

SYRACUSE UNIVERSITY  
SCHOOL OF ARCHITECTURE

GRADUATE PROGRAMS  
INFORMATION AND GUIDELINES

2007 - 2008

This handbook contains essential information about the School's graduate programs, including details of the degree requirements for the M. Arch. I program. It also serves as the official guide for graduate students to the School's facilities and regulations at the Syracuse Campus. Most questions graduate students might have should be addressed here, but feel free to contact the Graduate Programs Office if you need assistance or clarification regarding these guidelines.

Mark Linder, Chair of Graduate Programs

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Charles Savage, Computer Specialist II	113	3295
TBA, Senior Director of Development	101F	4904
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### **Facilities within The Warehouse**

Bookstore	111	8110
FAX Machine	101	5082
Computer Lab	505/505B	5841
Plotting Room	505A	5841
Model Shop	0004B	1854
Reading Room	013G	3518
Community Design Center	130	1182

Florence Center: School of Architecture, Piazza Donatello 25, 50100 Firenze, Italy  
Tel:011-39-055-5000489; Fax:011-39-055-5031378

SU London Program, Faraday House, 48-51 Old Gloucester Street, London, WC1N 3AE  
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## INTRODUCTION

### History

The Syracuse University School of Architecture, founded in 1873, is the fourth oldest in the United States. The School began as a department within the College of Fine Arts, together with the Departments of Painting and Music, and retains strong ties with fine arts as a design-oriented program. Today, the School provides rigorous professional training and, simultaneously, emphasizes the creative and intellectual foundations of the discipline. The integrated curriculum is designed to prepare students to unite research, design, and technical understanding. Architecture is a dynamic profession, and like the society in which it functions, increasingly complex and fluid. The program seeks to respond with skill, intellect, and passion to the serious challenges and opportunities of contemporary practice. While Slocum Hall is being renovated, the School is located temporarily in The Warehouse, a renovated industrial building in the Armory Square district of downtown Syracuse, New York.

### Programs

The Syracuse Architecture M. Arch. I is a fully accredited professional degree open to students with non-architecture as well as architecture backgrounds. The M. Arch. II Research Program offers a post-professional degree and supports independent, timely, and innovative research projects in the field of architecture and urbanism. The School also offers a Bachelor of Architecture (B. Arch) professional degree.

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 US professional degree programs in architecture, recognizes two types of degrees: the Bachelor of Architecture and the Master of Architecture. A program may be granted a six-year, three-year, or two-year term of accreditation, depending on its degree of conformance with established educational standards.

Syracuse Architecture is one of 60 schools in the United States to offer a graduate level first professional degree that is fully accredited by the National Architectural Accrediting Board (NAAB). Successful completion of the program provides students with the academic credentials required by most state boards to qualify for the licensing examination.

Master's professional degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree, which, when earned sequentially, comprise an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

### **Admissions**

The admissions process and requirements differ slightly for each of Syracuse Architecture's graduate programs, so be sure when producing your application to refer to the information for the correct program. For complete application information for each program visit the School's website: <http://soa.syr.edu/>. Applications for all programs consist of several parts. The application form may be downloaded or completed online. A portfolio of creative work must be mailed to the Syracuse Architecture Graduate Programs Office 350 W. Fayette Street, Rm. 501 Syracuse, NY 13202. The statement of interest and objectives, letters of recommendation, transcripts, and GRE and TOEFL scores should be mailed to the Graduate Processing Admissions Center P.O. Box 35060 Syracuse University, Syracuse, NY 13235.

### **M. ARCH. I ADMISSIONS**

The admissions information below applies to the M. Arch. I Program. For more detailed information, or for information about applying to the M. Arch. II Research Program, consult the Syracuse Architecture website, <http://soa.syr.edu/>.

#### **Standard Admissions**

The M. Arch. I program accepts students with non-architecture baccalaureate degrees or non-professional degrees in architecture from accredited universities or colleges.

All applicants to the M. Arch. I Program must submit a portfolio of creative and/or professional work in architecture, the visual arts, and/or design. The purpose of the portfolio is to give evidence of promise and potential in architecture, as well as to give evidence of interests, skills and talent. It should be no larger than 9 by 12 inches. It may include a CD or DVD but all digital materials should also be represented in printed form as reviewers do not always have computers at hand. Slides are not acceptable. An

interview is not required but is recommended, as this provides an excellent opportunity to gain additional insight into the School and to bring specific items of personal merit to the attention of the admissions committee.

