



COURSE SYLLABUS

ARCH 150 DISCOVERING ARCHITECTURE

YOUNG SCHOLARS PROGRAM

Section: YS41

Term: Summer II 2023

Course Meeting Times and Location(s):

Dates July 10th - July 28th
Lecture 10:00 AM - 11:15 AM MTTh
Lab 12:00 PM - 2:00 PM MTWThF (every day)

Table with 6 columns (M, Tu, W, Th, F) and 5 rows (10:00 AM, 11:15 AM, 45 min break, 12:00 PM, 2:00 PM) showing class activities.

Location: School of Architecture, Planning & Preservation
3835 Campus Dr #145, College Park, MD 20742
Contact Information: https://arch.umd.edu/

Lecture ARC 1105, School of Architecture Building
Meet in Room 1105 on the first day of class, Monday July 11th
Lab Studio Space (ground floor of Architecture Building)
Students will be shown their workspace on the first day of class

FACULTY: Ken Filler, AIA
email: kfiller@umd.edu
Interim Assistant Director of Undergraduate Architecture + Lecturer

TEACHING ASSISTANTS (TAs):
Eujin Lee
email: elee1216@terpmail.umd.edu

**FACULTY BIO:**

Ken is a licensed architect in Maryland, and a design educator at the University of Maryland. Currently he serves as the Interim Assistant Director of Undergraduate Architecture in the School of Architecture.

In addition to teaching foundational design studios, he teaches courses related to visual representation and architectural drawing, including a new elective: Design Drawing: Explorations in Mixed-Media. He continues to experiment with visual communication strategies that promote the intersection of manual and digital drawing techniques in both practice and academia. Ken teaches across the UMD Architecture curriculum from ARCH150 *Discovering Architecture* to ARCH799 *Thesis in Architecture*.

In practice, Ken has recently focused on crafting residential architecture that integrates sustainable, site-specific strategies at a human scale at Gardner Architects in Silver Spring. Prior to this, Ken spent five years designing affordable housing for urban communities in the DC area at Soto, including the first affordable assisted living in southeast DC. Currently Ken is working on multiple publications related to urban neighborhood identity, mixed-media visual representation and archaeological survey work in Turkey with the University of Maryland.

Prior to the University of Maryland, Ken instructed design studios in The George Washington University's Interior Architecture program, as well as a community analysis seminar at the University of the District of Columbia. He holds a Master of Architecture & Bachelor of Science in Architecture from the University of Maryland.

Ken resides in Frederick, Maryland, is an active member of the downtown Frederick community and instructor at the Delaplaine Arts Center.

**SECTION I - COURSE INFORMATION****Faculty Office Location and Office Hours:**

By appointment only: to schedule an appointment with your professor please contact via email. Appointments can be arranged either before or after class, or during the lunch break. The response time will generally be within 24 hours.

**Communication Policy:**

E-mails submitted after 5:00 PM on Fridays through 9:00 AM on Mondays (weekends) will be answered on Monday mornings, unless an emergency arises. When you have questions related to assignments, your question and its answer will be directed to all class members by means of course mail. All assignments, course syllabus materials, and readings will be posted to *ELMS-Canvas*. Students with questions or concerns regarding assignments or general course related questions should contact their TA (by email). TAs will either respond to questions directly or will forward them to the Professor for additional help or clarification.

Students are to provide notification of an absence in advance of the class to be missed (see also Section IV – Course Policies and Procedures). Students shall provide such notification by email to Professor Filler. Students are to provide any documentation for an excused absence by attaching it to the notification email. Students are to arrange a meeting for discussion of ADS accommodations or any other academic accommodations as required by ADS with the Professor at the beginning of the semester. These meetings shall take place during a scheduled appointment with the Professor.

<https://adsonline.umd.edu/>

If a student has any personal issues or feels that they have an urgent need to discuss an issue, they should discuss it directly with their instructor in person or via email; please do not contact the dean or director. Your instructor should be capable of helping you. In the event it is a sensitive issue and it does not get resolved, then the instructor and student can meet with the Director of Student Services.

**Course Communication for Announcements:**

All course announcements (including class cancellations, room changes or other relevant information) will be announced through ELMS. Students should regularly check their email and ELMS for any course announcements. In case of class cancellation or other timely announcements your instructor will contact students via ELMS / under the Announcements tab.

**Communication with Peers:**

With a diversity of perspectives and experience, we may find ourselves in disagreement and/or debate with one another. As such, it is important that we agree to conduct ourselves in a professional manner and that we work together to foster and preserve a virtual classroom environment in which we can respectfully discuss and deliberate controversial questions.

We encourage you to confidently exercise your right to free speech—bearing in mind, of course, that you will be expected to craft and defend arguments that support your position. Keep in mind that free speech has its limit, and this course is NOT the space for hate speech, harassment, and derogatory language. We will make every reasonable attempt to create an atmosphere in which each student feels comfortable voicing their argument without fear of being personally attacked, mocked, demeaned, or devalued.

Any behavior (including harassment, sexual harassment, and racially and/or culturally derogatory language) that threatens this atmosphere will not be tolerated. Please alert your instructor or relevant parties immediately, if you feel threatened, dismissed, or silenced at any point during our semester together and/or if your engagement in discussion has been in some way hindered by the learning environment.

