



**2016-2017 UNDERGRADUATE STUDENT HANDBOOK**

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# INTRODUCTION

The School of Architecture (SoA) Undergraduate Student Handbook is a guide to SoA rules, policies, and procedures. It is designed to give answers to common questions about the school, its curriculum, the university, and your role as a student in the five-year Bachelor of Architecture professional degree program. For additional information or clarification, you may consult with SoA staff, faculty, and other university personnel.

The material in this handbook is based on current policies, procedures, and requirements. Changes to any policies will be communicated to all students as they occur. For this reason, it is strongly recommended that students regularly check the SoA website and calendar at [soa.cmu.edu](http://soa.cmu.edu) and their CMU email accounts. Students should also be familiar with the policies laid out in the CMU Student Handbook, The Word, which can be found online: [www.cmu.edu/student-affairs/theword](http://www.cmu.edu/student-affairs/theword).

Please refer to the back of this handbook for useful information such as architect resource websites, the academic calendar, facilities hours, and a directory of faculty and staff.

We ask that all students familiarize themselves with the contents of this handbook. A new edition is issued every year to ensure accuracy. We welcome comments, questions, and suggestions; our goal is to make this document an essential resource for our undergraduates and encourage feedback to make each edition more effective.

To understand the unique requirements of an architecture education, we have included the following summary from the National Architectural Accrediting Board's 2009 edition of *Conditions for Accreditation for Professional Degree Programs in Architecture*:

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

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

The 450 unit Carnegie Mellon SoA Bachelor of Architecture (BArch) degree is accredited by NAAB. The next accreditation visit is 2018 and will be conducted under the 2014 Conditions.

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## SoA MISSION

**The School of Architecture provides deep immersion in the discipline of architecture, intensified by the broader Carnegie Mellon culture of interdisciplinary innovation and creative inquiry.**

We define the discipline of architecture as the integrated pursuit of design creativity, historical perspective, social responsibility, technical expertise, and global environmental leadership. Our undergraduate and graduate degree programs prepare students to be excellent, discipline-defining design thinkers in diverse global contexts.

This world-class architecture education is enhanced by our position within one of the world's leading research and entrepreneurship institutions, and by the fundamental premise that architectural excellence demands both rigorous training in fundamentals and the development of unique specializations. Students may extend their core knowledge either through concentration in architecture subdisciplines like sustainable design or computational design, or through interdisciplinary interaction with CMU's other renowned programs - whether the sciences, the humanities, business, or robotics. Though every School of Architecture student graduates with intensive architecture knowledge, no two graduates leave with the same education.

In the twenty-first century, few architecture problems are straightforward. Graduates of SoA excel in the roles architects have performed for centuries - and in new roles catalyzed by the depth and breadth of their education - to create and execute innovative solutions to a huge range of emerging global challenges.

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## CMU & SoA HISTORY

Carnegie Mellon University had its beginnings in the Carnegie Technical Schools, founded by Andrew Carnegie on November 15, 1900. Under its initial charter, the institution intended to serve the City of Pittsburgh as a technical school, offering secondary technical education and specialized training in science and the arts.

The School of Science and Technology coupled intellectual and technical skills to produce engineers' assistants, foremen, and draftsmen. The School of Apprentices and Journeymen concentrated on the mechanics of manufacturing and building. The School of Fine and Applied Arts offered a program that would produce skilled designers, art workers, and printers. Margaret Morrison Carnegie College trained women in homemaking, nursing, and secretarial skills.

In 1912, the Carnegie Technical Schools became Carnegie Institute of Technology (CIT) with a mission to promote excellence in technology and engineering, and gave emphasis to the humanities and arts. In 1968, CIT merged with the Mellon Institute, a center for scientific research in Pittsburgh, to become Carnegie Mellon University.

Carnegie Mellon offers educational programs and promotes research in seven major areas: arts, sciences, humanities, engineering, public policy, business and computer science. Its goal is to educate professionals, create new technologies, foster knowledge, and promote the economic development of Pittsburgh and its region.

Located on a 136-acre campus adjacent to Pittsburgh's Schenley Park, Carnegie Mellon is a ten-minute drive from downtown Pittsburgh. The campus population consists of approximately 6,000 undergraduates, 5,500 graduate and doctoral students, and 4,000 faculty and staff members.

Carnegie Mellon has offered an undergraduate professional Architecture degree program since the founding of the Department of Architecture in 1905 in the School of Applied Design, renamed the College of Fine Arts in 1921. The primary goal of the undergraduate program has always been one of educating students to be practitioners. Under its first Dean and Department Head, Henry Hornbostel, and under succeeding department heads, the undergraduate program approached the task of educating students in the traditional manner established by the Ecoles de Beaux-Arts.

In the 1960s, under the direction of Paul Schweikher, the undergraduate program was a five-year, fixed-length program. As was common during this period, it consisted of an introductory year of basic design followed by four years of architectural design.

During the 1970s and 1980s, Heads Delbert Highlands, Robert Taylor, Louis Sauer, and Omer Akin developed the program into a four-level, variable-length program. Distinctive characteristics of the program during these years were: the introductory course in architecture, which was developed as an alternative to courses in basic design; the four-level design sequence which defined skills necessary for advancement through the program; the technology sequence which structured architectural technology in a manner parallel to architecture design; and the possibility of completing the program in a period of four years (accomplished by 15% of students).

Under Omer Akin, the four-level program was transformed into a three-level design sequence: a first-year introduction to architecture; a variable-length middle level developing both comprehensive and specialized skills; and a fixed-length final level requiring demonstration of comprehensive architectural and design skills. In 1986-87 under Akin's leadership, the program was revised to a five-year sequence in which each year had its own identity and purpose. Subsequently, under the leadership of Irving Oppenheim and Ulrich Flemming, and then John Eberhard, the program evolved to build stronger course work in the areas of history, technology, and design sciences, requiring course work within other departments of Carnegie Mellon.

In the fall of 1994, Vivian Loftness was appointed Head, with Bruce Lindsey appointed Associate Head in 1995. Building on efforts led by Doug Cooper, a revised curriculum was adopted that called for creative, technical, environmental, and historical competence.

In the summer of 2004, Laura Lee was appointed Head of the School. With a background in teaching design studio, interdisciplinary arts, and professional practice, Lee's vision was to develop a center of excellence for integrated design.

Following a year as Interim Head, Stephen R. Lee was appointed as the Head of the school in the summer of 2009. As a member of the faculty for over 25 years, Lee brought an intimate knowledge of the School and a background in tectonics, sustainable design, and urban design to the position. Lee's vision is to emphasize the importance of learning by making and the need to create flexibility and interdisciplinary opportunities. He led a school-wide process to reimagine the strong, existing curriculum to refine a solid, three-year architecture foundation and to enable upper-level students to choose advanced synthesis option studios in breadth or in depth based upon their personal interests and career goals. He explicitly made linkages between the undergraduate program and the post-professional graduate programs and created the Accelerated Masters Program. He was reappointed in July 2014.

## **Chronology of School Heads**

1905-1907 Henry Hornbostel, Founder  
1907-1918 Henry McGoodwin, First Head  
1918-1921 Walter Kerr Rainsford, Acting Head  
1921-1923 Harry Sternfeld, Head  
1923-1925 Henry McGoodwin, Head  
1925-1948 William Frank Hitchens, Acting Head and Head  
1948-1955 John Knox Shear, Acting Head and Head  
1955-1956 Raymond A. Fisher, Acting Head  
1956-1968 Paul Schweikher, Head  
1968-1969 Robert H. Burdett, Head  
1969-1975 Delbert Highlands, Head  
1975-1979 Robert Taylor, Acting Head  
1979-1981 Louis Sauer, Head  
1981-1988 Omer Akin, Head  
1988-1989 Ulrich Flemming & Irving Oppenheim, Acting Heads  
1989-1994 John Eberhard, Head  
1994-2004 Vivian Loftness, Head  
2004-2008 Laura Lee, Head  
2008- Stephen R. Lee, Interim Head and Head

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# BACHELOR OF ARCHITECTURE DEGREE

“The accredited degree program must demonstrate that each graduate possesses the knowledge and skills defined by the criteria set out below. The knowledge and skills are the minimum for meeting the demands of an internship leading to registration for practice.

The school must provide evidence that its graduates have satisfied each criterion through required coursework. If credits are granted for courses taken at other institutions or online, evidence must be provided that the courses are comparable to those offered in the accredited degree program.

*The criteria encompass two levels of accomplishment:*

- *Understanding—The capacity to classify, compare, summarize, explain and/or interpret information.*
- *Ability—Proficiency in using specific information to accomplish a task, correctly selecting the appropriate information, and accurately applying it to the solution of a specific problem, while also distinguishing the effects of its implementation.”*

- The National Architectural Accrediting Board (NAAB) 2009 Conditions for Accreditation  
NAAB Student Performance Criteria:

## **Critical Thinking and Representation**

- A.01 Communication Skills (A)
- A.02 Design Thinking Skills (A)
- A.03 Visual Communication Skills (A)
- A.04 Technical Documentation (A)
- A.05 Investigative Skills (A)
- A.06 Fundamental Design Skills (A)
- A.07 Use of Precedents (A)
- A.08 Ordering Systems Skills (U)
- A.09 Historical Traditions and Global Culture (U)
- A.10 Cultural Diversity (U)
- A.11 Applied Research (U)

## **Integrated Building Practices, Technical Skills, and Knowledge**

- B.01 Pre-Design (A)
- B.02 Accessibility (A)
- B.03 Sustainability (A)
- B.04 Site Design (A)
- B.05 Life Safety (A)
- B.06 Comprehensive Design (A)
- B.07 Financial Considerations (U)
- B.08 Environmental Systems (U)
- B.09 Structural Systems (U)

- B.10 Building Envelope Systems (U)
- B.11 Building Service Systems (U)
- B.12 Building Materials and Assemblies (U)

### **Leadership and Practice**

- C.01 Collaboration (A)
- C.02 Human Behavior (U)
- C.03 Client Role in Architecture (U)
- C.04 Project Management (U)
- C.05 Practice Management (U)
- C.06 Leadership (U)
- C.07 Legal Responsibilities (U)
- C.08 Ethics and Professional Judgment (U)
- C.09 Community and Social Responsibility (U)

A minimum of 450 units are required to graduate. This includes a minimum 315 units of architectural studies and 135 units of general studies. Passing grades (D and above) in all courses and a minimum Quality Point Average (QPA) of 1.75 for first years and 2.00 for all other students must be maintained. A student must have a minimum 2.00 QPA to graduate.

### **Residency Requirement**

A candidate for a bachelor's degree must complete at Carnegie Mellon University a minimum of four semesters of full-time study, or the equivalent of part-time study, comprising at least 180 units of coursework. Furthermore, there is a six-semester residency requirement for the award of the Bachelor of Architecture degree.

### **Minors**

Students may receive a minor by taking approximately six or seven classes in an academic discipline; each college specifies the requirements for their minors, so students must contact the individual department for an outline of required courses. The Undergraduate Catalog lists all available minors as well as a contact person within each department. **Students must meet with the department of interest and apply/register as a minor to be officially recognized by that department.**

### **Double Majors**

Students who have received credit for required courses can supplement their schedule with additional electives. By taking approximately ten classes in an academic discipline, a student can receive an additional major. **Students must contact the individual department for an outline of required courses and to apply/register as a double major candidate in order to be officially recognized by that department.**

## Dual Degree

Building upon their courses in the School of Architecture, students can pursue a dual degree program. Students who have earned dual degrees will receive two diplomas: a Bachelor of Architecture as well as a B.A. or a B.S. in the additional area of study. Students must contact the individual department for an outline of required courses and units. **Students must register with the individual department's academic advisor to be officially recognized as a dual degree candidate in that department.**

## IDeATe

The Integrative Design, Arts and Technology Network (IDeATe) at Carnegie Mellon University connects diverse strengths across CMU to advance education, research and creative practice in domains that merge technology and arts expertise.

The IDeATe concentrations aim to train a student to be excellent in one area of technology or arts and be able to collaborate within diverse cohorts of technology and arts experts. To achieve this goal, IDeATe has sponsored the development of 30 new interdisciplinary technology-arts studio based courses. These studio classes are focused on hands on collaborative learning and are structured to combine students from many different disciplines. The curriculum is being developed and delivered by 65 faculty across 15 different academic units of CMU and being delivered at the new IDEATE collaborative making facility housed at the central Hunt Library.

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## B.ARCH CURRICULUM

### Design Studio (168 UNITS)

48-100	Architecture Design Studio: Foundation I
48-105	Architecture Design Studio: Foundation 2
48-200	Architecture Design Studio: Elaboration 1
48-205	Architecture Design Studio: Elaboration 2
48-300	Architecture Design Studio: Integration 1
48-305	Architecture Design Studio: Integration 2
48-400	Advanced Synthesis Options Studio
48-405	Advanced Synthesis Options Studio
48-500	Advanced Synthesis Options Studio OR
48-509	Thesis I
48-505	Advanced Synthesis Options Studio OR
48-519	Thesis II

**Critical Practice (42 UNITS)**

48-025	First-Year Seminar: Architecture, Edition I
48-026	First-Year Seminar: Architecture, Edition II
48-250	Context
48-351	Human Factors in Architecture
48-380	Real Estate Design and Development
48-381	Issues of Practice
48-383	Ethics & Decision Making in Architecture

**Design Tools (24 UNITS)**

48-120	Analog and Digital Media I
48-125	Analog and Digital Media II

**Building Technology (18 UNITS)**

48-215	Materials and Assemblies
48-324	Statics/ Structures

**Environmental Science (27 UNITS)**

48-116	Building Physics
48-315	Environment I: Climate and Energy
48-432	Environment II: Advanced Building Systems Integration & Mechanical Systems

**History (27 UNITS)**

48-240	Historical Survey of World Architecture and Urbanism
48-241	Modern Architecture
48-xxx	Architectural History III

**Architecture Elective (9 UNITS)**

48-xxx	Architecture Elective
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**General Studies & Electives (135 UNITS)**

99-101	Computing @ Carnegie Mellon
76-101	Interpretation and Argument
62-105	Exploring Pittsburgh
62-225	Generative Modeling
62-275	Fundamentals of Computational Design
xx-xxx	Electives (99 units)

*\*A free elective is any Carnegie Mellon Course. However, a maximum of nine Pass/Fail units (includes physical education, military science (ROTC), and/or student-taught (StuCo) courses) may be used toward fulfilling graduation requirements.*

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# COURSE GUIDELINES

## Course Sequence

Courses in the curriculum build upon one another, making the sequence very important. Unless unusual circumstances warrant an exception, courses must be taken in sequence. The following rules apply to the course sequence:

- Each studio is the prerequisite course with a minimum grade of C for the next studio in the first three years.
- Architecture Design Studio: Integration II (48-305) is the prerequisite course with a minimum grade of C for all Advanced Synthesis Options Studios.
- A passing grade below the prerequisite minimum grade of C (a grade of D) in any studio requires the written permission of the department head to override the prerequisite requirement and to continue on to the next studio in the sequence.
- **All required first-, second-, and third-year courses must be passed to enter into the fourth year.**
- Entrance into any course depends on fulfilling all course prerequisites. See the Undergraduate Catalog and course syllabi for prerequisites.
- Any courses taken at other institutions for use as transfer credit must have prior School approval. **You must notify and submit all requested course information to the Senior Academic Coordinator prior to taking coursework.** Approval will be based on the equivalency of the proposed course being replaced.

