

Introduction

Welcome to the 2010/11 academic year in the Department of Architecture. We are in the midst of a new era for the Department and for architectural education at PSU. As you know we now offer a 2-year Master of Architecture degree and welcome our second cohort of graduate students this Fall. The M.Arch program has just won 'Continuation of Candidacy' for professional accreditation from the National Architectural Accrediting Board, and we will have our next, major evaluation visit in the process towards initial accreditation in 2 years. Your work will comprise much of the focus of this evaluation and your participation will be an important component.

We also welcome four new full-time faculty to the department, Juan Heredia (design and humanities), Nora Wendl (design and humanities), Aaron Whelton (design and digital media), and BD Wortham-Galvin (design and humanities – joining us in December).

In this handbook we provide current Departmental policies and procedures. Please take the time to review this information so that you are fully abreast of all procedures and expectations. If you have any questions, please feel free to contact your instructor or the Department office in room 235 on the 2nd floor.

Accompanying this Handbook is the student Code of Conduct that you are asked to read and sign to acknowledge that you are fully aware of your responsibilities in sharing Shattuck Hall and all its facilities, in particular the 3rd floor studios.

Important advising information for your review and use is also contained in this handbook. The faculty believes that each student deserves personal attention and guidance; thus, you are strongly encouraged to meet with an advisor annually to review curricular requirements and progress towards meeting specific degree requirements. These are exciting times and we wish you success in the upcoming year.

The Faculty, Department of Architecture

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Department Mission

“The primary goal of the Department is to generate and sustain an environment of creative inspiration and informed understanding in the design of architectural works, for the benefit of students, faculty, the profession and the community at large.

The Department fully acknowledges its responsibility to address the special conditions of the urban environment through intellectual engagement, research, and experimentation, and supports creative interaction with the architectural profession and the urban community.

The Department fosters the specialized educational needs of students wishing to pursue a professional career in architecture while maintaining an educational experience for all students that promotes an awareness and understanding of architectural issues and priorities.”[Adopted and endorsed by the University in April 1997]

Further aims of the Department of Architecture are:

- To encourage an understanding of the contribution and value of architectural works to the identity and continuity of culture.
- To promote the production of meaningful architecture, thoughtfully and inventively founded at the experiential level of dramatic encounter, where the sensual, emotional and intellectual dimensions of experience intersect.
- To explore the relationship of architecture to other creative arts, and to the breadth of cultural understanding manifest in an inter-disciplinary context.
- To foster the acquisition of knowledge appropriate to manifesting technical plausibility in the making of architectural works.
- To engage the architectural profession and the community at large in exploratory and speculative possibilities for the making of architecture.

The Department is committed to the creation of compelling architecture by promoting the art of making, by maintaining a reflective and critical attitude towards cultural context, and by fostering a collaborative environment for speculation and experimentation. Three primary fields of interest dominate:

Material Imagination and the Poetics of Making: Creative making in which the communicative capacities of materials are explored through questions of poetic expression, crafting, media manipulation, tectonics and fabrication.

Urbanism and the Metropolitan Condition: Critical examination of cultural context through engagement with topical urban issues, professional and community resources and organizations, and discursive questioning of contemporary theories and practices.

Cultural Identity and Community Engagement: Creative collaboration with community partners by fostering dialogue and collective exploration with local and remote organizations, institutions and groups, including the professional architectural community.

Degrees Offered

The current degree offerings correspond to a common 4+2 structure for architectural education and consist of the 4-year BA/BS pre-professional undergraduate degree and the 2-year professional Master of Architecture graduate degree (in 'Candidacy' for professional accreditation with NAAB). Typical curricular outlines are presented on the following two pages.