**Emergency Protocol:**

In the event of closure of the University of Maryland due to extraordinary conditions, consult the University website (<https://www.umd.edu>) and the Architecture Program website (<http://arch.umd.edu/arch/architecture>) for official information. When the University closes due to weather related or other conditions, exams, project reviews, and all academic activities will be rescheduled. Consult this course's website for further information.

**Course Webpage:**

Syllabus, assignments, project descriptions, and readings will be available in ELMS Canvas. We want to promote a “paperless” environment. In case the instructor or any of the TAs have any health or personal issues, we will connect via zoom (umd account) and will use a virtual pin up space to post work. Instructors will arise for this only if needed.

**Recommended Texts:**

**Please note that these are not required texts for the course.** All necessary information will be shared via class lectures. These texts will be referenced during discussions. These are texts that architecture students will use during their foundational studios at the University of Maryland, and are optional to purchase as reference material.

	Author	ISBN	Price
<b><i>The Art of City Sketching: A Field Manual-2<sup>nd</sup> edition</i></b> <a href="#">Routledge link to book</a>	Abrams, Michael	9780415817813	\$55
<b><i>Architectural Graphics</i></b> e-book link (free): <a href="#">ProQuest Ebook Central - Detail page</a>	Ching, F.D.K	978-1119035664	\$55
<b><i>Architecture: Space Form and Order</i></b> e-book link (free): <a href="#">ProQuest Ebook Central - Detail page</a>	Ching, F.D.K	9780471752165	\$40
<b><i>Drawn to Design: Analyzing Architecture</i></b> <a href="#">Drawn to Design : Analyzing Architecture Through Freehand Drawing.   University of Maryland, College Park (worldcat.org)</a>	Jenkins, Eric	9783034610964	\$60
<b>Estimated Total Text costs</b>			<b>\$210</b>

**Required Drawing Manual Tools and Modeling Supplies\*:**

The cost for all required sketching, drafting and modeling tools and supplies are included in the ARCH Supply Fee.

Supplies	Brand	Price
<b><i>Optional:</i></b> Tackle box (to keep modeling and drawing materials) <i>This is not supplied by the University</i>	Art Bin	\$11-15

Students in this course:

**Are not required to purchase a personal computer to complete coursework.**

Are required to purchase a personal computer and software to complete coursework as per the Architecture Program Specification (<https://arch.umd.edu/mapp/information-technology>, scroll down and click on "Technology Requirements for Prospective Students"). If you already have the above technology from a prior course, you do not need to purchase new equipment, however additional applications may be required (see below). All work will be done manually.

## **SECTION II – COURSE DESCRIPTION, GOALS AND EXPECTATIONS**

### **Course Description**

The intent of this course is to expose the student to the studio environment for learning and explore varied topics related to design of the built world. The studio will examine fundamental topics and skills related to architecture and design, such as sketching, abstraction, diagramming, drafting, model-making, and design. The studio design projects will apply ideas and concepts introduced in lectures, readings and tutorials. Activities will include lectures from faculty and renowned designers, and a hands-on design experience conducted in the studio. The explicit goals of the studio are:

#### **To explore the discipline of architecture**

Architecture is a complex and defining element of every culture. Our work this term will be to explore architecture. Architecture is a three-dimensional reality which possesses a conceptual and perceptual order. The architectural design process is intent on developing a response to a design problem by coming to terms with communicating the conceptual and perceptual agenda of the architect.

#### **To explore the discipline**

of architecture the student will be encouraged to develop a methodology for their design process. It is critical that each student develop their own rigorous method that reflects their overall conceptual agenda driving their work.

#### **To promote visual thinking**

Most people tend to rely on verbal skills in order to communicate. The design process and the communication of ideas about architecture demands a different thought process based on visual thinking.

#### **To develop analytical skills**

It is necessary to develop the means to analyze architecture in a meaningful way, one that relies on intelligent and analytical recording of two and three-dimensional information in a way that it can be understood conceptually and reinterpreted to inform the synthetic process of design.

#### **To learn some of the conventions of architectural representation**

There is a specific visual language by which architects communicate, understand and investigate works of architecture. Some of these will be presented and investigated in this course.

#### **To enhance cultural awareness**

In order to understand architecture's role in culture generally, we will study various cultural conditions as they impact the built environment we inhabit, from its cities to its landscapes. This study will facilitate comparison with and discussion of both European and North American built environments as important points of reference in western culture.

## Course Objectives

ARCH 150 - Discovering Architecture is organized to help people make an intelligent choice about a possible career in an environmental design profession through an intensive three-week exposure to the fundamental characteristics, opportunities, values and rewards offered by careers in architecture, landscape architecture and urban planning. Activities will include lectures from faculty and renowned designers, and a hands-on design experience conducted in the studio. No prior experience is assumed for the studio course, only a keen interest and a strong motivation to learn. In addition to learning more about architecture and allied design careers, participants will get a personal feeling for the ambiance of design school, and learn about design-educational programs here and across the nation. Participants can expect to finish the program knowing much more about the environmental design professions and about their own interests and aptitudes than when they entered.

