so. Whenever possible before a session, it is helpful for the Instructor to communicate to the Figure Model the plan for poses during the session. When the Figure Model is aware of the specifics of the poses anticipated throughout the session, they will be better prepared to meet the objectives.

For example, if asked to perform 10 one-minute poses, the Figure Model may choose more strenuous poses, assuming there will be a brief break afterward and a less strenuous request will be made for the next pose. If, after the initial ten minutes, the Instructor requests another ten minutes of one-minute poses, they may be unable to perform poses of a more challenging nature due to fatigue from the initial effort.

- Although the Instructor determines the type of pose and its duration and there may be considerable variation to each Instructor's requirements, at no time should a model feel that they must "hold" a pose if continuing to do so will cause them physical pain or distress. Before the pose, dialogue between the Instructor and the Figure Model is encouraged to determine each model's ability to sustain a pose.

The Figure Model is expected to inform the Instructor if they have difficulty sustaining a pose. Although an Instructor may ask a Figure Model to hold a pose for 20 – 30 minutes (depending on the difficulty of the pose), it is very important that an Instructor discourage a Figure Model from holding a pose that is beyond their physical capabilities.

To avoid injury to the Figure Model, the Instructor may need to modify the pose requested. If a Figure Model indicates an inability to hold a particular requested pose or is unable to sustain a pose for the length of time required, the Instructor should substitute a less demanding pose for that session, and inform the Model Coordinator. That particular Figure Model will not be scheduled for those classes that require more physically demanding poses.

- When Instructors need to point out specifics about a pose by physically touching a Figure Model or with any pointing device including laser pointers, the Figure Model should first be asked for permission.
- The Instructor is responsible for maintaining professionalism in the session and should thoroughly explain to students the behavior expected in the studio when a Figure Model is used. During their initial orientation, Figure Models are informed by the Model Coordinator that they should conduct themselves in a professional manner at all times while posing and while on breaks and that it is considered unprofessional for a Figure Model to converse with students and/or faculty while posing. Figure Models are also asked to avoid prolonged eye contact with students/faculty, as this is distracting for all.
- The use of cameras (including those on cell phones, tablets, and PCs) and photography is NOT permitted in studios using draped or undraped models, unless the Figure Model has granted written permission in advance using RINGLING COLLEGE forms. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator before photographs are taken

- Figure Models are expected to keep track of the time during breaks and resume the pose as soon as the designated break period has ended (whether or not they have been reminded by the Instructor).
- For good hygiene, Figure Models must provide a clean solid, neutral-colored sheet, towel, or piece of fabric to cover any part of the stand or furnishings that their body comes in contact with. Please make sure a Figure Model is using the sheet or towel at all times.
- Footwear is required at all times when a Figure Model is not on the stand in a pose (studios may have charcoal dust, paint, and tacks on the floor).
- Figure Models must provide their timer.
- Undraped Figure Models must wear robes and footwear during break and rest periods when not posing. The robe and footwear should be kept on the stand within easy reach.
- If a model has been booked and been given notes for a clothed or costumed figure class, it is not appropriate to ask them to pose undraped as they have not had time to prepare accordingly.
- Figure Models may be asked to wear or to bring a leotard, costume, prop, or other items of dress.
- At the end of each drawing session, work with the Figure Model to return props, costumes, fans, heaters, backdrops, furniture, and other items used to their designated areas. Remove any marking tape from the podium, unless needed for an ongoing pose when the tape should be marked with initials and end date.
- The Ringling College Nonharassment Policy prohibits forms of harassment including, but not limited to harassment based on sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity, or expression, disability, veteran status, genetic information, or any other basis prohibited by law. Please inform the Office of Human Resources about any issues you may encounter in regards to student or employee behavior in class.

Using Student Monitors for Instructor Planned and Unplanned Absences

Student Monitors may be used to achieve the goal of "keeping the class running" when the Instructor has a planned or unplanned absence. This requires a collaborative effort between the faculty, Academic Affairs staff, Human Resources, Student Monitors, students, and Figure Models. The procedure is outlined below.