BA or BS MAJOR IN ARCHITECTURE

Typical Curriculum 2010-2011

	Fall	Winter	Spring	
YEAR 1				
Arch 100 Introduction to Architecture	4	-	-	
Arch 101 Introduction to Environmental Design	-	4	-	
Arch 120, 121 Visual Communication 1, 2	4	4	-	
Freshman Inquiry	5	5	5	
BA/BS requirements or general electives	4	2	8	
<i>Totals</i>	<i>17</i>	<i>15</i>	<i>13</i>	<i>(45)</i>
YEAR 2				
Arch 230, 231, 232 Architecture & Cultural History 1, 2, 3	4	4	4	
Arch 280, 281 Design Fundamentals Studio 1, 2	6	6	-	
Sophomore Inquiry	4	4	4	
BA/BS requirements or general electives	-	-	8	
<i>Totals</i>	<i>14</i>	<i>14</i>	<i>16</i>	<i>(44)</i>
Portfolio Review for entry to professional track				
YEAR 3				
Arch 360, 361, 362 Building Tectonics 1, 2, 3		4	4	4
Arch 380 Architectural Design Studio I	6	-	-	-
Arch 381 or 382 or (384+385) Architectural Design Studio 2, 3	-	6	6	
Junior Clusters	4	4	4	
BA/BS requirements or general electives	4	-	-	
<i>Totals</i>	<i>18</i>	<i>14</i>	<i>14</i>	<i>(46)</i>
YEAR 4				
Arch 46x Building Tectonics elective		4	-	-
Arch 480, 481 Architectural Design Studio 4, 5	6	-	-	6
Arch 3xx/4xx Architecture upper division electives	4	4	-	-
University Studies Capstone	-	-	-	6
BA/BS requirements or general electives	-	12	-	3
<i>Totals</i>	<i>14</i>	<i>16</i>	<i>15</i>	<i>(45)</i>
				<i>(180)</i>

Early in Winter term of Senior year students may apply for competitive admission to the Master of Architecture

- See PSU Bulletin for all course prerequisites
- Math III and III2 are recommended as preparation for later Building Tectonics classes
- One year of physics is recommended but not required
- Calculus is recommended for students intending graduate study

MASTER OF ARCHITECTURE

Typical Curriculum 2010-2011

		Fall	Winter	Spring
YEAR 1				
Arch 530	Contemporary Architectural Theory	-	4	-
Arch 540	Professional Practice	-	-	4
Arch 560	Advanced Architectural Technology	4	-	-
Arch 580, 581, 582	Architectural Design Studio 7, 8, 9	6	6	6
5xx	Special Interest Electives	4	4	-
<i>Totals</i>		<i>14</i>	<i>14</i>	<i>10 (38)</i>
YEAR 2				
Arch 511	Pro-Thesis Seminar	4	-	-
Arch 53x	Architectural Theory Elective	-	4	-
Arch 54x	Professional Practice Elective	-	4	-
Arch 561	Detail Design	4	-	-
Arch 584	Design Development Studio	-	6	-
Arch 585	Design Thesis	-	-	6
5xx	Special Interest Electives	4	-	4
<i>Totals</i>		<i>12</i>	<i>14</i>	<i>10 (36)</i>
				<i>(74)</i>

Studio Themes

In shaping the identity of the program the faculty have assigned an unfolding series of themes to each of the studio classes. These, in turn, are further elaborated in the form of primary questions that act as inspiration for the instructors of these studios and maintain a focus while opening up and encouraging speculation and innovation.

- 120 Perception, media and the act of drawing**
- 121 Projecting ideas, representing architecture**
- 280 Human bodies, situations and material artifacts**
- 281 Orientation and place-making**
- 380 Landscape and the natural orders**
- 381 Collective experience and the arts**
- 382 Community and tectonic expression**
- 480 Urbanism – Interpreting the city**
- 481 Dwelling in the city**
- 511 Articulating a polemic for the contemporary setting**
- 561 Technological integration**
- 580 Mapping the identity of Portland**

- 581 Architecture and literature**
- 582 Comprehensive Design**
- 584 Developing the thesis proposal through design**
- 585 Coherent presentation of innovative architectural possibilities**

Curricular Advising

It is each student's responsibility to know, and keep abreast of, their individual progress towards fulfilling the requirements of the degree program they are following. Students have the option of selecting an advisor from the full-time faculty. Students should meet with an architecture advisor annually. Advising appointments can be scheduled by calling the Department of Architecture office at 503-725-8405.