## Course Format

The course will have a lecture and lab component (see times and locations on page one). The lectures given will have a direct relationship to the work done during the lab sessions. The instructor will typically conduct the lectures, and the lab (studio) sessions will be operated by both instructor and TA. Unlike many other disciplines, in architecture, students learn by doing. Students will work on assignments and short projects to better understand the design process, practice 2D and 3D architectural drawings, and present their work to their peers in a safe environment.

## Course Grading & Evaluation

Attendance is mandatory for all reviews, lectures, class discussions and studio time. The final requirements for the term grade will be successful completion of in class exercises, studio projects, sketchbook assignments and participation in class discussions. There will be a number of studio projects. Students will also be required to take visual notes in a sketchbook. Attendance at all meetings is mandatory. Studio projects, sketchbook and participation will each comprise part of the final grade. Students will be given instructions on how to scan their work on the first day of class. This can be done with the school scanners, or via smartphone apps such as CamScanner, Adobe Scan or comparable programs.

Sketchbook + Participation	10%
Project 1 (includes Exercise 01+02)	20%
Project 2 (includes Exercise 03+04)	30%
Project 3 (includes Exercise 05+06)	40%
Total	100%

No late assignments will be accepted for any reason, except in the case of an excused absence. All work must be complete; incompleteness will result in downgrading per the project assignment sheet. Any project not submitted will receive a failing grade, except in the case of excused absences. **Each student who successfully completes the program will receive 3 hours of college-level credit.** (The University of Maryland does not guarantee the acceptance of these college credits at other academic institutions where a student may be admitted. The University of Maryland will accept these credits as fulfilling an elective requirement only). Post on ELMS under the Assignment section all work done prior to its due date.

## Sketchbook

The sketchbook will be used for a variety of purposes. Every student will be responsible to take visual notes of lectures. The student will also be required to make sketches and diagrams related to the studio design projects in it. The sketchbook should contain BOTH visual and written notes related to all activities of the course. Students are encouraged to keep up with daily sketchbook assignments, there will not be additional time provided to fix or redo drawings. Make sure to put your name, class title, and your contact information on the front of your sketchbook. Sketchbook assignments are to be scanned and posted on ELMS.

## Extra Credit

There is no extra credit available in this class under any circumstance.

## Grade Scale

The following symbols are used on the student's permanent record for all courses in which the student is enrolled after the initial registration and schedule adjustment period: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, XF, I, P, S, W, and AU. These marks remain as part of the student's permanent record and may be changed only by the original instructor on certification, approved by the department chair and the dean, that an actual mistake was made in determining or recording the grade.

- **A+, A, A-** denotes excellent mastery of the subject and outstanding scholarship. In computations of cumulative or semester averages, a grade of A+ or A will be assigned a value of 4.0 quality points per credit hour. A grade of A- will be assigned 3.7 quality points per credit hour.
- **B+, B, B-** denotes good mastery of the subject and good scholarship. A grade of B+ is assigned a value of 3.3 quality points per hour. A grade of B is assigned a value of 3.0 quality points per credit hour. A grade of B- is assigned a value of 2.7 quality points per hour.
- **C+, C, C-** denotes acceptable mastery of the subject. A grade of C+ is assigned a value of 2.3 quality points per hour. A grade of C is assigned a value of 2.0 points per credit hour. A grade of C- is assigned a value of 1.7 quality points per credit hour.
- **D+, D, D-** denotes borderline understanding of the subject and marginal performance. It does not represent satisfactory progress toward a degree. A grade of D+ is assigned 1.3 points per credit hour. A grade of D is assigned a value of 1.0 quality point per credit hour. A grade of D- is assigned 0.7 quality points per credit.
- **F** denotes failure to understand the subject and unsatisfactory performance. A grade of F is assigned a value of 0.0 quality points per credit hour.
- **XF** denotes failure due to academic dishonesty. An XF is treated in the same way as F for the purposes of cumulative average.
- The mark of **'I'** is an exceptional mark that is an instructor option. It is only given to a student whose work has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work of the course. In no case will the mark 'I' be recorded for a student who has not completed the major portion of the work of the course. For further explanation see "Incompletes" below.
- The mark of **P** is a student option mark, equivalent to a grade of D- or better. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester. The student must inform the Office of the Registrar of the selection of this option by the end of the schedule adjustment period. For a full explanation see "Pass-Fail Policy" below.
- **S** is a department option mark that may be used to denote satisfactory performance by a student in progressing thesis projects, orientation courses, practice teaching, and the like. In computation of cumulative averages, a mark of S will not be included.
- **W** is used to indicate withdrawal from a course after the end of the schedule adjustment period. For information and completeness, the grade of W is placed on the student's permanent record by the Office of the Registrar. The instructor will be notified that the student has withdrawn from the course. This grade is not used in any computation of quality points or cumulative average totals at the end of the semester.
- **AU** denotes a student registering to audit a course or courses which have been designated as available under the audit option and in which space is available. The notation AU will be placed on the transcript for each course audited. A notation to the effect that this symbol does not imply attendance or any other effort in the course will be included on the transcript in the explanation of the grading system.

