Overview
The Department of Architecture Master of Architecture Program at RIT invites students to participate and share experiences around the evolving nature of architecture, the built and un-built environments, human settlements and social, cultural, and individual conditions. With this invitation comes the requirement on the student’s part to engage in her/his course of study in a responsible, collegial and professional manner. The following Student Manual provides a basic overview of the Master of Architecture Program to complement the program’s actual mission and curriculum. Additional referencing is included in the body of the Manual.

Welcome to the Master of Architecture Program! We wish you the best as you journey through your next few years here.

Program Goals and Objectives

Program Goals
1. The program will produce broad-thinking architects well-grounded in the principles and practices of sustainability.
2. Graduates will be able to create comprehensive projects that solve problems at the intersection of architecture and sustainability.

Educational Objectives
The educational objectives of the program (as well as its vision, goal, and learning outcomes) derive from and are fully situated within the assessment superstructure of RIT.

The Master of Architecture program will:
1. Develop in its students a first-principle commitment to a fully sustainable built environment;
2. Provide students with the technical and practical knowledge necessary to develop innovative and sustainable solutions to urban problems;
3. Develop in students sophisticated skills in design, creative thinking, and problem-solving;
4. Prepare students as leaders in a briskly evolving profession requiring teamwork, business integration, and holistic thinking;
5. Provide students with the knowledge and skills necessary for internship toward professional licensure.
Accreditation

Statement of Accreditation

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program should be accredited within 6 years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards (NCARB), an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

The Rochester Institute of Technology Architecture Program is, what is often referred to as, a Type I program whereby students enter with a non-architecture related undergraduate degree and normally earn their Masters degree with 3+ years of study. The program does occasionally admit students with undergraduate background in architecture on a limited basis.

The RIT Architecture Program was granted candidacy in 2011 for the following professional degree program in architecture:

**Master of Architecture:** pre-professional degree plus 84-105 ScH graduate credits.

Projected year of initial accreditation: 2017

The architecture program, while housed in the Golisano Institute for Sustainability, maintains an affiliation with the School of Design in the College of Imaging Arts & Sciences.
Curriculum
Students are required to complete 105 semester credit hours to successfully complete the program. In unique circumstances “course waiver” or “advanced standing” status may provide for students previously meeting course requirements. For those granted “advanced standing” the requirement can be reduced (but not less than 84 semester credit hours). Designed as a full-time program, courses are offered on campus, primarily during the day. The heart of the coursework is studio-based, the remainder of the courses are traditionally classroom based. In addition to three required sustainability courses, students are required to take one sustainability elective. Students also take four graduate electives, drawn from courses offered by other colleges at the Institute. All students complete a thesis in their final year. In addition to coursework, Master of Architecture students must fulfill one co-op experience and one global experience.

Curriculum Mask

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<td>ARCH-763 Sustainable Building Metrics</td>
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<td>ARCH-790 Thesis Studio</td>
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<td>Graduate Elective</td>
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Credits 15
Total Credits = 105

Graphics 6 6%
Design 42 40%
Technology & Practice 18 17%
Sustainability 12 11%
History/Theory/Planning 15 15%
Graduate Electives 12 11%
Course Descriptions

GIS-ARCH-611 Architectural Representation I
Introduction to the range of architectural representation skills necessary to effectively document basic architectural form and space. Skill development will be both manual and digital. Class 2, Studio 4, Credit 3 (F)

GIS-ARCH-612 Architectural Representation II
Further study of architectural representation skills necessary to effectively document more complex architectural form and space. Skill development will be both manual and digital. (Pre-requisite ARCH-611 Architectural Representation I) Class 2, Studio 4, Credit 3 (S)

GIS-ARCH-621 Architectural History I
Students study global architecture from pre-history to the 15th century, including form, technology, urban context, and how architecture reflects social, religious, and political concerns. Class 3, Credit 3 (F)

GIS-ARCH-622 Architectural History II
Students study global architecture from the 15th to the 21st century, including form, technology, urban context, and how architecture reflects social, religious, and political concerns. Class 3, Credit 3 (S)

GIS-ARCH-631 Architectural Design I
Exploration of basic architectural space and form through studio design problems. Problems require understanding of elements such as spatial relationships, circulation, light, and orientation. (Co-requisite, ARCH-611 Architectural Representation I) Class 3, Studio 9, Credit 6 (F)

GIS-ARCH-632 Architectural Design II
Students will analyze and solve building based architectural design problems with a focus on residential design and other wood based structures. (Pre-requisite, ARCH-631 Architectural Design I) Class 3, Studio 9, Credit 6 (S)

GIS-ARCH-641 Fundamentals of Building Systems
Students will receive an overview of the various passive and active architectural and engineering systems that comprise a building project while focusing on wood frame construction. (Co-requisite ARCH-632 Architectural Design II) Class 3, Credit 3 (S)

GIS-ARCH-699 Co-op Architecture
This course provides a ten-week (350 hour min.) work experience in the field. (Second year program status) Credit 0 (Su)

GIS-ARCH-731 Architectural Studio I: Site
Investigation of the interconnection between architecture and the site as well as natural and man-made constraints. Basic landscape architecture topics will also be introduced. (Pre-requisite, ARCH-632 Architectural Design II) Class 3, Studio 9, Credit 6 (F)

GIS-ARCH-734 Architectural Studio II: Urban
Investigation of architectural design as a response to the modern urban context. This includes an understanding of urban design and planning, as well as community involvement. (Pre-requisite, ARCH-731 Architectural Studio I: Site) Class 3, Studio 9, Credit 6 (S)

GIS-ARCH-733 Architectural Studio III: Adaptive
This course examines the adaptive reuse of existing buildings, with implicit exposure to the basics of historic preservation. (Pre-requisite, ARCH-732 Architectural Studio II: Urban) Class 3, Studio 9, Credit 6 (F)

GIS-ARCH-735 Architectural Studio IV: Integrative
In conjunction with the co-requisite course, students will explore, undertake, and resolve an architectural design project in a comprehensive manner, guided by the principles of sustainable design. (Pre-requisite, ARCH-732 Architectural Studio II: Urban) Class 3, Studio 9, Credit 6 (S)

GIS-ARCH-741 Integrated Building Systems I
A study of architectural materials and systems that comprise a building project's site work including civil engineering and landscaping, water management, soils/substructure, and exterior lighting. (Pre-requisite, ARCH-641 Fundamentals of Building Systems) Class 3, Credit 3 (F)