## Architectural History Requirements

All Bachelor of Architecture students must take three approved architectural history courses.

- Two of the three courses must be 48-240: Historical Survey of World Architecture and Urbanism and 48-241: Modern Architecture. The other architectural history course must be taken within the School of Architecture.
- Students are not permitted to enroll in more than one architectural history course in the same semester.
- Students may not substitute architectural history courses taken outside of the SoA (for example, a course taken in different department at CMU, a course taken at Pitt, or a course completed as part of a non-CMU study abroad program).

## Auditing a Class

Auditing classes is defined as being present in the classroom without receiving academic credit. You may take part in class discussion and take examinations, subject to the agreement of the instructor. You may audit courses without additional charge if you already pay full tuition (36 units) and fees. Part-time and special students who are permitted to audit will be charged tuition for the audited course at the regular rate.

To choose the audit option, you must obtain a Course Audit Approval Form at the HUB, online at [www.cmu.edu/hub/registration/docs/course-audit.pdf](http://www.cmu.edu/hub/registration/docs/course-audit.pdf); obtain the required signatures; and return to enrollment services at the HUB. Audit classes cannot fulfill degree requirements; you may only audit a course if the course is not part of the required curriculum, including electives.

## Pass/Fail

Undergraduate students may elect to take a university elective as a pass/fail course. Pass/ Fail classes cannot fulfill degree requirements; you may only pass/ fail a course if the course is not part of the required curriculum, including electives. You must register for the course first, then obtain a form from the HUB at [www.cmu.edu/hub/registration/docs/pass-fail.pdf](http://www.cmu.edu/hub/registration/docs/pass-fail.pdf).

Students must submit the form to Enrollment Services indicating the course they are electing as pass/ fail before the end of the university's drop period. This decision is irreversible thereafter. No information regarding the student's decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.

A through D work will receive credit for units passed and be recorded as P on the student's academic record; below D work will receive no credit and will be recorded as N on the student's academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student's QPA. An "N" grade in any course will place you on an academic warning for the School of Architecture.

## Adding Or Dropping Classes

You may add or drop a class up to the Add or Drop Deadline as published in the official university Academic Calendar. The official deadlines for this year are also included on the last page of this handbook and in the online School of Architecture Calendar. Classes can be dropped prior to the university Drop Deadline without a W grade on your transcript. After the Drop Deadline, you may drop a class up until the last day of classes but will earn a grade of W that will be recorded on your transcript. It is the student's responsibility to drop a course by the assigned deadline. **Classes may not be dropped after the last day of class.** Receiving a W grade in a required course for the School of Architecture will place you on an academic warning.

## Electives

An Architecture Elective is any non-required course taken in the SoA (48-xxx). A University Elective is any Carnegie Mellon course taken outside of the SoA. However, a maximum of nine units of physical education (69-xxx), ROTC, and/or student-taught StuCo (98-xxx) courses may be used toward fulfilling graduation requirements.

## Independent Study

Independent Study allows opportunities for students to pursue self-directed study with a faculty advisor. Students who are not on an academic action are permitted to take **one independent study course (or 9 units total)** with an architecture faculty member or with faculty outside of the School.

Students must submit the independent study template, which includes course deadlines, requirements, objectives, schedule, and deliverables. The template requires the approval and signature of a participating

faculty member (i.e. the faculty member must approve the outline and agree to act as the instructor). Once completed, the template must be submitted to the Senior Academic Coordinator and the Head for final approval and registration. Independent studies of 3 units must include 45 hours of academic work, 6 units must include 90 hours of academic work, and 9 units must include 135 hours of academic work.

## **Curricular Practical Training (CPT)**

Curricular Practical Training (CPT) may be an option for international students but is not required nor guaranteed and involves internships taken for credit in the United States. Students granted CPT approval must have an active, qualifying internship offer, the support of the CPT supervising faculty, approval from the Office of International Education (OIE), the approval of the Head, and must work with the Senior Academic Coordinator throughout the internship application process to register for CPT.

Students are only permitted to take CPT once and for 3 units, must have completed third year in good academic standing, and must have a minimum QPA of 3.00. CPT units are Pass/Fail and per SoA degree completion policy must be taken as part of the student's Architecture Elective requirement as part of the 9 Pass/Fail units that can be counted towards degree completion.

**Students interested in CPT must begin working with the Senior Academic Coordinator and OIE at the start of the semester preceding CPT and before applying to internships.** Students must first consult OIE to determine their eligibility for CPT by State Department and University standards. Students must then consult the Senior Academic Coordinator regarding departmental eligibility before beginning the internship application process and must begin the CPT registration process with the Senior Academic Coordinator before accepting an internship if the student will only be able to complete with CPT or the employer will only offer the internship for credit.

Students should understand that CPT regulations are subject to change at the discretion of the U.S. Department of State and OIE and that State Department and OIE policies will supersede SoA CPT policies.

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# **ACADEMIC RULES AND PROCEDURES**

## **Academic Advising**

Architecture students can receive advice from many sources, including the faculty, staff, and the Head of the School. In addition, we encourage all of our students to become involved with organizations (such as AIAS or NOMAS) and committees (such as the Student Advisory Council) in order to learn from peers.

Students will work with the Senior Academic Coordinator, Erica Harp [[eharp@andrew.cmu.edu](mailto:eharp@andrew.cmu.edu)], to answer questions about registration, course options, study away, and academic actions. She can help you plan your courses to ensure that you meet graduation requirements.

You will also be assigned a Faculty Mentor to support you in shaping your interests in architecture and provide professional direction. Your first year in the SoA you will be assigned a First-year Advisor, Heather Workinger Midgley [[haw5@cmu.edu](mailto:haw5@cmu.edu)], who will assist in your transition into the university and the School.

After the first year, you will be assigned to another Faculty Mentor who will remain with you from second through fifth years. Steve Lee, Head of the School, is also available to meet with students by appointment.

You should seek advice about the Architectural Experience Program (AXP) and architectural licensing through the Architect Licensing Advisor, Alexis McCune Secosky [[amccune@andrew.cmu.edu](mailto:amccune@andrew.cmu.edu)].

## Absences

Students must notify faculty in advance of planned absence for a religious holiday or school-related event (e.g., varsity sports trip). If you have an unplanned absence for medical or personal reasons, let the Senior Academic Coordinator know of your situation as soon as possible. In case of an extended absence for medical or personal reasons, contact the Senior Academic Coordinator by mail, e-mail, or phone; she will notify the appropriate faculty. Faculty reserve the right to request a formal document verifying a medical excuse.

## Academic Actions

The following list of academic actions do not follow a particular sequence; any of the actions may be appropriately imposed at any time upon recommendation of the School of Architecture faculty concerned and confirmed at the College Grades Meeting by the College of Fine Arts Academic Advisory Council. Students on Probation or a stronger academic action are not eligible to work for the school (except under extraordinary circumstances) until they return to good standing. Students on Warning must gain the approval of the Senior Academic Coordinator and the Head to be eligible to work for the school.

- A **Warning** indicates failure to maintain professional standards in any course (a D/N in any course); W in a required course; insufficient evidence of serious application to the professional standards of the School; or an overall quality point average below 2.00. A Warning notifies the student of unsatisfactory performance and suggests that the student take steps to determine and correct the cause of the difficulty. A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of warning.
- A student will be placed on **Probation** after failure to pass any professional course as outlined by the faculty of the School; failure to meet the professional standards of the School; earning a D/R in Studio or an R in any course, D in two or more elective courses; or failure to earn the minimum quality point average required to continue in the School, which is 1.75 for first year students, and 2.00 for all other students. A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of probation.
- A student will be placed on **Final Probation** for significantly poor performance, or for continued failure to meet the professional standards of the School (a D/R in two or more required courses). The student must improve scholastic standing to an acceptable level in order to be removed from Final Probation. Students not doing so may be dropped from the School of Architecture, suspended from architecture design studio, or suspended from the School of Architecture or University at the end of the semester. You may be placed on final probation without being on any prior action. A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of final probation.

- A student can be placed on **School of Architecture Studio Suspension** for continued poor performance in the architectural design studio sequence. A student suspended from studio must complete any failed requirements during the time of suspension and can continue to enroll in courses within the School of Architecture during the time of the suspension, excluding design studio.
- **University Suspension** is imposed for exceptionally poor performance (a low QPA), or for problems that create an impediment to any academic achievement. The student is required to withdraw from the university for a period to be determined by faculty action. Readmission is subject to conditions specified in each case by the School faculty concerned.
- A **Drop from Architecture** will be imposed at the discretion of the grades committees in the case of any student whose progress in professional training is considered insufficient to continue. This action is taken when a student is lacking an essential requirement for the profession, but whose general scholastic ability, habits, and character justify an opportunity in some other field of education. This action terminates the student's enrollment in the School of Architecture, but is not intended to prejudice admission to another department or college of the university or to another institution.

A Drop from Architecture academic action allows the student three choices:

- Transfer to another department within the university (A student must make an appointment with the Senior Academic Coordinator in Architecture to discuss this option).
- Request for Transitional Student status in the College of Fine Arts for a maximum of two semesters. (A student must make an appointment with the Senior Academic Coordinator in Architecture to discuss this option).
- Withdraw from Carnegie Mellon University.

## Academic Integrity

The School of Architecture follows the Carnegie University Policy on Academic Integrity, which is outlined below and can also be found at

[www.cmu.edu/policies/student-and-student-life/academic-integrity.html](http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html). In addition, the School of Architecture considers signing into a class for another student and submitting identical homework assignments as forms of cheating; these will result in disciplinary action.

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, the university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. According to the Carnegie Mellon University Policy on Academic Integrity, the following Policy violations are subject to disciplinary action:

- **Cheating** occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:
  - Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.

- Use of an alternate, stand-in or proxy during an examination.
  - Copying from the examination or work of another person or source.
  - Submission or use of falsified data.
  - Using false statements to obtain additional time or other accommodation.
  - Falsification of academic credentials.
- **Plagiarism** is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded.

Examples of sources expected to be referenced include but are not limited to:

- Text, either written or spoken, quoted directly or paraphrased.
  - Graphic elements.
  - Passages of music, existing either as sound or as notation.
  - Mathematical proofs.
  - Scientific data.
  - Concepts or material derived from the work, published or unpublished, of another person.
- **Unauthorized assistance** refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:
    - Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
    - Submission of work completed or edited in whole or in part by another person.
    - Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
    - Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
    - Use of unauthorized devices.
    - Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of Faculty Senate.

The School of Architecture follows the University policy on **Digital Theft**. It is illegal to download copyrighted material, including but not limited to software, movies, and music.

Carnegie Mellon University policies also prohibit the distribution of materials owned by anyone other than the person engaged in such distribution (whether officially copyrighted or not) without the permission of the owner. The distribution of copyright protected files without the permission of the copyright holder is illegal.

## Course Policies

SoA faculty will articulate policies and expectations for the students in their class syllabus. The syllabus will define policies regarding attendance, participation, tardiness, academic integrity, missing homework, missed deadlines, food in class, laptop use, etc. The syllabus will define expectations for both student and faculty behavior. **In no case can a student expect to receive a passing grade without regular attendance and participation in class.** Simply submitting projects, regardless of quality, at mid-semester or at the end of the semester will not allow a student to receive a passing grade.

## Disabilities

Students with a learning disability or a physical disability are encouraged to contact the Equal Opportunity Services Manager, Disability Resources, Lawrence Powell [[lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu)]. The circumstances will remain confidential to the extent desired. The university has a formal procedure for documenting disabilities, notifying advisors and faculty, and making arrangements to utilize university resources in support of expressed needs, but will take no action until contacted by the student. The Senior Academic Advisor will work with the student to coordinate assistance.

## Final Grades

Final grades are awarded in each subject approximately five working days after the last day of finals. There are no standard criteria for grading; each instructor establishes the grading criteria for his or her course. Mid-semester grades are given at the middle of each semester; while they indicate performance for the first part of the course, they are not part of your permanent record. The final grade may not be raised by taking a second examination or by submitting additional work once final grades have been submitted. To repeat a course already passed, you must obtain approval from the Senior Academic Coordinator. Both grades will appear on the official transcript and both will be calculated in the University QPA. When you are absent from a final examination, and are not entitled to an I (incomplete) grade, you will be given a grade of R.

- A grade of **Incomplete (I)** is only given in situations where unpredictable and extenuating circumstances (e.g. illness) prevent a student from completing the work for the course. You must have **written documentation** (e.g. a letter) verifying your extenuating circumstance. Student work already completed in the course must be at a passing level, and provisions to make up the missed work cannot unreasonably burden the instructor. University Policy states that work must be completed no later than the end of the following academic semester, or sooner if required by prior agreement. If it is not made up, the grade will become the default grade set by the instructor.
- A grade of **Withdraw (W)** indicates a student has withdrawn from a course after the course drop deadline but before (or on) the final day of classes. Receiving a W for a required course results in an academic action.

## Final Reviews

At the end of every semester students will have final reviews of their studio projects. As a capstone to the semester, these reviews are used to determine a student's overall comprehension of the studio's focus. **Final reviews are mandatory.** Failure to present at a final review may result in failure of the studio course. Only under specific circumstances can a student's final review be scheduled for an earlier or later date. A student must submit such a request **at least two weeks** prior to final reviews.

## Leave Of Absence Or Withdrawal

Students must sometimes interrupt their studies for a variety of reasons (e.g. financial, academic, or personal). For this reason, students may choose to take a Leave of Absence or to withdraw from the university.

- A **Leave of Absence** is for students who intend to return to the university. Students who take this option must complete a Leave of Absence form, and have up to two years to return to the university. After two years, students returning are subject to space constraints and an academic performance review. Students on leave who wish to return must obtain a Return from Leave form and complete the required information before they may be considered for a return from leave.
- **Withdrawal** is for students who do not intend to return to the university. To be recognized as withdrawing from the university, you must submit a Withdrawal form. Once you withdraw, you cannot return to the university without reapplying.

## Overloading

Students may register for an overload of courses above the threshold of 45 units if they have earned a 3.0 cumulative QPA through the preceding semester. Students should consult with the Senior Academic Coordinator if considering an overload. First-year students and transfer students are limited to a prescribed course load in the first semester of their attendance.

## Privacy Act

In accordance with the Buckley Amendment to the **Family Educational Rights and Privacy Act (FERPA)**, the School adheres to the following:

*"Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student."*

In effect, the law provides for:

- The inspection of records by a student;
- The opportunity, through a hearing, for a student to challenge the contents of the records;
- The permission of the student for the release of records;
- The maintenance of a record of all persons, including the student, who inspect the file.