Source: <http://faculty.umd.edu/teach/gradevalue.html>

Please anticipate some sort of assignment or exercise each day (due on the following class). On the first day of class the instructor will review the process for submitting work. Projects and board compositions will have a specific due date, which cannot be moved due to the limited time in the summer semester. Student presentations, group reviews, lectures, and discussions cannot be made up at a later date.

**Late and Incomplete Work:**

Late work will not be accepted unless it qualifies as excused (See: guidelines provided in Attendance). Late assignments will be downgraded one letter grade per day late (e.g., A- = B-). Students should consult the daily schedule printed on each project to be aware of their responsibilities. Keep in mind that ELMS-Canvas records the time you post the work. Incomplete work is generally discouraged. Severe incompleteness will result in the down-grading of individual assignments based upon the degree of incompleteness. All assignments are due in completed form at the date and time indicated. (See also: Excused Absences)

*What will my grade be for the late work submission?*

Let's say a student receives 9 out of 10 in a particular assignment; 9/10=90% (A-). However, the student submitted the work late. Then, the work will be marked down by one letter grade. The student's final grade will be 8/10=80% (B-).

*What if I can't submit on time due to health or personal issues?*

You will need to contact the instructor as soon as possible, the sooner the better. Late work will be accepted as 'on time' only if you receive prior approval from Professor Filler. In case of illness or religious observance, students must arrange for submission of late work with the instructor prior to the assignment deadline and they will have only 2 days to submit after the due date. Excused absences will not be marked down; in the case of illness, the student must show proof of absence, such as a doctor's note or a note from the Health Center (refer to Excused Absences paragraph in Section IV for further details).

**Concerns about Grades:**

All questions regarding the determination of grades should be directed to your instructor. The proper procedure for obtaining an explanation is to schedule an appointment via email. Prior to any meeting, the student should re-examine the project statement and objectively evaluate where they perceive discrepancies to exist.

**UNIVERSITY POLICY FOR INCOMPLETE GRADES**

The mark of "I" is an exceptional mark that is an instructor option. It is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, they have been unable to complete some small portion of the work of the course. In no case will the mark of "I" be recorded for a student who has not completed the major portion of the work of the course. Both student and instructor must fill out the Incomplete Contract (undergraduate students only). The incomplete contract form must be submitted to the dean of the college offering the course within six weeks after the grade submission deadline.

An "I" mark is not used in the computation of quality points or cumulative grade point averages.

Incomplete Contract form: <https://www.sis.umd.edu/incomplete.pdf>



# ARCH 150 – Discovering Architecture

Course Schedule: (subject to change based on instructor's discretion)

	Week 01	Week 02	Week 03
<b>M</b> 3.25 hr	<b>Lecture 00</b> Course Introduction Syllabus Review Goals for the Course	<b>Lecture 03</b> Field Sketching and Observation Sketching with Pace / Precision Architecture in Context	<b>Lecture 05</b> Considering Solid and Void Light and Shadow 2D to 3D Transformation
	LUNCH	LUNCH	LUNCH
	Course Materials Distribution Desk Setup	<b>Campus Field Trip 01</b> <b>Exercise 03 - Field Sketching</b> See Announcement for Location 12pm meeting	<b>Campus Field Trip 02</b> See Announcement for Location 12pm meeting
	<b>Lecture 01</b> Point to Line Geometry and Proportion 2D Considerations Keeping a Sketchbook		Project 03 Initial Concepts Due
<b>Tu</b> 3.25 hr	<b>Lecture 02</b> Composition / Regulating Lines Axis / Datum / Balance Hierarchy / Layers	<b>Lecture 04</b> Fundamentals of Drafting Orthographic Drawing Analyzing a plan and section	<b>Lecture 06</b> Experiencing Space Creating a Narrative Occupying Space / Perspectives
	LUNCH	LUNCH	LUNCH
	<b>Exercise 01 Due</b> <b>Line Control</b> <b>Project 1 Initial Concepts Due in Class</b> <b>Studio Discussions</b>	Project 02 Initial Concepts Due Reading Due	<b>Exercise 05</b> <b>Representing Volume</b> <b>Reading Due</b>
<b>W</b> 2.00 hr	<b>Exercise 02 Due</b> <b>Compositional Analysis</b> Project 01 Progress Due Studio Discussions	<b>Exercise 04 Due</b> <b>Plan and Section</b> Project 02 Progress Due Studio Discussions	<b>Exercise 06</b> <b>Conveying Space</b> Project 03 Progress Due Studio Discussions

<b>Th</b> 3.25 hr	<b>Special Topic Lecture 01</b> <i>Design Process and Concepts</i>	<b>Special Topic Lecture 02</b> <i>Learning from Architectural History</i>	<b>Special Topic Lecture 03</b> <i>Opportunities in Architecture</i>
	LUNCH	LUNCH	LUNCH
	Project 01 Progress Due <i>See project brief for deliverables</i> Studio Discussions	Project 02 Progress Due <i>See project brief for deliverables</i> Studio Discussions	Project 03 Progress Due <i>See project brief for deliverables</i> Studio Discussions
<b>F</b> 2.00 hr	<b>Project 01 Due</b> Presentation and Discussion Brief Project 02 Introduction	<b>Project 02 Due</b> Presentation and Discussion Brief Project 03 Introduction	<b>Project 03 Due</b> Final Presentation and Discussion Visiting Guest Jurors

## Academic Integrity

The University's [Code of Academic Integrity](#) is designed to ensure that the principles of academic honesty and integrity are upheld. In accordance with this code, the Architecture School does not tolerate academic dishonesty. Please ensure that you fully understand this code and its implications because all acts of academic dishonesty will be dealt with in accordance with the provisions of this code. All students are expected to adhere to this Code. It is your responsibility to read it and know what it says, so you can start your professional life on the right path. As future professionals, your commitment to high ethical standards and honesty begins with your time at the Architecture School.

