

# The Cleveland Institute of Art Figure Drawing Model Request Form

Please fill out this form and return via email to Continuing Education at [ce@cia.edu](mailto:ce@cia.edu). Our office will forward to CIA's Model Manager, Andrea Kohoot, who will make all model arrangements. To secure figure models for your class, submit as early as possible.

Faculty Name: \_\_\_\_\_ Course name: \_\_\_\_\_ Rm#: \_\_\_\_\_ Faculty cell#: \_\_\_\_\_

Date	Time Frame <small>start - end</small>	Clothed / Nude	Male / Female	Comments <small>i.e. need model 2x in a row</small>

**CE OFFICE STAFF ONLY**

01-01-20-1800-50216-0000 (Continuing Ed)

01-01-14-4898-50216-0000 (Pre-College)

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# Policy Statement on Procedures While Working With A Model

## Classroom Procedures

1. This policy statement must be posted on classroom walls where any model is part of the class procedure.
  - a. Faculty must review the posted policy with students at the beginning of each semester. If the policy posting is no longer on the wall, faculty should inform the Model Coordinator, who will arrange for its replacement.
2. Students must respect the model's privacy while the model is disrobing.
3. Models should be permitted to take breaks from poses every 20 minutes.
4. No employee or student is to touch a model while he/she is posing at any time. If the pose needs to be adjusted, the model must be asked to make the appropriate change in pose. Faculty may suggest poses to the model, if needed.
5. While the model is undressed, please refrain from making conversation with the model that is unrelated to classroom instruction, or comments that are not directly related to posing instructions.
6. Doors to classrooms must remain **closed** while a nude model is present. Tours by prospective students are **not** permitted to enter classrooms when a model is posing.
7. Comments or other inappropriate student behavior toward models observed in class are **a violation of student conduct rules and will result in disciplinary action.**
8. Faculty may **NOT** leave the room while a model is in the classroom.
9. Cell phones are **NOT** permitted in classes with models. **Cell phones are to be collected by faculty at the beginning of a class involving models and returned to students at the end of that class.**
  - a. **Students may NOT take pictures or videos of models when they are disrobing or are undressed, either with cell phones or other photo-video equipment.** Faculty are required to dismiss from class any student who violates this rule, and to report the student to the Office of (Continuing Education) for disciplinary infraction.
  - b. **It is the responsibility of the instructor to make a model aware through the model coordinator if any photo or video work involved in a class will use the model as a subject. The model must sign a consent form prior to a class meeting these conditions.**
  - c. In classes in which photo or video work involves models – nude or clothed – the restrictions of 12, 12a and 12b apply, as does the condition (12c) that **no photo or video work can be done with the personal phone of a student. Faculty must provide department or school equipment for the class exercise and keep resulting class-produced images in faculty files only for the duration of the semester, after which the files must be secured in the studio department or destroyed.**
10. Any unauthorized personnel in classrooms while the model is posing should be reported by the instructor to the Securitas personnel 216-421-7331 (AM) or 216-421-7434 (PM). JMC 216-421-7330 (back door) 216-421-7331 (front door)

A voicemail message or email must be left with the Model Coordinator as well: tel: 216-421-7942; email: [akohoot@cia.edu](mailto:akohoot@cia.edu). Securitas personnel should be in classrooms only if necessary.

11. After consulting with all parties involved, the Model Coordinator will complete a Model Documentation Report for all incidents involving models.

**MODEL COORDINATOR:**

Andrea Kohoot  
Off. 216-421-7942  
akohoot@cia.edu