MEETING TIME/ PLACE

Monday and Wednesday from 9:00am-11:50am. Quigley Hall Room 118

Prerequisite: ARC 231, 251, 271, ENGL 101 and major in architectural studies, interior design or consent of Department Director.

COURSE DESCRIPTION

This course will be conducted in a studio format with lectures and demonstrations. It will include in-class exercises, group discussions, and regular desk critiques. Topics covered include: research and research writing, analysis and organization of relevant information, architectural and interior design, and communication skills (model making, printed media, etc.). Please note that this course is structured in accordance with the writing portion of the Communication-Across-the-Curriculum requirements.

Students will be expected to complete periodic reading assignments and engage in discussion regarding the reading topic. Individuals will be required to research as necessary for specific topics and studio project work. While flexibility of in-class time may be necessary and may be modified to accommodate specific needs of individual exercises and projects, the basic class schedule will be as follows:

9:00-9:15    Attendance/Announcements/Questions
9:15-10:25    Lecture/Demonstration/Discussion/Class Exercise (if any)
10:25-11:50   Desk Critiques/Work Time

COURSE OBJECTIVES

Upon completion of this course, the student will have:

Developed skills in research and research writing.
Developed understanding in the fundamentals of programming in design.
Developed an ability to use precedent studies in the design process.
Enhanced verbal, written, and graphic communication skills as used in the design profession.
Developed fundamentals of design from site analysis through design development.
REQUIREMENTS

Required Text:


Recommended Text:


Organizational Supplies:
- Three ring binder (1.5" or 2" bind)
- Notebook for note taking (the size of rule used is your own preference)
- 12" roll of trace paper
- Pens, pencils, erasers
- Triangular architect’s scale
- Laptop or similar computer in accordance with the minimum requirements outlined by the architecture and interior design programs.
- Calculator
- Basic model building tools (Exacto knife w/blades, masking tape, cutting board, 30/60 & 45 degree triangles, white glue, etc.)

E-mail: Throughout the semester e-mail will be utilized to communicate important information as well as distribute assignment and project prompts. Each student must provide a valid e-mail address. Any information communicated by e-mail is the responsibility of the student, thus you are strongly encouraged to check your e-mail daily.

METHODOLOGY

This is a studio design course. However, lectures may be given at any time during the class for the clarification of assignments, for demonstration of techniques, and for the presentation of information, concepts, ideas, questions, etc.
Each student is expected to **arrive on time** and to be prepared to work, to present, or to review their project progress at any time during the scheduled studio period. In addition, students are expected **to be in studio working the entire period**. Each student is expected to **participate actively** in each session by asking and answering questions, by exploring techniques and by discussing notes, readings, concepts and ideas in an informal manner, as well as collaborating within teams as appropriate. Advance preparation is expected for each studio session.

A variety of materials will be used for each assigned exercise. The media for each of the various efforts may be very different, but they will be defined as the problems are assigned. The student may indeed experiment with various media in both 2d and 3d as each problem progresses. Please have all materials and supplies at your desk for critiques, review, and work.

Beginning the second week, each student will be required to keep a **comprehensive notebook/sketchbook** of their project research, thoughts, ideas and sketches for the semester. This will be checked by the instructor periodically. Along with physical process material, please keep an organized collection of all relevant digital information for submission at the end of the semester including PDF’s of all process and final presentation layouts along with any images and elements included on them.

**Desk Critiques:**

All 2-D and 3-D design work presented for desk critiques must be printed, sketched, or physically built. If digital media (laptop, tablet, etc.) is used, it must only be used as a supplement to the primary media.

**Friday Pin Up:**

Throughout the semester this spring, we will commonly use Friday classes to present process work we have at the time. Large and small scale printed and drawn media will be the primary tool used to conduct our presentations. Fridays will also commonly be the day of the week our projects will be due. Please be prepared to conduct a major or minor presentation every Friday this semester.

**ATTENDANCE AND SPECIAL CONCERNS**

**Attendance is required in the design studio.** An attendance sign-in sheet will be made available for the first fifteen (15) minutes of each class. It is the responsibility of each student to legibly write their name on the sign-in sheet each class. An excused absence, as defined in the university’s guidelines and with prior notification to the instructor of absence, may be accepted. You are allowed three unexcused absences in this course. Your final grade will be lowered one half of a grade, in other words 5% of your total grade, for every unexcused absence after three. Three times late to studio will be the equivalent of one unexcused absence.