The Graduate Record Examination (GRE) is required. All applicants who are non-native speakers of English or whose language of primary instruction was not English must submit scores (recommended minimum of 600) from the Test of English as a Foreign Language (TOEFL).

Applications to the M. Arch. I program are accepted for entrance in the fall semester only.

### **Advanced Standing**

M. Arch. I applicants who have completed or are about to complete an undergraduate degree in a non-professional program in architecture or environmental studies may apply for advanced standing in design. If granted, admission with advanced standing allows students to waive the first year of design studio (ARC 604 and 605).

### **Waived Credit**

Applicants may also receive waived credit (also known as transferred credit) for architecture-related courses completed while fulfilling their undergraduate degree if a grade of “B” or better was earned and these courses can be shown to duplicate the content of courses required for the Syracuse Architecture M. Arch. I degree. Students can base their decisions to apply for waived credit on the course descriptions in the Syracuse University Graduate Course Catalog. The determination of equivalent credit is decided by representatives of the faculty who teach in the areas of design, theory, history, technology, structures, and media. Students who wish to waive credit should furnish evidence of accomplishment in addition to the transcript grade such as course syllabi, class notes, or examples of work. Waived credit is not included in the computation of the GPA for graduation. For all students, a maximum of 30% of credits counted toward a Master’s degree at Syracuse University may be waived or transferred from another institution. With advanced standing and the maximum of waived credits, students can complete the program in five semesters.

## M. ARCH. I DEGREE REQUIREMENTS

The Master of Architecture, first professional degree is a 110 credit hour program comprised of the following categories: 45 credit hours of design, 6 credit hours of media, 12 credit hours of history (only 3 credit hours of which may be taken in the Florence or London program), 6 credit hours of theory, 8 credit hours of structures, 15 credit hours of technology (including Professional Practice), 18 credit hours of electives (including up to 6 credit hours of open electives).

### Total Required Credits

DESIGN	ARC 604	6
	ARC 605	6
	ARC 606	6
	ARC 607	6
	ARC 608	6
	ARC 609	6
	ARC 505	3
	ARC 998	6
THEORY	ARC 641	3
	ARC 642	3
MEDIA	ARC 681	3
	ARC 682	3
HISTORY	ARC 639	3
	ARC X3X	3
	ARC X3X	3
	ARC X3X	3
STRUCTURES	ARC 611	4
	ARC 612	4
TECHNOLOGY	ARC 621	4
	ARC 622	4
	ARC 623	4
	ARC 585	3
ELECTIVES	PE	3
	PE	3
	PE	3
	PE	3
	OE	3
	OE	3
	TOTAL	110

### **Professional and Open Electives**

Professional electives consist of elective courses taken within the School of Architecture. A list of current offerings is posted each semester before registration begins. Any architectural history course can also be taken as a professional elective.

Open electives are graduate level elective courses in other disciplines within the University related to the study of architecture. Selection and registration for these electives require permission of the Chair of Graduate Programs. Any architectural history or professional elective can be taken as an open elective. Undergraduate level courses may be taken as professional or open electives with the permission of both the Chair and the course instructor. To do so, students must register for the course as ARC 690 Independent Study and, in consultation with both the Chair and the course instructor, devise assignments in addition to those required in the course syllabus. (See "Independent Study" on page 16) In certain cases, with the approval of the Chair, courses in other disciplines may be considered as professional electives.

### **Studio Assignments and Options**

The first four semesters of design studios (ARC 604, 605, 606 & 607) are designated for graduate students only. The fifth semester, in Florence, London, or Syracuse (ARC 608), and the Visiting Critic Studio in the sixth semester (ARC 609) are vertical studios for graduate and undergraduate students.

In the recommended program sequence, the Visiting Critic Studio (ARC 609) is conducted concurrently with Thesis Preparation (ARC 505). Thesis (ARC 998) follows in the final semester. For Visiting Critic Studio, Thesis Preparation, and Thesis, a lottery is conducted in which students indicate their preferred instructors, who are assigned based on availability. Under some circumstances, studios offered in Florence or London, including summer semester Design Studio (ARC 608) in Florence, may be acceptable as ARC 609.