During the first week of the semester, the Model Coordinator will visit each life drawing class. The Instructor may have an idea of who they want to choose or can ask for volunteers. The Model Coordinator will then meet with the two chosen monitors. They will be trained immediately outside of the classroom where potential monitors review a set of guidelines to ensure they agree to the responsibility. Instructors communicate expectations and a list of standard model poses/instructions that a monitor can give to a model in the absence of the Instructor.

The Student Monitors are prepared for their roles with guidelines that detail their responsibilities. They are prepared to ensure that class proceeds in the absence of an Instructor. They will know how to handle emergencies or disruptions in the classroom.

Instructor's Responsibilities for Student Monitors

- The goal is to keep the class running. Student Monitors can be used to achieve this goal.
- At the beginning of each semester, consider two monitors (or have the Model Coordinator assist), for each figure class.
- Along with the Student Monitors' contact information, give monitors a list of instructions/poses
- For planned absences, notify the Faculty Services Coordinator, the Model Coordinator, and the monitors in advance. The monitors should be given instructions (may include using the standard instruction or otherwise) and copy the Model Coordinator, on the email.
- For unplanned absences, notify the Faculty Services Coordinator, the Model Coordinator, and provide instructions for the monitor. Those instructions will be either to use the standard model instructions or some other specified instructions.

NOTE: It is always preferable for an Instructor to find a colleague to cover their class if the Instructor knows in advance that they will be out for a day. The Faculty Services Coordinator must be notified of the arrangements at (941) 359-7521.

Student Monitor's Responsibilities

- Attend a Student Monitor Orientation conducted by the Model Coordinator. Be familiar with the Student Monitor Guidelines.
- Be prepared to step in at any time an Instructor is absent, take attendance, give the Figure Model instructions, and ensure that class proceeds. This includes FEWS classes.
- If you need assistance, call the Model Coordinator at (941) 309-4713 or (941) 250-9789 or the Faculty Center at (941) 359-7521 during the hours of 8:00 am - 4:00 pm. In case of emergency and after hours, use the emergency phone in the studio.

Use of Undraped Figure Models at Ringling College

- Undraped Figure Models will be used only in studios.
- Undraped sessions must be arranged in advance.
- Unauthorized visitors are not permitted in studios when an undraped Figure Model is posing.
- The Instructor is responsible for authorizing access to the studio. Generally, only the Instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the Instructor to allow time for an undraped model to put on a robe.
- The use of cameras (including those on cell phones, tablets, and PCs) and photography is NOT permitted in studios using draped or undraped models unless the Figure Model has granted written permission in advance using Ringling College forms. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator before photographs are taken.

Scheduling Figure Models

Every effort will be made to rotate Figure Models to all instructors. Consideration will be given to special requests from Instructors if submitted before the booking period.

Cancellations

If you wish to cancel a scheduled modeling session, please notify the Model Coordinator **at least seven (7) days** in advance of the scheduled date. **Figure models are paid for a session if it is canceled less than one week in advance.**

Time Cards and Payroll

Figure Models submit bi-weekly time cards electronically. It is important for Instructors to notify the Model Coordinator in the event that a Figure Model is absent or tardy.

Performance Evaluations

Figure Model feedback is used for professional development and improvement, based on the Figure Model job description. Feedback is not tied to a formal evaluation.

Feedback will be addressed as soon as possible upon receipt. Refer to the roles and responsibilities of faculty and Model Coordinator to determine how to handle feedback. For example, if a model brings an inappropriate prop to class, it is the responsibility of the Instructor to address the issue 'on the spot'. If various Instructors report a particular model as habitually late, it is the Model Coordinator's responsibility to bring it to the attention of the Figure Model.