It is important to note that course assistance websites, such as CourseHero, are not permitted sources, unless the instructor explicitly gives permission for you to use one of these sites. Material taken or copied from these sites can be deemed unauthorized material and a violation of academic integrity. These sites offer information that might not be accurate and that shortcut the learning process, particularly the critical thinking steps necessary for college-level assignments.

Additionally, it is understandable that students may use a variety of online or virtual forums for course-wide discussion (e.g., GroupME or WeChat). Collaboration in this way regarding concepts discussed in this course is permissible. However, collaboration on graded assignments is strictly prohibited unless otherwise stated. Examples of prohibited collaboration include: asking classmates for answers on quizzes or exams, asking for access codes to clicker polls, etc.

Finally, on each exam or assignment you must write out and sign the following pledge:

***"I pledge on my honor that I have not given or received any unauthorized assistance on this exam/assignment."***

## SECTION III - UNIVERSITY POLICIES AND RESOURCES:

### Policies for Undergraduate Students in this Class:

Please visit the [Office of Undergraduate Studies' full list of campus-wide policies](#) and follow up with me if you have questions.

Course Related Policies: <http://www.ugst.umd.edu/courserelatedpolicies.html>. These policies were developed by the Office of Undergraduate Studies and approved by University of Maryland Senate. You should be aware of these policies as they govern many aspects of this class.

## SECTION IV - COURSE POLICIES AND PROCEDURES:

### Attendance:

ARCH 150 *lecture classes* meet Mondays, Tuesdays, and Thursdays from 10:00am-11:15am, and *lab sessions* are Monday through Friday, 12:00pm-2:00pm. During this time faculty presentations, individual criticism, group reviews and discussions will be held. A schedule of meetings, reviews, presentation requirements and dates will be issued for the final project. Faculty lectures, group reviews, presentations, and discussions cannot be made up.

Additionally, attendance offers the opportunity to learn from other members of the class, which working independently away does not afford. Each student is expected to work in the class to be available for informal consultation with faculty and also in order to develop his/her ideas in interaction with fellow students.

Students are expected to take full responsibility for their own academic work and progress. Students, to progress satisfactorily, must meet all the requirements of each course for which they are registered. Students are expected to attend classes regularly. Consistent attendance offers students the most effective opportunity to gain command of course concepts and materials.

Regular attendance and participation in this class is the best way to grasp the concepts and principles being discussed. However, in the event that a class must be missed due to an illness, the policy in this class is as follows:

1. For every medically necessary absence from class (lecture, recitation, or lab), a reasonable effort should be made to notify the instructor in advance of the class. When returning to class, students must bring a note identifying the date of and reason for the absence and acknowledging that the information in the note is accurate.
2. If a student is absent TWICE, the instructor will require documentation signed by a health care professional. Without proper documentation late work will NOT be accepted. If the student misses three (3) classes, they will FAIL the course.

If a student is absent on days when tests, projects and/or boards are scheduled (see schedule) he or she is required to notify the instructor in advance (PRIOR to test day), and upon returning to class, bring documentation of the illness, signed by a health care professional.

#### **Absences:**

Students are asked to confirm their absence **prior** to class time either via email or ELMS their Teaching Assistant. The course professor should be copied on this notification as well. It is the student's responsibility to inform the instructor of any intended absences in advance. Students are to provide any documentation for an excused absence by attaching it to the notification email.

For every medically necessary absence from class, a reasonable effort should be made to notify the instructor in advance of the class. When returning to class, students must bring a note identifying the date of and reason for the absence and acknowledging that the information in the note is accurate.

Students with 3 or more unexcused absences from either lecture or lab periods will fail the course. For example, if a student misses the lecture and lab on a Monday, that counts as 2 absences (unless it is an excused absence).

#### **Excused Absences:**

Students with valid reasons for missing a particular class are asked to confirm their absence PRIOR to class time via email with their professor and TA. Excused absences include, but not limited to: religious observances, UMD athletic events, illness (w/ doctor's note, a letter from Health Center or Counseling Center at the university, or self-signed excuse form), death in the family or loved one, jury duty, connectivity issues (power outage), or doctor's appointment (will need a doctor's note).

In the case of religious observances, UMD athletic events, and other planned absences, notification must be sent during the schedule adjustment period (first 2 weeks of classes) —refer to SECTION III for further information.

