RIT | Rochester Institute of Technology

Department of Architecture

Master of Architecture Program

Student Manual

2019 - 2020

RIT

Golisano Institute for Sustainability

College of Art and Design

Rochester Institute of Technology

ARCHITECTURE

Manual

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Overview

Welcome to the Master of Architecture Program! 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.

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 on NAAB-Accredited Degrees

In the United States, most state registration boards require a degree from an accredited professional degree program as a pre-requisite 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.

Rochester Institute of Technology Golisano Institute for Sustainability offers the following NAAB-accredited degree program:

Master of Architecture (non-accredited undergraduate degree + 105 graduate credits)

Master of Architecture (non-accredited undergraduate degree in architecture + 78 graduate credits)

Initial Candidacy granted: 2011

Initial Accreditation: 2017

Next Accreditation Visit: 2020

The RIT Architecture Department is proposing an alternate track for completion of the Master of Architecture degree, to be offered online beginning in September 2020. The online track is pending authorization from the NAAB at its July 2020 meeting.

The architecture program, while housed in the Golisano Institute for Sustainability, maintains an affiliation with the School of Design in the College of Art and Design.

Curriculum

Students are required to complete 105 semester credit hours to successfully complete the program. Designed as a full-time program, courses are offered on campus, primarily during the day. The core of the coursework is studio-based design. Technical courses and electives are predominantly classroom based. In addition to three required sustainability courses, students are required to take one sustainability elective. All students also prepare a thesis in their final year. Students take four additional graduate electives, drawn from courses offered by the colleges of Liberal Arts, Engineering, Applied Science and Technology, Art and Design, and Business.

In addition to course work, Master of Architecture students must fulfill one co-op experience and one global experience.

Standard Curriculum Mask

For students with undergraduate degrees not related to architecture.

	FALL SEMESTER			SPRING SEMESTER		SUMMER
Year 1	ARCH-611 Architectural Representation I	3	INTERCESSION	ARCH-612 Architectural Representation II	3	ARCH-698 Global or ARCH-699 Co-op
	ARCH-621 Architectural History I	3		ARCH-622 Architectural History II	3	
	ARCH-631 Architectural Design I	6		ARCH-632 Architectural Design II	6	
	ARCH-761 Understanding Sustainability	3		ARCH-641 Fundamentals of Building Systems	3	
		15			15	
Year 2	ARCH-731 Architectural Studio I: Site	6	INTERCESSION	ARCH-734 Architectural Studio II: Urban	6	ARCH-698 Global or ARCH-699 Co-op
	ARCH-741 Integrated Building Systems I	3		ARCH-742 Integrated Building Systems II	3	
	ARCH-751 Architectural Theory	3		ARCH-752 Urban and Regional Planning	3	
	ARCH-762 Industrial Ecology Fundamentals	3		ARCH-763 Sustainable Building Metrics	3	
		15			15	
Year 3	ARCH-733 Architectural Studio III: Adaptive	6	INTERCESSION	ARCH-735 Architectural Studio IV: Integrative	6	ARCH-698 Global or ARCH-699 Co-op
	ARCH-743 Integrated Building Systems III	3		ARCH-744 Integrated Building Systems IV	3	
	ARCH-753 Research Seminar/Thesis Prep.	3		Graduate Elective	3	
	Graduate Elective	3		Sustainability Elective	3	
		15			15	
Year 3.5	ARCH-790 Thesis	6				
	ARCH-771 Professional Practice	3				
	Graduate Elective	3				
	Graduate Elective	3				
		15			Total Required Credits	105

This curriculum mask is a guide. Students may take courses as suits their individual needs as long as pre-requisites are met. Only one Co-op and one Global Experience are required and may be taken in any term. Global Experience may occur over an intercession.

Advanced Standing Curriculum MASK

For students with undergraduate degrees related to architecture.

	FALL SEMESTER		SPRING SEMESTER		SUMMER
YEAR 1	ARCH-731 Architectural Studio I: Site	6	INTERCESSION ARCH-734 Architectural Studio II: Urban	6	ARCH-698 Global or ARCH-699 Co-op
	ARCH-741 Integrated Building Systems I	3	ARCH-742 Integrated Building Systems II	3	
	ARCH-761 Understanding Sustainability	3	ARCH-752 Urban and Regional Planning	3	
	ARCH-762 Industrial Ecology Fundamentals	3	ARCH-763 Sustainable Building Metrics	3	
		15		15	
YEAR 2	ARCH-733 Architectural Studio III: Adaptive	6	INTERCESSION ARCH-735 Architectural Studio IV: Integrative	6	ARCH-698 Global or ARCH-699 Co-op
	ARCH-743 Integrated Building Systems III	3	ARCH-744 Integrated Building Systems IV	3	
	ARCH-751 Architectural Theory	3	Graduate Elective	3	
	ARCH-753 Research Seminar/Thesis Prep.	3	Graduate Elective	3	
			Sustainability Elective	3	
		15		18	
YEAR 2.5	ARCH-790 Thesis	6			
	ARCH-771 Professional Practice	3			
	Graduate Elective	3			
	Graduate Elective	3			
		15	Total Required Credits		78

This curriculum mask is a guide. Students may take courses as suits their individual needs as long as pre-requisites are met. Only one Co-op and one Global Experience are required and may be taken in any term. Global Experience may occur over an intercession.

This mask represents the minimum number of credits required for the M Arch degree. Students may be required to take more credits than the 78 shown here depending on the actual number of credits waived during the admissions process.

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). Classroom 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, Co-requisite, ARCH-621 Architectural Representation II). Classroom 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, Co-requisite, ARCH-741 Integrated Building Systems I). Classroom 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, Co-requisite, ARCH-742 Integrated Building Systems II). Classroom 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, Co-requisite, ARCH-743 Integrated Building Systems III). Classroom 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, Co-requisite, ARCH-743 Integrated Building Systems III). Classroom 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, Co-requisite ARCH-731 Architectural Studio I: Site) 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, Co-requisite ARCH-732 Architectural Studio II: Urban) 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, Co-requisite ARCH-733 Architectural Studio III: Adaptive) Class 3, Credit 3 (F)

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, Co-requisite ARCH-733 Architectural Studio IV: Comprehensive) 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 (F)

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 (S)

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 (F)

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 can not 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
ENVS-650 Advanced Applications of Geog. Info. Sys.
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, consulting and engineering firms hire our undergraduate students, and have hired our M.Arch. students.

See the Appendix A - Policies tab for the official Department Co-op Policy.

Global Experience

All students are required to spend a minimum of 12 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 the Appendix A - Policies tab 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.

See the Appendix A - Policies tab for the official Department Thesis Policy.

Studio Culture

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 the Appendix A - Policies tab 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

All students are required to monitor her/his academic progress through SIS. In addition, advisors monitor student progress by maintaining individual tracking sheets. These are updated each year and kept in the student file.

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 B - Sample Forms.

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, studnts must compltete a "Leave of Absense Request Form." Aditionally, 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 Art and Design 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 Art and Design (CAD). Students are trained in safety procedures and training updates are required annually 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 shared 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.

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).