As a result of this law, the HUB sends grade reports to students only. The School of Architecture sends all correspondence to students. The full privacy act, as amended, is available at the HUB or via the HUB website at [www.cmu.edu/hub/docs/ferpa-brochure.pdf](http://www.cmu.edu/hub/docs/ferpa-brochure.pdf).

## **Professional Attire**

For juries and other activities where students are representing the School of Architecture, it is expected that students dress in a professional manner and conduct themselves accordingly.

## **Studio Clean-Up**

The SoA will establish the studio clean-up deadline for each semester.

## **Studio Documentation Requirements**

At the conclusion of every studio, each student in the SoA is required to submit electronic documentation of their studio work. Studio Coordinators will establish documentation format. Failure to submit this work by the set deadline will result in the student being placed on registration hold.

## **Studio Grades Meeting**

At the end of each semester, the Head, the studio Coordinator, and the studio faculty meet to review the work across the studio to ensure that all students are performing up to the expectations of the School. Studio grades are finalized at this meeting per the criteria in each studio syllabus. **Studio Commends** are determined at this meeting.

## **School & College Grades Meetings**

Once final grades have been submitted and compiled, the Grades Meetings begin. A faculty representative from each sequence (Design, Design Tools, History, Building Technology, Environmental Science, Critical Practice) and the coordinator of each design studio year meet with the Head and Senior Academic Coordinator to review each student's academic progress. Faculty pay specific attention to students with a grade lower than a C, students with a QPA of less than 1.75 for first-years and 2.00 for others, and students on a previous academic action. At this time, the recommendations of the Semester Review are again discussed. The faculty present at the Grades Meeting approve all actions.

The Associate Dean and the College of Fine Arts Academic Advisory Council then take these actions to the College Grades Meeting where they are reviewed and issued. The student is sent a letter explaining the action, the reason for the action, and any conditions that may be associated with this action, and conditions under which a student will be removed from the action.

The decision to impose an academic action is first initiated by the faculty most closely involved in the student's primary area of study, and then presented at both the School Grades Meeting and at the College Grades Meeting. Academic Actions are the result of outstanding performance that lead to design commendations and School honors or poor performance as represented by grades typically below a C and/or for a low QPA (see University Grading Policy below).

A student who is not making satisfactory progress toward graduation may be asked to leave the program even though the student has received passing (D or above) grades.

## **University Grading Policy**

Your grade point average is calculated according to qualitative points. There are two Quality Point Averages (QPA): one for the most recent semester and one for the cumulative account of all courses. The cumulative QPA includes all Carnegie Mellon courses and courses for which you are cross-registered (see Cross-Registration) but does not include any grades transferred from other institutions.

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# **REGISTRATION**

## **Online Course Registration**

Registration for courses occurs twice a year: in November for the Spring and in April for the Fall. Registration for all classes is done online. Fifth and Fourth years register on Monday, Third years on Wednesday, Second years on Thursday, and First years on Friday. Because the architecture program is five years, both the fourth and fifth year students register on the first day of Registration.

Check your class standing and confirm your enrollment status through the Student Information Online (SIO) before the date of your registration. Registration and SIO can be found on the Enrollment Services (HUB) website. To access SIO, go to: <https://acis.as.cmu.edu/sio>.

Please ensure that all account balances are paid before registration week. Any holds on your student account/ student record will impact your ability to register at your assigned time.

Registration occurs through SIO. You will register at an assigned time based on your student ID number. After registering, be sure to logout of SIO. The system will check prerequisites, department priority, maximum enrollment, and keep a wait list.

## **Faculty Advising & Registration Meetings**

Students may meet with their assigned faculty mentor prior to registration to discuss their future plans in academically and professionally. The Senior Academic Coordinator will also hold class meetings and individual appointments before registration to meet with students to discuss course options and program requirements.

## **Online Academic Audit**

You can check the status of your progress towards your degree by logging into the academic audit system in SIO. This audit lists all classes that you have taken as well as the ones in which you are registered, so you can clearly see which classes you must take.

All students are responsible for meeting academic unit requirements to progress through the program and to be eligible to graduate. The Senior Academic Coordinator is available to answer questions about the Academic Audit and review individual student audits by appointment. Required audit reviews may be held by the Senior Academic Coordinator for any student to ensure clear understanding of remaining academic requirements.

## **Cross-Registration**

Carnegie Mellon is a member of the Pittsburgh Council on Higher Education (PCHE), a consortium which allows students from any one of its member institutions to cross-register for any other.

Participants include: Carlow University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park University, Pittsburgh Theological Seminary, Robert Morris University, Pittsburgh Glass Center, Pittsburgh Filmmakers, and the University of Pittsburgh.

Full-time students (registered for 36 units) are permitted to cross-register for one class per semester with no additional tuition charges. For more information, please reference the *Carnegie Mellon University Undergraduate Catalog*.

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# **TRANSFERS**

## **Transfer Within the University**

Students who wish to transfer to another department should meet with the appropriate advisor in that department. The student should notify the SoA Senior Academic Coordinator. If a transfer cannot take place within one semester, the student may choose or be required to declare Transitional status. A representative from the Advising Resource Center (CMARC) will then serve as the student's advisor. This status is temporary, lasting only for a maximum of two semesters, at which time the student must be admitted to a new department. **It is the student's responsibility, with the help of the CMARC Advisor, to request and obtain admission to another department.**

## **Transfer Credit**

Architecture students may take classes at other universities either in the summer or as part of a study abroad program. **Course descriptions and requested course information must be submitted to and approved by the Senior Academic Coordinator prior to enrolling in a course at another institution.** Transfer units applied toward graduation are limited to a maximum of 45. Transfer credit is granted through the School of Architecture, unless you are counting the course for a minor or second major.

Official translated transcripts must be submitted to the Senior Academic Coordinator prior to the beginning of the academic year to receive transfer credit. According to transfer credit guidelines published in the

Undergraduate Catalog, transfer credit is considered on an individual basis. Grades are not transferred - only credits. Transfer credit is awarded upon receipt of an official transcript and only for courses in which a grade of C (not C-) or better has been received. Official transcripts should be sent to the SoA Office, CFA 201.

## Studio Transfer Credit

Transfer credit for required studios is limited to 18 units, unless the student is enrolled in an **approved**, year-long study abroad program. All transfer credit for studio replacement is subject to review (excludes work from the School of Architecture study abroad). The Head and the Studio Coordinator review work.

Studio work must be displayed for review at the beginning of the semester upon the student's return. It is important for the work to be complete, either in original form or through clear reproductions. Documentation and course material should be included, as well as models when possible. **Additional work may be required to receive credit.**

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## STUDY ABROAD

The School of Architecture strongly encourages students to study abroad. The perspective gained through immersion in another culture and language is invaluable. A student is exposed to architectural subjects not readily available at CMU and will study architecture directly in an indigenous context. The Office of International Education (OIE) is an excellent resource for getting started for study abroad planning. Visit OIE's website at [www.cmu.edu/oie/sab/](http://www.cmu.edu/oie/sab/). Study abroad can fall into four categories:

1. **University Sponsored Programs** offer study abroad opportunities to students from a variety of economic backgrounds and are ideal for students with significant Carnegie Mellon funding. Sponsored Programs allow students to pay regular Carnegie Mellon tuition, room and board while receiving the same financial aid package (minus work study) while abroad. Carnegie Mellon will pay tuition, room\*, board\* and approved fees to the study abroad institution or program and may distribute funds to the student for other fees as appropriate.

*\*In cases where room and/or board is not included in the program's package, funds will be distributed to the student.*

2. **University or Departmental Exchange Programs** allow students to use their Carnegie Mellon funding while attending a university abroad. Carnegie Mellon students participating in these programs continue to pay tuition directly to Carnegie Mellon and receive the same financial aid package. Students are responsible for paying all other fees, such as room and board, directly to the exchange institution.
3. **External Programs** offer virtually unlimited possibilities for students in all majors for summer, semester, and full-year study abroad. Another university or study abroad program provider

administers these programs. External Programs allow students to pay the study abroad program directly, while still maintaining full-time enrollment status at Carnegie Mellon.

4. **Departmental Summer Programs** allow students to study away with SoA faculty for varying lengths of time and varying number units.

The faculty are currently planning the next five years of summer programs. For July and August 2017, the program, “Uniquely Dutch: Exploring Holland’s Architectural Culture,” will travel throughout Holland/Netherlands.

## **Qualifications For Study Abroad**

Students should make the decision to study abroad by the fall of their second year, so they can plan their courses accordingly. Students are allowed one semester abroad for which they receive studio credit except for those students at approved direct, year long, exchange programs.

To qualify for studio in a study abroad program, a student must have completed their third year of the program, have a minimum overall QPA of 3.00, (or 2.75 for SoA summer study abroad) and be in good academic standing (no current academic actions). Students that are considering a non-studio study abroad experience must have completed their first year of the program, have a minimum QPA of 2.50 (2.25 for SoA programs), and be in good academic standing. Students must maintain QPA standards and be free of any academic actions for the semester prior to studying away, or permission may be denied.

## **Application and Acceptance Procedures**

Students planning to study abroad must apply through both the School office with the School of Architecture Application for Study Abroad and the Office of International Education for non-CMU programs. Students may download the School application form from the SoA website.

If the program is hosted through another institution and is not CMU-affiliated, the student will apply to the program’s host school and complete the appropriate school office forms. In this situation, the student is entirely responsible for all the correspondence, application and financial arrangements, and for the transfer of credit. They are also responsible for integrating the courses taken into their curricular requirements. Applications for SoA Departmental Summer Programs are handled through the School of Architecture only.

- Applications are due in early October for study abroad in the following Spring semester.
- Applications are due in late January for study abroad in the following Summer semester.
- Applications are due in early April for study abroad in the following Fall semester.

Applications will include an application form, an essay indicating the reason for study abroad, and translated course descriptions for all proposed courses abroad. Applications from all other study abroad programs vary according to the host institution guidelines. All students must obtain and submit a completed Study Abroad Transfer Credit Permission form (SATC) through the Office of International Education (OIE) online portal, along with any other documents required by OIE. All students who have completed an application will receive a written response from the School of Architecture about their status of admission into a study abroad program. A standing committee (including a member of the faculty, the Senior Academic

Coordinator and Head of the School) will conduct a review and determine the admission of students to a program.

Students will be notified of acceptance by the Office of International Education for direct exchange and sponsored programs, by the School of Architecture for Departmental Summer Programs, and by the host institution for external programs. Notification dates vary.

**Note:** All study abroad internal forms are available on our website or in CFA 201.

## **Language of Study**

There are many study abroad programs in English speaking countries, and English is widely spoken and taught around the world. Many non-English speaking countries have universities that teach courses in English, and there are many study abroad program providers that offer coursework exclusively in English. Other program providers offer intensive language study with the option to take other courses in English or the foreign language.

## **Term of Study**

Students may study abroad in the Fall, Spring, or Summer semesters. Please see the Senior Academic Coordinator and your faculty mentor prior to making any decisions on what term to schedule your study away experience. Careful planning and scheduling of your courses are necessary when incorporating a study away experience into your curriculum.

## **Returning After Study**

Students who participate in a study abroad program for one semester will transfer non-studio course credit by submitting course descriptions of each course taken as well as an official transcript from the host Institution.

Official translated transcripts must be submitted to the Senior Academic Coordinator before the beginning of the academic year to receive transfer credit. Grades are not transferred, only credits. Transfer credit is awarded upon receipt of an official translated transcript and only for courses with the grade of a C or better (not C-). When students return from study abroad, they must pin up original work during the study away exhibit, which will be subject for review by the School Head and appropriate faculty.

Please note that most scholarships and awards paid to students who are U.S. citizens are considered to be non-qualified scholarships which are taxable but not reported to the IRS. Most scholarships and awards paid to international students are taxable and require withholding based upon the tax treaty in place with the student's home country. The University's policy for tax withholding will be followed in all cases.

## Study Abroad Locations

Example locations from our SoA students over the past ten years:

<b>Africa</b>	University of Cape Town
<b>Australia</b>	University of Adelaide University of Melbourne University of New South Wales University of Sydney
<b>Belgium</b>	Henry van de Velde Institute
<b>Czech Republic</b>	CIEE Prague ARCHIP: Architectural Institute of Prague
<b>Denmark</b>	Denmark International Study Program (DIS)
<b>England</b>	Architectural Association of London University College of London
<b>Germany</b>	CIEE Berlin Technische Universitat Berlin
<b>Italy</b>	Cornell University Rome Parthenon Institute Roma Tre Syracuse University Florence Temple University Rome
<b>Japan</b>	Temple University Japan
<b>Korea</b>	Yonsei University
<b>Mexico</b>	ITESM Monterrey Tec
<b>New Zealand</b>	IES Auckland University of Victoria
<b>Singapore</b>	National University of Singapore
<b>Spain</b>	CIEE Barcelona
<b>Switzerland</b>	Ecole Polytechnique Federale de Lausanne (EPFL)
<b>Turkey</b>	Bilkent University

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# ACADEMIC RECOGNITION

## Undergraduate Academic Honors

The School of Architecture recognizes students for outstanding design and academic performance both on a semester-basis and at commencement.

- **Studio Commendations** are given to students for excellence in design work and/or leadership during a particular semester. Recipients are chosen by the studio professors teaching in that year and determined at the semester grades meeting.
- **School Honors** are given each semester to students earning a grade point average of 3.50 or higher. To be eligible, students must be enrolled with a minimum of 45 units with no W or incomplete grades.
- **Dean's List** placement is awarded to students receiving a GPA that is within the top 35 percent of their class. To qualify for Dean's List, a student must maintain a full load of course units, cannot receive a letter grade lower than a C for any one class, and must not receive an Incomplete or W in any one class.
- **University Honors** are awarded to students with a QPA of 3.5 or higher by their date of graduation. Students with University Honors will receive an honors medal to wear at commencement.
- **College Honors** are awarded to students who have participated in the Fourth-year Design Awards. Students with College Honors will receive an honors cord to wear at commencement.

## Architecture Commencement Recognition

The following awards are given to students either at the College of Fine Arts Honors Ceremony or the Architecture Diploma Ceremony.

- **AIA Medal and Certificates** are given each year as a part of the AIA/AIAS Foundation Scholarship Program. The AIA awards the Henry Adams AIA medal to the top-ranking graduate in each architecture program accredited by the National Architectural Accrediting Board. The Henry Adams AIA Certificate is awarded to the second-ranking graduate. The School selects candidates based on the guidelines provided by the AIA national organization.
- The **Alpha Rho Chi Medal** is awarded to the graduating student who demonstrated leadership, performed willing service for the School, and shows promise of real, professional merit through his/her attitude and personality. The award encourages and promotes professional qualities in the student that do not necessarily pertain to scholarship. High ideals and professional aspirations, public service, and leadership are worthy of reward. Alpha Rho Chi, the National Professional

Architectural Fraternity, tenders its bronze medal only to schools with accredited and/or approved architectural programs.

- The **Stewart L. Brown Memorial Scholarship** is presented on the basis of professional promise. The emphasis on professional promise, as it may be measured in both attitudes and scholastic achievement, serves as a balance to the AIA Medal Award, which is given only on the basis of scholarship.