Degree Requirements

The Department maintains a permanent student file with records pertaining to each student's academic progress, advising recommendations and unfulfilled degree requirements. Students are advised to maintain their own copies of pertinent academic forms and departmental correspondence.

It is highly recommended that you purchase, and keep handy, the PSU Catalog for the year you intend to fulfill all degree requirements; this generally can be any year between the year you enrolled in college and the current year. Should you have any questions regarding the undergraduate General Education and University requirements, you may also contact the PSU Advising & Support Center - UASC (503-725-4005).

Graduation Audits

A student who intends to graduate from Portland State University must file an application for a degree with the Degree Requirements section of the Office of the Registrar (503-725-3438). This application needs to be done two terms before the intended graduation date.

- General University degree requirements are checked by the Office of Degree Requirements.
- Departmental requirements for a Major in Architecture will be checked and approved by the Department of Architecture.

It is each student's responsibility, having applied for graduation, to meet with a departmental adviser, with DARS printout in hand, to be advised about what requirements remain to be satisfied and to have any course substitutions entered into your record.

Department Grading Standards: Undergraduate

- A Represents comprehensive excellence and a quality that is exemplary. Not only does the work fulfill all requirements in an excellent and professional manner, but it goes beyond the given requirements aiming at standards higher than requested. The student is an active, engaged participant in all class activities. Intellectual progress and development have been demonstrated by the timely preparation of thoughtful work by the beginning of class on a regular basis.
- B Represents work which can be distinguished as being of truly 'good' quality. This work is of a quality that has been instructive to the rest of the class. The work is free of significant flaws and is recognizable as coherent architecture. The student is an active, engaged participant in all class activities. Intellectual progress and development has been demonstrated by the timely preparation of work by the beginning of class on a regular basis.
- C Represents satisfactory and average performance. The work is free of major design flaws and is recognizable as coherent architecture. Intellectual progress and development has been demonstrated by the timely preparation of work by the beginning of class on a regular basis. The student and instructor can take 'satisfaction' in the average resolution of the design exercise.
- D Represents 'passable' work which fulfills requirements, is completed on time, and represents a minimal response to the design exercise. Overall, the quality of work is inferior and undistinguished.
- F Represents substandard work that is not passable. Work has not fulfilled requirements, or has not been completed on time, or it is not an appropriate response to the design exercise.
- I An 'Incomplete' can only be given in exceptional cases where there is a serious excusable reason for not completing course requirements. The quality of work in the course up to that point must have been C level or above. Timely completion of the course requirements must be agreed in a University mandated written contract between student and instructor.
- X Represents 'no basis for grade' and generally signifies lack of, or insufficient, attendance.

Instructors are permitted to assign (+) or (-) to grades; however, there is no A+ or F+.

Each instructor will establish attendance policies for their particular class. However, as a departmental policy, more than three unexcused absences will result in a grade of X (No Basis for Grade) for that class.

A grade of Incomplete (I) cannot be carried past the next immediate term of studio classes. If the grade of (I) has not been removed by completion of work, the student will not be permitted to enroll in the next studio class in

sequence since the prerequisite will not have been fulfilled.

Grades of less than C- will not count towards fulfilling Major requirements

Department Grading Standards: Graduate

Attendance

Absence from class will be noted and will negatively affect your grade unless prior notice is given to the professor and the reason is legitimate. If you miss more than 2 consecutive sessions without acceptable reason you will receive an 'X' for the class. Requirements for this class will include class meetings, assignments and/or performances that will be held off-campus. Students/participants will provide his/her own method of transportation to the off-campus location.

Graduate Grades

Grades for graduate courses may be: A, A-, B+, B, B-, C+, C, C-, D, or F

All assignments issued by the professor are gradable and will be taken into account in making a final grade. Submission of any assignment past the due time and date will incur a penalty of one grade loss per day late. Grading will follow course specific grading criteria described in each course syllabus, in full accordance with the Department of Architecture Graduate Grading Standards as presented below.