Xerox C60 Printer Connection Guide

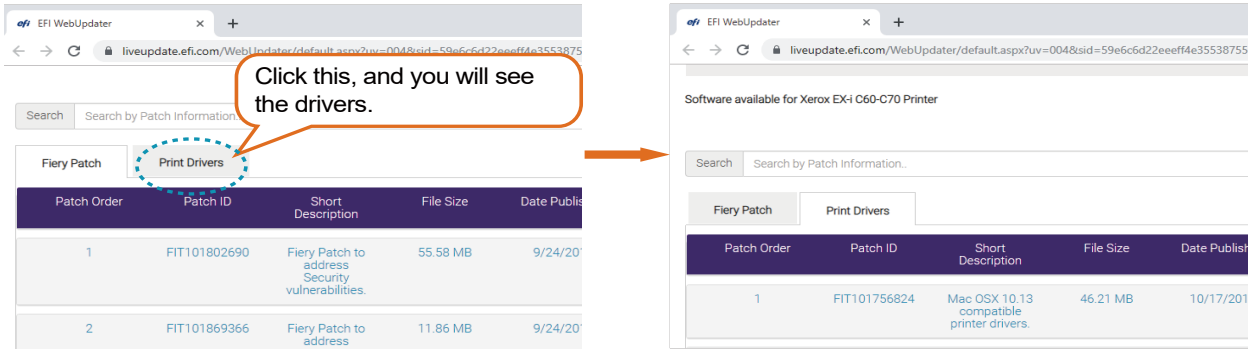
Updated: Sep. 10, 2019

For students who want to connect their personal laptops with the small printer in the Bay 3 studio, please follow this instruction steps by steps. This Guide works for both Windows and Mac system.

STEP 1:

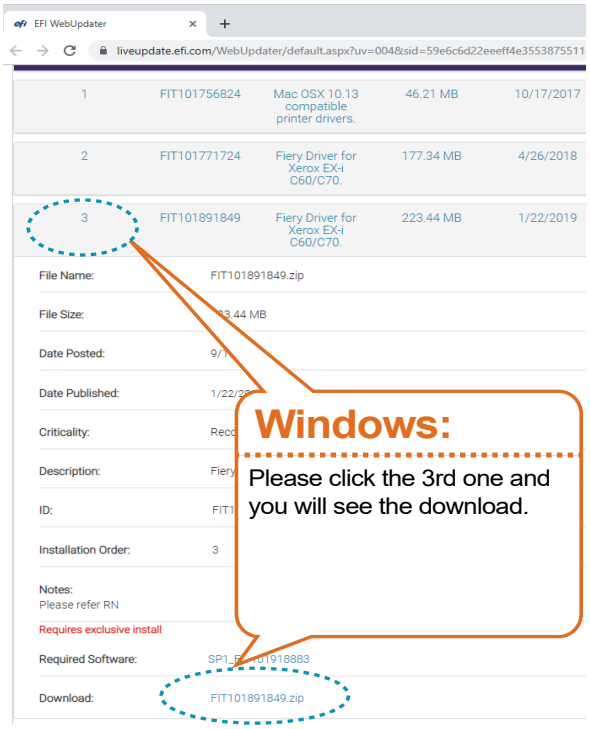
Please copy the whole link below and insert it in your browser. (Chrome Recommended)

https://liveupdate.efi.com/WebUpdater/default.aspx?uv=004&sid=59e6c6d22eeeff4e35538755114f8cefEF767415.PPD&sl=C60-C70&sv=2.1&os=LINUX&li0=OS:5.0.0.34&p0=FIT101747085&p1=FIT101754817&



STEP 2:

Please choose the correct driver and download them.

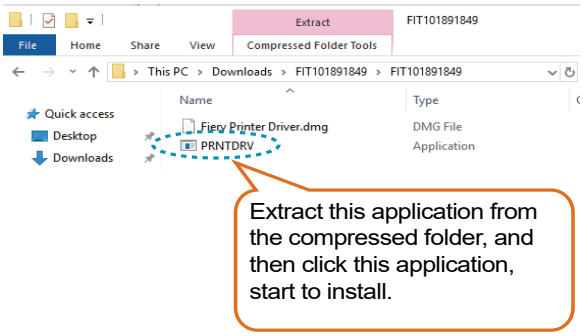


STEP 3:

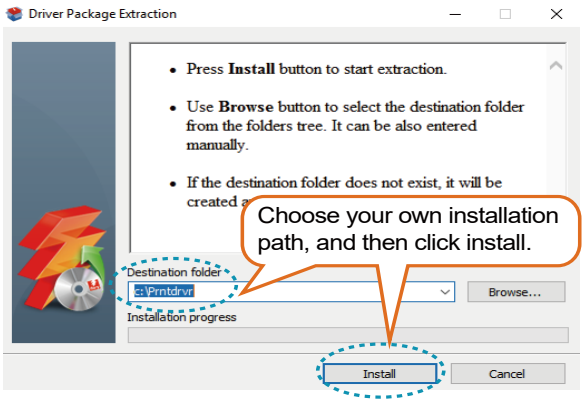
Once downloaded, you are ready to install. The installation process may be different depending on the system. For Windows, please follow the PART A. For Mac OSX, please follow the PART B.

Part A: Windows

STEP 1:



STEP 2:



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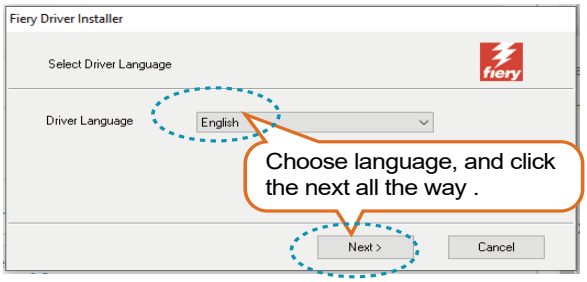
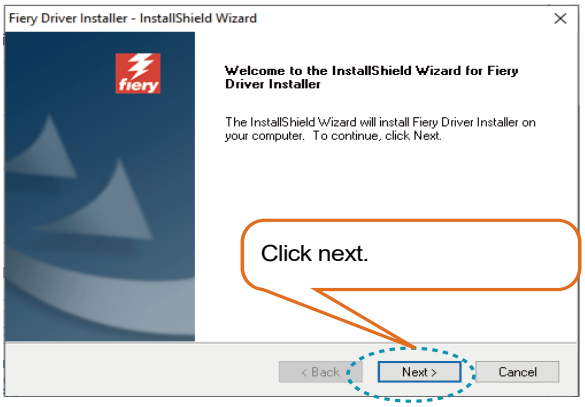
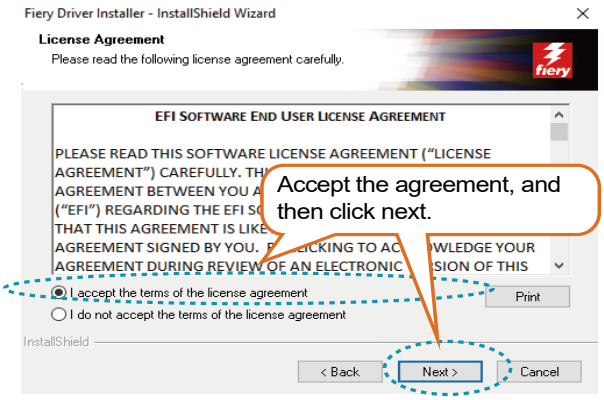