GIS-ARCH-742 Integrated Building Systems II
A study of building envelopes and structural systems of non-residential buildings and their overall performance. Structural inquiry will fully cover the field of statics. (Pre-requisite, ARCH-741 Integrated Building Systems I) Class 3, Credit 3 (S)

GIS-ARCH-743 Integrated Building Systems III
Interior building components will be studied from subdivision of space to selection of finishes as related to building code regulations. Structural inquiry will continue with strength of materials. (Pre-requisite ARCH-742 Integrated Building Systems II) Class 3, Credit 3 (S)

GIS-ARCH-744 Integrated Building Systems IV
In conjunction with the co-requisite course, students will document a building design with design development drawings, including MEP with a focus on environmental systems and lighting. (Pre-requisite ARCH-743 Integrated Building Systems III) Class 3, Credit 3 (S)

GIS-ARCH-751 Architectural Theory
A survey of architectural theory and criticism with emphasis on contemporary architecture. Students will investigate, learn, and apply critical thinking, as well as communicate it to others. Class 3, Credit 3 (F)

GIS-ARCH-752 Urban and Regional Planning
This course immerses students in the field of urban and regional planning by studying and actively engaging in the planning process through projects with community agencies. (Pre-requisite, ARCH-632 Architectural Design II) Class 3, Credit 3 (S)

GIS-ARCH-753 Research Seminar/Thesis Prep
Students frame individual thesis proposals through various research approaches, critical readings, presentations and examinations of architecture; physicality, socially, culturally, historically and technologically. (Prerequisite, 60 credit hours in the program) Class 3, Credit 3 (F)

GIS-ARCH-761 Understanding Sustainability
Students will study the interaction between industrial, environmental/ ecological and social systems in the built environment by introduction of systems thinking and the multiple disciplines comprising sustainability. (Acceptance into M. Arch. Program or permission of instructor) Class 3, Credit 3 (F)

GIS-ARCH-762 Industrial Ecology Fundamentals
Students will learn how to assess the impact and interrelations of built environments on the natural environment by utilizing life cycle assessment tools and principles of sustainability. (ARCH-761 Understanding Sustainability) Class 3, Credit 3 (S)
GIS-ARCH-763 **Sustainable Building Metrics**
The measurement science, performance metrics, assessment tools, and fundamental data critical for the development and implementation of building systems associated with the life-cycle operation of buildings while maintaining a healthy and productive indoor environment. Class 3, Credit 3 (F)

GIS-ARCH-771 **Professional Practice**
Students will study the role and responsibilities of architects engaged in professional practice with focus on project delivery, management, ethics, professional development, and legal responsibilities. (Second year courses) Class 3, Credit 3 (S)

GIS-ARCH-790 **Thesis**
Students will propose, design, and defend an architectural design or research problem, while working closely with a selected faculty committee. (Prerequisite, ARCH-753 Research Seminar/Thesis Preparation) Class 3, Studio 9, Credit 6 (F)

**Graduate Electives**
Virtually any graduate level course (600 level and above) is acceptable as an elective. However, students should check with their advisor if there is any doubt as to a course’s acceptability. The Graduate Bulletin has a complete list of courses, however those listed below are particularly applicable to architecture.

The required sustainability elective may be chosen from the list below, however it cannot simultaneously satisfy a general graduate elective. If an undergraduate course of interest is found, students are encouraged to work with their advisor to have the course co-listed as a graduate course.

Students may also choose to complete an independent study (ARCH-799 Independent Study) in lieu of an elective. Up to two (2) independent studies may be taken in place of graduate electives. Students must complete an Independent Study Request Form and have it approved by the first week of the semester or term in which they plan to begin their study. Please note that it usually requires several revisions before the study is approved so plenty of lead time should be given to the independent study process.

**Environmental, Health and Safety Management**
ESHS-601 Fire Protection
ESHS-750 EHS and FM Project Management

**Facilities Management**
FCMG-660 Principles & Practice in Facilities Mgt.
FCMG-720 EHS in Facilities Management
FCMG-740 Real Estate in Facilities Management
FCMG-760 Operation & Maintenance in FM

**Hospitality-Tourism Management**
HSPT-761 Strategic Planning & Develop’t. for HT Ind.
HSPT-763 Resort Amenity and Attraction Development

**Art and Art History**
All the studio electives; CCER, CGEN, CGLS, CMTJ, CWFD, CWTD, and FNAS
ARTH-601 Forms of Inquiry
ARTH-605 Thinking About Making
ARTH-621 The Image
ARTH-671 Art & Architecture Ancient Rome
ARTH-676 Early Medieval Art
ARTH-677 Displaying Gender
ARTH-682 Medieval Craft

**Business**
ACCT-603 Accounting for Decision Makers
DECS-744 Project Management
ESCB-705 Economics & Decision Modeling
MGMT-740 Organizational Behavior and Leadership
MKTG-761 Marketing Concepts and Commercializ’n.

**Public Policy**
PUBL-610 Technological Innovation & Public Policy
PUBL-700 Readings in Public Policy
PUBL-701 Graduate Policy Analysis
PUBL-702 Graduate Decision Analysis

**Environmental Science**

**Sustainability Electives**
MGMT-710 Managing for Environmental Sustainability
ENVS-601 Environmental Science Graduate Studies
MECE-629 Renewable Energy Systems
MECE-733 Sustainable Energy Management
PUBL-630 Energy Policy
PUBL-810 Technology, Policy & Sustainability
STSO-621 Graduate Biodiversity and Society
STSO-750 Sustainable Communities
ESHS-765 Product Stewardship
ISUS-xxx All courses

The majority of studio projects involve real sites and real clients. Here the students investigate a property in downtown Rochester.
Co-op

Students are required to complete one co-op experience. This requirement is usually satisfied over a summer term but can be completed over an extended period of time through part-time employment. The minimum requirement is 350 hours.

All students seeking professional registration as an architect must earn 3,740 hours working in an intern capacity under the direct supervision of a registered architect. This program is formally referred to as the Architect eXperience Program (AXP). Students in accredited architecture programs may begin accumulating internship units (8 hours of training = one unit) through domestic or international cooperative education programs offered through their institutions, or through summer employment obtained independently by the student. (See www.NCARB.org)

RIT’s expertise in developing and managing cooperative education programs will greatly facilitate students’ ability to obtain these critical training hours. Currently, a number of local architecture and engineering firms hire our undergraduate students, and have begun hiring our M.Arch. students.