Injuries

Figure Models at Ringling College are entitled to receive workers' compensation if injured on the job. If injured, Figure Models are asked to inform the Instructor, Public Safety, the Model Coordinator, and the Office of Human Resources immediately so that an injury report can be completed. Instructors also should report any injuries incurred by a Figure Model to the Model Coordinator. This will ensure that the

appropriate injury notice is completed for medical benefits and any lost wages to be paid promptly by the workers' compensation insurance carrier.

Figure Model Unplanned Absences

The Model Coordinator will make every attempt to find a replacement model when the regularly scheduled model calls in or doesn't show up for class. Instructors should recognize that only a handful of models generally have the flexibility in their day to respond to last-minute requests; replacement models may typically be the same 2 to 3 people and the Model Coordinator may not have time to consider variety and preference in filling a last-minute request.

Instructors are asked to have a "back-up plan" for times when a replacement model can't be found to fill a last-minute cancellation. This is particularly important for evening classes when the Faculty Services Coordinator and Model Coordinator are not available.

RINGLING COLLEGE OF ART AND DESIGN

FIGURE MODELS IN THE STUDIO

STUDENT GUIDELINES

Drawing from life has been an essential practice in the history of the arts. Figure Models are an integral part of learning to draw the human figure. The College recognizes the value of the service that Figure Models provide to the Ringling College community. Figure Models are used in studios for the study of the nude and portrait, costume, and clothed poses.

Role of the Instructor

The Instructor is responsible for supervising the work of the Figure Model during the class session. The Instructor communicates the objectives and/or format of the class session to the Figure Model and offers criteria, suggestions, and/or advice for poses. Figure Models are asked to direct questions, ideas, and concerns regarding the studio and the pose to the Instructor.

All those who work in the studio share responsibility for behaving professionally and the Instructor is responsible for the maintenance of the professional studio environment.

Role of the Student

Students are responsible for following the guidelines set by the Instructor, behaving professionally, concentrating on their work, and contributing to a positive learning experience in the studio. Students should direct questions or concerns about the pose to the Instructor.

Role of the Student Monitor

Instructors may use Student Monitors to ensure that class proceeds in the event of a planned or unplanned Instructor absence. Instructors identify Student Monitors for each figure class. The Student Monitors are prepared for their roles with guidelines that detail their responsibilities and a brief orientation by the Model Coordinator. They know how to maintain the same protocol as if the Instructor was present and how to handle emergencies or disruptions in the classroom.

Models and students are asked to become familiar with the responsibilities of a Student Monitor by reviewing the Student Monitor Guidelines.

General Guidelines for Figure Modeling Sessions

Figure Models are the focus of the class and their performance and comfort level are critical to the successful fulfillment of the Instructor's objectives. Professionalism is expected of all students at all times in their behavior toward Figure Models.

- Students should be ready to work when the Figure Model takes the pose that has been determined by the Instructor. It is impolite to continue talking or not work while the Figure Model is on the stand posing.
- Students should not address the Figure Model directly regarding the pose that the Instructor has determined. When students suspect that a Figure Model has not correctly resumed the pose or shifted out of the pose, they should inform the Instructor. It is recommended that students first verify that it is not their perspective of the pose that has changed such as a shift in their view of the Figure Model. If the Instructor asks for feedback from students about the correction of a pose, students should address the Figure Model in a professional manner.
- If the Instructor will not be present for any part of a scheduled session, a designated Instructor in a nearby classroom will check on the class periodically. A Student Monitor will be appointed who will direct questions and concerns from the students and/or Figure Model regarding the pose to the designated Instructor.
- Figure Models appreciate knowing that they have done a good job and it is appropriate to thank them for the contribution they have made to the learning experience.