STEP 4:



STEP 5:



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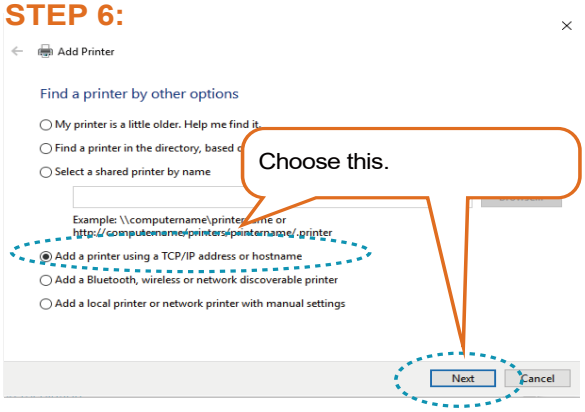
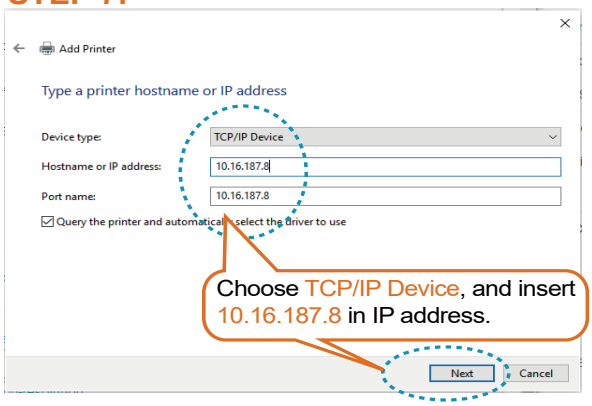
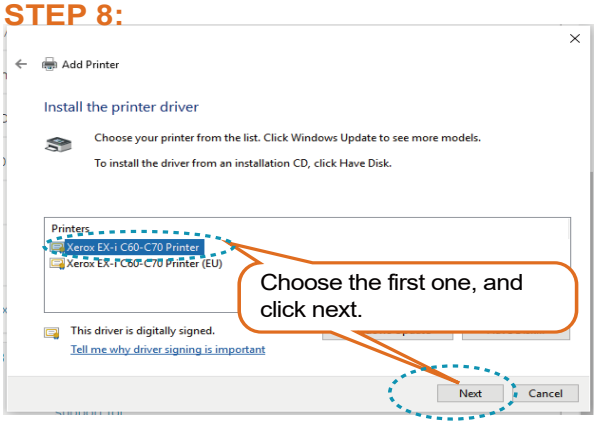


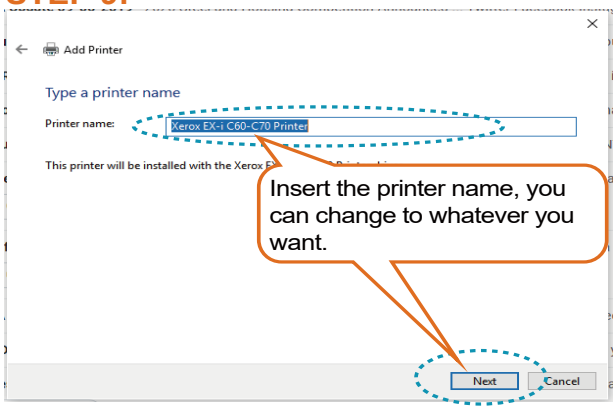
STEP 7:



STEP 8:

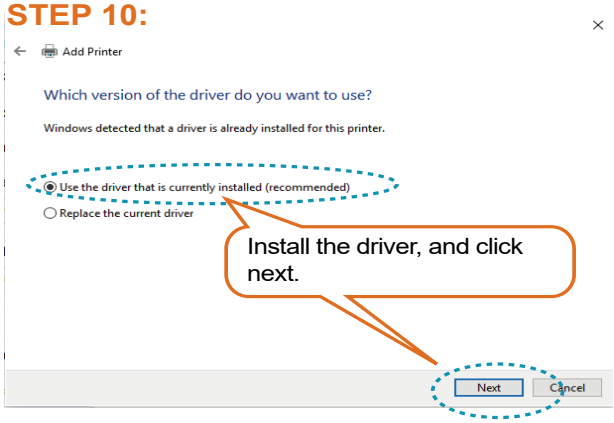


STEP 9:



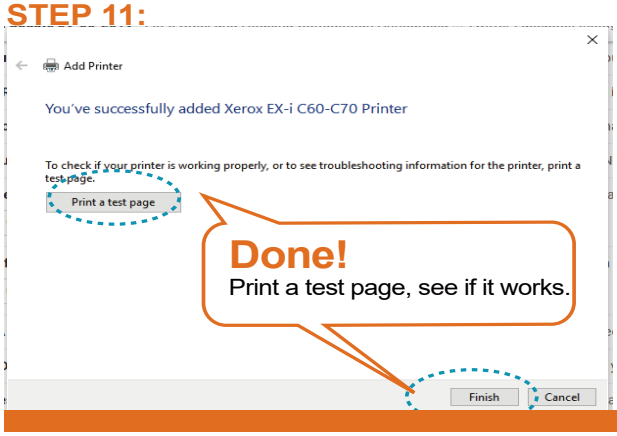
Insert the printer name, you can change to whatever you want.

STEP 10:



Install the driver, and click next.

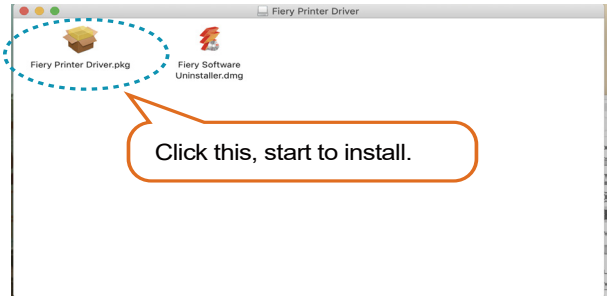
STEP 11:



Done!
Print a test page, see if it works.

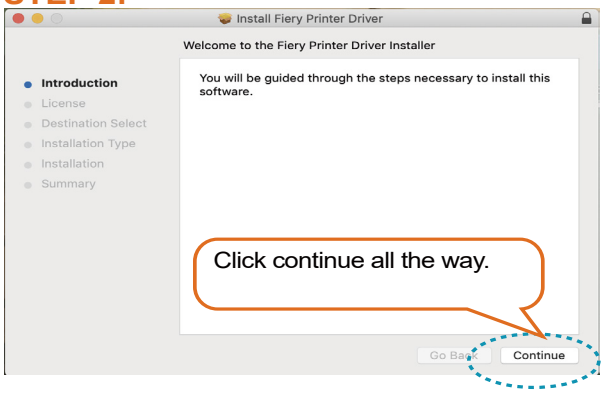
Part B: Mac OSX

STEP 1:



Click this, start to install.