See appendix for the official Department Co-op Policy.

Global Experience

All students are required to spend a minimum of 21 contiguous days during a summer term or intercession engaged in architecture-related work and/or study abroad. RIT offers a number of international opportunities to its students.

Through affiliation with other universities and organizations (Syracuse, Arcadia, CIEE, Danish Institute for Study Abroad), students may study in western Europe, India, China, and South Korea. RIT Master of Architecture students are eligible to participate in architecture programs offered at Syracuse University centers in London and Florence. Further opportunities include faculty-led programs in Germany, Paris, and Dubrovnik, Croatia.

See Appendix for the official Department Global Experience Policy.

Special Topics

Throughout the academic year a variety of lectures, studio critiques, and special presentations on topics such as those covered in this manual will be presented. It behooves the student to take advantage of as many of these as possible. Look for the events posters and e-mail communications each semester.

Thesis

Thesis is a requirement for graduation in the Master of Architecture program and normally begins in fall semester of Year 3 with ARCH-753 Research Seminar/Thesis Preparation, and culminates in fall semester of year 4 with ARCH-790 Thesis Studio.

See Appendix for the official Department Global Experience Policy.

Studio Policy

Enrollment in the Master of Architecture Program and studio occupancy is a privilege granted to students majoring in architecture. Regarding this privilege, each student is bound to uphold this standard, through personnel performance as well as in concert with others, as in the upholding of the RIT Code of Student Conduct. Students who repeat a violation after a warning will be asked to empty their desk and will be excused from the studio. The studio is a central benefit to an architect student’s education and each student is an important participant in the overall effort to create an environment of intellectual productivity. The term “studio” refers to a series of specific, uniquely structured courses as well as a physical place founded on an educational ideal: the belief in an environment that fosters critical thinking—the forming and testing of ideas.

See appendix for the official Department Studio Culture Policy.

Advising and Mentoring

Each student is assigned an advisor upon entry into the program, and is encouraged to remain in regular contact regarding all academic and related issues during the course of study in the program and to regularly track and monitor individual progress. Students may also obtain a mentor, an architect from the area, who may be consulted on a mutually agreeable basis. Mentors are made available through our annual mentor/mentee program.

Academic Standing & Curricular Progress

The department uses a formal process during applicant review for admission to address specific placement of students with advanced standing, course waivers, and/or English placement. This is based on previous academic and/or professional experience as well as placement exams. Each student is advised of her/his status upon entry.

All students are required to maintain a minimum overall 3.0 grade point average (GPA) and satisfactory performance in all architecture courses. Failure to do so will
result in academic probation and could result in dismissal from the program, per university policy.

Following are some of the topics commonly encountered as a student progresses through the program. Seeing one’s advisor is always a good first step should questions arise.

**Tracking Progress**
Advisors monitor student progress by maintaining individual tracking sheets. These are updated each semester and shared with students so as to illustrate progress in the program.

**Independent Study**
If available electives do not satisfy a particular need, students are encouraged to consider an independent study - usually for 3 credits. The student is responsible for writing a proposal, securing a faculty advisor, and then obtaining departmental approval. Of the five required electives, a maximum of two (6 credits) may be satisfied with independent study courses. A sample Independent Study Proposal form may be found in the Appendix.

**Course Waivers**
At the time of application each student’s transcript was studied in detail and appropriate waivers given. However, if at any time a student feels that a previously taken course may satisfy a program requirement she/he may request a course waiver. A sample Course Waiver form may be found in the Appendix.

**Academic Probation**
Should a student’s grade point average fall below 3.0 she/he is subject to probation. See RIT Policy D05.1 Academic Actions and Recognitions (http://www.rit.edu/academicaffairs/policiesmanual/d051).

**Leave of Absense**
Should it be necessary to request a voluntary leave of absense, students must complete a “Leave of Absense Request Form.” Additionally, information can be found in RIT Policy D02.1 Student Leave of Absense (http://www.rit.edu/academicaffairs/policiesmanual/d021).

**Facilities and Equipment**

**Facilities**
Students generally have full access to Department facilities with the use of their institute ID cards. Hours and times may change throughout the year and will be posted and/or announced. The Department of Architecture has dedicated space as follows.

- Studio, Classroom, Resource Room, Print/Plot Room; SLA-1465 suite (referred to as Bay 3)
- Studio, Resource Room; SLA-1220
- Studio; SLA-2200
- Sustainable Building Materials Lab (SBML); SUS-3200

In addition to dedicated space, students have limited access to shops and computer CAD Graphics labs in the College of Imaging Arts & Sciences as well as other spaces and resources in GIS such as the Decision Theatre (DT) and the “Sunrise” and “Sunset” collaboration rooms. As RIT students, access to all general computer and other support labs is available during the posted hours.

**Equipment**
The Department has available a variety of equipment that students may use for their coursework and research. Some of the devices such as printers, plotters, and scanners are readily available. Other devices may be accessed by contacting the student assistant responsible for overseeing student use of equipment and for providing basic training. Some of the larger devices are shown on the following pages.

Architecture students also have access to the 3-D Design Shop in the College of Imaging Arts and Sciences (CIAS). Students will be trained in safety procedures before they are allowed to use the equipment. In addition, RIT offers “The Construct at RIT” (http://hack.rit.edu). This resource provides a variety of equipment and tools on a first come-first serve basis.

**Computer Resources**
The Department provides some computers in studios and classrooms but every student is expected to have her/his own computer. Many key applications are available to students free of charge and others may be purchased at the RIT bookstore at a very reasonable student price.

The Department maintains a server with large storage capability. Class files are stored there and every student has access to a partition where they may store their own files.

Please note that the Department does not guarantee full and complete electronic storage on its servers. Thus, students are highly encouraged to back up any and all material on her/his personal hard drive(s).
Shown above are some of the many pieces of equipment available in the CIAS Shop. They include a variety of wood saws, sanders, and drills. With special permission students may also use metal fabricating equipment.
Copier, printer, scanner located in some studios.

Plotter; one available in the main studio, another in the Sustainable Building Materials Lab.

Large scale scanner available in the main studio suite.

Miscellaneous measuring devices; temperature, humidity, sun, wind, illumination, air movement, distances, etc.

3D Printer located in the Eco-Design Lab.

Laser cutter located in the Bay 3 Studio area.