### **Thesis Preparation and Thesis**

Thesis Preparation (ARC 505) is offered every semester. In order to enroll in Thesis Preparation students must have completed 67 credits, including ARC 604, 605, 606, 607, 608, 611, 612, 621, 622, 639, 641, 642, 681, 682 and 6 credits of professional or open electives.

Each student works with a faculty committee during Thesis Preparation and

Thesis. There are two preliminary reviews with the committee and a final review. The grade for Thesis Preparation is determined by the committee at the final review, and advisory grades are given at the second review. The minimum acceptable grade for Thesis Preparation is “C”.

Thesis (ARC 998) is a continuation of work developed in Thesis Preparation and includes two preliminary reviews with the student’s committee members, as well as a final review with that committee plus additional faculty members assigned by the Chairs. The grade for Thesis is determined by the full committee at the final review. After the final review, based upon faculty vote, the best thesis projects are selected for a Thesis Award Jury featuring a group of distinguished visiting practitioners and educators. Following the reviews, the School’s faculty votes to determine awards, which are announced at the School’s Convocation ceremony before graduation.

### **Grades and Grading Chart**

All grades in the University are calculated using the following grade point equivalent:

A	=	4.0	C+	=	2.3333
A-	=	3.667	C	=	2.0000
B+	=	3.3333	C-	=	1.667
B	=	3.0	D	=	N/A
B-	=	2.667	F	=	0

For complete explanations of additional grading symbols such as WD (withdrew), NR (not required) and NA (did not attend), see Section 6.0 of Academic Rules and Regulations in the Graduate Course Catalog which can be downloaded at: <http://syr.edu/publications/gradcat/>.

### **Graduation Requirements**

All graduate students at Syracuse University must achieve a 2.8 GPA in the first 30 credit hours of graduate work in order to maintain matriculated status. Waived (transferred) credit is not included in the computation of the GPA for graduation. The minimum passing grade for graduate students is “C-“, the minimum passing grade for Thesis Preparation is “C”. Please see the following graduation requirement specifications for graduate architecture students.

For all graduate architecture students entering in Fall 2006:  
In order to graduate, students must have a 2.8 GPA in overall course work, and a 3.0 GPA in 48 credit hours of courses comprising the program for

the degree (i.e., 48 credit hours of 500/600 level courses, excluding open electives, of which 24 credit hours, including Thesis, must be of 600 level or higher).

For all graduate architecture students entering in Fall 2007 and thereafter: In order to graduate, students must achieve a 3.0 GPA in overall course work, excluding waived (transferred) credit. Students in the M.Arch I Program must maintain a GPA of at least 2.8 for any two consecutive studios in the sequence ARC 604, 605, 606, and 607. Otherwise, one of the two studios must be repeated and completed with a grade sufficient to achieve the 2.8 average.

### **Timetable for Degree Completion**

University policy states that Master's candidates have seven years to complete their degree from the date of first registration.

### **Graduation Procedures**

Students are required to complete a Diploma Request Card and a Program of Study for submission to the Graduate School by the designated date of their final semester. The Schedule of Dates is posted each semester. These forms are completed in consultation with the Graduate Programs Office.

## **SPECIAL PROGRAMS**

### **Florence and London Programs**

The School offers programs in London, England and Florence, Italy during the academic year. The graduate curriculum offers an opportunity for at least one semester of study in these programs, which is administered through SU Abroad.

The Florence and London programs are designed for both graduate and undergraduate students who have completed their core studies. Graduate students must have completed ARC 604, 605, 606, 607, 611, 612, 621, 622, 639, 641, 642, 681, 682, and one history elective.