STEP 2:



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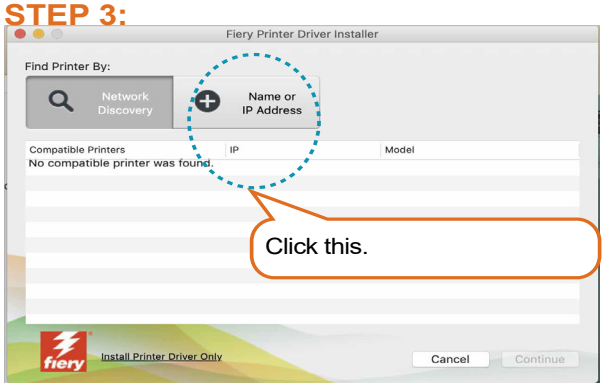
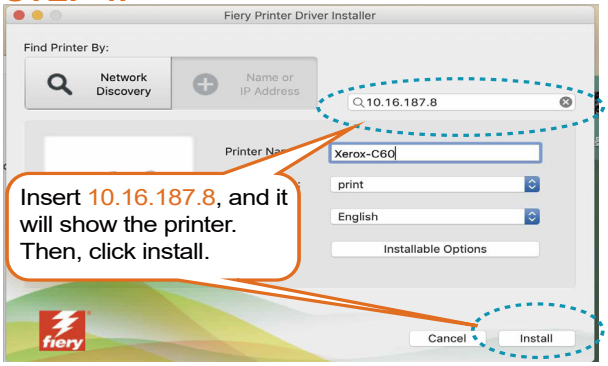
STEP 3:



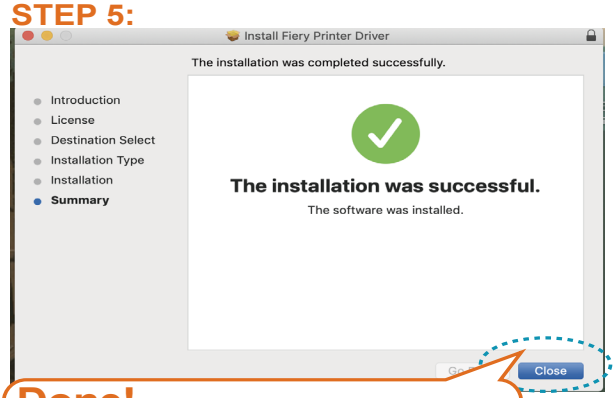
Click this.

STEP 4:



Insert 10.16.187.8, and it will show the printer. Then, click install.

STEP 5:



Done!
You might have problems when you print with your default print system. Please use Adobe Acrobat or chrome to open your document and print through these applications.

Wood Workshop

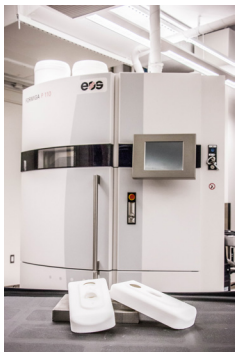


Shown above are some of the many pieces of equipment available in the College of Art and Design(CAD) Shop. They include a variety of wood saws, sanders, and drills. With special permission students may also use metal fabricating equipment.

Sustainable Building Materials Lab

Environmental Chamber

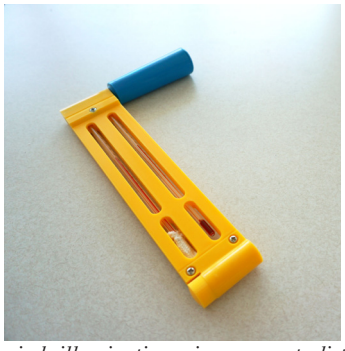
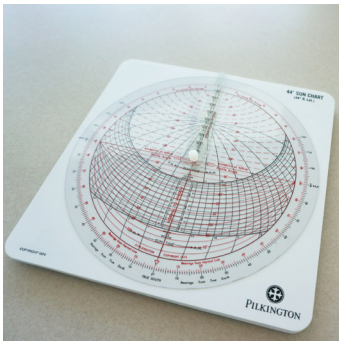
Wind Tunnel



3D Printer

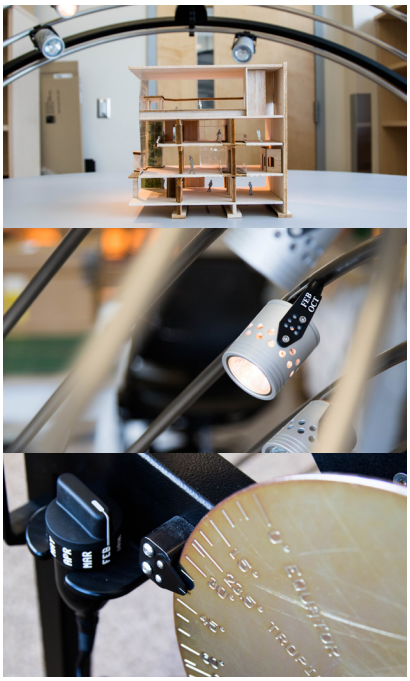




Shown above are some climate measuring devices; temperature, humidity, sun, wind, illumination, air movement, distances, etc.

Bay 3 Studio



Heliodon

Large Scale Scanner

Laser Cutter

Plotter

Copier, Printer, Scanner

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

Co-op Policy

1. Overview

Completion of a co-op work experience is a requirement for all students in the Master of Architecture program at RIT. Enrolling in the co-op **course** (ARCH-699) while on co-op is the means by which this requirement is verified.

1.1 Introduction

The overarching purpose of the co-op requirement is to help satisfy the *integration* cornerstone of the program. This integration occurs at several levels by helping students connect real world experiences with 1) the theories learned in the design studio and theory courses, 2) the aspects of architecture learned in technical courses, and 3) the working relationships that need to develop in team work situations.

1.2 Goals

The three primary goals for the co-op experience are as follows:

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

1.3 Requirements

There are only two criteria that a student must meet in order to pass the co-op course:

1. Work a minimum of 350 hours.
2. Receive an overall performance rating of "satisfactory" (3 or above) from the employer.

This is all based on the assumption that the process below is followed. On occasion a co-op may be interrupted in which case an "incomplete" (I) will be given until such time as the minimum number of hours are attained.

1.4 Process

Students are expected to fully adhere to the following process in order to receive proper credit for the co-op experience. A considerable amount of extra work is required by faculty and staff when the process is not followed.

1. Obtain departmental approval that the job is acceptable. To do this, students are to fill out a **Co-op Approval Form**, and attach the **hire letter** to it. Submit this to the Co-op Coordinator for approval. All forms are available on myCourses > Architecture Student Forum.
2. Register the job with the co-op office. http://www.rit.edu/emcs/oce/
3. Register for the co-op course (ARCH-699 Co-op Architecture) for the term in which the co-op will be taken.
4. Near the end of the co-op, complete the self-evaluation on-line (the Co-op Office will issue an email request). The employer will also be requested to complete an evaluation in a similar fashion.