Copier, printer, scanner located in some studios.
**Connect to Server: Macintosh**

From the finder

*Go > Connect to Server . . .*

Type in the appropriate server address in the dialog box.

smb://itsnas02/gis/arch/faculty
smb://itsnas02/gis/arch/courses
smb://itsnas02/gis/arch/students
smb://itsnas02/gis/arch/public

To save this location click the “+” next to the address window. It will appear in the favorites list the next time you connect.

**Connect to Server: Windows**

Double click the Computer icon. Or from the Start button go to Computer.

Type in the appropriate server address in the address window of the dialog box and <Enter>.

\itsnas02\gis\arch\faculty
\itsnas02\gis\arch\courses
\itsnas02\gis\arch\students
\itsnas02\gis\arch\public

A list of folders will appear. You may access yours directly or drag it to the desktop so that it will be available to you during your next session.
Faculty and Staff

Faculty and staff are dedicated to our program and here to assist in guiding students towards their success in the program. A student’s primary advisor will be one of the Department of Architecture faculty. Full-time faculty members who teach our sustainability courses are also listed since they are well connected to our program. Adjunct faculty are practitioners from the area that bring expertise to the program in a variety of capacities.

Dennis A. Andrejko, FAIA
Department Head

Donna Podeszek
Admin. Assistant

Jules Chiavaroli, AIA
Co-op Coordinator

Dr. Giovanna Potesta
Associate AIA
Thesis Coordinator

Nana-Yaw Andoh
Associate AIA
Global Coordinator

Dr. Callie Babbitt
Dr. Tom Trabold
Dr. Gabrielle Gaustad
Dr. Roger Chen

Richard Napoli, AIA
Architect

James Yarrington, AIA
Architect

Dr. Erinn Ryen
Intern Architect

Michael Place
Architect

Alissa de Witt-Paul, RA
Architect

Trevor Harrison, AIA
Architect

Department of Architecture

Sustainability Faculty

Adjunct Faculty
Student Manual
Appendix A

Policies
Co-op Policy
Global Experience Policy
Thesis Policy
Studio Culture Policy

Following are important policies for the Architecture program. Some policies require submission and/or approval forms. These are interactive PDF files that may be found at the architecture student site on myCourses.

Go to your myCourses page and look for:
  Communities
  Architecture Student Forum
Overview

One of the program requirements in the Master of Architecture program is to complete a co-op work experience. Following are guidelines to assist the student in preparing for and completing co-op.

What are the goals of co-op?

1. To gain work experience in the architecture, engineering, and/or construction industry.
2. To provide the student with a better understanding of career options, work conditions, and work expectations.
3. To enable students to better select a career preparation focus for remaining program study.

What does the co-op consist of?

The co-op work experience is a number of things and each of the following must be satisfied in order to satisfy this requirement.

1. Co-op is a course (ARCH-699) that you must take while working on your co-op job. You will not earn a letter grade for the course, rather you will receive either an "S" for satisfactorily completing the course, or a “U” if you don’t.
2. It is a real world job that must last ten weeks or 350 hours minimum.
3. It is part of RIT’s extensive co-op program requiring you and your employer to register and report on the RIT co-op website.

What kind of jobs qualify?

Just about any job in the architecture, engineering, or construction industry is acceptable. The job must be related to architecture and must require you to travel to a place of employment, i.e. you can’t be a contract worker based out of your home. Before you begin your job you must make your intentions known to the Department of Architecture to get your job approved. Failure to do so may result in your work experience not satisfying the co-op requirement.

Suppose I’ve already worked in the field?

If you feel you have satisfied the requirement already, submit a Course Waiver form for consideration. We encourage you to complete more than one co-op for additional work experience.

What if I can’t find a job?

It’s not always possible to find a job where and when you would like. You should consider jobs at different locations or jobs at organizations that you might not otherwise think about. If you still are unable to find employment you may drop the course and try at a different time.

What if I don’t work the min. 350 hours?

If this happens you will be given an incomplete (“I”) for the term. This grade will stay in affect until such time as you complete the co-op. If possible you may work part time while attending classes to attain the 350 hour minimum.

When does co-op happen?

Normally it is easiest to complete your co-op over a summer term. This can happen during any one of the three summer terms that occur in the program. A part-time job can qualify for co-op as long as you compile at least 350 hours. This could take most of the academic year. You would register for the co-op course during the term you would expect to complete the co-op but register at the RIT co-op website when you begin the job.

Where can you work?

Your work can be in a small office, large office, corporate design or construction unit, or in a government agency as long as it is related to architecture. You can work in your home town, Rochester, in the United States, or in another country. In fact RIT has a work abroad program that could satisfy both your co-op and global experience during a single term.

Final Considerations

There is no substitute for hands-on experience especially in concert with your formal education. A co-op experience can be a pivotal part of your overall education. You could be earning credit towards your internship on your way to licensure. In fact you may find that your coursework is easier after your co-op job.

Further Information

For further information visit the RIT co-op website. It has a wealth of information about preparing for a job, finding one, and many other helpful resources. The site also has a link to JobZone which is a direct source for finding a job.

http://www.rit.edu/emcs/oce/

You might also wish to set up a meeting with one or more of the following advisors.

Jules Chiavaroli — jjcnct@rit.edu
Department of Architecture Co-op Coordinator

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Office of Co-op and Career Services

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— Co-op Policy —
Overview

Completion of a Global Experience is a requirement for all students in the Master of Architecture program at RIT. There are four options available to students which are outlined in this document.

What are the goals of the Global Experience?

1. For the student to become immersed in a significantly different culture than their own so as to develop a sensitivity to, and initial understanding of that culture.
2. For the student to study a foreign culture in order to understand how the vernacular architecture is a result of the culture’s influences on form (history, culture, geography, religion, society, etc.)

The overarching goal of the Global Experience requirement is to encourage RIT Architecture students to experience a culture that is different from their own. Thus, depending on the student's home or native country, global experience options may vary significantly. The idea here is to grow, not go back to what you know.

Can a previous experience count?

In rare circumstances a previous experience, such as an undergraduate semester abroad program, can satisfy the RIT requirement. In general such a prior experience must be of sufficient length and be architecturally oriented. In all such cases the student must seek approval by submitting a course waiver form with full documentation of the experience.

What are specific requirements?

