

Faculty traveling internationally: Submit Out of State Travel request form to Office of International Programs

The Office of International Programs reminds departments and faculty and staff traveling outside of the U.S. on university-related business to continue to send their out-of-state travel request forms to the Office of International Programs.

This process was initially put in place in 2013 after discussions with the provost's office, the Division of Financial Services and each of the colleges.

"Utilizing an existing form was the simplest way to best organize and collect information about our university's global outreach." said Marcelo Sabatés, Office of International Programs associate provost.

Sending the top section of the form to the Office of International Programs helps the university in several ways:

- * It allows the Office of International Programs to produce an accurate overview of the university's international activities.
- * It better identifies current and priority countries and areas strategically vital to the university.
- * It advises traveling Kansas State University faculty and staff of initiatives/partnerships already underway in the region.
- * It reinforces connections between the university and its international academic partnerships, research connections and alumni in the respective countries and regions.
- * It helps the university study new ways that can serve the needs of faculty and staff traveling abroad.
- * It keeps the university informed of where K-State faculty and staff are in the event of an emergency.

"University international travel continues to set records and urging our faculty and staff to implement this universitywide procedure allows us to better track, communicate and extend our presence in the world," Sabatés said.

Each department/staff responsible for international travel processing can find the updated document form on eforms, found on the Division of Financial

UPCOMING EVENTS

MAY

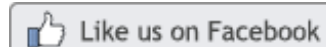
13 - 3:30pm
Commencement Rehearsal - Mandatory for all graduates

13 - Fifth Year Class Photo - Right after commencement rehearsal!

16 - APDesign Commencement 10am
McCain Auditorium

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Services Web page. A copy of Section 1 is the only part of the form that needs to be sent to oip@k-state.edu. Call the Office of International Programs at 785-532-5498 if you have any questions.

Italy and APDesign Italian studies program

Kansas State University in Italy and the APDesign Italian Studies Program-Orvieto will offer, for the first time, a fall semester program for 15 fourth year Architecture Students. Professor Peter Magyar will teach the fall group.

Spring 2016 marks the tenth year of offering our program in Orvieto. During the spring, Professors Chip Winslow and Aaron Schump will co-teach 32 students representing the disciplines of Architecture, Interior Architecture and Product Design, Landscape Architecture, and Regional and Community Planning.

Students studying in the Italian Studies Program are eligible for a \$1,000.00 Dean's Italian Studies Scholarship. In addition to the Dean's Italian Studies Scholarship, students who are going to Orvieto can compete for the Ben Hakimian Study Abroad Scholarship, the Anderson Family Study Abroad Scholarship and the Cleve Humbert Study Abroad Scholarship.

During this summer , 13 Interior Architecture and Product Design students will study abroad at DIS(Copenhagen, Denmark), Lorenzo d' Medici (Florence, Italy) and UAL Central St Martins (London, England).

In addition to the 32 APDesign students who will be studying in Italy during the spring of 2016, 18 APDesign students will be studying in Australia, Austria, Czech Republic, Denmark, Germany and Japan.

Thanks for your consideration.

THIRD FLOOR TIDBITS FROM WEIGEL LIBRARY

Faculty reserve lists -

APDesign faculty are reminded to review their course reserve lists and let Maxine know what adjustments need to be made for Fall, 2015. A change in library circulation programs necessitates deleting all current reserve lists and creating start-from-scratch lists in the new library program later this summer.

This is a great opportunity for faculty to update, add and delete resources on lists. Please communicate

with Maxine (Seaton 323, mlganske@ksu.edu, 532-5978) to give her direction for your course reserves for the next academic year. The sooner, the better.
Thanks so much.

Weigel summer hours -

Summer hours for Weigel Library are Monday through Friday 8 am to 5 pm; closed weekends.

On occasion, however, it will be necessary for Weigel to be closed during the lunch hour, 12 to 1, and for meetings. Those exceptions, when necessary, will be posted on the library door and on the website. We apologize for the inconvenience.

The hours can be found on Weigel's website - <http://www.lib.k-state.edu/architecture>

As faculty are cleaning out (purging) offices of excess, if anyone comes across publishing company's catalogs (Wiley, Norton, Fairchild, Routledge, Laurence King, Birkhauser) that will be going to recycle or trash, we would like to have them for the covers of the books to make more library book ornaments. Any extra catalogs can be placed in Weigel's mailbox on the 2nd floor.

SUMMER EMPLOYMENT

We are looking to hire a few student employees in **CNS and the APDesign Shop** for this summer!

We are especially interested in hiring equal representation across the college disciplines.

This summer promises to be very dynamic!

Interest in Computer Network Services:

1. If you are proficient in computing and other tech, are seeking flexible hours, and need experience for resume building, please consider applying.

Be advised, in addition to technology support and deployment, there is physical labor associated with these positions. You may be asked to move computers, scanners, printers, etc.

Please submit an application and letter of interest via email to: apdcns@ksu.edu

Interest in APDesign Shop:

The college shop is looking for part time to full time help for the moving of Seaton Hall and other shop/building related projects. If interested please contact Richard Thompson rht@ksu.edu for more details.

Have fabrication needs? If you have plans for using the college shop (specifically the CNC router or CNC Plasma cutter) it is encouraged to speak with Richard

Thompson (rht@ksu.edu) ASAP. In the past these machines get booked up towards the end of each semester. Even if you are not ready to build, a short conversation now could save you time and headache in the future.

[APPLICATION FOR STUDENT EMPLOYMENT](#)

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