#### **Religious Observances:**

The University's policy on religious observance and classroom assignments and tests states that students should not be penalized for participation in religious observances and that, whenever feasible, they should be allowed to make up academic assignments that are missed due to such absences. Students are responsible for notifying the instructor and TA of projected absences within the first two days of the semester; this is especially important for final examinations. Instructors should take the validity of these requests at face value. See link below for further information and religious holidays:

<http://www.faculty.umd.edu/teach/attendance.html#religious>

#### **Medical Absences:**

The University shall excuse class absences that result from a student's own illness. As explained in the link below, the procedures and the documentation a student is required to provide to the class instructor for the purpose of obtaining an excused absence differ depending on the frequency of the absence.

<http://www.president.umd.edu/policies/2014-V-100g.html>

Individuals with a medical absence will be granted 1 class day for each day excused to make up work.

Students with prolonged illness will be advised to drop ARCH150 and retake the course during the next available semester. This is because ARCH150 is not offered as an independent study course (interaction with other students and the sequencing of assignments is critical to course content).

Self-signed excuse: Students also have the option to create their own medical note after visiting the University Health Center:

[https://health.umd.edu/sites/default/files/inline-files/Medical\\_attestation\\_5-2016.pdf](https://health.umd.edu/sites/default/files/inline-files/Medical_attestation_5-2016.pdf)

Students may, one time per course per semester, provide a self-signed excuse as documentation of an absence from a single class (e.g., lecture or laboratory session) that does not coincide with a major assessment or assignment due date. For all other medically necessitated absences, students must provide documentation from a physician or the University Health Center, upon request of the course instructor.

#### **University Policy for Incomplete Grades:**

The mark of "I" is an exceptional mark that is an instructor option. It is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work of the course. In no case will the mark of "I" be recorded for a student who has not completed the major portion of the work of the course. Both student and instructor must fill out the *Incomplete Contract* (undergraduate students only). The *incomplete contract* form must be submitted to the dean of the college offering the course within six weeks after the grade submission deadline.

An "I" mark is not used in the computation of quality points or cumulative grade point averages. Only in extreme instances (and in the context of substantial completion of the work assigned) will the grade of I (incomplete) be given as a semester evaluation and then only subject to University guidelines and contractual procedures.

#### **Late/Early departure:**

Avoid being late to class or leaving early. If a student is more than 10 minutes late to class, that will count as a "tardiness." Accumulated tardiness will have a direct impact in your grade. (3) Tardiness (or leaving early without permission) will count as (1) absence. If you have to leave early, you will need the permission of the professor or TA (lab critic).

#### **ADS (Accessibility and Disability Service) Accommodations:**

The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is also committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The Accessibility & Disability Service (ADS) provides reasonable accommodations to qualified individuals to provide equal access to services, programs and activities. ADS cannot assist retroactively, so it is generally best to request accommodations several weeks before the semester begins or as soon as a disability becomes known. Any student who needs accommodations should contact me as soon as possible so that I have sufficient time to make the necessary arrangements.

For assistance in obtaining an accommodation, contact Accessibility and Disability Service at 301-314-7682, or email them at [adsfrontdesk@umd.edu](mailto:adsfrontdesk@umd.edu). Information about sharing your accommodations with instructors, note taking assistance and more is available from the Counseling Center.

Students are responsible for notifying their studio instructor in writing of any disabilities the first day of the semester. Each notice should be accompanied by a formal letter from the ADS Office.

### **Student Resources and Services**

Taking personal responsibility for your own learning means acknowledging when your performance does not match your goals and doing something about it. I hope you will come talk to me so that I can help you find the right approach to success in this course, and I encourage you to visit UMD's Student Academic Support Services website to learn more about the wide range of campus resources available to you.

In particular, everyone can use some help sharpen their communication skills (and improving their grade) by visiting UMD's Writing Center and schedule an appointment with the campus Writing Center.

You should also know there are a wide range of resources to support you with whatever you might need (UMD's Student Resources and Services website may help). If you feel it would be helpful to have someone to talk to, visit UMD's Counseling Center or one of the many other mental health resources on campus.

### **Basic Needs Security**

If you have difficulty affording groceries or accessing sufficient food to eat every day, or lack a safe and stable place to live, please visit UMD's Division of Student Affairs website for information about resources the campus offers you and let me know if I can help in any way.

### **Netiquette Policy**

Netiquette is the social code of online classes. Students share a responsibility for the course's learning environment. Creating a cohesive online learning community requires learners to support and assist each other. To craft an open and interactive online learning environment, communication always must be conducted in a professional and courteous manner, guided by common sense, collegiality and basic rules of etiquette.

### **Participation**

- Given the interactive style of this class, attendance will be crucial to note-taking and thus your performance in this class. Attendance is particularly important also because class discussion will be a critical component for your learning.
- Each student is expected to make substantive contributions to the learning experience, and attendance is expected for every session.
- Students with a legitimate reason to miss a live session should communicate in advance with the instructor, except in the case of an emergency.
- Students who miss a live session are responsible for learning what they miss from that session.
- Additionally, students must complete all readings and assignments in a timely manner in order to fully participate in class.

### **Course Evaluation**

Please submit a course evaluation through CourseEvalUM in order to help faculty and administrators improve teaching and learning at Maryland. All information submitted to CourseEvalUM is confidential. Campus will notify you when CourseEvalUM is open for you to complete your evaluations for fall semester courses. Please go directly to the Course Eval UM website to complete your evaluations. By completing all of your evaluations each semester, you will have the privilege of accessing through Testudo, the evaluation reports for the thousands of courses for which 70% or more students submitted their evaluations.

