



U of SC Aiken

**Visual and
Performing Arts**

Figure Model Guidelines

Updated 2018-2019

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University of South Carolina Aiken
Department of Visual and Performing Arts
FIGURE MODELS IN THE ART STUDIO

INSTRUCTOR

Drawing from life has been an essential tool in the history of the arts. Figure models are an essential part of learning to draw the human figure. USC Aiken recognizes the value of the service that figure models provide to the university community.

Instructor Responsibilities

The instructor is responsible for overseeing 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. Instructor must secure a Figure Model Release Form prior to the modeling session. **(ATTACHMENT A)**

All those who work in the studio share responsibility for behaving in a professional manner, and the instructor oversees the maintenance of the professional studio environment.

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.

- Figure models are asked to take poses that are challenging and interesting. To avoid injury to the figure model, the instructor may need to modify the pose requested. 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. Likewise, figure models should conduct themselves in a professional manner by not conversing with students/faculty and not maintaining prolonged eye contact with students/faculty while posing.
- Unauthorized photography in the studio while the figure model is posing draped or undraped is NOT permitted.
- 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.
- Unauthorized visitors are not permitted in studios when an undraped figure model is posing. The instructor is responsible for authorizing access to the studio. Only the instructor and students in the class may enter the studio once a class is in session.
- The University of South Carolina Aiken Non-harassment Policy prohibits forms of harassment including, but not limited to harassment based on gender, race, national origin, color, religion, ethnicity, sexual orientation, and disability. Please inform the Office of Human Resources about any issues you may encounter in regard to student or employee behavior in class. **(ATTACHMENT B)**

Injuries

Figure models at USC Aiken are entitled to receive workers' compensation if injured on the job. If injured, figure models are asked to inform the instructor immediately so that an injury report can be completed. Instructors also should report any injuries incurred by a figure model to the Department Chair. This will ensure that the appropriate injury notice is completed in order for medical benefits and any lost wages to be paid in a timely manner by the workers' compensation insurance carrier.

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, student monitors,

students, and models. The procedure is outlined below.

1. Instructors identify student monitors for each figure class. The potential monitors review a set of guidelines to ensure they agree to the responsibility. Instructors record a list of standard model poses/instructions that a monitor can give to a model in the absence of the instructor.
2. The student monitors are prepared for their roles with guidelines that detail their responsibilities and a brief orientation by the Instructor. 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. **(ATTACHMENT C)**

Instructor's Responsibilities

- At the beginning of each semester, select two monitors and designate one as primary and the other as secondary for each figure class.
- Create a list of standard model poses/instructions and document these, along with the student monitors' contact information on a Student Monitor Information Sheet.
- For **planned absences**, notify the student monitors. The monitors should be given instructions by email (may include using the standard instruction or otherwise).
- For **unplanned absences**, notify and provide instructions for the monitor. Those instructions will be either to use the standard model instructions or some other specified instructions.

University of South Carolina Aiken
Department of Visual and Performing Arts
FIGURE MODELS IN THE ART STUDIO

FIGURE MODEL GUIDELINES

Welcome! This guide is intended to provide clear information to you about figure modeling at USC Aiken. Please take time to read it thoroughly since you will be responsible for the information.

Figure models are used in studios for the study of the nude and for portrait, costume and clothed poses. It is important that the students work from a wide range of figure models.

Successful figure models have an awareness of their body in the space around them. The nature of figure modeling work at USC Aiken calls for maturity, reliability, good interpersonal skills, a flexible work schedule, and the ability to hold a variety of interesting poses.

Instructor Responsibilities

The instructor is responsible for overseeing 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. 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 Instructor, behaving in a professional manner, 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.

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. They know how to maintain the same protocol as if the instructor was present and how to handle emergencies or disruptions in the classroom.

Type of Employment

USC Aiken maintains a pool of figure models in order to provide variety in the studios according to the needs of the academic program. At USC Aiken, 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 figure 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 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. Individuals must be at least 18 years old to be employed as a figure model at USC Aiken. **(ATTACHMENT D)**

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 that part of the model stand on which he/she is posing.
- For health and safety reasons, footwear and robes must be worn at all times when a figure model is not on the stand in a pose. The robe and footwear should be kept near the stand within easy reach.
- Figure models must provide their own timer.
- Figure models are expected to conduct themselves in a professional manner at all times while posing and while on breaks. It is not professional for a figure model to converse with students while

posing unless consulting first with the instructor.