- A** Represents comprehensive excellence and a quality that is exemplary. Not only does the work fulfill all requirements in an excellent and professional manner, but it goes beyond the given requirements aiming at standards higher than requested. The student is an active, engaged participant in all class activities. Intellectual progress and development have been demonstrated by the timely preparation of thoughtful work by the beginning of class on a regular basis.
- B** Represents satisfactory and average performance. The work is free of major design flaws and is recognizable as coherent architecture. Intellectual progress and development has been demonstrated by the timely preparation of work by the beginning of class on a regular basis.
- C** Represents substandard work; that fulfills requirements, is completed on time, and represents a minimal response to the design exercise. Overall, the quality of work is inferior and undistinguished.
- D, F** Represents unacceptable work and carry no graduate credit.

Other Grades

- X** Represents 'no basis for grade' and generally signifies lack of, or insufficient, attendance.
- I** An 'Incomplete' can only be given in exceptional cases where there is a serious excusable reason for not completing course requirements. The quality of work in the course up to that point must have been B level or above. Timely completion of the course requirements must be agreed in a University mandated written contract between student and instructor. A grade of Incomplete (I) cannot be carried past the next immediate term of studio classes. If the grade of (I) has not been removed by completion of work, the

student will not be permitted to enroll in the next studio class in sequence since the prerequisite will not have been fulfilled.

Academic Probation

Grades of B- or less do not meet acceptable standards for graduates in the Master's program. Please see graduate studies grading criteria in the PSU Bulletin for a full explanation regarding such grades and the University's policies regarding Academic Probation for Graduate Students.

Procedures for Appeal of Grades

Faculty for individual courses are responsible for developing and publishing course specific grading guidelines for individual courses in accordance with Department Grading Standards, as published in this handbook. It is the student's responsibility to become aware of these standards and the standards for individual courses; for example.

The instructor of an architecture course is empowered to evaluate a student's performance in a class and determine a grade for that course. The student is responsible for meeting an appropriate level of performance corresponding to the established standards and level of the course.

A grade received in a class can be appealed according to the following procedure:

1. The student confers with the instructor to review course requirements, course activities, and evaluation of performance.
2. If the student wishes to appeal a grade, a written appeal must be made to the Department Chair within 30 days from the posting of grades for the class that was taken. This appeal must contain factual information identifying student, instructor, course and term.

An appeal must contain a specific reason(s) as to why the grade should be changed; a difference of opinion is an insufficient reason to grant an appeal.

Examples of specific reasons to grant an appeal include:

- a. The instructor was unjust in evaluating performance.
 - b. The instructor was prejudiced in evaluating performance.
3. Upon receipt of the appeal, the Chair will confer with the student and the instructor; these meetings may be held individually or jointly
 4. An appeal can be granted if the Chair determines that evaluation of performance or projects were unjust or prejudiced.
 5. The Chair's decision can be appealed to the Dean of the School of Fine & Performing Arts.

Entry to the Professional Track at Junior Level

Before being permitted to enroll in Arch 380, each student must gain approval from the Portfolio Review Committee of the Department of Architecture; approval will be based on a committee review of a portfolio of work completed in studio courses to that point, combined with course grades. Students demonstrating the highest design and academic accomplishments will be eligible to enroll in the 300-level series of studio classes.

Currently, enrollment limitations mean that this review is competitive. For students who are denied permission to enroll, the completion of additional design or graphic communication studio work may be suggested prior to re-submission; non-studio architecture classes may be taken as long as prerequisites are met. All portfolios are reviewed and scored in the context of all those submitted at a particular review date. Deferral to later year of a place in 380, allotted by portfolio review, is not permitted.

Portfolio Review Schedule

To be eligible for consideration for Fall term studios, portfolios must be submitted to the Department of Architecture Office by an assigned time on a posted date, typically in early June. Students will be notified of the Review Committee's decision prior to the beginning of Summer term. A second review may be conducted at the end of Summer term if space is still available in the upcoming Fall term 380 class.