### **Copyright Notice:**

All lectures in ARCH 150 are the property of the Professor. Both recorded and PowerPoint lectures from ARCH 150 will be posted to Elms Canvas, students are encouraged to review them before and after the class begins.

**Academic / Studio Culture Policy:**

Studio culture is an ever-changing presence in architectural education and the profession, and it is important to talk about how greatly it impacts our lives, not only in the classroom or the office, but on a day-to-day basis. (from: *Studio Culture: Stories and Interpretations* A Product of the 2015-2016 AIAS Advocacy Advisory Group) The Architecture Program's Academic/Studio Culture Policy was developed jointly by students and faculty and provides a framework for respectful engagement.

Information on policy can be found online at:

[http://arch.umd.edu/sites/arch.umd.edu/files/attached\\_files/AStudioCulturePolicy\\_0.pdf](http://arch.umd.edu/sites/arch.umd.edu/files/attached_files/AStudioCulturePolicy_0.pdf)

**Retention of Student Work:**

University regulations require the professor to retain all examinations for a period not less than one academic year. The School of Architecture does reserve the right to retain certain projects for use in publicity, display, or other official uses such as accreditation. In addition, projects may be retained for archival reasons or in cases of grade disputes. In the event that a student's work is retained, faculty members will make every accommodation to permit the student to document that work (photograph or otherwise make reproductions) for use in personal portfolios.

**Virtual Classroom and Netiquette:**

During live Zoom sessions it's critical that students select a quiet room in their house without any distractions. Students shall also behave themselves in a professional manner during all video conferencing (for example: sit on a chair, instead of laying down in your bed). Students are expected to turn ON their video and audio to participate face-to-face during class time.

**IT Resources and Computer Lab Etiquette:**

The IT Group Technology Solutions Center (TSC) is a valuable resource for computing related information and inquiry for all students and faculty of the school. Please direct questions and concerns for IT services and equipment and report any and all service problems/outages to the TSC either in person at their office space or via email at [TSC@umd.edu](mailto:TSC@umd.edu). The Digital Media Lab (DML) upstairs and the Digital Research Lab (DRL) downstairs and the Document Output Center (DOC) are public IT facility areas available to all students that must be shared by all students across the school and maintained in a professional manner through appropriate student conduct for the beneficial use of all. The DOC is a facility provided for the support of academic mission of the school relating to student media input/output. The equipment provided is available for student use of the "pay-for-print" system. Students must prepay for all output in the facility. While quiet and constructive communication between students in the lab is encouraged, visits by other students outside the class during class time are not permitted. Students must always respect the work and workspace of others at all times. NO FOOD OR DRINK is permitted in the computer labs or IT facilities at any time.

**Sustainability:**

The University of Maryland and the faculty of Architecture believe that sustainability is a big part of the built environment. We encourage you to adopt sustainable practices during this course. Consider the use of materials, printing/plotting efficiency and the energy consumption of your travel and actions on the broader environment and your personal impact on the built environment. For further information visit the Campus Sustainability at the University of Maryland: <http://www.sustainability.umd.edu/>

**Architecture Student Handbook:**

Please also find other important and complementary information you need to familiarize with in the Student Handbook at: <http://arch.umd.edu/arch/architecture>



## **SECTION V – ADDITIONAL COURSE POLICIES**

### **Academic Honesty**

Plagiarism, fabrication, copying of files and cheating are prohibited by the Academic Policies as described by the University of Maryland. This course will be challenging. Students are encouraged to develop a system conducive to peer learning. All work (design projects, drawings, models, etc.) provided for the fulfillment of course requirements must be the work of the individual student. One student submitting another student's work as their own, in whole or in part, constitutes plagiarism and will be dealt with as such. If a student violates academic honesty standards the instructor, School, and University will impose the appropriate sanctions.

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the University community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. For full disclosure of the University's policies regarding academic dishonesty visit: University of Maryland Code for Academic Integrity. Any member of the University community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the Honor Council promptly in writing.

### **Authorship of Work:**

All design projects, drawings, models, etc., submitted by students enrolled in architectural design courses must be entirely the product of the individual student. Students may not receive any drawing, model making, etc., assistance from fellow students, students in other stages of the architecture program, spouses, significant others, relatives, friends, acquaintances or employees. Students who fail to meet this requirement will be subject to university policies concerning Academic Dishonesty.

### **Quality Standards:**

Assignments are to be completed on time and with a level of quality that reflects the pre-professional degree program. Late and incomplete work is contrary to the standards of professional practice. Significant due dates and project work product expectations will be outlined in each project statement. Students are responsible for successfully responding to the requirements of each project. In instances where extreme or mitigating circumstances intervene, students are responsible for notifying the faculty member in charge of this course so that appropriate accommodations might be made. Student work shall be well drawn and crafted. To assist students in meeting this standard, the following seven-point guideline has been established:

- 1) The project must be complete. You must have performed all aspects of the assignment to the specified level of detail, within the indicated time frame.
- 2) The project must be in the correct format. This includes specified sheet size, material and media. this also includes all graphic conventions, labeling, and lettering. Never put extraneous graffiti on your drawings or models.
- 3) The project must be neat and clean. There should be no smudges, extra ink/pencil marks, wrinkled or torn edges, grease stains and / or food marks.
- 4) The project must be well crafted. This means crisp, clean corners, accurate and error free drawings, as well as a consistent level of detail and graphics.
- 5) The project must have the appropriate line quality. You should graduate line weights for emphasis and strive for clarity, sharpness and blackness. Keep your pencils sharp and your pens clean.
- 6) The composition of the graphic presentation must be clear and readable. To be considered readable and clear, your presentation should always be done with the following points in mind:
  - a) All orthographic views, particularly plan views, should be oriented in the same direction. Convention generally dictates that north be up.