The recommended program sequence includes the Florence and London programs as an option for graduate students in the fall (fifth) semester. If space is available students may enroll in the Florence and/or London programs in consecutive semesters, but should be aware that this will likely extend the duration of their course of study, as not all program requirements are offered in Florence and London. Students must be in good academic

standing, and must apply through the admissions process specified by SU Abroad. Students in Florence or London are required to take Design Studio (ARC 608 or 609) and the Field Survey of Italian or British Architecture (ARC 571). In addition, to fulfill the suggested 15 credit hour course load, students may choose to enroll in an architectural history option, an open elective, or another professional elective at the 500/600 level. Some professional electives at the 500/600 level have been approved to count as an architectural history option but require prior approval from the Chair of Graduate Programs. Students without background in Italian language are required to audit an Italian language class (tuition free).

### **Florence Summer Program**

When offered, the summer semester in Florence is a nine week, nine credit hour program with a one week break mid-semester. Prerequisites are the same as for the single semester program. The summer semester design studio is accepted for ARC 608 credit or as professional elective credit. In addition to the studio, the program includes ARC 571, a 3 credit hour professional elective, and a non-credit Italian language course.

### **Foreign Study Summer Programs**

Periodically, the School sponsors special summer programs abroad. These are initiated by the faculty and advertised during the year prior to the summer of the program. The program consists of 6 credit hours of professional elective credits. In the past, programs have been conducted in China, England, France, Germany, Greece, Holland, Japan, Russia, Scandinavia, and Spain. Application and registration are made through the SU Abroad office at 106 Walnut Place (443-3471).

### **Summer Course Offerings**

Each summer the School offers Thesis Preparation (ARC 505), Thesis (ARC 998), Design Studio (ARC 608/609), Advanced Building Systems (ARC 623) and other courses as needed. All course offerings are dependent upon sufficient student enrollment and faculty availability.

## **M. ARCH. II RESEARCH PROGRAM**

The Master of Architecture Research Program admits students who have already received a graduate or undergraduate professional degree (B. Arch. or M. Arch.). This two-semester 30-credit course of study supports independent, timely, and innovative design research projects in the field of architecture and urbanism. Each spring, M. Arch. II Research students participate in a symposium in Syracuse to present the results of their design and research.

Coursework for the M. Arch. II Research Program consists of a combination of independent research and elective classes. A total of 30 credits must be taken over two semesters, and a final project or thesis must be produced. Students work with a faculty committee to refine and focus a research topic, and to construct a course of study. There are three modes of independent work: ARC 690 Independent Study (1-6 credits), ARC 707/708 Architectural Design (9 credits each), and ARC 770 Architectural Research (3-8 credits).

## **ADVISING AND ACADEMIC RULES**

### **Academic Advising**

Academic advising is required for all students and is conducted by the Chair of Graduate Programs and other faculty as assigned by the Chair. For students in the M. Arch. II Research Program, a member of the student's faculty committee serves as academic advisor. Meetings are to be arranged prior to each semester's registration to agree on the academic sequence, credit hour load, and class choices. Students should be prepared to present an updated academic plan at each advising session.

### **Full-time Status and Financial Aid Eligibility**

It is the policy of the Graduate School that all students must register for 9 credit hours in the fall or spring semesters, or 6 credit hours during summer session to maintain full-time academic status. Students who attend full time in fall and spring are not required to attend during summer to maintain full time status. However, a student attending for 6 credits for summer is considered full time for the summer semester. Full-time status also confers eligibility for Federal, State, and Departmental Financial Aid.

These other criteria will also confer full-time status:

1. Appointment as a graduate assistant, graduate associate or SU Fellow, and registered for the given semester.
2. Actively working on thesis.
3. Taking an internship that equates to at least 9 academic credits.
4. Other special circumstances, as specified and justified by the academic unit.

Under circumstances 1, 2, and possibly 4, above, if the student is not registered for any coursework, including registration for Master's thesis credits, s/he must be registered for GRD 998 Degree in Progress.

### **Registration**

Registration for each term occurs approximately one month before the end of the prior semester. The Registrar's Office will send registration information to all students at their campus addresses. The online registration address is <http://registrar.syr.edu>. The University publishes the Time Schedule of Classes, which is available in the Graduate Programs Office or at <http://registrar.syr.edu/tsc/index.html>.