Portfolio Submittal Requirements

It is very important that students understand that the Department is interested in the quality of the work submitted and not mere packaging. Students are advised not to lavish energy and expense upon special or extensive graphic packaging. Students are advised to check with the Department for an updated list of required items to be submitted in the portfolio.

Format

A maximum of 20 single-sided pages is permitted; applicants should use the maximum number of pages to allow the Committee to fully evaluate the work. Each project should be accompanied by a concise project description. Materials must be enclosed in a presentation binder no larger than 9x12 inches and no smaller than 8x8 inches; such binders are readily available at art, office or photo supply stores.

Content

The portfolio must contain a minimum of five architectural projects that demonstrate a range of complexity. Preliminary design studies - both drawings and models - must be included along with completed works. Work from art studios or personal art works should be included; however, such art works should not comprise more

than five pages.

Reproductions

Illustrations of submitted work should be of high quality. Originals are acceptable; however, black/ white and/or color reproductions often communicate design quality more clearly.

The Department maintains a small collection of portfolios submitted in past years. You are encouraged to view these portfolios to gain additional insight into the presentation of student work.

Hints on Assembling a Strong Portfolio

A portfolio of work is extremely important for the evaluation of a student's qualifications, strengths and weaknesses, as well as a record of student work for employment and future graduate school applications. Your portfolio should demonstrate an interest and awareness in how architectural ideas can be described, analyzed and transformed through the making of meaningful architectural space.

General Advice

- Few things demonstrate a student's potential as an architectural student as well as the apparent care with which the portfolio is assembled and presented.
- An effective portfolio demonstrates a variety of interests, abilities and skills.
- A portfolio that is well-rounded, with a diversity of media and project types, is stronger than one that is dominated by one type of work or method of representation.
- Edit all written text for clarity of expression, grammar and spelling. Do not submit a portfolio with typographic errors and garbled prose.
- Avoid either a minimalist approach or over-stuffing - both approaches raise concerns.
- In addition to finished products, include work that shows project development - sketches and study models. The majority of works presented should be architectural in nature; you may include additional endeavors - sketching, sculpture, painting, furniture design, photography, etc.
- Selected examples of mechanical or computer-assisted drafting may be included; however, drafting alone does not constitute adequate material for evaluation.

Organization and Format

- Be judicious in the selection of your best works so that a fair evaluation can be made.
- Make sure the portfolio possesses a clearly organized, thoughtful arrangement.
- Give special attention to the sequence of projects so that they flow with thoughtful progression.
- Avoid a chronological organization of material. Lead with quality - show your strongest work first. If you insist on chronology, try a reverse one.
- Use a consistent format whenever possible to avoid requiring evaluators to turn your portfolio upside down and inside out to look at your work.
- Format and composition should be consistent with each project, if not throughout the portfolio.

Page Layout

- Introduce each project with a title, some brief text, and time length of project. The text should illustrate and describe the design project and your respective solutions. Use a clear, handsome typeface.
- For each new project, present a strong general image first; more specific project images - drawings, model shots, progress sketches - can follow.
- Don't overcrowd - Use enough blank, or white, space between images, text and margins to provide contrast and to avoid a crammed or compressed look.

Reproductions

- Use only quality reproductions. Quality work is often handicapped by poor reproductions that make projects difficult to see, appreciate and evaluate.
- Quality photographic reproductions are highly recommended; however, high quality digital prints - either black/white or color - can provide an economical alternative.

Department of Architecture Scholarships

The Department of Architecture awards a number of prizes and scholarships. Awards are generally announced before the end of Spring term for use in the next academic year. Several scholarships have application deadlines; please see the Department Office for more information.

Department of Architecture Travel Fellowship

This is a competitive fellowship awarded on the basis of a student-generated itinerary that outlines a proposal to travel, either domestically or internationally, and gain first-hand knowledge of significant architectural works. Amount awarded: \$1000.

Recognition of Overall Achievement Scholarship

This scholarship is awarded on the basis of faculty nominations in recognition of: a) excellence in architectural course achievements and b) individual contributions in support of departmental activities and community programs. Amount awarded varies up to \$500. Awarded at 300, 400 and 1st year graduate levels.