Domestic students need only complete one co-op after which they should no longer register for the co-op course nor register it with the co-op office.

1.5 International Student Requirements

There are strict guidelines for international students regarding work. While still a student, co-op work is classified as *curricular practical training* (CPT). This means it is a required part of the program. The architecture program requires one single co-op, but encourages additional work beyond the minimum requirement. However, each term that a student works, (s)he must file form F-1 with the International Student Services Office. The following must be attached to the F-1:

- A copy of the hire letter
- A screen shot showing that the student has registered for the co-op course

The maximum amount of work that a student can log under CPT is 364 days.

After earning their degree, international students may work for up to one year under *optional practical training* (OPT). Application for OPT must occur 3 months before the degree is earned. OPT time may not be used before graduation. Because the Master of Architecture is a STEM program, international students may apply for a two-year extension to OPT.

2. Variations

2.1 Waiver

If a student believes that (s)he has satisfied the co-op requirement by previous work, a **Course Waiver Form** may be submitted. The co-op requirements noted above will be applied in evaluating previous work, thus the request may require obtaining a letter from the employer to certify employment and that the minimum number of

hours were met.

2.2 Full-Time versus Part-Time Work

In general, co-op may be satisfied with either full-time or part-time work, and in some cases a combination of the two.

1. Full-time work is the traditional way of completing co-op and is most frequently completed during the summer. However students are free to use any term they choose. It is not advisable to take a full course load while working full-time.

2. Part-time work while being a full-time student is common. It is suggested that students work no more than 10-12 hours per week while taking classes. Furthermore, it is strongly recommended that a course load of no more than 15 ScH be taken.

It is also possible to combine different jobs to satisfy the co-op requirement, e.g. combine different part-time or full-time jobs to reach the required 350 hours. However, each job needs to be registered at the co-op office.

2.3 Global Experience

If a co-op job is obtained in country other than a student's home country it will likely satisfy the Global Experience requirement. The Office of Career Services maintains a listing of these opportunities. https://www.rit.edu/emcs/oce/student/international-experience

3. Guidelines

3.1 Acceptable Jobs

A variety of jobs in the architecture, engineering, and construction industry are acceptable. However, it does not need to be an office job. Construction work may be acceptable, e.g. working for a roofer, mason, etc.

3.2 Location

The co-op job may be taken anywhere in the world. It can be local, in your home town, or in another city or country. The job can be in a small office, large office, corporate design office, or government office as long as it is related to architecture, engineering, or construction.

3.3 Restrictions

Even if the job satisfies the above, there are two situations that are not allowed:

- The job does not qualify if you do the work at home, i.e. you contract yourself out to do specific work. One of the goals is to gain office experience and work with others. If you are essentially a contractor, this does not meet co-op goals.
- You work for an acceptable business but your work is not related to architecture, engineering, or construction. For example, you are hired by a large architecture/engineering firm but your job for the summer is to drive a delivery truck.

It is recommended that the hire letter state what the job will entail.

For further information contact the Co-op Coordinator in the Department of Architecture.

Adopted: September, 2011

Updated: February, 2019

Global Experience Policy

1. 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;

- Credit bearing – RIT Architecture Department sanctioned program
- Credit bearing – A program sanctioned by another Architecture school
- Non-credit bearing (organized) – Attend a program offered by a non-credit bearing organization
- Non-credit bearing (self-initiated) – An approved student designed program

1.1 Introduction

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.

1.2 Goals

- 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.
- For the student to study a foreign culture in order to understand how the built environment is a result of the culture's influences on form (history, culture, geography, religion, society, etc.)

1.3 Process

ARCH-698 Global Experience will be offered in the Fall, Spring, and Summer semesters.

Students are expected to adhere to the following process before registering for the course. This process may vary based on the specific Global Experience option being pursued:

1. Identify a credit bearing option or non-credit bearing option for the Global Experience.
2. Complete a Global Experience Approval Form and submit the form to the Global Experience coordinator for review.
3. When the Global Experience Form has been approved by the Global Experience coordinator and MARCH Department Head, the student may then register for ARCH-698 Global Experience course for the appropriate semester in which the experience will occur.

2. GLOBAL EXPERIENCE OPTIONS

Option 1: Credit Bearing (RIT Sanctioned Program)

Attend an RIT Department of Architecture sanctioned program. Examples include the Danish Institute for Study Abroad, or an RIT Faculty-Led Global Experience program.

Option 2: Credit Bearing (Non-RIT Sanctioned Program)

Attend a program sanctioned by another architecture school.

Option 3: Non-Credit Bearing (Organized)

Attend a program offered by a non-academic organization or participate in a non-credit bearing faculty-led program. Examples include Habitat for Humanity travel program, Landmark Society travel program, Rochester Sister Cities travel program, RIT faculty-led study abroad program, EF Tours, ISA, SRISA, etc.

Option 4: Non-Credit Bearing (Self-Initiated)

A student designed program for a location of their choosing.

3. REQUIREMENTS

Regardless of which option a student choses, all experiences must be fully documented and students will present a written report and give a power point presentation of their experience at a designated time. Depending on which option the student choses for completing the Global Experience, the following requirements must be met.

3.1 Credit Bearing

- Student must complete a Global Experience Approval Form before the experience begins.
- All credit bearing options must be verified and approved by the Global Experience coordinator and Department Head.
- Program must have clear deliverables and student must document the entire academic experience.

The program must meet or exceed the minimum number of days (12) required by the MARCH program.

- The experience must occur between acceptance

into the MARCH program and before degree certification.

- Student must notify the Global Office at RIT before undertaking any academic initiatives abroad.

3.2 Non-Credit Bearing (Organized)

- Student must complete a Global Experience Approval Form before the experience begins.
- Program must be verified and approved by the Global Experience coordinator and Department Head.
- Program must have clear deliverables and student must document the entire academic experience.
- The program must meet or exceed the minimum number of days (12) required by the MARCH program.
- The experience must occur between acceptance into the MARCH program and before degree certification.
- Student must notify the Global Office at RIT before undertaking any academic initiatives abroad.

3.3 Non-Credit Bearing (Self-Initiated)

- Student must complete a Global Experience Approval Form before the experience begins.
- Itinerary must be verified and approved by the Global Experience coordinator and Department Head.
- Itinerary must have clear deliverables (a written academic report and a power point to be presented at a specified date) and student must document the entire academic experience.
- The experience must occur between acceptance into the MARCH program and before degree certification.
- The Global Experience must be a minimum of 12 contiguous calendar days not including travel days.
- Student must notify the Global Office at RIT before undertaking any academic initiatives abroad.

4. OTHER CRITERIA

In all cases, the Global Experience criteria must be approved by the department.

4.1 International Students

By attending RIT in the United States, international students have experienced an immersion in a foreign culture. However, simply immersing oneself in the culture of RIT and Rochester is not sufficient to cover the Global Experience requirement.

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

- The study of the built environment of another location within the United States
- The same Global Experience requirements expected of domestic US students

4.2 Previous Study Abroad Experience

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.