### **Independent Study (ARC 690)**

Students may elect to pursue an Independent Study as part of their academic program, successful completion of which will be credited towards their professional elective requirements. The form, Proposal for Independent Study Courses, is available from the Graduate Programs Office. It must be completed and submitted by the student in the semester prior to the one in which the work will be done. The proposal should define a clear topic, intended contact with faculty advisor, expectation of results, and terms of evaluation. It must be approved and signed by the Chair of Graduate Programs and the faculty member advising the work. A professional internship may be taken only once for Independent Study credit. Internships require a sponsor at the place of employment to submit in advance a letter outlining the nature of the experience to be gained and stating his/her agreement to evaluate the student's performance.

Graduate students who take an undergraduate class are required to petition to take the class as Independent Study. The Proposal for Independent Study Courses, should be completed and, in consultation with the Chair of Graduate Programs and the course instructor, devise graduate-level assignments in addition to, or to replace, those required in the course syllabus.

### **Audit Courses**

Auditing a class is free for graduate students who are taking 12 or more credit hours. If a student is taking less than 12 credits, tuition for the course is 60% of the normal cost.

### **Add/Drop Courses**

The deadline to add a course is one week from the first day of classes. Students may drop courses at any time. However, tuition refunds are prorated until the Financial Drop Deadline, after which there is no refund. For graduate students, the Financial Drop Deadline for each semester is three weeks from the first day of classes.

### **Petitions**

All requests for special permissions or exceptions of any kind must be submitted on Petition to the Faculty forms, available from the Graduate Programs Office.

### **Academic Probation**

Students in the School of Architecture will be placed on academic probation when their semester GPA is less than 2.8, and will be advised of this action in a letter from the Chair of Graduate Programs. Students with a semester GPA of less than 2.8 for two consecutive semesters will be required to take a minimum one-year leave of absence. Re-admission after such a leave of absence will be on a two semester trial basis during which the student must satisfy the minimum academic GPA requirements to remain in the program. For more information on policies and procedures, please refer to the section, Academic Rules and Regulations, in the Graduate Course Catalog.

### **Appeal Process**

Students have the right to appeal any academic action to the Chair of Graduate Programs, then to the Associate Dean, and then to the Dean for reconsideration. The decision of the Dean is final.

### **Leave of Absence**

Students can initiate a leave of absence for financial, health, or personal reasons. This is usually granted for a maximum of one year. The Official Leave of Absence form requires a description of conditions of re-admittance into the program, determined by the Chair of Graduate Programs, or the Dean, and agreed to by the student. If the leave is for health reasons, submission of a medical statement is required. Students receiving financial aid must inform the Office of Financial Aid. To initiate readmittance, the student must file a petition with the Graduate Program and the Graduate School. The effective date of any Leave of Absence is recorded on the student's transcript.

### **Incomplete**

The grade of incomplete is granted only for unusual circumstances beyond the student's control, and must be petitioned by the student on the official form available from the Graduate Programs Office. The petition must be approved and signed by the course instructor and the Chair of Graduate Programs no later than the last day of classes. A maximum of one year is allowed for removal of the incomplete. The incomplete is not calculated in the student's GPA. However, if the final work is not submitted by the assigned date, the grade defaults to "F" and is calculated into the GPA. A student may be required to complete or repeat certain elements of a course to remove an incomplete grade. Students should not register for the course a second time and Incomplete grades are not removed by re-registering for the course.

### **Repeat Courses**

Any course in which a student has received a grade of "C+" or lower may be repeated. "Graduate courses may be retaken only once." Academic Rules and Regs of the Graduate School, Sec. 43.3.1. The grade for the repeated course will replace the original grade for the course on the student's Program of Study. Both the original course grade and the repeated course grade will appear on the transcript. However, the transcript will state that the course was repeated and the original grade will not be computed in the GPA.

## **FINANCIAL AID**

The Syracuse University Office of Financial Aid and Scholarship Programs, located on the main campus in 200 Archbold North and online at <http://financialaid.syr.edu>, administers Federal Stafford loans and alternative student loans for graduate students. Federally funded financial aid is available to students who are U.S. citizens or eligible non-citizens. To determine eligibility students must complete the FAFSA form.

Academic awards (scholarships, assistantships and fellowships) are administered by the Graduate Architecture Programs Office and the Graduate Enrollment Management Center. If you would like to be considered for an academic award please contact the Graduate Architecture Programs Office.