- b) Correspondence from drawing to drawing should always be maintained. Consider the hierarchy of drawings, views and diagrams in conveying your ideas on the basis of importance. This is perhaps the first and most significant distinction between presentation and working drawings.
  - c) You should use Profile, Value Rendition, Poche, and Mosaic, or other proven techniques to differentiate space from solid form, and circulation from program areas.
- 7) All submitted projects must demonstrate an accurate and thorough understanding of the theoretical issues covered in this course, as well as an understanding through application of the methods, skills, and material introduced in previous support courses.

### **Architecture Program Reviews / Juries / Critique:**

At the conclusion of each project, and at various points throughout the design process, an open forum of criticism will be conducted in order to facilitate studio discourse. Juries are an important part of the learning process. Failure to attend and participate in these sessions will result in an inferior grade. Students will be expected to attend their peers' reviews, take notes, make diagrams, and participate fully in discussions. Appropriate dress (business attire, or business casual attire) is recommended. A long-standing tradition in Architectural Education and Professional Practice, criticism is one of the most important tools an architect uses to rigorously develop a project. Inexperienced students often assume, erroneously, that favorable comments about their work are personal endorsements of them as people (conversely, the same students will also be inclined to assume that unfavorable comments about their work are intended as personal assaults upon their character). These assumptions are gross misunderstandings of the role of criticism. Criticism is not personal. It is always directed towards the establishment of a critical discussion investigation of the *Why*, *How* and *What* of any problem, and its primary goal is to improve the understanding and quality of design and the design process.

- **Why?** Generally examines the formulation and validity of the beginning Architectural Idea / Concept.
- **How?** Generally examines the Design Process and Methods being employed. (i.e., appropriateness, consistency, etc.).
- **What?** Generally examines the Specific Product (i.e., architectural form and space, which embodies the architectural idea, and the concerns of architectural principles, formal order, structure, light, sequence/movement, etc.).

The goal of self, peer and faculty criticism is to stimulate and augment your intellectual and professional growth. History has demonstrated that great architects have furthered their development by actively giving and receiving criticism.

### **Studio Decorum:**

1. INJURIES OR ACCIDENTS – should be reported immediately to Campus Security – 405–3333. If you, or a friend, have been injured do not attempt to go to the student health center alone, either summon help from Campus Security or ask for assistance from a fellow student. Studio first aid boxes are available; be sure to acquaint yourselves with the location and contents of these.
2. Visitors are not permitted in studio during class hours. Strangers in studio should be asked to identify themselves and their business. Generally, this can be accomplished in a friendly and helpful manner. But, should the person in question appear suspicious, you owe it to yourself and your fellow students to notify Campus Security at once, particularly during off hours!
3. When you leave your work area, be sure that all articles of value are either properly secured or removed from the studio. The University assumes no responsibility for theft or vandalism of your personal property. Laptops should be properly secured.
4. Smoking is forbidden in the Architecture Building at all times.
5. The use or possession of alcoholic beverages and/or illegal drugs is strictly forbidden in the building at all times.
6. Radios, iPods, iPhones, and other audible devices are to be used in conjunction with

headphones at all times. The use of speakers in studio is forbidden at all times.

7. No televisions, DVD Players, etc., are permitted in the studio. Recent studies have confirmed both the personal safety, physical, and intellectual challenges that are associated with multitasking. While in studio, students are encouraged to focus on the tasks at hand. Watching DVDs, YouTube videos, playing digital games, etc., can be detrimental to your performance and distracting to those around you. See: *New York Times*, "The Mediocre Multitasker," (<http://www.nytimes.com/2009/08/30/weekinreview/30pennebaker.html?scp=4&sq=multitasking&st=cse>) *NPR*, "Multitasking May Not Mean Higher Productivity" (<http://www.npr.org/templates/story/story.php?storyId=112334449>)
8. Personal desk areas should be kept as neat as possible at all times. Note: you should not place anything of value on the floor, it is liable to be mistaken for garbage by the cleaning staff. Prior to desk critiques, students should organize their desk areas and provide a seat for their critic.
9. Aerosol paint, glue, or other aerosol media may not be used in or outside the building. Painted models (paint obscures poor craft) are forbidden in ARCH 200.
10. The use of X-Acto knives or similar cutting devices will be conducted with the utmost care for personal safety, university owned furnishings and room finishes. All cutting must be done on surfaces designated expressly for that purpose and provided by the individual student. Used blades should be safely and properly disposed of in the red containers provided throughout the studio area.