This award is based on overall design work and talent as demonstrated by portfolio presentation. The recipient is selected based on a review of their work by a jury appointed by AIA Pittsburgh. Application is required of all Bachelor of Architecture candidates graduating in December 2015, May 2016, or August 2016. This award will be reported as income and taxes will be withheld from this award payment.

## Fourth-Year Design Awards

The Head and faculty, on the basis of their academic and design work, nominate students for Fourth-year Design Awards. To be eligible, a student must:

- Be a fourth-year student in the School.
- Return for at least one full semester following the semester during which the winner is chosen.
- Be in the top third (QPA) of the 4th year class.
- Have outstanding academic performance in design and other courses taken towards the professional degree.
- Have a minimum 3.00 design QPA and a minimum 3.00 overall QPA.
- Have no current academic actions on record.
- Have not previously competed for a fourth-year design award.

During the spring semester, all students eligible for School awards will be notified of their status and given explicit instructions. Candidates are required to adhere to all competition guidelines and to display their work in designated areas according to the exhibition procedure. Faculty will review the displayed work and examine student statements prior to the faculty meeting called to determine the winners of merit awards. The results will be announced during the annual Henry Hornbostel Lecture.

All students receiving awards will be asked to write thank you notes to any scholarship sponsors or representatives. All students who have been granted awards must prepare a short presentation in the form of a small exhibit or public lecture.

The Fourth-Year Design Awards include: the Burdett Assistantship; the Luther S. Lashmit Award; the Louis F. Valentour Traveling Scholarship Fund; and the John Knox Shear Memorial Traveling Scholarship.

- The **Burdett Assistantship** was established in 1982 in recognition of Bob Burdett's long and outstanding service to the University and profession. The fund provides support to students pursuing their first professional degrees in Architecture. The support will be offered yearly at the discretion of the Head who should seek the advice of the faculty to review candidates and criteria. The award is to support projects and activities that will enhance one's work. The student shall

possess love of their subject, integrity, patience, fairness, and respect for others since these qualities exemplified Bob Burdett throughout his career.

- The **Luther S. Lashmit Award** is given annually to a fourth-year student for the purpose of travel. Luther Lashmit graduated from the Carnegie Institute of Technology Graduate Program in Architecture in 1921. He returned to the University community from 1923-27 as an Assistant Professor. He spent the remainder of his career in Winston-Salem, North Carolina. Lashmit had the opportunity to study in France early in his career when he won a traveling scholarship. This experience dramatically changed his perception and vision of architecture. Through his generous gift to Carnegie Mellon and the School of Architecture, he gives a student with exceptional design skills the same opportunity.
- **The Louis F. Valentour Traveling Scholarship Fund** was established by Louis F. Valentour (A'49) as a generous traveling scholarship for undergraduate students in Architecture who have completed their fourth year of study. The award is intended for travel outside the continental U.S. The amount of the award and the selection of the recipient shall be determined by the faculty and Head.
- The **John Knox Shear Memorial Traveling Scholarship** is given in memory of John Knox Shear who graduated from Carnegie Institute of Technology and was Professor of Architecture and Head of the Department from 1949 until his resignation in 1955 to accept another position. Following his untimely death in January 1958, members of the department, graduates, and friends set out to establish a memorial to commemorate Professor Shear's distinguished contributions to architecture and to architectural education and to benefit future architectural students at Carnegie Institute of Technology. The recipient is selected from eligible students based on a review of their work by the faculty. The recipient is required to use the funds for travel.

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## SoA STUDENT OPPORTUNITIES

Student prizes, internship opportunities, scholarships, and design competitions are available annually to undergraduates in the School of Architecture. The School will provide announcements, instructions, and applications during the semester in which the opportunities are presented; applications are available on the SoA website.

Many of these opportunities are awarded on the strength of the written application, though financial need is a factor for scholarships where indicated.

## Prizes

During the fall semester of the academic year following the award of these prizes, recipients are required to present a lecture, exhibition, performance, or other appropriate presentation of documents that exhibit their experience.

- The **Alwin Cassens Jr. Memorial Prize in Architectural History** has been given by Diane Cassens Cummins and Joan Cassens Zinner (MM'66) in honor of their late father Alwin Cassens Jr. (A'34) who became an architect specializing in single-family, mid-century modern houses. In addition to running an architectural practice from his Long Island offices, he published his designs in a collection of pattern books that allowed distant clients to purchase blueprints. The \$2200 annual prize is intended to support travel costs associated with student-initiated trips to study and document examples of architecture in keeping with Cassen's interest in American housing and mid-twentieth-century design. Application for this award occurs in the fall semester.
- The **Gindroz Prize**, established by the Marilyn and Ray Gindroz Foundation, was created to enrich lives and enhance student education through the travel and study of architecture, urbanism and music in Europe. The annual prize will provide \$7500 to support to a third or fourth-year student or first-year Masters student in the Schools of Architecture or Music pursuing independent study in European towns and cities. It recognizes the life-changing potential of becoming immersed in a culture, language, and environment that is different from one's own. Emphasis will be placed on developing the craft as well as intellectual content of architecture and music. Application for this award occurs in the fall semester.
- The **Ferguson Jacobs Prize in Architecture** promotes the continuity of tradition in contemporary architectural practice. It encourages design excellence based on long-standing design principles that promote beauty and harmony in the built environment. Endowed by Mark Ferguson (A'78) and Natalie Jacobs (A'79) the fund is available to Architecture faculty and second-, third- and fourth-year students on alternating years in the School of Architecture. The prize supports projects that explore the classical tradition as vital knowledge to an architect's education, practice and scholarship, as well as individual apprenticeships and internships with a classical focus. Application for this award occurs in the spring semester.
- The details regarding the **Richard M. Gensert Memorial Scholarship** are being determined and will be announced at a later time.
- The **Pittsburgh History and Landmarks Foundation (PHLF) Book Prize in honor of Walter C. Kidney** is an award which recognizes excellence in the research and writing of architectural history by a CMU student. Professors nominate student papers, and a committee composed of Architecture faculty and PHLF staff select the winner. The review process does not stipulate any particular region or era, but it does look for overall excellence in research, writing, argumentation, and use of textual and visual evidence.

## SoA Internships and Funds

- The **SOM Internship** is a job opportunity established at the CMU SoA by one of the most prestigious, innovative and venerable international architecture practices. The internship provides two paid summer positions in the firm's New York office for exceptionally talented and dedicated

fourth year students in the BArch. program. Candidates are selected by a faculty committee and then interviewed and approved by SOM. Approved students receive a salary directly from SOM and are responsible for their own living expenses in New York. Upon completion of the internship, the students are to give a joint presentation of their work and experience to the School in the fall semester of their fifth year.

- The **Measuring & Monitoring Services, Inc. Internship Fund** provides \$3000 of financial support to a SoA undergraduate student who wishes to undertake a summer internship or related program under the guidance of established professionals. The internship fund recognizes the importance and advantage of being immersed for an extended period in the creative processes and organizational dynamics of an architecture firm, non-governmental organization, non-profit organization, or CMU faculty member.

Funds may be used to supplement paid internships, to volunteer for non-profit or non-governmental organizations, or to participate in a research project with a CMU faculty member. Funds are not to be used to compensate for unpaid internships with for-profit firms. Application for this award occurs in the Spring semester.

## Financial Aid Scholarships

- The **Lewis J. Altenhof Memorial Scholarship** is awarded to a student(s) with financial need studying in the School of Architecture who exhibit(s) extraordinary academic and extracurricular achievement. The amount of such scholarships and the selection of the recipients shall be determined by the Office of Financial Aid and the Head of the School of Architecture and will be applied directly to the student's account. Funds are to be used to support study abroad activities, and will be directly applied to the student's account.

## SoA Design Competitions

Please reference the School newsletter for information regarding design competitions. The following are Carnegie Mellon-specific competitions that are held in conjunction with the design studios:

- The **Epic Metals Corporation** sponsors a competition for Carnegie Mellon third-year Architecture students to design an innovative object utilizing metal deck systems. Students compete for up to three prizes – first-, second-, and third-places – that will share \$2,400 in prize money. The first-place team may be invited to tour Epic Metals' manufacturing plant in Rankin, PA. Prizes are considered to be taxable income.

## Fellowships and Scholarships Office (FSO)

The Fellowships and Scholarships Office (FSO) works with current Carnegie Mellon undergraduate students in fulfilling their intellectual and professional goals by pursuing nationally competitive scholarships and fellowships. We promote awareness of external scholarship and fellowship opportunities, and provide advice and support to students who apply for these awards. Please visit the FSO website at [www.cmu.edu/fso](http://www.cmu.edu/fso).

## Undergraduate Research Office (URO)

The Undergraduate Research Office provides seed funds for undergraduate research projects, recognizes students conducting research, funds undergraduates presenting their findings at academic conferences,

and presents an annual undergraduate research symposium. The program is available to students from each of the University's six undergraduate colleges. The Office has proven extremely successful in encouraging students to pursue graduate studies and research careers. Please visit the URO website at [www.cmu.edu/uro/index.html](http://www.cmu.edu/uro/index.html).

- The **Small Undergraduate Research Grant/Crosswalk (SURG/CW)** program offers grants for materials and supplies to undergraduates at Carnegie Mellon for research in all fields of study that cross disciplines. SURG/CW provides supplementary funds above what is allowed for SURG (one-person projects qualify for grants up to \$500; group projects can receive up to \$1000). For application information and deadlines, visit: [www.cmu.edu/uro/SURG/SURGCW.html](http://www.cmu.edu/uro/SURG/SURGCW.html).
- The **International Small Undergraduate Research Grant (ISURG)** is a program at Carnegie Mellon, run jointly through Carnegie Mellon's Undergraduate Research Office (URO) and the Office of International Education (OIE). ISURG allows students who are planning to study/travel abroad to apply for funds to support a research project while they are abroad. ISURG (like our SURG) is open to undergraduates in all disciplines at Carnegie Mellon to defray research expenses. All ISURG students must submit a proposal following the guidelines and deadlines for SURG; there are two types of proposals, Type I for Arts and Creative Humanities, and Type II for all other areas; students select the proposal format most appropriate for their research project. For more information on ISURG, visit: [www.cmu.edu/uro/isurg/index.html](http://www.cmu.edu/uro/isurg/index.html).
- The **Summer Research Fellowship (SURF)** program awards grants of \$3500 to undergraduates at Carnegie Mellon conducting research on-campus for 8-10 full-time weeks of the summer in any field of study with a Carnegie Mellon faculty mentor. For more information on SURF, visit: [www.cmu.edu/uro/SURF/index.html](http://www.cmu.edu/uro/SURF/index.html).
- The **Undergraduate Research Symposium, or the "Meeting of the Minds,"** is a university-wide celebration of undergraduate research held each May. For more information, visit: [www.cmu.edu/uro/MoM/index.html](http://www.cmu.edu/uro/MoM/index.html).

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## STUDENT ORGANIZATIONS & PROGRAMS

### SoA Student Organizations

- The **American Institute of Architecture Students (AIAS)** is an independent, nonprofit, student-run organization dedicated to providing unmatched progressive programs, information, and resources on issues critical to architecture and the experience of education. The mission of the AIAS is to promote excellence in architectural education, training, and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture. For more information about AIAS, visit: <http://aias.org/>.

The CMU chapter solicits membership at the beginning of the fall semester. Members benefit from a variety of academic, social, and professional opportunities. Various discounts and subscriptions are available for members.

- **Architecture Peer Mentors (APM)** is a program that fosters interaction and growth between first-year students and students of all class years in the School of Architecture. As peers, mentors will work with incoming first-year students to answer questions, provide support, give critiques and advice, and expose them to the college experience. This mentor program gives underclassman and upperclassmen the opportunity to socialize, discuss, educate, and learn from each other through organized events and more informal interaction inside and outside of the studio setting. Student participation in APM will be solicited during the first two weeks of the fall semester. Upper-class students selected as mentors will participate in mentor training and events with first-year students.
- The **National Organization of Minority Architecture Students (NOMAS)** is a student-run chapter of the professional, non-profit National Organization of Minority Architects (NOMA). NOMA's mission is to champion diversity within the design professions by promoting the excellence, community engagement, and professional development of its members.
- The **SoA Student Advisory Council (SAC)** meets once each month to provide a more formal means of interaction between students, faculty, and administration. The student representatives are responsible for communicating the efforts of the council to their colleagues, bringing to the council issues forwarded by fellow students, and contributing time, energy and ideas to improve both the SoA and the Carnegie Mellon University.

The SAC consists of three representatives from each year that are elected by the members of that year. Representatives serve a one-year academic term. In the event that a student cannot fulfill their duties, nominations will be solicited and students within that class will vote for a new representative. Elections are organized at the beginning of the fall semester.

## SoA Student Programs

- **Ice Cream** socials are scheduled throughout the semester to provide a social venue for the exhibition of student work and the exchange of information between students, faculty, and administration. Ice cream is provided, and the social is open to the entire SoA.
- **Special topic sessions** are coordinated by school administration to provide information that is of particular interest to specific groups of undergraduate students within the school. Certain topic sessions may be required of students to attend; this information will be conveyed to students by e-mail invitation and in the weekly newsletter. Topics include, but are not limited to: study away, professional development, AXP/ARE, awards, and undergraduate advising.

## CMU Student Organizations

Carnegie Mellon offers a variety of student organizations to explore personal interests and meet fellow students from other colleges and schools across campus. Each fall and spring semester, an activities fair is held to introduce students to the various student groups as well as garner interest and participation. The school encourages participation in student organizations, and architecture students have been instrumental to the success of these organizations.

For a full list of student organizations and information, please visit the Student Activities website at <https://thebridge.cmu.edu>.

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## SoA EMPLOYMENT

Eligible students have typically completed their 1st year in the SoA and must not be on an academic action. To provide experience to more students, we try to limit students to a single job in the School at a time. Exception requests should go to David Koltas, Assistant Head [[dkoltas@andrew.cmu.edu](mailto:dkoltas@andrew.cmu.edu)].

### Architecture Explorations

The SoA is committed to educating the community about architecture. To achieve this goal, the SoA offers Architecture Explorations, a collection of programs for K-12 students. Current students can be hired by the SoA for the entire academic year where they can have a differing role each semester as a designer, teacher, or researcher. The goal is to assemble talented, thoughtful, and motivated students who would like to pursue an interest in architecture education, work with youth, and advocate for the architecture profession, while collaboratively working with a team on multiple projects. Students interested in designing/teaching/researching for the Architecture Explorations K-12 outreach program should contact Samantha Weaver [[scarter@andrew.cmu.edu](mailto:scarter@andrew.cmu.edu)].

### Digital Fabrication Lab Monitors

The SoA Digital Fabrication Lab employs student monitors to assist users in the operation of equipment as well as help to maintain the facilities and address day-to-day lab tasks. Students should be well versed on all equipment and software. Jeremy Ficca, Director of the dFab Lab [[jficca@cmu.edu](mailto:jficca@cmu.edu)], hires student monitors at the beginning of the fall and spring semesters. Additional training regarding machine operation and emergency procedures are provided by the Director during the first few weeks of Monitor Employment.