4.3 Working 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.

5. 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 websites are the source of very helpful information as well as a session with the student's department advisor.

https://www.rit.edu/academicaffairs/global/study-abroad
https://www.eftours.com/
https://studiesabroad.com/

For further information contact the Global Experience Coordinator in the Department of Architecture.

Adopted: September, 2011

Updated: April 22, 2019

1. OVERVIEW

A Master of Architecture Thesis in the GIS Department of Architecture is a requirement for graduation and governed by RIT Institute Policy, D12.0, Graduate Requirements. This document is intended to clarify the policy and amplify situations that are unique to the Architecture Program and the Master of Architecture degree. 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: https://www-staging.rit.edu/academicaffairs/policiesmanual/d120

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

1.1 Introduction

The Master of Architecture Thesis in GIS represents a student's culmination of academic work, and represents her/his transitioning into the professional realm. It is an opportunity for a student to conduct independent research and/or architectural design exploration in a comprehensive and critical manner. Within this framework a thesis can take many forms. A thesis may range from primarily research focused (answering a research question focused on sustainability) to primarily design based (solving a sustainability problem within the built environment realm). However, the underlying intention is to undertake a critical investigation within the arena of architecture that clearly expresses and demonstrates a student's "mastery" of a topic of her/his interest and choosing. A selected topic must also be approved by the Department, and the Thesis Committee (see 1.4 below).

To meet graduation requirements, all candidates for the Master of Architecture degree at RIT must successfully complete the 6 credit hour thesis. If a student requires additional time to complete her/his thesis, they are required to register for ARCH-791 Continuation of Thesis.

1.2 Goals

The Master of Architecture Thesis proves a student's ability to carry out - in a comprehensive manner - an independent investigation and to present the results in clear, thorough, comprehensive, systematic and professional form. Preparing a Thesis reinforces students' knowledge in a chosen area of architecture and reinforces a systematic, critical approach to architecture and the physical environment.

1.3 Process

ARCH-753 Research Seminar/Thesis Prep triggers the start of the thesis process. This course typically is offered in the fall semester of year three of the program, while ARCH-790 Thesis typically occurs one year later.

The interim time includes one semester break, one full semester, and one summer term. Students are expected to utilize this interim period prior to her/his thesis semester for initial and preparatory work on thesis.

Preliminary and preparatory work on Thesis includes the following phases:

1. Identify a thesis topic and develop a thesis proposal in ARCH-753. This should be a complete and comprehensive idea on a topic, but is also considered a draft so subsequent changes are still possible.
2. Complete thesis proposal. After completion of ARCH 753 course the student will submit the thesis proposal to a selected advisor within the full time faculty of the Architecture Department, excluding the Department Head.
3. Seek approval of the thesis proposal by the Department Head. Once preliminary discussion of the topic has successfully taken place, the student completes the Thesis Proposal Approval Form (TPAF) for review and signatures. The TPAF becomes part of the final Thesis submission. Refinements to the proposal should occur over the semester break and subsequent times, however and official TPAF should be completed by the end of the first week of spring semester.
4. Preliminary thesis work begins during the spring semester and summer term, prior to fall semester of the thesis term.
5. Core work on the Thesis occurs during ARCH-790 Thesis, during which time a student continues working directly with her/his Thesis Advisor. Toward the end of the semester the Thesis must be presented and defended in an open forum and an official thesis document is filed/archived with the Wallace Center.

1.4 Thesis Committee

The Thesis Committee shall be one full time faculty of the Architecture Department (Thesis Advisor) and the Head of Architecture Department (Thesis Validator). As such, the Thesis Advisor provides routine assistance to the student throughout the entire thesis process, in-

cluding reviews that are decided upon based on mutual agreement with the student. The role of these two individuals is to validate the process and to provide additional insight, support and review during the thesis process and for the final thesis product.

A student recommends to the Thesis Coordinator and Department Head her/his preference for a Thesis Advisor based on optimal matching between a student's interests and faculty expertise, and mutual agreement to work together. A Thesis Advisor is then assigned to the student by the Department of Architecture faculty. A student may request additional committee members which MAY BE selected by mutual agreement between the Thesis Advisor, student, and solicited individuals from the RIT community. The identified individuals - based on availability, interest, and respective competencies.

In addition to the Thesis Advisor, it is permissible for a thesis student to seek external consultancy of a professional. The professional will not be tied to any particular formal engagement with the University. The nature of her/his involvement will only be based on mutual informal agreements between the student and the professional.

1.5 Modifying a Thesis Advisor

Changes to the structure of the thesis committee after the thesis is underway may be managed as follows:

A. Change of Thesis Advisor:

- Circumstances may arise that require the Thesis Advisor to relinquish her/his role before a Thesis is completed, such as retirement or sabbatical.
- Whatever the case, the Thesis Advisor will notify the Department Head and student of the need for a replacement, and the student and current Thesis Advisor will discuss with the committee members possible options.
- Once a substitution is identified and gives approval to the student, the Department Head will be notified of the change, and the TPAF updated.

B. Re-composition of Thesis Advisor by student:

- A student may request that a Thesis Advisor be substituted or replaced, given a plausible reason.
- Ideally, the request shall be addressed during the early stages of the Thesis.
- The student will notify the Thesis Advisor and/or the Department Head and request the change.
- If the request of the student is considered reasonable, the substitution is deemed allowable. Should consensus not be met by the Thesis Advisor and the student, the Department Head shall render a decision, based on her/his assessment of any re-composition being in the best interest of the student.

1.6 Thesis Courses (ARCH-790 and ARCH-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 noted on the student's official transcript but with zero (0) credit hours earned.

If a student does not complete her/his Thesis during ARCH-790, the student must continue to register for ARCH-791 (Continuation of Thesis) each semester (including summer term) until the thesis is completed. If ARCH-791 is required, the student should register for zero (0) credits and will thus not be charged tuition for the first registration sequence. This can only be applied once. If subsequent work is required the student must register for a minimum of one (1) credit hour and will be billed accordingly. In addition, there is no tuition charge for ARCH-791 during the summer term, however – as noted above - if the Thesis is not complete, the student must still register during this term. Since a student registers for ARCH-791 Continuation of Thesis one (1) credit at a time, she/he will only be charged for one (1) credit for up to seven (7) semesters, thus allowing for seven semesters in addition to ARCH-790 Thesis to complete the thesis requirement.

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), and – as such – the process does not end simply because a semester ends. Credit for Thesis cannot be earned until the Thesis has been completed in its entirety and approved at all levels.

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 a total of 6 credit hours earned for Thesis (ARCH-790).

2. THESIS COMPLETION

Regardless of the Thesis mode of investigation (as agreed to by the Thesis Advisor and student), the end product is a document that shall be published according to RIT guidelines.

2.1 Final Draft Review

When the student is ready for the defense of the Thesis, the student will distribute electronically a final draft to the Thesis Advisor, at least two weeks prior to a proposed Thesis defense time (see 2.3 below); however, the Thesis Advisor may request a printed copy, and – in this case - a double sided copy will also be provided.

2.2 Thesis Documentation and Completion

While each Thesis by a student may vary due to content and intent, 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 may vary to improve the clarity of the subject matter.