- During poses, please use objects in the studio or the walls as a focal point rather than students and the instructor.

Pay Rate and Schedule

The pay rate for figure models is \$15.00 per hour

Models are paid for a minimum of 3 hours per class/session. If the instructor dismisses class early, the figure model will be paid for the whole scheduled time.

In the event that a figure model is scheduled for a class or special event exceeding 3 hours, the figure model will be paid for their actual hours worked.

Workers' Compensation

USC Aiken figure models are entitled to receive workers' compensation benefits if injured on the job. If injured, the model must inform the instructor and the Office of Human Resources immediately so an injury report can be completed. This will ensure that benefits can be paid in a timely manner by the workers' compensation insurance carrier. Benefits paid by the insurance carrier include medical expenses and lost wages. Figure models are not compensated by the University when they are absent for partial or entire classes due to work related injuries or illnesses.

Non-harassment Policy

The USC Aiken Non-harassment Policy prohibits forms of harassment including, but not limited to harassment based on gender, race, national origin color, religion, ethnicity, sexual orientation and disability. Please report any incidents of harassment immediately according to the procedures established. Copies of the Non-harassment Policy and procedures are available from the Office of Human Resources or online at: <https://www.usca.edu/human-resources/title-ix.dot>

University of South Carolina Aiken
Department of Visual and Performing Arts
FIGURE MODELS IN THE ART STUDIO

STUDENT

Drawing from life has been an essential tool in the history of the arts. Figure models are an essential 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 for portrait, costume and clothed poses.

Role of the Instructor

The instructor is responsible for overseeing 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 in a professional manner, and the instructor oversees the maintenance of the professional studio environment.

Role of the Student

Students are responsible for following the guidelines set by the Instructor, behaving in a professional manner, 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. They know how to maintain the same protocol as if the instructor was present and how to handle emergencies or disruptions in the classroom. **(ATTACHMENT E)**

General Guidelines for Figure Modeling Sessions

- Figure models are the focus of the class and their performance and comfort level is critical to the successful fulfillment of the instructor's objectives for the class. 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 to 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.
- If the instructor will not be present for any part of a scheduled session, 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.

Unauthorized photography in the studio while the figure model is posing draped or undraped is NOT permitted.

- The model stand is the figure model's private space. Students should not sit or lean on the model stand while the figure model is posing.
- 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 figure model.

- Students should refrain from making comments regarding the body type or personality of the figure model.
- The USC Aiken Non-harassment Policy prohibits forms of harassment including, but not limited to harassment based on gender, race, national origin, religion, ethnicity, sexual orientation and disability. Students should inform the instructor about any issues they may encounter in regard to inappropriate behavior in class or during breaks.

ATTACHMENT A: USC Aiken FIGURE MODEL RELEASE FORM

**University of South Carolina Aiken
FIGURE MODEL RELEASE FORM**

INSTRUCTIONS

1. This release form must be completed prior to sessions involving figure models.
2. A separate form must be completed prior to each session.
3. The original signed form will be maintained in the figure model's personnel file. Copies of the completed form will be given to the figure model and the Instructor.

For valuable consideration, receipt of which I acknowledge as payment in full for my services as figure model and for permission herein granted, I hereby irrevocably consent to and authorize the reproduction, publication, and/or sale by USC Aiken his/her agents, licensees and assigns, of the art work identified below, in whole or part or in conjunction with other art work, in any medium and for any lawful purpose, including illustration, promotion, or advertising, without any further compensation to me.

I waive any right to notice or approval of any use of the artwork which students may create and I release, discharge and agree to hold harmless the University of South Carolina Aiken and its agents, or licensees, from any claim or liability in connection with the use of the art as aforesaid or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise.