### Shop Monitors

The SoA Shop is supervised every hour it is open; therefore, it employs about 10 student monitors to provide this supervision and take care of daily maintenance tasks. Student monitors have demonstrated an interest and an ability in wood working and in the fabrication of wood combined with other materials. Often, they have taken one or more of the shop elective classes offered. Scott Smith, Shop Director [[ssbg@andrew.cmu.edu](mailto:ssbg@andrew.cmu.edu)], hires students at the beginning of the semester. They are required to have completed the first-year shop orientation and the annual training which occurs before the classes start in the fall. Work shifts generally run 4-10 hours per week.

### Teaching Assistantships

Each semester a number of qualified students are awarded teaching assistantships with stipends. Teaching Assistants are chosen based on their qualifications in the subject of the course, high academic standing,

and interest in the subject. Eligible students must be registered full-time, and must have the approval of the professor. Preference is given to fourth- and fifth-year students.

Generally, professors contact qualified students prior to the start of the semester. Otherwise, students interested in positions may contact David Koltas, Assistant Head [[dkoltas@andrew.cmu.edu](mailto:dkoltas@andrew.cmu.edu)].

### **Work-Study Students**

The school employs students to assist with general day-to-day office duties and maintain school facilities during regular office hours. Students are hired at the beginning of the semester by Kristen Frambes, Facilities & Special Projects Manager [[kframbes@andrew.cmu.edu](mailto:kframbes@andrew.cmu.edu)].

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## **FINDING EMPLOYMENT OPPORTUNITIES**

The School of Architecture recommends that students seek summer internships once they have built a knowledge-base that enables them to contribute to relevant work in an architecture firm – most typically after their third year. It is recommended that students meet with both a career consultant in the Career and Professional Development Center and the school’s Architect Licensing Advisor to prepare for job applications. Students should have a resume, cover letter, and portfolio prepared prior to contacting architecture firms, attending career fairs, and interviewing for jobs.

### **Becoming an Architect**

If you are seeking the path to professional architecture licensure in the United States, you are required by most jurisdictions of the National Council of Architectural Registration Boards (NCARB) to complete the following three steps:

- Education - Earn an NAAB-accredited degree
- Experience - Complete the **Architectural Experience Program (AXP)**
- Exam - Pass the **Architect Registration Exam (ARE)**

To assist you with continuation toward the path to licensure, students should first visit the NCARB website at [www.ncarb.org](http://www.ncarb.org) for information about architectural licensure.

### **Architect Licensing Advisors**

In the School of Architecture, the Architect Licensing Advisor is responsible for providing guidance and disseminating information to students about AXP, the ARE, and the path to licensure. You may contact the Architect Licensing Advisor, Alexis McCune Secosky [[amccune@andrew.cmu.edu](mailto:amccune@andrew.cmu.edu)], for more information about architectural licensing.

AIAS has appointed a Student Architect Licensing Advisor to work with the school’s licensing advisor to disseminate information and liaise with students.

Office hours will be posted each semester for student appointments and walk-in consultation. Prior to meetings, students must prepare by reading the **AXP Guidelines** found on the NCARB website, here: [www.ncarb.org/Experience-Through-Internships/Resources-for-Interns/IDP-Guidelines.aspx](http://www.ncarb.org/Experience-Through-Internships/Resources-for-Interns/IDP-Guidelines.aspx).

Following graduation, licensure candidates must provide an Official Transcript to certify your education on your NCARB Record; transcript requests are made via the HUB, here: [www.cmu.edu/hub/records/transcripts/index.html](http://www.cmu.edu/hub/records/transcripts/index.html).

## **Carnegie Mellon Career & Professional Development Center (CPDC)**

Students are encouraged to seek the services of the Carnegie Mellon Career and Professional Development Center (CPDC) when pursuing employment opportunities. All architecture students may schedule appointments to meet with their career consultant, James Fabrizio [[jfabriz1@andrew.cmu.edu](mailto:jfabriz1@andrew.cmu.edu)].

The CPDC hosts workshops throughout the Fall and Spring semesters to give students an opportunity to meet career professionals in their field and prepare for the **Creative Arts Opportunities Conference (CAOC)** in the Spring semester, and assist students in the College of Fine Arts with employment opportunities. Visit their website for information: <https://www.cmu.edu/career/>.

## **Handshake**

To schedule a Career Consultant appointment, register for a career fair or event, and/or access employment opportunities, CMU students will login and utilize Handshake, the central recruiting tool for the Carnegie Mellon CPDC: <https://cmu.joinhandshake.com>. Handshake is the university's primary source for dissemination of employment opportunities; therefore, all students should maintain an account on Handshake to access all resources including employment opportunities and job fairs. The school will post any immediate positions in an "Opportunity Knocks" newsletter directing students to the posting on Handshake.

## **"Opportunity Knocks" Newsletter**

"Opportunity Knocks" is a biweekly (fall semester) or weekly (spring semester) newsletter for undergraduate SoA students to receive information about: professional development opportunities, employment opportunities, fellowships, scholarships, and design competitions.

## **Carnegie Mellon Office of International Education (OIE)**

International students with an F-1 or J-1 status seeking any type of on- or off-campus employment should visit the OIE website for more information about their employment options:

<http://www.cmu.edu/oie/forstu/jobs.html>.

There are two types of off-campus employment authorizations::

- **Optional Practical Training (OPT)** is a work authorization for F-1 students allowing them the opportunity to apply knowledge gained in a their degree program to off-campus work. The work must be directly related to the student's level and field of studies. OPT is recommended by OIE and authorized by the U.S. Citizenship and Immigration Services (USCIS). This authorization can take 2

to 3 months to obtain. The maximum amount of time granted to work on F-1 OPT status is 12 months per advanced degree level. Students do not need a job offer to apply for OPT.

- **Curricular Practical Training (CPT)** is employment that is an integral part of an established curriculum and is directly related to the student's major area of study. Students must be enrolled in internship or practicum units to be eligible for CPT (Independent Study does not qualify for CPT) and meet the time in status qualification. This work authorization is approved by OIE and is job specific. **SoA students should reference page 12 of this document for more information about CPT options and procedures.**

## Alumni Networking

There are several ways to connect with alumni. To meet alumni in person, students should take advantage of networking opportunities at various school and university events. Alumni contact information is also available through the Carnegie Mellon University Alumni Association Online Community > Online Directory at: [www.alumni.cmu.edu/s/1410/alumni/index.aspx?sid=1410&gid=1&pgid=548](http://www.alumni.cmu.edu/s/1410/alumni/index.aspx?sid=1410&gid=1&pgid=548). Students and alumni can use the "Advanced Search" feature within the Online Directory to locate alumni according to: geographic region, state, or country; industry; school of department of CMU degree; and/or class year.

*When contacting alumni, please be professional. Keep all messages clear, concise, and personalized; **do not send generic, carbon-copied e-mails.***

## SoA Website Recruiting

Undergraduate students are encouraged to link content-appropriate personal websites and self-curated online portfolios with the SoA by providing a thumbnail image and link to the Communications Strategist, Michelle Bard [[mbard@andrew.cmu.edu](mailto:mbard@andrew.cmu.edu)].

## References

Before you list a professor – or anyone else at this university – as a reference, you must first ask their permission. When asking for a letter of recommendation, always include your resume, summary of the letter's intended purpose, the deadline for submission, and a stamped/addressed envelope.

Faculty/staff members have the right to refuse any request. If a faculty or staff member writes you a letter of recommendation, you should send him or her a personalized thank you note.

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# MASTER'S DEGREES

## Accelerated Master's Program (AMP)

The School of Architecture offers a unique opportunity to undergraduate students who wish to pursue a post-professional Master's degree in an architecture-related field. The SoA Accelerated Master's Program (AMP) provides an avenue through which BArch students may speed up their completion of a Master's degree, saving both time and money, and allowing them to enter the job market with specialized knowledge.

BArch students can pursue a graduate degree in the following subjects: Advanced Architectural Design, Architecture-Engineering-Construction Management, Building Performance and Diagnostics, Computational Design, Sustainable Design, Tangible Interaction Design, and Urban Design.

BArch students may begin pursuit of a post-professional Master's degree through AMP as early as their third year. Students who wish to pursue a Master's degree through AMP must meet with both the SoA Senior Academic Coordinator, Erica Harp [[eharp@andrew.cmu.edu](mailto:eharp@andrew.cmu.edu)], and the SoA Graduate Admissions Coordinator, Samantha Weaver [[scarter@andrew.cmu.edu](mailto:scarter@andrew.cmu.edu)], to discuss program information, admission requirements, and academic planning.

## Advanced Architectural Design (MAAD)

The four-semester interdisciplinary program leverages the School of Architecture's and Carnegie Mellon's core strengths in computational design, fabrication, robotics, ecological thinking, and sustainability as vehicles for knowledge acquisition and speculation. The program focuses on the creation of new insights and new knowledge—or “research”—through the design process, or “research by design.” Through physical investigations, computational simulation, and the design process, the program seeks to probe the technical and cultural opportunities and implications of a data-rich future in which design methodologies, construction processes, and sustainable building life cycles are intrinsically interlaced.

## Architecture-Engineering-Construction Management (MSAECM)

The Master of Science (MS) in Architecture-Engineering-Construction Management program is offered jointly with the Department of Civil Engineering and aims to prepare building delivery professionals – civil engineers, construction planners, facility managers, developers, architects, planners, landscape architects, interior designers, and other building consultants – for careers in the management of design, construction, maintenance, and use of facilities. By focusing on the decision making process, the program educates professionals in ways to positively impact economic, environmental, and ethical concerns inherent in the delivery of construction projects.

## Building Performance and Diagnostics (MSBPD)

The Master of Science (MS) in Building Performance and Diagnostics program is intended for practitioners, researchers, and educators in architecture and the building industry who wish to be leaders in advanced

building technologies and their performance. The program covers state-of-the-art approaches to building systems integration and total building performance. The program culminates with a project in which students must apply the knowledge they have acquired to realistic problems, using the appropriate analytic and modeling skills.

### **Computational Design (MSCD)**

The Master of Science (MS) in Computational Design program is designed primarily for practitioners in the building industry who wish to broaden their knowledge about state-of-the-art computer approaches and applications to the architectural and building sciences and for individuals who wish to pursue research careers in these areas. The program covers, in depth, a range of computational design issues and culminates with a project in which students are asked to apply the knowledge they have acquired to realistic problems.

### **Sustainable Design (MSSD)**

The Master of Science in Sustainable Design (MSSD) program is a post-professional degree intended for recent graduates and practicing professionals. This intensive 12-month curriculum stresses the importance and value of total-building performance, human-centered design, and the integration of design, technology and construction knowledge and experience. Classes provide both depth and breadth, while the culminating Synthesis Project allows each individual student the opportunity to narrow his or her research focus to a topic of personal interest.

### **Tangible Interaction Design (MTID)**

The Master of Tangible Interaction Design (MTID) degree program provides an integrated education that prepares its graduates for careers as hybrid practitioners and collaborators in the field of emerging media. Combining design, engineering, robotics, computer science, psychology, physiology, mathematics, and more, students in the MTID program engage in critical making and strive to solve complex issues of tangibility at the intersection of art and technology. MTID students are provided a rigorous environment for self-directed research at the intersection of computation, material and culture.

### **Urban Design (MUD)**

The Master of Urban Design (MUD) program prepares graduates for careers using design to critically address environmental, economic, social, and cultural issues affecting the contemporary metropolis. Studios explore strategies for sustainable development in a variety of settings including the shrinking post industrial city, the suburban periphery, and the rapidly urbanizing region. Studios emphasize citizen engagement and participatory design, exploring problems of urban neighborhood revitalization, infrastructure development, and suburban transformation, in partnership with the Remaking Cities Institute. The capstone studio, which includes a research trip, explores issues of sustainability in the context of an international city undergoing growth. The studio sequence is supported by core courses in urban history and theory, geographic analysis, sustainable community development, and real estate.

## **Master of Architecture (M.Arch)**

CMU's Master of Architecture (M.Arch) is a studio-based, first professional degree program to educate tomorrow's leaders in architecture-related careers. The program provides both the broad, comprehensive training in fundamentals required for US professional registration and licensure, and the opportunity to focus on, speculate in, and obtain dual degrees with other research-based master's programs in the School of Architecture (SoA). The program is strategically small and focused on the existing strengths of the SoA in computational design, sustainable design, and public interest design as well as the university's signature integration of technology and the arts. Students can shape their individual educational agendas and career paths as they engage directly with leading edge research projects in the school, community and around the world.

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## **SoA FACILITIES**

### **Studios**

The studio spaces are the heart of the physical environment of the School. The maintenance of the studio is the responsibility of the students. The studio is home to both your colleagues and your faculty. Its arrangement is a design problem that must serve many needs from individual expression to group meetings and communication.

Students are expected to leave the studio at the end of the semester in the same condition they found it at the beginning. The costs to the School of cleaning the studios at the end of the semester or the costs of repair of damage to the studio beyond regular wear and tear will be evenly divided between the students in the studio. The cost will be directly charged to each student account.

***The School is not responsible for personal belongings brought into the studios.***

Individuals found destroying studio facilities can be suspended from the university. Students are not permitted on roofs, parapets or other non-public areas of campus. Anyone found throwing objects off the roof or out any window could be suspended from the university.

### **Studio Furniture**

Students are responsible for the condition of all studio furniture including, but not limited to, desks, chairs, file cabinets, and tool storage chests. Students must use a cutting mat when cutting on any surface, especially drafting boards, tables, or the floor. Students will be charged for damages, so please be careful.

## Keys

Tool storage chests and their respective keys are distributed at the beginning of each semester. At the end of the semester, keys are to be returned to Kristen Frambes in CFA 201. ***You will be charged for the cost of replacement if you fail to return your key.***

## Projectors

Portable projectors are available for school-related activities. The projectors are kept with the computing team in CFA 201, the main office of the School of Architecture. To borrow a projector, students must work with a member of the faculty to assist in submitting their request. All requests must include a purpose, date, and time for pick up and return. Students should send this information to a faculty member and ask that they submit the request to [soa-ithelp@andrew.cmu.edu](mailto:soa-ithelp@andrew.cmu.edu).

## Copiers

Copiers are located throughout the campus. The School of Architecture copiers in CFA and MMCH are for the use of the faculty and staff only. Public printers and copy machines, including a color copier in Hunt Library, use Campus Xpress, Plaid Ca\$h cards, or cash.

## Fax Machine

Students may send and receive faxes via the office fax machine. Incoming faxes must be labeled with your full name and year. The fax number for the School is 412.268.7819.

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# SoA FABRICATION FACILITIES

## Paint Spray Booths

Paint spray booth are located in **CFA A9 and MMCH 322**. ***Spray adhesive, spray paint, and other aerosol media are forbidden in all indoor spaces and around campus buildings.***

Training on the use of the spray booth is required of all persons prior to usage. Studio coordinators are responsible for training their studio faculty at the beginning of each semester. Students are only permitted to use the booth for studio related work or projects. Students are not permitted to use the booth to spray large items not related to studio work (i.e., buggies). Improper use of the spray booth will result in a loss of privileges of the unit and/or suspension from the university.