Regardless of what option the student chooses for completing the Global Experience the following requirements must be met:

- The experience must be a minimum 21 contiguous calendar days not including travel days.
- The experience must occur between acceptance into the program and before degree certification while actively enrolled.
- The experience must be documented.
- The documentation must be submitted within one month of the date of return from the experience.
- The documentation presented must represent a Global Experience conducive with the program goals.
- All Global Experience requirements are subject to review, certification, and approval by the M Arch faculty and the RIT Study Abroad Office. A Global Experience Approval Form must be submitted and approved before the experience begins.

What is the required documentation?

The student and her/his advisor need to discuss and determine a “deliverable” for the chosen global experience. Since there are several experience options available deliverables may vary. As a minimum the student must deliver the following:

1. A presentation to the Department not later than the academic year after the experience.
2. A document that addresses the goals of the program. The document must not only record the experience but must also analyze and synthesize the student’s findings. The student must effectively explain how the architecture is a function of geography, culture, history, religion, etc. (As noted above this is due one month after the student’s return in both physical and digital form.)

When can the experience occur?

Usually the experience happens in one of the summer terms while in the program, including the summer before beginning course work. However it is possible to complete the requirement during the winter intercession or during the fall or spring semesters. See the options that follow.

A student may choose to travel during a fall or spring semester but this could affect one’s academic progress and put the student out of sequence in the M Arch program. Students should discuss this option with their advisor to reveal all of the ramifications.

What about international students?

By attending RIT in the United States, international students are already well on their way to satisfying the Global Experience requirement. However, simply immersing oneself in the culture of RIT and Rochester is not sufficient.

An additional activity is required to round out the US experience. This activity can take any number of forms including, but not limited to:

- A second co-op with a focus of study and a concluding report
- The study of the culture/region/context of another location within the United States
- Taking a standard trip abroad like US students to another country other than their own

In all cases the Global Experience must be pre-approved by the Department. International students
should use the Global Experience Approval Form to request approval for their chosen activity.

**Can I work abroad?**

By working abroad it is possible for a student to satisfy the required co-op and Global Experience at the same time. Visit the link that follows for more information.

**Resources**

Each year the Department of Architecture conducts an informational meeting to assist students in planning for their co-op and Global Experience. All students should attend this meeting since representatives from support departments will also be present. It is the most efficient way of obtaining the information needed to make decisions on these two program requirements. In the meantime, the following RIT websites are the source of very helpful information as well as a session with the student's department advisor.

http://www.rit.edu/emcs/admissions/academics/experiential/study-abroad

http://www.rit.edu/emcs/oce/employers/work-abroad-program

**Process**

1. Talk with the your advisor and/or the global experience advisor to discuss your ideas.
2. Once you decide, complete and submit a Global Experience Approval Form.
3. Upon your return you must submit a report within one month and give a presentation to the Department faculty and students.

**Global Experience Options**

**Option 1 – Credit Bearing**

Attend the RIT Department of Architecture sanctioned program at the Danish Institute for Study Abroad.

**Benefits:**

- All logistics and arrangements are included
- Structured (helpful if you are inexperienced at traveling abroad
- Typically costs are included
- Pay less per credit than usual RIT tuition
- RIT will assist with visas and paperwork
- RIT provides emergency assistance
- Just pay and show up
- Designed by RIT faculty
- Financial aid and loans may be used to pay for the program
- RIT guarantees credit transfer articulation
- You travel with people you know
- RIT faculty assesses your work and provides feedback throughout

**Drawbacks:**

- Structured program so less flexibility is possible
- You travel with people you know

**Option 2 – Credit Bearing**

Attend a program sanctioned by another architecture school such as the Syracuse University Italy Program.

**Benefits:**

- Greater flexibility in places to visit and credit vs. non-credit options
- Typically costs are included
- Credits are earned while traveling, although these may or may not transfer RIT
- You get to study and travel with other architecture students

**Drawbacks:**

- Requires research on applying
- Credit must be transferred to RIT
- No RIT assistance with visas & paperwork
- No RIT emergency assistance
- Financial aid typically not applicable to program
- Can be expensive

Brazilian Lis Cavalcante studied the architecture of California over an intercession as a global experience.
Option 3: Non-Credit Bearing (organized)
Attend a program offered by a non-academic organization such as Habitat for Humanity.

Benefits:
- Allows for non-course options
- Travel and experience oriented, no stress about academic performance
- Experience can be significant
- No bureaucracy related to credit transfer or finances

Drawbacks:
- Requires research on applying
- No RIT assistance with visas & paperwork
- No RIT emergency assistance
- Financial aid typically not applicable to program
- No credit earned
- Can be physically more demanding

Option 4: Non-Credit Bearing (self-initiated)
The student designs and creates his/her own program at a location of their choosing.

Benefits:
- Most flexible of all options
- Provides a true opportunity to experience the culture chosen
- Possibility that money can be earned but visa limitations must be investigated
- Only one approval is necessary, otherwise no red tape or applying is usually necessary

Drawbacks:
- Student is responsible for everything
- No RIT assistance with visas & paperwork
- No RIT emergency assistance
- Financial aid typically not applicable
- No credit earned
- Planning and lead time are substantial
- Language and cultural barriers might present a challenge

James Reynolds had the ultimate experience, he simultaneously completed his global experience and co-op requirement while working for a planning organization in China.
Overview

Thesis in the RIT Department of Architecture is governed by RIT Institute Policy, D12.0, Graduate Requirements. This document is intended to help clarify the policy and amplify situations that are unique to the Architecture Program. In the event of any discrepancy between this document and Institute Policy, the current Graduate School and RIT policy will prevail.

The complete text of D12.0, Graduate Requirements is available online, at: [http://www.rit.edu/~w-policy/sectionD/D12.html](http://www.rit.edu/~w-policy/sectionD/D12.html)

Information about RIT thesis requirements is available online, at: [http://infoguides.rit.edu/thesis-services](http://infoguides.rit.edu/thesis-services)

Introduction

All candidates for the Master of Architecture degree at RIT must complete a minimum 6 credit hour Thesis. If a student requires additional time to complete his/her Thesis additional credits must be taken to do so. This is done by registering for ARCH-791 Continuation of Thesis.

The Department of Architecture offers two separate but equivalent ways for students to undertake their Thesis investigations:
- Design Option
- Research Option

Students should choose the option that best accommodates their goals and working methods.

Goals

1. The master’s Thesis should be evidence of the graduate student's ability to carry out - in a comprehensive manner - an independent investigation and to present the results in clear and systematic form.
2. Preparing a Thesis assures students’ expertise in a chosen area of architecture and reinforces a systematic, critical approach to architectural design.