For extended illnesses, it is the student’s responsibility to initiate conversation with the instructor to determine an appropriate course of action. IF ANY REASON exists which may prevent you from giving your full and undivided attention to the successful completion of this class you MUST advise me immediately. If there is any problem or concern that you have which might impact your performance in the class, please inform the instructor the first week of class.

**Note:** Any student who has a documented learning disability on file with the Disability Support Services (DSS) or the Achieve Program, and who anticipates needing accommodations in taking this class, should please notify the instructor as soon as possible. Requests for accommodations
need to be accompanied by a letter verifying any learning disability sent from DSS or the Achieve Program. Any information you provide is private and confidential and will be treated as such.

**FINAL EXAM**
The final exam is scheduled for **Friday, May 15th, 2015 at 8am**. Attending the class final is mandatory. It will be conducted in our regular studio space.

**WORK SUBMITTAL**
Work must be submitted on time, and within the parameters defined by each individual project. Projects are expected to be submitted at the beginning of class unless otherwise noted. Late work, will be accepted at a ten percent (10%) reduction each day following its original due date unless arrangements for an extension have been made prior to the due date. The instructor is not required to accommodate student schedules to minimize grade reduction in the case of late work submission. **Missed presentations will not be allowed to be rescheduled unless prior arrangements have been made with the instructor.** Exceptions may be considered on an individual basis due to extreme circumstance such as serious illness, death of an immediate family member, jury duty, etc. It is the responsibility of the student to contact the instructor in such an instance to discuss the situation.

Be sure to complete each assignment to the best of your abilities. Please note that I am more than willing to offer additional assistance to any student who may be struggling with any topic through the course of the semester during my office hours or by appointment.

If a student wishes to contest a grade earned on any assignment/project, they are expected to do so as soon as possible after the grade has been given. Unless there are highly exceptional circumstances, this consideration won’t be possible, especially in the last ten weeks of the semester.

All assignments, quizzes and projects will be evaluated and returned **within a reasonable time** after they have been turned in. Generally, this time period will not exceed two weeks.

**Student Work:**
Per SoA policy, the instructor reserves the right to keep student submissions for departmental record and use in program review sessions and/or example work for successive terms.

**EVALUATION AND GRADES**
Each project will have with it an associated set of objectives or expected behavioral outcomes. Our criteria for all courses within the architectural division of the SOA (School of Architecture) are aligned with objectives defined by the NAAB accrediting agency. Our criteria for all courses within the Interior design division of the SOA (School of Architecture) are aligned on objectives defined by the CIDA accrediting agency.

The final grade for the course will be based upon critical evaluation of the work produced in the course and your participation. The following evaluations will be made:
Project 1  15%   150 pts
Project 2  25%       250 pts
   Formal Written Component  10%     100 pts
Project 3  30%    300 pts
   Formal Written Component  10%     100 pts
Attendance  10%    100 pts
Total Evaluation                  100%     1000 pts

Point allocations are subject to change at the discretion of the instructor. All changes will be announced in class.

Throughout the semester, every student has access to their grades and progress notes online on Desire to Learn (D2L) go to https://online.siu.edu. Additionally, you may also check your standing in the course at any time during the instructors’ regularly scheduled office hours or by appointment. Students who do not officially withdraw from the course before the drop deadline will receive a grade based upon their semester average, which will include a zero for all missed assignments. Continual non-attendance of a course does not automatically drop you from the class list.

Grading Scale:

90%-100%    A
80%-89.9%   B
70%-79.9%   C
60%-69.9%   D
60% or less F

INC- A grade of Incomplete will be used only in exceptional circumstances that occur beyond the control of the student, and they must be passing the course at the time the incomplete is granted.

WF- Students who stop attending classes before the 10th week of the semester, but do not officially drop the course, will get a WF. The WF does not count in GPA but the student may have adverse effects to their financial aid for that class as a result. See the Office of the Registrar for more information.

What Is An “A”: An “A” indicates work that is exceptional, out of the ordinary, and above and beyond what was required for the project. Being in class every day and working hard does not always yield this. A grade of “A” means that you have carried one or more aspects of the project or assignment to an extent that makes the work superior in a number of dimensions.

What Is A “B”: A “B” grade indicates that what you have accomplished is strong. It is above average. It is more than required to satisfactorily complete the problem. Being in class every day and working hard does not always yield this. A grade of “B” indicates that you are going about your project or assignment in a way which distinguishes it from the average. There can be interpreted “gray” areas, but B work is meeting expectations, yet lacks something in aspects of the overall design solution or presentation.