## Architecture Shop

The School of Architecture maintains a shop on the ground level of **CFA, room A9** (the main machine room), a sheet metals room (cold process only), a crit space, and a student project storage room. Scott Smith is the Shop Director and Jon Holmes serves as the Assistant Shop Director. The shop is for use by the students, faculty, and staff of the School of architecture. The assistant director, and a staff of student monitors supervise the shop during the evenings and weekends. Supervisors are present whenever the shop is open. The schedule is always posted on the front door.

Safety is the prime concern in the use of the shop, but students are trained to think creatively about the potential of each machine. All users regardless of previous experience must be trained on the machines and practices in THIS shop, This shop, and all shops have unique features and regulations to which new users must be introduced. Training sessions for new students are scheduled through their classes. Training for special groups may be arranged. The shop maintains a small inventory of hand and power tools which can be signed out overnight.

A dress code is strictly enforced: covered shoes and no loose clothing, hair, jewelry, or headphones are strictly enforced. Eye protection must be worn at all machines, and personal ear protection is available. Communication is essential, but idle socializing is discouraged in the shop.

## Digital Fabrication Lab (dFAB)

The Digital Fabrication Lab (dFAB) is located on the C-level of Margaret Morrison Carnegie Hall. This facility includes a range of digitally-driven additive and subtractive tools including 3D printers, laser cutters, a four-axis CNC router and vacuum former. The lab also includes a dedicated robotic fabrication space that includes two large industrial robotic arms. These two robotic arms are configured as a six-axis robot with a dedicated rotary table as well as a six-axis robot mounted on a 23 foot linear track. Tooling includes a milling spindle, gripper, hot wire saw and digital probe. Dedicated computer workstations with CAD/CAM software compliment the fabrication equipment.

Jeremy Ficca is Director of dFAB. He, along with other faculty and trained Student Monitors, staff the lab for roughly 70-75 hours per week. Use of the lab facilities outside of staffed hours is strictly forbidden. Lab hours are posted in the lab and on the dFAB website at [soa.cmu.edu/dfab](http://soa.cmu.edu/dfab).

Access is limited to SoA faculty, staff, currently-enrolled students, and other students enrolled in dFAB-authorized courses that specifically require the use of the lab as part of the course syllabus. All users of dFAB are subject to all policies and procedures posted on the dFAB website. Students may reserve equipment time through the online reservation system found through the dFAB website at [soa.cmu.edu/dfab](http://soa.cmu.edu/dfab).

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# COMPUTING

## Computer Usage

The computing facilities of the School of Architecture are for SoA students, faculty, and staff only. Use by other students is by permission or by enrollment in courses offered by the School. If you observe unauthorized use, please inform: [soa-ithelp@andrew.cmu.edu](mailto:soa-ithelp@andrew.cmu.edu).

## General Computing Rules

Violations of any computing rules or policies may result in disabling access to the SoA computing equipment.

- Game playing is forbidden on SoA workstations, unless it is specifically related to coursework.
- Headphones must be used for all music and sound.
- No personal software may be installed on SoA workstations.
- All data must be stored on an external device or on the server. Do not save to the desktops; the SoA team is not responsible for any data left on studio workstations.

## Problem Reporting

Any and all issues with computers, printers, plotters and scanners should be immediately conveyed in detail to [soa-ithelp@andrew.cmu.edu](mailto:soa-ithelp@andrew.cmu.edu). The description of the problem should be as specific as possible, including: the machine in question; the software being used; the task being performed; etc. If reporting a computer problem please provide the hostname for the machine in question. In windows open a command prompt and type in "hostname".

## Studio Computing Equipment

PCs are available throughout SoA studio or in adjacent spaces. Plotters are available in or near the undergraduate studios. ***Food or drink are expressly forbidden near any SoA computing equipment.***

## Flat Screen Monitors

Upon request the SoA will provide students with one 22" flat screen monitor and articulated arm for use at his/her studio desk.

- **Monitors must NOT leave the studio and must remain locked at the studio desk the entire semester.**
- Distribution times will be set at the beginning of each semester.
- Monitors are to be returned at the end of each semester in the condition in which they were received. Failure to do so will result in a fine equal to that of the replacement value.
- Studio Coordinators have final discretion as to whether monitors are allowed in studios.

Students should contact Kristen Frambes [[kframbes@cmu.edu](mailto:kframbes@cmu.edu)] to request a monitor.

## Server Space

The SoA provides file storage space for each student as well as space for studio work. While every effort is made to make the server stable, secure, and available, the SoA is in no way responsible for data or the guarantee of access. It is safe computing practice to have multiple backups of important data. Server space is limited to 4GB of private space for each student, and 40GB of shared space per studio. When either space has reached its size limitation, no further files are able to be uploaded until the required space has been cleared. For personal space, files will be maintained through August 1 for graduating students, after which all data will be erased. The SoA servers are exclusively reserved for the storage of school related data; software installers, movies, personal backups etc. will not be tolerated.

***A transfer folder is available on the server to facilitate short term file sharing. This folder is exclusively for short-term sharing and access. Files located in this space for extended period of time may be deleted without warning.***

## Unauthorized Software

All use, copying, distribution, or solicitation of unauthorized or pirated software is expressly forbidden and punishable by law. Fines can exceed \$100,000 and jail time per incident.

## Printing

- Printing multiple copies is forbidden. SoA printers are not copiers and should not be used as such. If you require multiple copies of a document please print one copy and take the output to a copy station on campus. Fedex Kinko's is located in the University Center: [www.cmu.edu/kinkos/](http://www.cmu.edu/kinkos/)
- Large printing jobs (greater than 50 pages) are not permitted. Printing larger jobs or multiple copies can result in suspension from computer use.
- Use double-sided prints whenever possible for paper and ink conservation.
- Transparencies, sticky back, and all other personally supplied media are expressly forbidden in the studio laser printers. Use of these types of materials will damage the equipment.
- Please recycle print paper.
- Please inform [soa-ithelp@andrew.cmu.edu](mailto:soa-ithelp@andrew.cmu.edu) if ink or toner is low in any SoA printer.

## Studio-based Media

A large-format color, inkjet plotter, a flatbed scanner, and multiple black-and-white laser printers will be located both on the second floor of CFA and on the third floor of MMCH. SoA will provide plotter ink cartridges, plotter paper, laser printer toner cartridges, and paper for the laser printers. Plotter paper will also be provided in limited quantities. If the free plotter paper privilege is abused, students will be responsible for providing their own paper.

## SoA Media Center

The Media Center is located in **CFA 213**. Equipment currently includes two large format color, inkjet plotters, a large format B&W laser plotter/scanner, an 11"x17" color laser, and an A3+ color photo inkjet. The Media center will be staffed and these services are available on a fee-basis and charged to the student's university account. Hours will be posted on the SoA website and on the door of the media center.

## CFA Multimedia Cluster

The CFA Multimedia Clusters are located in CFA 317, 318, 321, and 323. Computing Services and the five schools in the College of Fine Arts jointly maintain the clusters. It is not managed or maintained by the SoA Computing Team. The clusters have PCs and Macs and are available to SoA students. The cluster is open 24 hours a day, but only staffed between 9 am and 9 pm. More information about hardware and software available in this cluster is available at [www.cmu.edu/computing/clusters](http://www.cmu.edu/computing/clusters).

Direct any questions about these clusters to Computing Services Multimedia Studio Administrator [[it-help@cmu.edu](mailto:it-help@cmu.edu)]. The multimedia cluster also has equipment for loan, such as video and still cameras and many other devices. This service is available in Hunt Library at the primary circulation desk. Small items such as audio cables and accessories may still be borrowed from CFA lending. For more information, see [www.cmu.edu/computing/tes/computer-labs/lending](http://www.cmu.edu/computing/tes/computer-labs/lending).

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## SoA COMMUNICATIONS

A student's failure to receive and read University communications delivered to his/her official email address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

While students are allowed to redirect email from their official University email address to another address (e.g. @gmail.com), they do so at their own risk. The University is not responsible for the handling of email by other service providers. Having email redirected does not absolve students from knowing and complying with the content of the communication sent to their official University email address.

In addition to maintaining standard email etiquette, students are not allowed to use school distribution lists without first requesting permission. Students who wish to use these lists should contact Kristen Frambes [[kframbes@andrew.cmu.edu](mailto:kframbes@andrew.cmu.edu)].

You may check your email at any University or School computer. Individual classes and studios may have separate bulletin boards or Blackboard sites on the campus network. To access the Blackboard system, go to: [www.cmu.edu/blackboard](http://www.cmu.edu/blackboard).

## SoA Calendars

The SoA lists all events in the school on calendars hosted by Google. They include calendars for students, faculty, public events, etc. You can access them at the following locations on your web browser:

[SoA Student Calendar](#)

[SoA Public Events Calendar](#)

## **SoA Website**

The SoA website, [www.soa.cmu.edu](http://www.soa.cmu.edu), is a good source for information concerning classes and events.

## **Weekly Email Newsletters**

The School of Architecture shares news, upcoming events, reminders, and job opportunities in a weekly email to students. Students are responsible for reading this newsletter to know what is happening within the school.

## **Social Media**

Students are encouraged to follow us on our official social media accounts at Facebook (Carnegie Mellon School of Architecture), Twitter (@CMUSoA), and Instagram (@CMUSoA). These are the only social media accounts maintained by SoA; the SoA is not responsible for the content published by any other associated or non-associated account. These accounts serve a range of audiences, both internal and external, and do not comprehensively publish information necessary for students. As noted above, students must know and comply with all content of communications sent to their official University email address; social media does not act as a substitute for official email communication.

## **Vitrines**

Display cases are located on the second floor of CFA by both stairwells and on the third floor of Margaret Morrison. A schedule of displays is coordinated with faculty from the School. Studio coordinators will work with their students to create displays in the vitrines and gallery spaces.

## **Message Boards**

There are two message board locations maintained by the School of Architecture. Message boards are located in both of the stairwells outside the main studio of CFA 200. Two additional message boards are located on the third floor of Margaret Morrison by the elevator and between the staircases.

These message boards are for SoA communication only. They will include school announcements, important deadlines, community activities, conferences, lectures at other universities, scholarship information, and competition announcements. Students should check these message boards regularly for announcements and information.

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# COMMUNITY STANDARDS

## Community Standards, Policies, and Procedures

*Carnegie Mellon is a community of diverse members committed to maintaining an environment that encourages personal and intellectual growth that promote our traditions of innovation, leadership, responsibility to society, learning, dedication, commitment to quality and commitment to each other. We are a community with high standards and high expectations for those who choose to become members, including established community standards intended to foster behavior that is consistent with a civil and educational setting.*

*It is the responsibility of each community member to become familiar with the standards and expectations of the Carnegie Mellon community. In general, each member should*

- *Respect the rights of others*
- *Respect the property of individuals, groups and Carnegie Mellon*
- *Know, understand and abide by all Carnegie Mellon community standards, policies and regulations, as well as all local, state and federal laws.*
- *Engage in behavior that does not interfere with individual, group or Carnegie Mellon regular activities and/or operation*
- *Ensure that guests behave in a manner consistent with and in accordance with the expectations of our community*

*At the core, the standards, policies and regulations of the Carnegie Mellon community are designed with one or more of the following four purposes: to promote and protect the rights of members of, or visitors to, the community; to promote and protect the health and safety of members of, or visitors to, the community; to promote and protect the academic integrity of the community; and to promote the respect of and protect the property of the community members and University.*

*Specific procedures for how the university receives and responds to student allegations through the Community Standards process [can be found here](#).\**

\*This excerpt was taken from the “Community Standards, Policies, and Procedures” section of *The WORD* – an online student handbook published by the Division of Student Affairs for all Carnegie Mellon University students.

For detailed information about *The WORD* and other information regarding community standards, policies, and procedures, please reference *The WORD* at [www.cmu.edu/student-affairs/theword/comm\\_standards/index.html](http://www.cmu.edu/student-affairs/theword/comm_standards/index.html).

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# STUDIO CULTURE POLICY

## Community Standards and the Studio Culture Policy

The Carnegie Mellon University School of Architecture's Policy on Studio Culture has been written by the school's chapter of the American Institute of Architecture Students (AIAS) to build a strong community that is inherently unique to the architecture studio environment.

*The WORD* is the official handbook for members of the Carnegie Mellon community. Our policy on Studio Culture serves as a supplement to the standards and policies that the university has adopted and established [www.cmu.edu/student-affairs/theword](http://www.cmu.edu/student-affairs/theword).

If a student feels that the community standards established in *The WORD* and/or in the studio culture policy have been violated, he/she should consult with his/her designated faculty mentor to discuss the situation and determine the next steps to addressing the issue either within the school or at the university as outlined by the Division of Student Affairs in *The WORD*.

## What is Studio Culture?

As defined by the AIAS, *studio culture* is defined as, "the experiences, habits, and patterns found within the architecture design studio." The organization elaborates:

*"Those who have studied architecture undoubtedly have vivid memories that characterize their design studio experience. Late nights, exciting projects, extreme dedication, lasting friendships, long hours, punishing critiques, unpredictable events, a sense of community, and personal sacrifice all come to mind. Those aspects are not usually written into the curriculum or even the design assignments, but they are likely the most memorable and influential. The experiences, habits, and patterns found within the architecture design studio make up what we have termed 'studio culture'."*

The School of Architecture also cites the National Architectural Accreditation Board (NAAB) 2009 condition on Learning Culture and Social Equity as an introduction to its studio culture policy which parallels the board's specific interest in:

*"...demonstrat[ing] that it provides a positive and respectful learning environment that encourages the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff in all learning environments both traditional and non-traditional..."*

It is under these terms that the students, staff, and faculty of the Carnegie Mellon School of Architecture proudly present to you the 2014 update of the Policy on Studio Culture, a testament to our communal mission to foster an attitude of professionalism within the studio.

## Pedagogical Philosophy

Carnegie Mellon University is a premier research university recognized for its world-class arts and technology programs. As such, the School of Architecture connects both the technical and the conceptual/theoretical elements of architectural design in its undergraduate curriculum. Specifically, students combine technical processes of both analog and digital fabrication - or “making” - with theoretical and conceptual positions tied to a more diverse range of studies within the studio and supported by their coursework.

The philosophy is maintained that professionalism should be embodied by faculty, staff, and students and demonstrated in the work exhibited in a professional degree program. The School realizes that the studio is a ‘melting pot’ of sorts that contains these interactions and their outcomes. Therefore, as a premise for deriving the guidelines for studio culture, we embrace the idea of professionalism as means to instill positive and productive relationships between all parties present in architectural education.