The Process

ARCH-753 Research Seminar/Thesis Prep is the course that triggers the start of the thesis process. The course is typically offered in the fall semester of year three of the program and ARCH-790 Thesis occurs one year later (although in some cases Thesis may occur the very next semester). The interim time includes one intercession, one full semester, and one summer term. Students are expected to utilize this interim time to complete preliminary work on their Thesis. Following are the basic steps involved:

1. Develop a Thesis proposal in ARCH-753. This should be complete but is also considered a draft so subsequent changes are still possible.
2. Propose a Thesis Committee by the end of the ARCH-753 course.
3. Seek approval of the Thesis proposal by the Department and the Thesis Committee. The approval form becomes part of the final Thesis submission. Refinements to the proposal should occur over the intercession and the form should be completed by the end of the first week of spring semester.
4. Preliminary research occurs during the spring semester and summer term.
5. Core work on the Thesis occurs in the 790 Thesis course working directly with the student's thesis committee. At the end of the semester all Thesis work needs to be defended in an open forum and a formal bound thesis document filed with the Wallace Center.

Thesis Committee Composition

The Thesis Committee must be made up of three full-time faculty members of the RIT academic community, at least two of which must be full-time faculty members. The committee chair must be a member of the Architecture faculty. It is highly recommended that at least one member have expertise in the subject of the thesis. This may very well be a faculty member from another department or college at RIT.

Students may select other committee members such as adjunct faculty members, mentors, or professionals from industry, however these members should be viewed more as consultants. It is usually too much to ask of such individuals to attend all meetings and make detailed comments on the thesis document. However they should be made to feel as much a part of your committee as possible and be offered the opportunity to sign off on your document.

Thesis Studio Course (ARCH-790 and 791)

Students who have completed three years of study (or its equivalent as determined by the faculty), and have successfully completed ARCH-753 Research Seminar/Thesis Preparation may register for ARCH-790 Thesis for 6 credit hours. Immediately upon registration a designation of ‘R’ will be issued on the student’s official transcript but with no credit hours earned. If a student does not complete his/her Thesis during ARCH-790, work must continue in ARCH-791 Continuation of Thesis. The credit is variable (increments of 0–3 credit hours) but is generally 0 or 1 credit hours. Students
must continue to register for ARCH-791 each semester (including summer term) until the Thesis is completed. If ARCH-791 is required the student should register for 0 credits and will thus not be charged tuition. This can only be applied once. If subsequent work is required the student must register for 1-3 credit hours and will be billed accordingly. There is no tuition charge for ARCH-791 during the summer term, however if the Thesis is not complete, the student must register during this term. If a student registers for ARCH-791 Continuation of Thesis 1 credit at a time, he/she will only be charged for one credit for up to 7 semesters, thus allowing for seven semesters in addition to ARCH-790 Thesis Studio. If a student registers for a semester at 3 credit hours, he/she will be charged for the total amount of credits but will shorten the number of available semesters to complete the Thesis. A student who undertakes the Thesis must understand that there is a commitment to the project that is not defined by a finite amount of time (e.g., the duration of a semester or year). Credit for a Thesis course cannot be earned until the Thesis has been completed and approved at all levels. That process does not end simply because a semester ends. Variable credit allows graduate students flexibility to meet financial aid criteria or visa restrictions. Therefore, students should research credit hour limits as they may impact finances or visa. Situations vary from one student to another.

**Impact of an ‘R’ grade**

Thesis credits do not affect GPA. A designation of ‘R’ is given upon registration for ARCH-790 Thesis. At the completion of the Thesis itself (ARCH-790 plus subsequent enrollment in ARCH-791 as necessary) the ‘R’ designation will carry a note on the student’s transcript indicating completion and ultimately indicate on the transcript as 6 credit hours earned.

**Thesis Content**

**Design Thesis/ Research Thesis**

Whether the Thesis is design based or research based the end product is a research document that must be published according to RIT guidelines. A design based Thesis is somewhat of a misnomer because a considerable amount of research is required before a design can be executed. The resulting design drawings are part of the research results and simply become part of the research document.

**Organization of Thesis**

The organization of a Thesis will vary considerably based on the student’s project, research, the process, and the outcomes. This will depend on the advisor and the committee, the nature of the Thesis, the field of study, and the author. However, every Thesis must contain a title page, abstract, table of contents, introduction, some form of historical (precedent or literature) review, and references. The arrangement and nature of the parts of the Thesis body can be varied to improve the clarity of exposition. The following listing gives the arrangement of the parts of a typical Thesis (serving only as a guide):

Approval page (All members of the Thesis Committee must appear by name and rank/title with original signatures in black ink)

- Title Page
- Copyright Page
- Acknowledgments (optional)
- Preface or Foreword
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- Introduction
- Historical Review (or Precedent or Literature Review)
- Materials and Apparatus
- Method of Procedure
- Results (essentially the design in a design thesis)
- Discussion/Conclusions
- References
- Appendices
- Sources Cited

**Design Thesis Guidelines**

This document and RIT policy tend to focus on research theses. Design theses are a more practical way of completing architectural inquiry. Students research a particular issue and execute a design as a way to express their inquiry results. Following are typical expectations of a design Thesis, note how they parallel the Research Thesis organization noted above.

**Preliminary Work** (after ARCH-753 but before ARCH-790)

Precedent: A written and graphic investigation of what prior solutions have addressed the selected problem, i.e. case studies.

Context: A narrative of the contextual factors (culture, economy, geography, etc.) affecting the Thesis project.

Site Analysis: A written and graphic investigation of natural and man-made site conditions such as existing

--- Thesis Policy ---
structures, topography, soil conditions, water, vegetation, sun and wind data, views, nature of surrounding properties, zoning codes, traffic, and any other conditions that would affect the project.

Program: A narrative supplemented with data quantifying the requirements of the Thesis project. This includes required character, space needs, and adjacencies.

Feasibility Study: A narrative with supporting data illustrating the feasibility of the project both financially and practically.

Thesis Work (during ARCH-790 and 791)

Schematic Design: A complete schematic design with primarily graphic material that represents a successful solution to the posed problem. This work is very similar to what is done in previous studio courses. Drawing types vary with project but should include diagrams, plans, sections, elevations and/or 3-D views sufficient to represent the project solution in full.