What Is A “C”: A “C” grade means that you have met BASIC expectations of the projects. You have participated. You have accomplished the work in a somewhat acceptable manner. It does not mean you have done poorly. It means you have performed in a satisfactory way. Yet, there is definitely missing information in the design data, presentation data, overall solution, process, or alignment with quality levels defined for work produced. This again may feel to be a gray area for
the student, but there will be step-by-step evaluation of the work in progress, and a suggestion of areas for improvement. Completing a project and working hard does not carry with it the guarantee of total success. There may be some components of a particular project that are correct and others that are incorrect.

**What Is A “D” Or An “F”:** These grades indicate a substantial lack of understanding and achievement. The project or assignment does not meet requirements in a number of areas. The work presented has not been completed at a satisfactory level.

**STUDIO EXPECTATIONS**

**General:** Now is the time for you to develop good studio habits. Plan to arrive to class on time and stay for the entire class period. You may also choose to work in the studio when class is not in session. The relationships that develop between students working in the studio can be very beneficial to your academic development and success.

Students are expected to conduct themselves in a professional and courteous manner at all times, both during class time as well as when working in studio after hours. All individuals working within the studio will make it a priority to maintain the studio space as an environment conducive for learning and cultivate a positive studio culture, ie. conversations at a low level as not to distract other people working within the space, etc.

Cell phones are prohibited unless you are using them specifically for studio work. The use of MP3 players with headphones are permitted during individual studio work time and at no other time. They must be kept at a low level. If you are using technology inappropriately in the studio environment, you will be asked to put it away. If this happens a second time, you will be asked to leave it with the instructor until the end of class. If this happens a third time, the instructor may ask you to leave the studio. The School of Architecture Studio Culture Policy outlines behavior requirements as well as the process for resolving disputes. Please make yourself familiar with this document. Website: [http://www.architecture.siuc.edu/Studio%20Culture.html](http://www.architecture.siuc.edu/Studio%20Culture.html)

**Facilities:** Through the course of the semester, you are bound to spend a significant amount of time working in the studio. As the studio space is shared with many people it is important that each person be responsible for maintaining the relative cleanliness of the area. The furniture provided in studio is property of SoA; take care to maintain the condition of these items.

- The use of tobacco products of any type is prohibited at all times in all indoor areas of property owned or controlled by the university.
- The use of spray paint or adhesives is prohibited at all times in the studio and all of the Blue Barracks. Please go outside to use these materials, and place a protective sheet (or board) down to protect the environment.
- Do not in any instance cut any material directly on the desktops (use a cutting mat).

**Food:** The class session is lengthy and thus small snacks will be permitted during individual work time and break periods. Drinks are permissible at any time. However, the consumption of full meals is not permitted. If you have a concern about this policy, please see me. Outside of class times, food items are permitted at any time, but please take care to clean up after yourself.
ACADEMIC DISHONESTY
All students are expected to be academically honest. While this course is structured to encourage collaboration and peer interaction, all assignments and project designs must be your own work. Every effort will be made by your instructor and this department to discourage any acts of academic dishonesty. It is each student's responsibility to know and comply with the SIUC Student Conduct Code. Website:  http://www.siuc.edu/~policies/policies/conduct.html

STUDENT CONDUCT:

Student Conduct Code

It is each student's responsibility to know and comply with the SIUC Student Conduct Code and the “Studio Culture Policy” as described in the Architecture Student Handbook

http://srr.siu.edu/student_conduct_code/
IMPORTANT DATES *

Semester Class Begins: ...........................................01/20/2015
Last day to add a class (without instructor permission): ........01/25/2015
Last day to withdraw completely and receive a 100% refund: ...02/01/2015
Last day to drop a course using SalukiNet: .........................04/05/2015
Last day to file diploma application (for name to appear in Commencement program): ...........................................03/13/2015
Final examinations: ................................................5/11–5/15/2015

Note: For outreach, internet, and short course drop/add dates, visit Registrar's Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday 01/19/2015
Spring Vacation 03/07–03/15/2015

WITHDRAWAL POLICY – Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY – Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM CODE


MORRIS LIBRARY HOURS

http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or salukicares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring : http://tutoring.siu.edu/
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin
ADVISEMENT: http://advisement.siu.edu/
SIU ONLINE: http://online.siu.edu/
CONTRACTUAL AGREEMENT:

TO: Kristopher Teubel

FROM:

SUBJECT: ARC 252 Syllabus

I have read the course syllabus for ARC 1252 and understand the requirements for the course. I have paid particular attention to the absence policy, cell phone policy and grading policy and scale. I have also made note of the studio expectations for this semester. I understand that I am fully responsible for meeting all requirements as stated in the course syllabus.

Sign and Date