- Concerns related to any life drawing session should be directed to the Instructor privately. Such concerns might include the Figure Model's inability to hold a pose, excessive breaks being taken by the Figure Model, or students being rude or not working while the Figure Model is posing.
- Unauthorized photography in the studio, while the Figure Model is posing draped or undraped, is NOT permitted. Cameras (including cell phone cameras) and photography by any parties are not permitted without prior approval of the Instructor AND Model Coordinator. Release forms must be signed by the model and are kept on file with the Model Coordinator.
- The model stand and changing areas are the model's private spaces. Students should not sit or lean on the model stand or enter the changing room area.
- Figure Models have been asked to avoid prolonged eye contact with students while posing, as this is distracting to all. Students should also avoid prolonged eye contact with the model.
- Students should refrain from making comments regarding the body type, abilities, or personality of the Figure Model that could be interpreted as derogatory.
- Maintain friendly and polite interactions with Figure Models while on break. Figure Models may want to look at student work to assist them in their posing.
- Always ask for permission to work near the model stand if required for observational detail.
- The Ringling College Nonharassment Policy prohibits forms of harassment including, but not limited to harassment based on sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law. Students should inform the instructor about any issues they may encounter in regards to inappropriate behavior in class or during breaks.

Use of Undraped Figure Models at Ringling College

- Undraped Figure Models will be used only in studios.
- Undraped sessions must be arranged in advance.
- Unauthorized visitors are not permitted in studios when an undraped Figure Model is posing.
- The Instructor is responsible for authorizing access to the studio. Generally, only the Instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the Instructor to allow time for an undraped model to put on a robe.
- The use of cameras (including those on cell phones, tablets, and PCs) and photography is NOT permitted in studios using draped or undraped models, unless the Figure Model has granted written permission in advance using Ringling College forms. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator before photographs are taken.

STUDENT MONITOR GUIDELINES

(For Figure Model Classes)

1. Take attendance if the Instructor is absent.
2. When the Figure Model arrives, introduce yourself. Explain that the Instructor is absent, but has left instructions for the model so the class can proceed.
3. Present the Figure Model with the Instructor's instructions for poses. Communicate directions to the model/students according to the request of the Instructor.
4. Address questions from the students about the objective of the class and/or pose within the parameters of the Instructor's instructions.
5. Report any inappropriate behavior to the Instructor via email after class. If assistance is needed at the time of the incident, stop class, ask the model to discontinue the pose and to dress, and call Public Safety from the red phone in the studio.
6. Remind students and the Figure Model of start and end times for breaks. (Be specific: "It is 2:00 p.m. Please be back at 2:20 p.m.")
7. Address any comfort issues (room temperature, lighting, etc) of the Figure Model and students.
8. Respect a Figure Model's decision not to hold a pose that is beyond their physical capability. If the pose chosen by the Instructor is too difficult for the Figure Model, the Student Monitor should communicate with the Figure Model to determine if any adjustment to the pose could alleviate the difficulty or if a different pose should be chosen.
9. Deny access of unauthorized persons to the studio while the Figure Model is posing. If an unauthorized person enters, get their name and report the incident to Sarafina Murphy-Gibson, the Model Coordinator at (941) 250-9789 or Faculty Services Coordinator at (941) 359-7521.
10. Deny unauthorized photography in the studio while the Figure Model is posing. Cameras (including cell phone cameras) and photography are not permitted in the studios without prior approval and signed RINGLING COLLEGE release forms. Release forms must be signed by the model and are kept on file with the Model Coordinator.
11. Respect the private space of the Figure Model. Do not allow students to sit or place materials on the model stand.
12. Do not touch the Figure Model or make comments about the Figure Model.
13. Adhere to the Ringling College Nonharassment Policy which can be found at <https://hr.ringling.edu/media/109/download?inline>.
14. Do not attempt to reprimand disruptive students. Remind them that Ringling College expects professional behavior. If the disruptive behavior persists, notify the designated Instructor (if any) or Public Safety by using the red phone in the studio.

I have read these guidelines and I understand my responsibility as a Student Monitor for life drawing classes.

Sign Name

Date

Print Name

Date

RETURN SIGNED FORM TO YOUR INSTRUCTOR