The following listing gives a suggested 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 or blue ink)
- Title Page
- Abstract
- Copyright Page
- Acknowledgments (optional)
- Introduction
- Background
- Approach
- Results
- Summary, Conclusion and Recommendation

For further reference see: Eco, Umberto. 2015. How to Write a Thesis. Cambridge, MA: MIT Press.

2.3 Thesis Defense

Once the Thesis Advisor considers the candidate suitable for defending the Thesis, the candidate and the Thesis Advisor propose a day and time for the defense to the Department Head. 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 or thirteenth week of the semester.

The Thesis Advisor and Department Head must be present at the defense. A Thesis, once is ready for defense, shall be completed in its entirety and in a final draft form. Once the Thesis is defended the Thesis Advisor will express their position regarding the Thesis. The Thesis Advisor and Department Head shall express unanimous consensus and may result in a "pass" or a "fail". In case of a "pass", three options are possible: "pass", "pass with marginal editing", "pass with major editing". Editing, whether marginal or major, shall be communicated in written form to the candidate by the Thesis Advisor. The candidate has no more than three weeks from the date of the Thesis Defense to revise the thesis document to resubmit to the Thesis Committee – in its final form – for a subsequent final review. In the case of "fail", the student will be counseled by her/his Thesis Advisor regarding additional work requirements. In this case the candidate will re-submit the thesis the following term.

2.4 Final Review and Acceptance of Thesis of Document

The Thesis document, once approved by the Thesis Advisor and Department Head will be signed on the Approval (Signature) Page. At this point the thesis will be processed for archiving following the schedule for Degree Certification. In no instance shall a Thesis be submitted after the deadline in the schedule for Degree Certification. Students are responsible for meeting all Degree Certification scheduling requirements during a term she/he expects to graduate. (see 4.1).

2.5 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 allowable. Students are encouraged to review and understand regulations in advance of preparing her/his thesis documentation. Thesis documentation by RIT policy no longer requires that thesis documents be bound. Instead, the Proquest process should be followed for digital archiving. However, a thesis student and her/his Thesis Advisor and Department Head may require hardbound copies, and this will be determined and agreed to by the student and the Thesis Advisor. If so, letter size (8.5" x 11") portrait documents are standard, and other sizes are not permitted. Drawings in a Thesis – if larger than this format -should be reduced to tabloid size (11" x 17") and folded to letter size.

The current charge for a hardbound Thesis 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.

2.6 Accuracy and Grammar

The Thesis must be written in English, in an acceptable and accurate literary format (MLA style is recommended). The thesis shall meet all requirements for correct

and proper syntax, sentence structure, spelling, punctuation and technical accuracy. Students are encouraged to consult a proofreader or editor as necessary to ensure accuracy and grammar.

2.7 Embargo

A student who wishes to restrict or prohibit the reproduction of her/his 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.

2.8 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 additional information. Student theses are available for review at the RIT Library and other regional libraries (University at Buffalo, Cornell University, and Syracuse University as suggestions.) Students are encouraged to review the work of other successful thesis students in advance of preparing their Thesis documentation.

3. ACADEMIC INTEGRITY

3.1 Policy

As a university, RIT is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is fundamentally imperative that all members of this academic community behave in the highest ethical manner as they produce, share, and exchange information. In the case of students, academic honesty demands that - at all times - student work be the product of that individual student, and any information which a student uses in any work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of academic honesty and hence becomes academic dishonesty.

As per RIT Institute Policy - D08.0 Student Academic Integrity Policy - (see https://www.rit.edu/academicaffairs/policiesmanual/d080, from which much of the following is excerpted), 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, and 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 be fully familiar with this policy and to use diligent care in the preparation of their Thesis to ensure these various criteria and guidelines are not overlooked.

Should a situation arise regarding academic integrity during the preparation of a Thesis, notification by the Thesis Advisor to the student (with a copy to the Head of the Department) shall be made regarding any alleged policy violation (including citations where a violation occurs). In every instance, the Thesis Advisor shall be the instructor of record, and – where necessary – the Student Academic Integrity Policy (D08.0) shall be referred to, followed and adhered to.

The student, as author, is solely responsible for the accuracy of the Thesis, and for any copyright, or other infringements. Should infractions occur, a student may face academic suspension and/or dismissal from the Institute, and the student is solely responsible for civil or criminal suits that may arise from the Thesis. Under these circumstances, once the student has graduated, the University may retroactively review the granting of the degree in which the Thesis was submitted and revoke the degree if such action is deemed appropriate.

All students are responsible for adhering to the Thesis requirements, as well as any additional requirements specific to her/his degree granting program. Additional RIT policies which students should be familiar with are located in RIT's Student Policy Library (see https://www.rit.edu/academicaffairs/policiesmanual/policies/student).

4. GENERAL TIMELINE

4.1 Schedule

TOPIC	TIMEFRAME
Thesis Abstract Proposal	By the end of Fall semester (3rd year)
Thesis Advisor assigned to student	3rd week of the Spring Semester (3rd year)
The Thesis Proposal Approval Form (TPAF) is signed by Thesis Advisor	5th week of the Spring Semester (3rd year)

1st assessment of the Thesis progress by Thesis Advisor	14th week of the Spring Semester (3rd year)
2nd assessment of the Thesis progress by Thesis Advisor	2nd week of the Fall Semester (following year)
3rd assessment of the Thesis progress by the Thesis Advisor	10th week of the Fall Semester (following year)

4.2 Thesis Presentation/Defense and Thesis Documentation Scheduling

Once the feedback of the 3rd assessment is positive the student is entitled to present and defend her/his Thesis. A student will select a date after suitable to the student, Thesis Advisor and Department Head. It is imperative that the culmination of all Thesis work (defense and documentation) within a time frame that adheres to Degree Certification scheduling and degree deadline requirements. It is the responsibility of the student coordinate with her/his Thesis Advisor to assure that these deadlines are met. See 2.3 and 2.4 above for additional information.

For further information contact the Thesis Coordinator in the Department of Architecture.

Adopted: September, 2011

Updated: September, 2019

Studio Culture Policy

Ethos / Overview

Enrollment in the Master of Architecture Program studio environment privilege is granted to students majoring in our Program. As such, each student is bound to uphold this standard, through personal 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 outcomes 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, https://my.academyart.edu/content/dam/assets/pdf/AIAS-Toward-an-Evolution-of-Studio-Culture_2008.pdf):

- 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 (https://www.rit.edu/studentaffairs/studentconduct/) 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. Common 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 for 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 guide any conflict resolution. 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 department head or a studio instructor.

3. In a regular and routine manner, 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 opportunity 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 (https://www.rit.edu/fa/grms/ehs/).

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 – as instructed by respective faculty. 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, students are to leave the studio as clean and as orderly as it originated. Models, drawings, and other material left in studio beyond the due date for their removal at the end of each semester, or summer term, will be discarded.

Furniture

1. *Work Surfaces, Chairs and Drawing Equipment* - Your assigned desk, chair, the walls, partitions and immediate space it occupies – in addition to shared and common elements - 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.