Modeling Session(s)

Description: _____

Date(s): _____

Class: _____

FIGURE MODEL

Signature: _____ Date: _____

Printed Name and Address: _____

WITNESS

Signature: _____ Date: _____

Printed Name: _____

Copies to: Instructor and Model

ATTACHMENT B: USC Aiken NON-HARASSMENT POLICY

USC Aiken Non-harassment Policy

USC Aiken maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the University's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of non-harassment. Forms of harassment that are encompassed by this policy include, but are not limited to, harassment based on gender, race, national origin, color, religion, ethnicity, sexual orientation and disability.

Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the University.

Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior. For these reasons, the University is opposed to harassment in any form in its workplace and activities. This policy establishes procedures to address problems and questions regarding harassment in a prompt, discreet and fair manner. All employees and students are expected to comply and cooperate with its provisions and in accordance with the code of professional ethics. For more information relevant to this topic, please visit the Office of Human Resources Title IX website at: <https://www.usca.edu/human-resources/title-ix.dot>

ATTACHMENT C: University of South Carolina Aiken STUDENT MONITOR INFORMATION SHEET

Student Monitor Information Sheet
(For Figure Model Classes)

Instructor Name: _____

Course Name and Number: _____

Semester and Year: _____

PLEASE PRINT.

Primary Student Monitor

Secondary Student Monitor

Student's Name: _____

Student's Name: _____

Phone: _____

Phone: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Mail Box: _____

Mail Box: _____

Best way to contact: _____

Best way to contact: _____

Best time: _____

Best time: _____

Instructions to Model *(standard instructions - completed by the instructor)*:

Important Phone Numbers:

ATTACHMENT D: University of South Carolina Aiken FIGURE MODEL POSITION DESCRIPTION

**University of South Carolina Aiken
FIGURE MODEL POSITION DESCRIPTION**

August 1, 2018

POSITION TITLE: Figure Model

FLSA STATUS: Nonexempt

DEPARTMENT: ART

SUPERVISED BY: Instructors

SUPERVISES: No one

POSITION SUMMARY:

Figure models pose either nude or in costume in the classroom/studios to contribute to the learning and creative processes of students in the areas of drawing, painting, photography, and sculpture.

DUTIES AND RESPONSIBILITIES:

1. Creates suitable, interesting, sustained poses (either undraped or draped), as directed by instructor.
2. Performs creative gesture poses and sustains them for varying periods of time (i.e. 30 seconds, 1 minute, 2 minutes, etc.) as required by the class/session, for up to three hours.
3. Provides creative costuming and props for appropriate class/assignment.
4. Maintains professional appearance, demeanor, and willingness to work cooperatively in studios at all times.
5. Maintains good personal hygiene.
6. Provides sheet, towel, timer, robe and footwear for every class. Brings time sheet to every class and secures signature of instructor.
7. Develops interesting pose repertoire through a variety of resources such as articles, books, and videos.
8. Communicates directly with instructor regarding length and style of pose and costuming as requested. Informs instructor if the pose is too physically demanding.
9. Processes necessary paperwork in a timely manner.
10. Follows Guidelines for Figure Models.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modeling techniques; ability to pose draped or undraped, to work flexible schedule, to work assigned schedule, and to arrive on time; ability to hold a variety of interesting poses, including standing poses, without movement, for varied durations; ability to demonstrate awareness and confidence of own body in the space around it. Requires strong interpersonal skills, ability to communicate effectively orally and in writing, and ability to work effectively both independently and as part of a team.

EDUCATION AND EXPERIENCE:

Minimum age requirement – 18 years; Experience in sports, dance, theatre, or any form of movement is helpful.

ATTACHMENT E: University of South Carolina Aiken STUDENT MONITOR GUIDELINES

**STUDENT MONITOR GUIDELINES
(For Figure Model Classes)**

1. Take attendance if the instructor is absent.
2. When the 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 upon 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 USC Aiken Police Office (803) 641-6111.
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 of the figure model and students, i.e., room temperature, lighting, etc.
8. Respect a figure model's decision not to hold a pose that is beyond his/her physical capability. 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. Report unauthorized entry to the instructor, or if necessary, to campus police.
10. Deny unauthorized photography in the studio while the figure model is posing.
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.

I have read these guidelines and I understand my responsibility as a student monitor for figure model classes.

Sign Name

Date

Print Name

Date

RETURN SIGNED FORM TO YOUR INTRUCTOR