Thesis Prize

This graduate award is made on the basis of faculty and student nominations for outstanding achievement in Master's Design Thesis. Amount awarded: \$500

Drawing Prize

This undergraduate award is made on the basis of faculty nominations to recognize outstanding achievements in graphic communication and representation. Amount awarded: \$100.

Writing Prize

This undergraduate award is made on the basis of faculty nominations to recognize outstanding achievements in writing. Amount awarded: \$100.

Portfolio Prize

This 200 level award is made on the basis of faculty nominations to recognize outstanding achievement in the portfolio presented for entry to the professional track.. Amount awarded: \$100

Elizabeth and S. John Trudeau Scholarship

Awarded to an architecture student in the School of Fine & Performing Arts giving recognition for academic and leadership excellence and potential in the fine arts; awarded every two years. Award amount varies.

Graduate Research Assistantships

Up to twelve annual assistantships open to all graduates in the Master's program by competitive application. They offer partial tuition remission and a modest stipend in return for 8-9 hours per week support of department initiatives and faculty research. Applications invited in early September. Awards commence on October 1st each year.

Studio Culture

Studio Learning is a Social Contract: You have the distinct privilege of having your own work space in a shared studio; therefore, a few rules of conduct and etiquette must be followed. Architecture students spend a tremendous amount of time working in a collective studio. It is highly important to remember that studio learning involves maintaining a social contract among you, your classmates and the Department. It is a fundamental right of every student to expect that he or she can work productively in the studio. As such, the studio is not a democracy and does not operate on majority rule. To address emerging issues each studio will elect a representative to serve in the Architecture Students Association which communicates directly to the Department Chair at regular meetings throughout each term.

Security: All students enrolled in studio classes are required to get the appropriate key-card access activated. Each student will have the privilege of 24-hour access to the studio environment. This privilege can be revoked at any time on an individual or group basis if unacceptable behavior warrants it. The 3rd floor of Shattuck Hall is considered a single studio space and is locked at all four entries at the top of the stairwells. These doors must NEVER be propped open as it will compromise the security of every student in studio. You are issued a lockable chest for your belongings. Provide your own padlocks and be sure to lock down valuables (laptops, cameras and ipods especially) when you leave studio and when the Department is hosting an event such as a critique or public exhibit that utilizes the 3rd floor and/or roof terrace beyond regular studio hours.

Safety: Be especially careful to manage your work time with good judgment in balancing assignment needs with safe limits of physical endurance, in particular getting appropriate amounts of sleep. Don't put yourself in jeopardy to meet a deadline. Remember, also, this is an urban campus - so be very aware at all times. Don't be complacent because we have the Campus Security Office on the 1st floor, though do take advantage of this proximity should you feel unsafe in or around Shattuck at anytime.

Studio Environment: The overall studio environment is the responsibility of all the students taking studio class - make sure the space allocation is equitable and there's a fire lane. Work on/in your own space; don't go to a fellow student's desk or hallways to do messy or noxious work. Keep the music and noise at a manageable level. Majority rule for music does not apply - if a single person objects, turn it off or down. Shattuck is now a green

building and we will be instituting policies that reduce and/or eliminate the use of toxic substances in studio. We also plan to sharpen re-cycling practices throughout the building. These policies will be developed shortly in collaboration with the Architecture Students Association.

Cleanliness: Clean up your own mess on a regular basis. Recycle as much as possible. Food and drink goes into garbage cans, not on worktables or someone else's desk. Put trash in cans; try to keep it clean around the end of projects. If there is a facilities problem (light-bulbs out, sink plugged, etc.) please let the office staff know; we will put in a work order to Facilities to fix the problem ASAP. Power tools that produce dust and noise are not to be operated in the studio. Go to the Materials Lab.

Prohibitions: No extension cords are permitted; all electrical devices must be plugged directly into outlets or circuit breaker strips. No smoking, drugs or alcohol anywhere in PSU buildings. Vandalism to other students' property or school property will result in harsh disciplinary action. No spray painting/gluing or airbrushing will be tolerated in the building. No cutting on the school's desk surfaces; use a cutting board unless you want to buy a new desk.