The Graduate Financial Aid Bulletin is published at the beginning of the spring semester and mailed to current graduate students. It provides information on financial aid application procedures, deadlines and instructions for completing the FAFSA.

## **SCHOLARSHIPS AND AWARDS**

### **Syracuse University Fellowship**

Annual award for students who demonstrate academic excellence and professional promise. The nominations are assessed by a University committee which determines the awards. The fellowship award includes 30 credit hours of remitted tuition and a stipend.

### **Syracuse Architecture Graduate Scholarships**

Annual awards for academic excellence determined by the Chair of Graduate Programs. Scholarships are available to entering or continuing students and range from 3 to 18 credit hours of remitted tuition per academic year.

### **Graduate Assistantships**

Graduate Assistantships (GAs) are appointed each semester in the areas of teaching and research. GAs in teaching are awarded for academic merit and demonstrated excellence in a core area of study: Design (see below),

Media, History, Theory, Technology, Structures, or Computing. GAs in research are awarded for academic merit and capacity to assist a particular faculty member in his/her area of research. The typical GA in the School of Architecture requires a commitment of 10 hours per week with a suggested maximum academic load of 12 credit hours per semester and provides 6 credit hours of remitted tuition and a stipend. Students must maintain a 3.0 GPA and are required to attend an orientation program. GAs are assigned by the Chair of Graduate Programs and are generally not offered to first year students.

### **Teaching Assistantships in Design**

Each year the graduate program awards 4 or 5 teaching assistant (TA) positions in the area of design to students in their final year of study. Design TA positions are awarded on an annual basis for academic merit and demonstrated excellence in design. TAs assist faculty in the first year undergraduate Design Studio and are expected to work 20 hours each week with a suggested maximum academic load of 9 credit hours per semester. TAs are awarded a stipend and 24 credit hours of remitted tuition for one academic year.

### **Research Internships**

Research internships are awarded on a semester basis and require 5 or 10 hours per week assisting a designated faculty member with his or her research. Research internships for first semester students require a commitment of 5 hours per week and provide a stipend of \$1,600. Junior research internships require a commitment of 10 hours per week and provide 2 credit hours of remitted tuition and a stipend of \$1,600. Senior research internships for upper level students also require a commitment of 10 hours per week and provide 4 credit hours of remitted tuition and a stipend of \$1,600.

### **Graduate School Special Grants**

Special Grants provide up to six credit hours of remitted tuition to students who are in the latter stages of their degree programs.

### **Syracuse University Travel Grant Program**

Through the Syracuse University Travel Grant Program, graduate students may apply for partial support to cover travel expenses to attend professional meetings and conferences or to conduct research for coursework.

### **Research and Creative Work Grants**

Grants awarded in the spring semester based on the submission of research proposals. Grant recipients are required to present the results of their work the following fall semester at a Graduate Program symposium.

### **Summer Fellowships**

These awards support graduate students who are enrolled for summer classes in the Syracuse Architecture Graduate Program.

### **Alfred Kaskel Scholarship**

A scholarship of \$5,000 awarded annually for meritorious achievement and professional promise to a graduate student in his/her final year of study. Students are nominated by the faculty from a list of candidates with high GPA's or may submit an application. Applications are available in the main office. The application deadline is early February. Final selection for the award is made by a committee comprised of the Dean and the Chairs of the Graduate and Undergraduate Programs. The award is credited to the student's bursar account.

### **Myron Jordan Scholarship**

Students in any year of study are eligible for this annual award of \$2,500 and must show both financial need and academic merit to apply. Applications are available in the main office. The application deadline is early February. The School nominates candidates to the Office of Financial Aid each year. Eligible students should request that faculty members write letters of support to the Dean in January. The award is credited to the student's bursar account.

### **Cutler and Revels Study Abroad Scholarships**

Awarded annually based on academic merit and financial need to support study abroad through SU Abroad programs. Students are required to submit a FAFSA form before applying for these scholarships, so that Financial Aid can process a Financial Need Analysis. Students then submit their Financial Need Analysis and a portfolio to be reviewed with their academic record by a committee comprised of the Dean, Graduate and Undergraduate Program Chairs and a member of the design faculty. The awards range in amounts from \$500 to \$1,500 and are credited to the student's bursar account. Notices are posted announcing the application process for these awards in early January of each year.