Studios 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 often assigned work in conjunction with other faculty, ad-

ministration 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 above, RIT's Code of Student Conduct shall serve as a guide for enforcement and resolution; and as such is incorporated by reference.

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

Date Adopted/Updated
Adopted: September, 2012

Updated: August, 2014

August, 2016

August, 2018

Student Manual
Appendix B

Sample Forms

Tracking and Planning Sheet
Course Waiver Request Form
Independent Study Proposal
Thesis Approval Form
Co-op Approval Form
Global Experience Approval Form

Following are sample forms for the architecture program. These forms are available and should be submitted as 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

Student Performance Criteria (SPC): The NAAB establishes SPC to help accredited degree programs prepare students for the profession while encouraging education practices suited to the individual degree program. 1be SPC are organized into realms to more easily understand the relationships between each criterion.

Realm A: Critical Thinking and Representation. Graduates from NAAB-accredited programs must be able to build abstract relationships and understand the impact of ideas based on the study and analysis of multiple theoretical, social, political, economic, cultural, and environmental contexts. Graduates must also be able to use a diverse range of skills to think about and convey architectural ideas, including writing, investigating, speaking, drawing, and modeling.

Student learning aspirations for this realm include

- Being broadly educated.
- Valuing lifelong inquisitiveness.
- Communicating graphically in a range of media.
- Assessing evidence.
- Comprehending people, place, and context.
- Recognizing the disparate needs of client, community, and society.

The accredited degree program must demonstrate that each graduate possesses the following:

A.1 Professional Communication Skills: Ability to write and speak effectively and use representational media appropriate for both within the profession and with the general public.

A.2 Design Thinking Skills: Ability to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.

A.3 Investigative Skills: Ability to gather, assess, record, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.

A.4 Architectural Design Skills: Ability to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two and three-dimensional design.

A.5 Ordering Systems: Ability to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.

A.6 Use of Precedents: Ability to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices about the incorporation of such principles into architecture and urban design projects.

A.7 History and Global Culture: Understanding of the parallel and divergent histories of architecture and the cultural norms of a variety of indigenous, vernacular, local, and regional settings in terms of their political, economic, social, ecological, and technological factors.

A.8 Cultural Diversity and Social Equity: Understanding of the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the responsibility of the architect to ensure equity of access to sites, buildings, and structures.

Realm B: Building Practices, Technical Skills, and Knowledge. Graduates from NAAB-accredited programs must be able to comprehend the technical aspects of design, systems, and materials and be able to apply that comprehension to architectural solutions. In addition, the impact of such decisions on the environment must be well considered.

Student learning aspirations for this realm include

- Creating building designs with well-integrated systems.
- Comprehending constructibility.
- Integrating the principles of environmental stewardship.
- Conveying technical information accurately

The accredited degree program must demonstrate that each graduate possesses skills in the following areas:

B.1 Pre-Design: Ability to prepare a comprehensive program for an architectural project that includes an assessment of client and user needs; an inventory of spaces and their requirements; an analysis of site conditions (including existing buildings); a review of the relevant building codes and standards, including relevant sustainability requirements, and an assessment of their implications for the project; and a definition of site selection and design assessment criteria.

B.2 Site Design: Ability to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design.

B.3 Codes and Regulations: Ability to design sites, facilities, and systems that are responsive to relevant codes and regulations, and include the principles of life-safety and accessibility standards.

B.4 Technical Documentation: Ability to make technically clear drawings, prepare outline specifications, and construct models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.

B.5 Structural Systems: Ability to demonstrate the basic principles of structural systems and their ability to withstand gravitational, seismic, and lateral forces. as well as the selection and application of the appropriate structural system.

B.6 Environmental Systems: Ability lo demonstrate the principles of environmental systems' design, how design criteria can vary by geographic region, and the tools used for performance assessment. This demonstration must include active and passive healing and cooling, solar geometry, daylighting, natural ventilation, indoor air quality, solar systems, lighting systems, and acoustics.

B.7 Building Envelope Systems and Assemblies: Understanding of the basic principles involved in the appropriable selection and application of building envelope systems relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.

B.8 Building Materials and Assemblies: Understanding of the basic principles used in the appropriate selection of interior and exterior construction materials, finishes, products, components, and assemblies based on their inherent performance, including environmental impact and reuse.

B.9 Building Service Systems: Understanding of the basic principles and appropriate application and performance of building service systems, including lighting, mechanical, plumbing, electrical, communication, vertical transportation, security, and fire protection systems.

B.10 Financial Considerations: Understanding of the fundamentals of building costs, which must include project financing methods and feasibility, construction cost estimating, construction scheduling, operational costs, and life-cycle costs.

Realm C: Integrated Architectural Solutions. Graduates from NAAB-accredited programs must be able to demonstrate that they have the ability to synthesize a wide range of variables into an integrated design solution.

Student learning aspirations for this realm include

- Comprehending the importance of research pursuits to inform the design process.
- Evaluating options and reconciling the implications of design decisions across systems and scales.
- Synthesizing variables from diverse and complex systems into an integrated architectural solution.
- Responding to environmental stewardship goals across multiple systems for an integrated solution.

The accredited degree program must demonstrate that each graduate possesses skills in the following areas:

C.1 Research: Understanding of the theoretical and applied research methodologies and practices used during the design process.

C.2 Integrated Evaluations and Decision-Making Design Process: Ability to demonstrate the skills associated with making integrated decisions across multiple systems and variables in the completion of a design project. This demonstration includes problem identification, setting evaluative criteria, analyzing solutions, and predicting the effectiveness of implementation.

C.3 Integrative Design: Ability to make design decisions within a complex architectural project while demonstrating broad integration and consideration of environmental stewardship, technical documentation, accessibility, site conditions, life safety, environmental systems, structural systems, and building envelope systems and assemblies.

Realm D: Professional Practice. Graduates from NAAB-accredited programs must understand business principles for the practice of architecture, including management, advocacy, and the need to act legally, ethically, and critically for the good of the client, society, and the public. Student learning aspirations for this realm include

- Comprehending the business of architecture and construction.
- Discerning the valuable roles and key players in related disciplines.
- Understanding a professional code of ethics, as well as legal and professional responsibilities.

The accredited degree program must demonstrate that each graduate possesses skills in the following areas:

D.1 Stakeholder Roles in Architecture: Understanding of the relationships among key stakeholders in the design process-client, contractor, architect, user groups, local community-and the architect's role to reconcile stakeholder needs.

D.2 Project Management: Understanding of the methods for selecting consultants and assembling teams; identifying work plans, project schedules, and time requirements; and recommending project delivery methods.

D.3 Business Practices: Understanding of the basic principles of a firm's business practices, including financial management and business planning, marketing, organization, and entrepreneurship.

D.4 Legal Responsibilities: Understanding of the architect's responsibility to the public and the client as determined by regulations and legal considerations involving the practice of architecture and professional service contracts.

D.5 Professional Conduct: Understanding of the ethical issues involved in the exercise of professional judgment in architectural design and practice and understanding the role of the NCARB Rules of Conduct and the AIA Code of Ethics in defining professional conduct.