

# RHODE ISLAND SCHOOL OF DESIGN

## EQUAL OPPORTUNITY AND ACCESS POLICY

All RISD undergraduate and graduate students as well as alumni will be given an equal chance to learn about, apply for, and participate in all internships, job opportunities, grants, awards, interviews, recruiting, programs and other services and activities of this office. This includes both those run directly by the office, and those with which we cooperate, coordinate or publicize.

It is the policy of the office to handle these opportunities “in the marketplace” where applicants can show their work and skills and be evaluated by the party offering the opportunity. It is expressly against office policy to pre-select, name, screen or pick individual alumni or students to receive preferential treatment, access or opportunity.

Exceptions to this policy are based on specific opportunities where the access is clearly directed to a department, major, year of study, skill or ability, alumni or student status or geographic region, and then, within that subset, the overriding principle of equal access will be applied to all within the subset.

For example, if an opportunity is intended directly for students within a specific major, it must be offered to all students within that major. In all cases, the least restrictive guideline will be used. To the degree possible, the opportunity will be extended to related departments, majors, years and areas, when the initial group has been given precedence.

To apply this philosophy and practice, the office will disseminate, publish and otherwise make available, all relevant information, and use as many modalities (print, email, intranet) as appropriate and possible. All listings will be subject to the office’s ArtWorks Policy (available online and in the office).

Among the steps, which may be taken at the discretion of the staffmember, are the following:

- List in the appropriate ArtWorks category; (all opportunities, subject to Artworks Policy)
- Refer to online alumni and student websites within the Career Library;
- Put notice in student mailboxes;
- Send email to faculty, department heads and deans; or students; or alumni;
- Include in email magazines (Eviews);
- Call faculty, department heads, and deans;
- Include in portfolio reviews, seminar or presentation
- Include in online resources

In cases where there are time limitations, or exceptional circumstances, the most effective appropriate method of communication will be utilized by the staffmember. If time limitations or other restrictions mean that an opportunity cannot be fairly offered, or where the immediacy of the opportunity would violate the principles outlined, the opportunity will not be accepted, and we will ask the party to offer it in a time and way that falls within these guidelines. In cases where an opportunity may intersect with RISD’s public reputation or possible corporate connections, Media + Partners and the Corporate and Foundation Offices will be contacted. While listings in Artworks will be done following office policy, additional steps may be accelerated or diminished based on timely input from those offices.

Exceptions to this policy must be specifically approved by the Director, or in his absence, the Assistant Director of Career Programming.