Design Development: An investigation of how the solution will be executed. This work is very similar to what is done in building systems courses but need not be as extensive. It should include some of the following as appropriate for the project:

- Zoning code analysis (open space, coverage, setbacks, etc.)
- Quantifying site components such as parking, lighting, walks, and landscaping
- Determining building envelope including compliance with energy code requirements at a minimum
- Building code analysis fixing use/occupancy, area, building type, and fire ratings
- Interior development indicating compartmentalization and egress that satisfies building code
- Structural system selection and preliminary sizing of members
- Selection of Mechanical, electrical, and plumbing systems

Thesis Defense

The Thesis must be presented in a public forum and broadly advertised on campus for at least 7 days beforehand. A flyer posted in and around studio is not sufficient. An electronic flyer sent to the entire campus is suggested as a minimum. Thesis defenses are generally scheduled during the twelfth week of the semester. This will allow time to assess feedback, make final edits to the thesis, and submit it for approval and binding.

The presentation is a summary of the thesis document thus the thesis document must be substantially complete before the student attempts to defend. A draft of the substantially complete document must be submitted to the committee for their review and to receive their approval to schedule the defense. All members of the Thesis Committee must be present at the defense.

Binding and Publication

The student is responsible for conforming to all RIT Institute regulations regarding the publication of theses. These regulations are detailed and specific — exceptions are not made. Students are encouraged to research these regulations in advance of preparing their Thesis documentation. Typically letter size (8.5” x 11”) portrait documents are standard, odd sizes are not permitted. Drawings in a design Thesis should be reduced to tabloid size (11” x 17”) and folded to letter size.

A “permission to reproduce” form should be signed by the author and must accompany the Library copy. This form will be permanently bound into the Library copy. It is the responsibility of the student to pay the necessary charges for reproduction and binding of the Thesis. The current charge is $17.00 per copy. This charge is to be paid to Student Financial Services and credited to the Wallace Center bindery account number 1-9-000-610-436-88.

Prior to binding, the original and two copies must be handed into the Department of Architecture Office after signed approval by the student’s Thesis Committee. Two of these copies are for archival purposes, one to transmittal to the RIT Library and one to the faculty advisor (sometimes copies may be filed electronically, check with your advisor). All copies of the Thesis must be signed by the Committee Members on the approval page before binding may take place.

Accuracy and Grammar

The Thesis must be written in an acceptable literary format and style (suggestions and resources are available at the Wallace Center). The Thesis must be written in English and meet the requirements for correct sentence structure, spelling, punctuation and technical accuracy. Students are encouraged to hire or consult a proofreader, editor, and/or grammarian to ensure a high editorial standard. The chair of the Thesis Committee, department head, and/or Dean of Graduate Studies may determine that the Thesis does not meet minimum standards.

Embargo

A student who wishes to restrict or prohibit the reproduction of his or her Thesis (from the copy available in the Library) may use a special form from the RIT Library. This form is bound with the Thesis and prevents any unauthorized reproduction.
Completion of Thesis
Once a student’s work has been completed and the Thesis is approved and accepted by the committee, the department, and has been filed and accepted by the RIT Library, the Department of Architecture and GIS will certify the student for graduation internally, provided all other graduate requirements have been met. In addition to the bound copy required by the Wallace Center, the student is required to submit a bound copy to the Department of Architecture.

Resources
Thesis guidelines are available from RIT Libraries online at: http://infoguides.rit.edu/thesis-services
Students are encouraged to visit the RIT Library for guidance and information. Student theses are available for review at the RIT Library and other regional libraries (University at Buffalo, Cornell University, and Syracuse University.) Students are encouraged to review the work of other successful Thesis students in advance of preparing their Thesis documentation.

Academic Dishonesty

Policy
As per RIT Institute Policy, Academic Dishonesty falls into three basic areas: cheating, duplicate submission and plagiarism: Cheating is any form of fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation. Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses. Plagiarism is the representation of others’ ideas as one’s own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g., books, journals, internet) and does not provide quotation marks, or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student is guilty of plagiarism. Students are urged to use diligent care in the preparation of their Thesis to ensure none of these event could be charged.

Consequences of Academic Dishonesty
Any act of Academic Dishonesty will incur the following possible consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign an “F” for the offense, or to assign an “F” for the entire course. The instructor will inform and, if possible, meet with the student concerning the decision reached on the “F” for the offense, or the “F” for the entire course or Thesis course sequence.

The student, as author, is solely responsible for the accuracy of the Thesis, and for any copyright, or other, infringements. Additionally, the student is solely responsible for civil or criminal suits which may arise from the Thesis. Under those circumstances, the University may review the granting of the degree in which the Thesis was submitted and revoke the degree if such action is deemed appropriate. The student is responsible for adhering to the Thesis requirements, as well as any additional requirements specific to his or her degree granting program.

Additionally, a student may face academic suspension and/or dismissal from the Institute. (See D17.0, Academic Conduct and Appeals Procedures,” and D18.0, “RIT Student Conduct Process.” available online, at: http://www.rit.edu/~w-policy/
Ethos / Overview
Enrollment in the Master of Architecture Program and studio environment is a privilege granted to students majoring in our Program. As such, each student is bound to uphold this standard, through personnel performance as well as in concert with others. The term “studio” refers to a series of specific, uniquely structured courses as well as a physical place founded on the educational ideals and the belief in an environment that fosters critical thinking, explorative forming and testing of ideas, and professional development. Interwoven into these ideals is that sustainability is a fundamental requirement of all building design and operation, and architects are positioned to propel and ensure the highest quality instantiations of sustainable design, materials and construction, and - by proclamation in this studio policy - studio operation and use. Overall, our Program is grounded in these ideals and underscores the following essential values (referenced from the AIAS Studio Task Force Report):

A Culture of Optimism – Hopeful that architecture will make a difference to society, and confident that success within the profession or related discipline is possible.

A Culture of Respect – Respect for the individual, the community, ideas, diversity and the physical space.

A Culture of Sharing – Collaboration, interdisciplinary connections and successful oral and written communication are embraced.

A Culture of Engagement – Promoting leadership to foster engagement within communities, among clients and users, and around social issues.

A Culture of Innovation – Encouraging critical thinking, fostering risk taking, and promoting creativity.

Criteria / Standards / Principles
The model studio environs go much further than merely to establish a place of inspiration and collegiality. It upholds a mutual attitude of respect and tolerance among faculty and students; embracing diversity and understanding that cooperation between, and discourse among diverse perspectives within the Program is one of our greatest assets. Our working model asserts a culture of respect and innovation within the Program by allowing ideas, processes, and products to develop freely.