## Core Values

Under the heading of professionalism, the School of Architecture supports core values that further emphasize the importance of collaborative engagement, critical interaction, and decision-making within the studio environment:

- **Critical Practice:** Innovate, question, reevaluate, and redefine in order to push for forward thinking in the study and practice of architecture.
- **Process/Product:** Demonstrate the ability to actively participate in studio by creating work that challenges oneself in his/her specific skill-set level. Contribute – to the best of one’s abilities – a product that is well-developed based on the conceptual objectives assigned.
- **Critique:** Promote constant interaction between students and faculty in the critical discussion of both precedent study and student. Engage in public discourse about architecture whether it be at a personal final critique, a gallery showing, or a town hall meeting.
- **Engagement:** Understand and be committed to studio content and take advantage of resources. Work to achieve personal and academic goals in an effort to learn more from your work and that of your peers. Be present at every studio session as attendance and attentiveness are essential to success.
- **Communication:** Voice suggestions, concerns, and opinions frequently. Have the judgement to understand on what level to communicate with peers and colleagues in all areas of architectural learning.
- **Respect:** Be respectful of others - their ideas, work and philosophies. Embrace the diversity of our community with regard to: race, color, religion, gender, age, national or ethnic origin, gender identity, sexual orientation, veteran status, or disability.
- **Integrity:** Commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations, once undertaken, must be met and commitments kept.
- **Character:** As citizens of the School of Architecture at Carnegie Mellon University, we are ambassadors charged with the responsibilities of representing the ideals of both the school and the university as a whole: trustworthiness, respect, responsibility, fairness, accountability, and integrity.
- **Self-respect:** Maintain respect for our bodies and minds. Proper time-management, personal cleanliness and hygiene, and continuous personal accountability must be upheld.

- **Personal accountability:** Don't make excuses for bad decisions. Be willing to claim ownership for the results of your actions and the consequence of your involvement, both individually and collectively with others.

## The Studio Culture Policy

Keeping in mind the overarching theme of professionalism, the following are defined guidelines for studio culture. With these, the School of Architecture aims to instill core values in all who participate in the creation and development of studio culture at Carnegie Mellon. They are as follows:

### Design Process and Curriculum

- **Curriculum:** The ten design studios of the undergraduate Bachelor of Architecture degree program are considered to be developmental courses that teach students to make informed architectural design decisions on increasingly advanced levels as they progress throughout their undergraduate education. First- through Third-year studios build skills and comprehensive design abilities, while the last two years allow for self-chosen topics in breadth or depth. The studio curriculum is defined by the accreditation requirements of NAAB and shaped by the faculty, administration, and students according to the School's pedagogy. Students engage in curricular discussions with the faculty and administration via their Student Advisory Council (SAC) representatives, or personally, as necessary.

This feedback is received openly by the administration to better inform the development of the curriculum, evaluate responses, and make necessary changes. If they so choose, students reserve the right to request to take supplementary courses or to make independent study opportunities for themselves with the guidance and approval of an appointed faculty and/or administrative advisor.

- **Grading Policy:** Grading is a university standard that is one type of evaluation of a student's academic performance based on defined learning objectives and established curricular requirements. More important to the design studio is the review or critique, which can be a formal qualitative evaluation of students' architectural work. The faculty are responsible for assigning the studio grade based on criteria stated in the studio syllabus. Students should be actively involved in the process of critically evaluating their work and the work of their peers. However, in doing so, students must adhere to the core values of self-respect and respect for others in all discourse.

Students have the ability to ask for direct feedback from faculty at any point during the design process, but they must be open-minded when receiving this feedback, even if they are not in agreement with the faculty response. Learning objectives should be included in course syllabi; students should reference their syllabi often. However, the student cannot expect every faculty member to have similar criteria and must be aware of other external resources – other faculty, administrators, peers, the public, and texts – and must have the judgement to use them wisely. In turn, the faculty must provide sufficient means for students to be able to self-evaluate at all times, whether in the form of a rubric or with continuous feedback.

- **Reviews/Critiques:** The aforementioned idea of the “review” or “critique” is a quintessential and crucial aspect in the learning development of architecture students. Students and faculty must actively engage in the critical discourse of architecture, both inside and outside of the studio.

Traditional critiques are coordinated between one or more students and a series of faculty members and/or guest reviewers. However, at times the traditional method of student presentation/faculty response and evaluation may be dubbed as inadequate means for academic growth. In an effort to give students and faculty new opportunities and methods by which to evaluate studio work, a series of review formats are suggested below and should be used with respect to the specific needs of the student:

- Student/ faculty one-on-one review session;
- Students/ faculty review session - one or more faculty and multiple students in discussion;
- “Round robin” full studio critiques - studios rotate to different faculty each week to gain new perspectives;
- Student/ student review sessions - highly encouraged within the studio – especially after hours;
- Guest reviewer seminars - discussion or pinup with guest critic;
- Full jury - one or more students with a panel of reviewers present; and/ or
- Composite - students discuss their work alone, then faculty contribute, break-up into student/ faculty groups, etc.

It should be noted that reviews should always be discussion-oriented and never critical of the person, but always directed to the work as it stands. If at any time a student or faculty feels that they have been personally offended within the setting of a review, he or she has the right to take appropriate action by first talking with their studio coordinator.

Final reviews are a privilege and not a right, however, as guest critics frequently give of their time to give us a broader perspective on our studies. Students must demonstrate continuous effort and aptitude to be able to present in a final critique scenario. Faculty have the final say regarding a student’s ability to present during final reviews, and may deny the privilege if the student’s work is incomplete by their judgment, that of any immediate coordinators, and/or supervisors. Review attendance is a requirement. Each student must be in attendance and be attentive for not only their review, but also for those of their peers.

- **Responsibility of the Design Process:** The design studio is a place for open exploration of architectural methods of teaching and learning. Both students and faculty are responsible for maintaining a consistent level of inquiry within the studio. Faculty should provide background material pertinent to both the requirements of that specific studio as well as for specific explorations pursued within individual projects. In return, students should keep up with their work and make a constant effort to contribute to the studio environment.

### **Student/Faculty Interaction**

Faculty are integral to the architectural education process. Students use faculty knowledge and advice as a resource; therefore, faculty are expected to bring their passion into the studio during every session. Like students, faculty must promote the School’s core values to the best of their abilities.

As practitioners of professionalism within the studio, we ask our educators to adhere to the following:

- Respect all students and fellow faculty of the CMU SoA community;
- Come to studio with a concise plan and openly communicate this agenda;
- Push students to exceed expectations, while always considering their pace and skill-set;
- Provide students with the ability to evaluate their work based on feedback and written criteria;

- Facilitate discourse within a specific studio;
- Plan discussions ahead of time; and
- Treat students equally and encourage diversity in ideas, interests, and philosophies.

In return, the student body is expected to respect all faculty members and consider them a part of the studio community. Without these educators, advancement in architectural education would be impossible. Students must be diligent in their studies, and they are expected to maintain a positive relationship with their studio faculty. Specifically, the student body must uphold these standards when working with faculty:

- Respect all faculty of the CMU SoA community;
- Come to studio with an open mind and a positive attitude;
- Push to meet & exceed expectations in all areas;
- Understand and consider all feedback given – think and react according to individual processes;
- Communicate with your faculty - the positives and the negatives;
- Be curious;
- Participate in studio discussions, and embrace your faculty’s knowledge-base; and
- Acknowledge/ become informed about faculty interests and diversity in practice.

### **Student Interaction**

Architecture students must always make an effort to have positive interactions with one another within the studio. The School of Architecture accepts students into its accredited program as young-professionals and expects them to demonstrate professionalism throughout their five years in the school.

In addition to this Studio Culture Policy, we are expected to adhere to the community standards, policies, and procedures established by Carnegie Mellon University and outlined in *the WORD*.

Students are expected to maintain these standards when involved with their peers in a studio setting:

- Respect one another with regard to race, color, religion, gender, age, national or ethnic origin, gender identity, sexual orientation, veteran status, disability, and differences in experiences and ideas;
- Be communicative with peers about all pertinent issues regarding studio and its culture;
- Understand your personal boundaries and respect the space of others;
- Support one another, learn from each other, and be open-minded when collaborating;
- Participate in the discourse of studio and feed off of the ideas of classmates while maintaining core values;
- Practice high standards of personal hygiene and cleanliness; and
- Practice equality and fairness in group work settings.

### **Facilities and Conduct**

Use of the facilities at the School of Architecture are a privilege, and the contents of these spaces are the property of Carnegie Mellon University. As such, they should be treated with respect in the same way the users would want their personal spaces to be treated. Below is a list of facilities and criteria for their usage. Students and faculty should adhere to these when using any of the facilities within the school:

**Drafting Boards, Maylines, Desks, Stools, Cabinets, Keys, and Flat Screen Monitors:** Drafting Boards and maylines are purchased by the School for first-year students. Desks, stools, cabinets, and keys are distributed by the school to each student accordingly on a yearly basis and flat screen computer monitors

are available to students upon request. Students should think of these tools as their personal belongings and should treat them well. Guidelines for use are as follows:

- Maintain both personal desk space and shared communal spaces at an adequate level of cleanliness. If a student requests for you to clean your space because its level of cleanliness is inadequate, please be respectful and do so.
- Food should be disposed of after you eat it. Please don't leave half-empty containers open on your desk or in communal spaces for days at a time.
- Be sure to lock items in your studio cabinet or take personal belongings with you (e.g. wallets, phones, backpacks, laptops) when you leave the studio. Lost and or stolen items are your responsibility.
- Do not use other people's belongings - this includes using their desks as a work space without permission. In the case that you use another student's desk for work, please ask them first and then clean up the area completely when you are finished.
- Students are responsible for maintaining drafting boards, maylines, desks, chairs, cabinets, and flat screen monitors. Parts to repair these items can be obtained from the school's Facilities Manager upon request.

**Computer/Model Workstations:** Computer workstations and modeling workspaces are reserved for the use of SoA students and faculty. They are to be shared and used efficiently as needed.

- No eating or drinking around computers or model workspaces; do not leave trash in the area.
- Clean up modeling workspaces after you are finished working – otherwise, anything left may be disposed of.
- Log off of your computer when you are not working on it for a long period of time (more than an hour and a half of time away from the machine). Do this as a courtesy to your fellow classmates. If you leave for a brief period, please leave a note indicating when you left and when you will return.

**Wood Shop and Digital Fabrication (dFAB) Lab:** Both the wood shop and the dFAB Lab at CMU are utilized as part of the undergraduate curriculum and integral tools of the design and fabrication process. All policies and procedures established by the wood shop and dFAB faculty and staff should be obeyed at all times. Students should be mindful of others when using these facilities and clean up all excess materials and work areas.

**Spray Booths:** Similar rules apply to the use of the spray booths as they apply to the wood shop, the dFAB lab, and the above listed tools and facilities. For more information, reference the Fabrication Facilities section of the 2016-2017 SoA Undergraduate Student Handbook.

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## SCHOOL ADMINISTRATION & STAFF

### Administrative Faculty:

**Stephen R. Lee, AIA, LEED AP, Professor and Head**, is responsible for all of the activities of the School. He hires faculty and staff and oversees all the financial aspects of the School. He is available to students by appointment.

**Mary Lou Arscott, AADip, RIBA, Associate Head**, is responsible for continuously improving the quality and effectiveness of the studio education, improving the level of discourse in the School, and raising our profile external to the School.

### Financial:

**David Koltas, Assistant Head**, is responsible for all financial and personnel matters of the School, and serves as a liaison with Central Administration. Responsibilities include budgeting and reporting, purchasing oversight, hiring, and submitting Student Accounts transactions for School charges, scholarships, and awards.

**Diana Martin, Financial Assistant**, is responsible for day-to-day financial transactions, including reimbursable expenses.

### Facilities:

**Kristen Frambes, Facilities and Special Projects Manager**, directs and manages CFA 201 work study students and the school facilities. She coordinates student, faculty and alumni awards, faculty promotion & tenure cases, as well as special events for the school.

### Shops & Labs:

**Scott Smith, Shop Director**, along with **Jon Holmes, Assistant Shop Director**, oversee the Architecture Shop. They are responsible for providing instruction, setting safety policy, and providing training/maintenance on all Shop equipment.

**Jeremy Ficca, Director**, along with a team of monitors who have training in the operation and safety of lab use, staff the DFab. They are responsible for the lab's robots, equipment, computers, software and facilities scheduling.

### Computing:

**Bob Armitage, Computing Administrator**, along with **Brian Staley, Media Center/ IT Associate**, comprise the Computing Team. They are responsible for the school's computing infrastructure, including hardware, software, servers, workstations, printers, plotters, and scanners.

## **Communications:**

**Michelle Bard, Communications Strategist**, is responsible for all of the internal and external communications for the school.

## **Undergraduate Programs:**

**Erica Harp, Senior Academic Coordinator**, assists students in establishing their class schedules and gives guidance about general university regulations. She is responsible for registration and transcripts. She can answer scheduling, academic audit, and general academic progress questions. She coordinates study abroad activities including inquiries, applications, and transfer credits. She also manages SoA social media accounts. To schedule an appointment, use: <https://calendly.com/eharp>.

**Alexis McCune Secosky, Coordinator of Student Programs**, organizes undergraduate student programs and assists students with professional development and architectural licensure as the School's Architect Licensing Advisor. She is also responsible for working with prospective students by managing recruitment efforts and the admission committee. To schedule an appointment, use: <https://calendly.com/amccune>.

**Heather Workinger Midgley, Ph.D., Adjunct Faculty & First-Year Advisor**, teaches First-Year Seminar in the fall and spring semesters. She advises all first-year students on matters of course work, academic progress, and the transition process into the SoA. She also acts as a coordinator for the SoA Faculty Mentors and the Architecture Peer Mentors (APM) Program. To schedule an appointment, use: <https://calendly.com/hworkinger>.

## **Graduate Programs:**

**Darlene Covington-Davis, Graduate Programs Coordinator**, assists in the daily administration of the graduate programs and advising current students on administrative policies and procedures for the school and the university.

**Samantha Weaver, Graduate Admissions & K-12 Outreach Coordinator**, organizes the graduate admissions process and implements outreach programs to bring architectural education to the Pittsburgh community.

## **Research & Institutes:**

**Liz Fox, Assistant Dean for Research in the College of Fine Arts**, provides comprehensive support to College of Fine Arts faculty, staff, and students in the administration of sponsored research, including pre- and post-award administration.

**Alise Kuwahara Day, Administrative Coordinator**, along with **Will Gott, UDBS Fellow**, are the administrative staff who support Professor John Folan with the ongoing research/building projects of the **Urban Design Build Studio**.

**Olivia Wells, Program Coordinator for the Remaking Cities Institute**, is involved in RCI research projects and also maintains the Institute's website, social media, databases, and archival materials.