Portland State Administrative Rules: Possession of drugs or alcohol, or vandalism to student work are serious violations of the University's Administrative Rules of Student Conduct and will not be tolerated; violators will be subject to a disciplinary hearing by the Office of Student Affairs.

Modeling & Graphic Materials in Studio

In the spirit of sustainable practices in architecture and in life in general, the choice of materials to use in your design process and for the preparation of presentations and models should be carefully considered with respect to the environmental pollutants they emit, their recycled content and their ability to be recycled.

To begin with, please consider reusing and recycling materials from earlier projects. There should be a collection point on the 3rd floor for students to gather materials they no longer need for reuse by others and students should organize excursions to suppliers to reduce the number of trips.

With a pedagogy that promotes a diverse engagement with media we nevertheless aim to maintain an appropriate ethic of use that eliminates toxic substances. To this end the Department wishes to institute the following mandates.

ACCEPTABLE MATERIALS

- chipboard and cardboard
- basswood
- Plexiglas or acrylic sheet materials
- plastic clay
- brush-on, water-based paints, inks & stains
- beeswax, molding paste or acrylic gel medium for surface textures
- PVA (white) glue products (eg. Sobo, Elmers) and other non-aerosol, non-solvent adhesives
- Wintergreen oil or acrylic medium for xerox transfer
- paper, sketchbooks and other materials with a high percentage of post-consumer recycled content
- recycled or sustainably harvested wood and manufactured wood products with low-toxicity binders
- scrap metals
- spray fixative and glue can only be used sparingly in the Craft Rooms with use of appropriate safety mask and eye protection

UNACCEPTABLE MATERIALS

- any solvent based product
- aerosol spray-paint
- styrofoam and foam-core

- balsa
- plaster and cement-based materials that include hydrated lime. These can only be used (ie. mixed, poured and sanded) in the Casting Shop on the 1st floor while employing appropriate safety precautions (see Materials Lab policies)
- clay products can be used in the Casting Shop

It is hoped that self-policing at the peer level will ensure that these mandates are followed. When asked to desist from using an 'unacceptable' material it is expected that any student will do so or put themselves in breach of studio use policies.

Study Support Facilities

Architecture/Art shared Digital Facilities

The Departments of Architecture and Art are combining digital resources. Arman Bohn is the full-time Digital Facilities Coordinator, and manages the three facilities: Shattuck Hall 107, the MAC Lab on the 2nd floor of Neuberger Hall (room 251) and Art Building room 165.

SH 107 will accommodate the output devices for printing and plotting that you have become familiar with. Eventually, the space will become a laptop only environment with tabletop data and power access, and will serve as a teaching space for digital media classes up to 60 persons. This Lab is for use by architecture and art students only.

MAC Lab (NH251) is available for use by all students in the School of Fine and Performing Arts and has traditionally been frequented mostly by art students. It too has a range of output devices for printing and large format plotting and provides desktop publishing and other graphics programs including video editing software. This facility has several workstations that are available for 'drop-in' users.

Specific policies and procedures for use of the equipment and printing charges will be posted and maintained by Arman and his team of Lab Assistants. Although the labs are available for drop-in use, in order to use the lab each student must complete an orientation session and sign an agreement. Opening Schedules for these facilities will be posted outside each room. They will not be accessible during the time periods when classes are in session in these rooms.

Architecture/Art shared Materials Lab

The Departments of Architecture and Art combined resources to create a series of shops that will expand material exploration and enable a wider range of fabrication techniques to be accessible in the pursuit of your

creative ideas. Eric Franklin is the full-time Materials Lab Coordinator and manages the facilities that are all located on the 1st floor of Shattuck.

The Lab contains a model-making shop (including a laser-cutter and 3D printer), a wood shop, a welding shop, a foundry for metal casting, and a concrete/plaster casting shop. Access is limited to students currently enrolled in architecture studio or art studio classes, who have completed the orientation and safety session, and are on the list of approved users. Eric has developed policies for use, rules of conduct for safe practice, and has full authority to remove individuals from the shops who are deemed to be acting in a way unsafe to themselves and to others.