1) Students must conduct themselves in a professional manner at all times and show consideration for fellow studio residents and faculty. The RIT Code of Student Conduct shall be adhered to.

2) Students should remain alert and mentally attentive.

3) Students must respect the work, materials and work areas of fellow students by maintaining clean, orderly and organized commons areas and not interfering with work areas belonging to others. This includes the respect of shared and common areas. These areas are to remain the exclusive use for common work and engagement and not for individual use. In addition, use of the commonly shared desktop computers shall be limited in length to be respectful of others to have access when necessary.

4) Students must observe the principles of good citizenship by being active and contributing participants; and being respectful of the contributions and perspectives by others.

5) Collaboration, discussion of diverse opinions, critical thinking, creative inquiry and expression around design are encouraged to promote a culture of innovation, exploration, and discovery.

6) In instances of conflict, the highest standards of ethical, professional behavior – as outlined in the RIT Code of Student Conduct – will be our guides. All issues will be handled in a constructive manner with respect, discretion, and humility.

7) Students must maintain a healthy lifestyle to contribute to a healthy and productive studio environment. It is the instructor’s responsibility to distribute an equitable and balanced workload throughout the semester, while being mindful of a student’s overall academic, professional and personal growth and development. It is the student’s responsibility to develop, adopt and employ personal time-management skills to meet responsibilities in and beyond the classroom.

8) Students recognize and understand that under no circumstances is smoking allowed within or around the exterior of the studio environs. RIT has a “restricted use” policy governing smoking on campus, limiting smoking to six designated areas only.

Operation
Overview
1. All RIT tools and equipment must remain accessible to students for use in class and the studio.

2. Substantive changes to the physical studio layout, changing space assignments, or moving furniture to other locations is not permissible without the consent of the program head or a studio instructor.

3. On a regular basis, student groups using common work areas must clean up when finished and return
tools and equipment to their proper storage locations.

4. Behavior in studio should follow a model of respectful collaboration providing each student and faculty the possibility of a pleasant and productive work environment. It is each student's right to have workspace setting conducive to a healthy learning environment.

5. Plotting and work preparation should be done well in advance of routine desk crits or presentations.

6. Attendance and participation in all assigned reviews is required. Active dialogue is encouraged among critics, professors, and students with the common goal of discovery and invention. In order to benefit from reviews, students and faculty must be considerate of each other's time by participating in thoughtful discussions specific to the topic.

Safety
1. Students must observe all safety criteria and regulations as outlined and enforced by RIT Facilities Management and Occupational Health and Safety.

Security
1. All students registered for design studios will have swipe card access. Open access by others not officially a part of our Program is prohibited.

Storage
1. Care of drawings, models and all other work through proper storage on or in desks, or in assigned areas for long term storage, is required at all times.

2. All academic work shall be thoroughly documented and students shall prepare and submit digital files of all curricular work from the entire year – both from studio and classes - to their respective faculty at the conclusion of the Spring semester. In addition, any work identified by faculty as archival or as exhibits for accreditation will be collected by faculty and in consultation with the student, and stored separately for appropriate documentation or preparation.

Disposal
1. Dispose of trash in receptacles rather than on the floor. Practice principles of sustainability on a daily basis. Dispose of and recycle all materials properly, safely and sustainably.

2. Upon completing the studio at the end of each term - Leave the studio as clean and as orderly as you found it. Models, drawings, and other material left in studio beyond the due date for their removal at the end of each semester, inter-session or summer term, will be discarded.

Furniture
1. *Desks and Drawing Equipment* - Your assigned desk, the walls, partitions and immediate space it occupies is assigned during a school term for your personal use related to academic inquiry and should be treated accordingly. Any theft should be reported to campus security immediately. All students are to have the necessary tools to work at all times. No motorized tools, other than those approved by a studio instructor are allowed in the studio space at any time.

Space / Walls
1. All studio space and wall areas, other than those areas as a part of a studio work station is understood to be common property and use of these areas subject to the determination of the faculty and shall not be used for any other purpose.

Faculty, Student and Staff Engagement
The Studio is the centerpiece of architectural education and the vehicle from which to impart the Program's pedagogy. Studio conduct must therefore be of the highest ethical standard and the instructor must be held as a model of such behavior.

Studies may engage in real projects, but only for the academic benefits of such engagement to both the student and the community and in keeping with all University policies regarding such matters.

Throughout the program where quasi-professional work is often the form of community service and/or assistance, special care should be taken to ensure clarity of purpose for the exercise and identify associated costs and fees, ahead of the service event.

An instructor's engagement in design studio teaching should be selfless pursuit imparting knowledge of architecture and searching collectively for new and time honored ways in which design improves the quality of life, protects the settings where life unfolds and stimulates the universal human desire for beauty.

Faculty/Staff Interaction – Student/Staff Interaction - Faculty and Students understand that staff are assigned work by other faculty, administration and university programs, departments and centers, and shall be respectful of their time and professional duties.

Faculty/Student Interaction
- Good judgment in deciding when, where and how to converse, communicate and document information with students regarding sensitive issues should be exercised. All dialogue shall be non-confrontational and professional with wording and communication, and operate within RIT policy and standards.
Faculty/Faculty Interaction –
Faculty understand that the university setting is an environment where ideas can be discussed in a courteous and collegial manner, and differences of opinion should be respected.

Faculty Workload Expectations –
All faculty are expected to make time outside of class for additional contact time with students through identified office hours.

Student/Student Interaction –
As a professional program, it is understood that all students are expected to interact in a professional, respectful and collegial manner, similar to faculty/faculty interaction described above.

Enforcement
Addressing deviations from this policy shall be through professional and collegial dialogue and exchange among participants. Should concerns by students regarding adherence to the items in this document surface, these should first be discussed for resolution between/among the parties involved in a professional and courteous manner. Should concerns remain unresolved, attention should be brought to the course instructor and/or advisor for resolution. Faculty and staff should address concerns with the department head.

At any time, students faculty, and staff are free to express concerns, either in person and/or in writing, to the department head. Again, as mentioned earlier, RIT’s Code of Student Conduct shall serve as a guide for enforcement and resolution; and as such is incorporated by inference.

Review
This document will be reviewed and updated every spring semester in even numbered years by a committee representing both faculty and the student body.

Date Adopted/Updated
September, 2012
August, 2014
August 2016