## SoA ADMINISTRATION & STAFF DIRECTORY

Bob Armitage	268-1542	CFA 201	<a href="mailto:rja2@andrew.cmu.edu">rja2@andrew.cmu.edu</a>	Computing Administrator
Mary Lou Arscott	268-2354	MM 308	<a href="mailto:mlarscott@cmu.edu">mlarscott@cmu.edu</a>	Studio Professor & Associate Head
Michelle Bard	268-1609	CFA 201	<a href="mailto:mbard@andrew.cmu.edu">mbard@andrew.cmu.edu</a>	Communications Strategist
Darlene Covington-Davis	268-2363	MM 410G	<a href="mailto:dc1e@andrew.cmu.edu">dc1e@andrew.cmu.edu</a>	Coordinator, Graduate Program
Liz Fox	268-8178	CFA 104	<a href="mailto:lf01@andrew.cmu.edu">lf01@andrew.cmu.edu</a>	Assistant Dean for Research
Kristen Frambes	268-1538	CFA 201	<a href="mailto:kframbes@andrew.cmu.edu">kframbes@andrew.cmu.edu</a>	Facilities & Special Projects Manager
John (Will) Gott	268-3726	CFA 212	<a href="mailto:jgott@andrew.cmu.edu">jgott@andrew.cmu.edu</a>	UDBS Fellow
Erica Harp	268-1345	CFA 201	<a href="mailto:eharp@andrew.cmu.edu">eharp@andrew.cmu.edu</a> <a href="https://calendly.com/eharp/advising">https://calendly.com/eharp/advising</a>	Senior Academic Coordinator
Jon Holmes	268-2361	CFA A9	<a href="mailto:jcholmes@andrew.cmu.edu">jcholmes@andrew.cmu.edu</a>	Assistant Shop Director
David Koltas	268-1561	CFA 201	<a href="mailto:dkoltas@andrew.cmu.edu">dkoltas@andrew.cmu.edu</a>	Assistant Head
Alise Kuwahara Day	268-3726	CFA 212	<a href="mailto:akuwahar@andrew.cmu.edu">akuwahar@andrew.cmu.edu</a>	UDBS Administrative Coordinator
Steve Lee	268-3528	CFA 201	<a href="mailto:stevelee@andrew.cmu.edu">stevelee@andrew.cmu.edu</a>	Professor and Head
Diana Martin	268-2356	CFA 201	<a href="mailto:diana2@andrew.cmu.edu">diana2@andrew.cmu.edu</a>	Financial Assistant
Alexis McCune Secosky	268-6390	CFA 201	<a href="mailto:amccune@andrew.cmu.edu">amccune@andrew.cmu.edu</a> <a href="https://calendly.com/amccune">https://calendly.com/amccune</a>	Coordinator of Student Programs
Scott Smith	268-2291	CFA A19	<a href="mailto:ssbg@andrew.cmu.edu">ssbg@andrew.cmu.edu</a>	Shop Director
Brian Staley	268-1542	CFA 201	<a href="mailto:bstaley@andrew.cmu.edu">bstaley@andrew.cmu.edu</a>	Media Center/ IT Associate
Samantha Weaver	268-5551	MM 412G	<a href="mailto:scarter@andrew.cmu.edu">scarter@andrew.cmu.edu</a>	Graduate Admissions & K-12 Outreach Coordinator
Olivia Wells	268-9553	MM 307	<a href="mailto:oliviawells@cmu.edu">oliviawells@cmu.edu</a>	Program Coordinator, Remaking Cities Institute
Heather Workinger Midgley	268-1540	MM 307	<a href="mailto:haw5@cmu.edu">haw5@cmu.edu</a> <a href="https://calendly.com/hworkinger">https://calendly.com/hworkinger</a>	Adjunct Faculty & First-Year Advisor

# FACULTY MENTOR DIRECTORY

## First-Year Advisor:

Heather Workinger Midgley	268-1540	MM 307	<a href="mailto:haw5@cmu.edu">haw5@cmu.edu</a> <a href="https://calendly.com/hworkinger">https://calendly.com/hworkinger</a>	Adjunct Faculty & First-Year Advisor
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## Class of 2020 Faculty Mentors:

Jonathan Kline	268-2355	MM 307	<a href="mailto:jkline@cmu.edu">jkline@cmu.edu</a>	Studio Professor
Daniel Cardoso Llach	268-6260	MM 309	<a href="mailto:dcardoso@cmu.edu">dcardoso@cmu.edu</a>	Assistant Professor
Eddy Man Kim	268-6425	MM 308	<a href="mailto:eddymankim@cmu.edu">eddymankim@cmu.edu</a>	Assistant Teaching Professor

## Class of 2019 Faculty Mentors:

Nina Baird	268-2350	MM 415	<a href="mailto:nbaird@andrew.cmu.edu">nbaird@andrew.cmu.edu</a>	Assistant Teaching Professor
Kai Gutschow	268-7999	MM 302A	<a href="mailto:gutschow@andrew.cmu.edu">gutschow@andrew.cmu.edu</a>	Associate Professor & Co-Director of Studio-based Programs
Erica Cochran	268-2350	MM 415	<a href="mailto:ericac@andrew.cmu.edu">ericac@andrew.cmu.edu</a>	Assistant Professor

## Class of 2018 Faculty Mentors:

Doug Cooper	268-2367	MM 204B	<a href="mailto:dcooper@andrew.cmu.edu">dcooper@andrew.cmu.edu</a>	Andrew Mellon Professor
Gerard Damiani	268-3861	MM 301B	<a href="mailto:gdamiani@andrew.cmu.edu">gdamiani@andrew.cmu.edu</a>	Associate Professor
Mary Lou Arscott	NA	MM 308	<a href="mailto:mlarscott@cmu.edu">mlarscott@cmu.edu</a>	Studio Professor & Associate Head

## Class of 2017 Faculty Mentors:

Joshua Bard	268-7182	MM 310B	<a href="mailto:jbard@andrew.cmu.edu">jbard@andrew.cmu.edu</a>	Assistant Professor
Dana Cupkova	268-6043	MM 310A	<a href="mailto:cupkova@cmu.edu">cupkova@cmu.edu</a>	Assistant Professor
Jeremy Ficca	268-6667	MM 310C	<a href="mailto:jficca@cmu.edu">jficca@cmu.edu</a>	Associate Professor & Director of dFab Lab

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# SoA STUDENT RESOURCES

## Architecture Resources

Main Office	268-2354	CFA 201
Main Office Fax	268-7819	CFA 201
Graduate Admissions	268-5551	MM 412G
Graduate Program	268-2363	MM 410
Architecture Shop	268-2361	CFA A19
Digital Fabrication Lab	268-8518	MM C4

## Architecture Student Support Resources

Architect Licensing Advisor, School of Architecture	Alexis McCune Secosky	<a href="mailto:amccune@andrew.cmu.edu">amccune@andrew.cmu.edu</a> <a href="https://calendly.com/amccune">https://calendly.com/amccune</a>	268-6390	CFA 201
Career Consultant - Architecture, Career & Professional Dev. Center	James Fabrizio	<a href="mailto:jfabriz1@andrew.cmu.edu">jfabriz1@andrew.cmu.edu</a>	268-2064	WW 262
Foreign Student/Scholar Advisor, Office of International Education	Judy van Rheenen	<a href="mailto:jvanrhee@andrew.cmu.edu">jvanrhee@andrew.cmu.edu</a>	268-5231	WH 322
SafeZone Contact, School of Architecture	Erica Harp	<a href="mailto:eharp@andrew.cmu.edu">eharp@andrew.cmu.edu</a> <a href="https://calendly.com/eharp/advising">https://calendly.com/eharp/advising</a>	268-1345	CFA 201
Study Abroad Advisor, Office of International Education	Chris Menand	<a href="mailto:cmenand@andrew.cmu.edu">cmenand@andrew.cmu.edu</a>	268-5231	WH 328
Survivor Support Network Advisor, School of Architecture	Heather Workinger Midgley	<a href="mailto:haw5@cmu.edu">haw5@cmu.edu</a> <a href="https://calendly.com/hworkinger">https://calendly.com/hworkinger</a>	268-1540	MM 307

## University Resources

Campus Police - Emergencies	268-2323	
Campus Police - Non-Emergency	268-6232	
Career & Professional Development Center (CPDC)	268-2064	WW 2nd Floor
Carnegie Mellon Advising Resource Center (CMARC)	268-2150	CH A-64
CMU Art Store	268-2968	CUC
CMU Bookstore	268-1032	CUC
CMU Computer Store	268-2636	CUC
CUC Information Desk	268-2107	CUC
Counseling & Psychological Services (CAPS)	268-2922	Morewood Gardens
HUB (Enrollment Services)	268-8186	WH A-Level
Office of International Education (OIE)	268-5231	WH 3rd Floor
Student Affairs - Student Activities	268-8704	CUC
Student Affairs - Student Life	268-2142	Morewood Gardens
University Health Services (UHS)	268-2157	Morewood Gardens

## Useful Websites

[www.acsa-arch.org](http://www.acsa-arch.org)

[www.aia.org](http://www.aia.org)

[www.aias.org](http://www.aias.org)

[www.archinect.com](http://www.archinect.com)

[www.di.net](http://www.di.net)

[www.naab.org](http://www.naab.org)

[www.ncarb.org](http://www.ncarb.org)

## **Design Competition Websites**

[www.acsa-arch.org](http://www.acsa-arch.org)

[www.ias.org](http://www.ias.org)

[www.archrecord.construction.com](http://www.archrecord.construction.com)

[www.bustler.net](http://www.bustler.net)

[www.deathbyarchitecture.com](http://www.deathbyarchitecture.com)

[www.thearchitectureroom.com](http://www.thearchitectureroom.com)

## **Job Search Websites**

[www.aia.org](http://www.aia.org)

[www.ias.org](http://www.ias.org)

[www.american-architects.com](http://www.american-architects.com)

[www.archinect.com](http://www.archinect.com)

[www.archi-students.org](http://www.archi-students.org)

[www.architectjobs.com](http://www.architectjobs.com)

[www.california-architects.com](http://www.california-architects.com)

[www.cons4arch.com](http://www.cons4arch.com)

[www.jobs.aiapgh.org](http://www.jobs.aiapgh.org)

[www.newyork-architects.com](http://www.newyork-architects.com)

[www.world-architects.com](http://www.world-architects.com)

## FALL 2016 ACADEMIC CALENDAR

Date	Day	
August 29	M	Semester & Mini-1 Classes Begin
September 2	F	Mini-1 Course Add Deadline
September 2	F	Mini-1 Course Audit Grade Option Deadline
September 2	F	Mini-1 Course Drop Deadline to Receive Tuition Adjustment
September 5	M	Labor Day; No Classes
September 12	M	Semester Course Add Deadline
September 12	M	Semester Course Audit Grade Option Deadline
September 12	M	Semester Course Drop Deadline to Receive Tuition Adjustment
September 28	W	Mini-1 Course Drop and Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After This Date
October 11-21	T-F	Mini-1 Faculty Course Evaluations
October 17	M	Mini-1 Last Day of Classes
October 17	M	Mini-1 Course Withdrawal Grade Deadline
October 18	T	No Graduate Mini-1 Course Meetings (Reading Day)
October 18-20	T-Th	No Undergraduate Mini-1 Course Meetings (Reading Period)
October 20-22	Th-Sa	Graduate Mini-1 Exam Days
October 21	F	Undergraduate Mini-1 Exam Day
October 21	F	Mid-Semester Break; No Classes (Mini-1 exams will take place)
October 24	M	Mid-Semester Grades Due by 4 p.m.
October 24	M	Mini-2 Classes Begin
October 26	W	Mini-1 Final Grades Due by 4 p.m.
October 28	F	Mini-2 Course Add Deadline
October 28	F	Mini-2 Course Audit Grade Option Deadline
October 28	F	Mini-2 Course Drop Deadline to Receive Tuition Adjustment
November 7	M	Semester Course Drop and Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After this date.
November 14-18	M-F	Spring 2017 Registration Week

November 22	T	Mini-2 Course Drop and Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After This Date
November 23-25	W-F	Thanksgiving Holiday; No Classes
Nov. 28-Dec. 19	M-M	Semester & Mini-2 Faculty Course Evaluations
December 9	F	Semester & Mini-2 Last Day of Classes
December 9	F	Semester & Mini-2 Course Withdrawal Grade Deadline
December 12-13	M-T	SoA Studio Final Reviews
TBD	TBD	Submission of Studio Documentation
December 10-11	Sa-Su	Reading Days
December 12-13	M-T	Final Examinations
December 14	W	Reading Day
December 15-16	Th-F	Final Examinations
December 17	Sa	Reading Day
December 18	Su	Final Examinations
December 19	M	Makeup Final Examinations
December 21	W	Final Grades Due by 4 p.m.

## SPRING 2017 ACADEMIC CALENDAR

Date	Day	
January 16	M	Martin Luther King Day; No Classes
January 17	T	Semester & Mini-3 Classes Begin
January 23	M	Mini-3 Course Add Deadline
January 23	M	Mini-3 Course Audit Grade Option Deadline
January 23	M	Mini-3 Course Drop Deadline to Receive Tuition Adjustment
January 30	M	Semester Course Add Deadline
January 30	M	Semester Course Audit Grade Option Deadline
January 30	M	Semester Course Drop Deadline to Receive Tuition Adjustment
February 14	T	Mini-3 Course Drop and Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After This Date
Feb. 27-Mar.6	M-M	Mini-3 Faculty Course Evaluations
March 6	M	Mini-3 Last Day of Classes
March 6	M	Mini-3 Course Withdrawal Grade Deadline
Mar. 6-10	M-F	Graduate Mini-3 Exam Days
March 7-9	T-Th	No Undergraduate Mini-3 Course Meetings (Reading Period)
March 10	F	Undergraduate Mini-3 Exam Day
March 10	F	Mid-Semester Break; No Classes (Mini-3 undergraduate exams will take place)
March 13	M	Mid-Semester Grades Due by 4 p.m.
March 13-17	M-F	Spring Break; No Classes
March 15	W	Mini-3 Final Grades Due by 4 p.m.
March 20	M	Mini-4 Classes Begin
March 22	W	Summer 2017 Registration Begins
March 24	F	Mini-4 Course Add Deadline
March 24	F	Mini-4 Course Audit Grade Option Deadline
March 24	F	Mini-4 Course Drop Deadline to Receive Tuition Adjustment
April 4	T	Semester Course Drop and Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After This Date

April 18	T	Mini-4 Course Drop and Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After This Date
April 20	Th	No Classes
April 21-22	F-Sa	Spring Carnival; No Classes
April 24-28	M-F	Fall 2017 Registration Week
Apr. 24-May 16	M-T	Semester & Mini-4 Faculty Course Evaluations
May 5	F	Semester & Mini-4 Last Day of Classes
May 5	F	Semester & Mini-4 Course Withdrawal Grade Deadline
TBD	TBD	SoA Final Studio Reviews
TBD	TBD	Submission of Studio Documentation
May 6-7	Sa-Su	Reading Days
May 8-9	M-T	Final Examinations
May 10	W	Reading Day
May 11-12	Th-F	Final Examinations
May 13-14	Sa-Su	Reading Days
May 15	M	Final Examinations
TBD	TBD	Studio Clean Up
May 16	T	Makeup Final Examinations
May 18	Th	Final Grades Due by 4 p.m. (graduating students)
May 20-21	Sat-Su	Commencement Weekend
May 23	T	Final Grades Due by 4 p.m.

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