Across the hallway is room 112, which has been assigned to architecture and art use for large scale assembly. Access must be arranged through the Department main office.

Student Resource Room

This room is adjacent to the SW stairwell and serves as a place for students to hold meetings, plan events, make phone calls, relax, eat lunch, hang out, gather magazines and so on. It has a kitchen counter, sink, fridge and microwave. A cleaning regime must be established by the Architecture Students Association, approved by the Department Chair, and executed in order for this facility to remain in service.

Other Spaces

The department controls one seminar room [SH 250] and a classroom [SH 210]. We also have scheduled access to the FPA controlled Shattuck Annex where we will be having our mandatory, all-School Fridays@4 events every week, as well as guest lectures, exhibitions and receptions.

Special Equipment Policies, Fees and Courses

The Department provides several kinds of special equipment for student and faculty use. Please be advised that the use of these items is a privilege and may be revoked at any time if the Department deems it to be necessary.

Department Print Credit

We have a color copier and will issue a credit to each student registered for studio classes based upon the course fees you pay.

In order to pay for all large-format plots we instituted an electronic accounting system that you add credit to by purchasing through the Cashier's Office. Arman Bohn will have a full explanation of the processes for printing in the digital facilities when you have your orientation session.

Photography

Digital cameras are available for limited use and may be checked out from the Department Office; please contact the office for availability. Due to high demand, failure to return cameras promptly as scheduled will result in loss of borrowing privileges. Loss or damage to the cameras will be the responsibility of the borrowing student.

Review Equipment

For reviews, special equipment is often used in rooms normally used for classes and other activities. Special audio-visual equipment may be authorized by full-time faculty. Students are responsible for returning all equipment - projectors, TVs, model stands, lights, cables, etc. - to their respective places of storage.

Studio Key Deposit

Each student enrolled in an architecture design studio class must pay a \$50 deposit for studio privileges - this deposit must be paid by the end of the first week of classes. The deposit enables a student to have 24-hour keypad access to Shattuck Hall as well as the secured 3rd floor studios. Each student will have a workstation comprised of a desk, chair and cabinet. The \$50 deposit is fully refundable as long as furniture is returned in good shape and studios are cleared and cleaned up by the appropriate deadline. Workstations must be returned in the same condition as they were issued. All students in a studio are responsible for cleanup of the communal areas in the studio and review spaces used by your group. Please be advised that there are absolutely no exceptions to this agreement.

End of Term Clean-up Procedures

All students must completely clean out their studio space by a designated and posted time during finals week of each term; instructors and office staff will give a specific studio deadline.

A set of procedures for each term will be posted and circulated by office staff to each student enrolled in the studio. If you miss the clean-up deadline, your deposit will **not** be refunded and you will have to pay a new deposit for the following term. There are no exceptions unless pre-approved in writing by the Department Chair.

Instructors will check to confirm that each student has cleaned and returned his/her chair, desk and storage cabinet in good working order.

Trash bags and cans will be provided. Trash must be neatly bagged and put in the dumpsters. If a studio area is not properly cleaned, all students in the class risk losing their deposits.

Students must remove all individual and group projects unless the instructor has tagged the work to be retained for archival purposes.

The Department is not responsible for any personal belongings - including student projects - left in the studios or elsewhere between terms.

PLEASE RECYCLE

PSU is strongly promoting a sustainable attitude in every aspect of its operations. Designated, clearly labeled recycling bins are placed in readily accessible places throughout the studio.

You are asked to make every effort to put recyclable materials into the correct bin and to keep obvious garbage out of recycling bins. Wood, metal, concrete and plaster must not be put into either recycling or garbage bins. These materials must be taken down to designated bins in the Materials Lab on the first floor. Several carts have been made available for this purpose.

At the end of term models of mixed media that you no longer want after photographically recording them for your mandatory digital archive CD must be dismantled (if not being retained for archiving) and the constituent materials recycled or disposed of correctly.

Your children and their children will thank you.