### **The Professional Associates Program**

The Professional Associates Program at Syracuse Architecture provides outstanding graduate students with scholarship support of \$5,000 for a semester or \$10,000 for a full academic year. Each sponsored student has the opportunity to learn about the sponsoring firm's projects and activities through office visits and other interactions.

### **American Institute of Architects Scholarships**

Various scholarships are offered through the American Institute of Architects state chapter offices. Students are encouraged to contact their home state AIA chapters to request information about scholarships that are offered, eligibility and application requirements.

### **Other Awards**

The Syracuse University Office of Sponsored Programs (OSP) subscribes to three databases that students can use to identify funding sources: The Community of Science (COS), Illinois Researcher Information Services (IRIS) and Grant Advisor. These databases of funding information can be accessed through the OSP website: <http://osp.syr.edu/FundingOpps.htm>. The Graduate Programs Office maintains a file of instructions for accessing the databases online. Students may also contact the OSP office directly to schedule an orientation session for navigating the databases.

## **HONORS**

### **Graduation Honors**

The Graduate School awards a Master's Prize to the student who best exemplifies excellence within the School of Architecture. The recipient is nominated by the Chair of the Graduate Programs.

The School of Architecture Graduate Assistant Prize for the most outstanding Teaching Assistant is awarded by the Chair of the Graduate Programs based upon letters of recommendation from members of the supervising faculty.

Graduate students are eligible for the School of Architecture Thesis Design Awards, which include the James Britton Memorial Awards, Dean's Thesis Citations, and Thesis Citations.

The three James Britton Memorial Awards are determined by a poll of the participating design faculty. Winners receive a medal, certificate, and cash award. The Dean awards up to three Thesis Citations. Winners receive a certificate and a cash award. Thesis Citations are awarded to all other students selected to participate in the Thesis Awards Jury who did not receive Britton or Dean's Thesis Citations.

Graduate students are eligible to receive the American Institute of Architects' Henry Adams Award for the academically top-ranked graduating student. The award is determined by the highest cumulative grade point average for the completed course of study.

Graduate students are also eligible for the Syracuse University School of Architecture Master of Architecture Graduate Award, which is presented to an individual who has made significant contributions to the M. Arch. I Program. The award is determined by the Chair of Graduate Programs.

## **FACILITIES**

The School of Architecture is temporarily located in The Warehouse in the Armory Square district of downtown Syracuse. The School will return to Slocum Hall once renovations have been completed. The Warehouse has administrative offices, a reading room, a lecture hall, computing facilities, classrooms, studios and faculty offices. A model shop, the Community Design Center, a satellite of the SU Bookstore, and a cafe are also located in the building.

### **Hours of Operation**

The Warehouse is accessible to students 24 hours a day, 7 days a week. The administrative offices are open from 8:30am to 5pm. During the business day, the Warehouse is unlocked. After 6pm and on weekends access to The Warehouse is limited to Architecture and VPA students with valid SU ID cards or individuals who are signed in by SOA or VPA faculty, staff, or students. During these times students may enter the building by swiping their SU ID cards at the entrance doors. Also see Warehouse Access Policy below.

### **Transportation**

During the academic year, Syracuse University in conjunction with Centro provides 24/7 scheduled shuttle bus service between key points on campus and The Warehouse. Additional buses operate on this route during

peak daytime periods. Students may check the posted bus schedules for the most up to date schedule or the School's website at <http://soa.syr.edu/>, or the Parking and Transportation website at <http://parking.syr.edu/>.

### **Parking**

Warehouse students who have purchased a parking permit for any main campus lot may park in The Warehouse lots on a space available basis after business hours (after 6pm and before 7am) and on weekends. Students must pay a refundable deposit to obtain an E-Z pass to activate the gate arm for the lot entrance. Students can apply for a permit and pass at the Office of Parking Services at Skytop on South Campus. There is parking available at many public lots in close proximity to The Warehouse. Students can pay daily and monthly fees to access these lots.

### **SU Bookstore**

The Syracuse University Bookstore has a small branch store in The Warehouse. Its mission is to provide commonly used supplies to the students at The Warehouse. Plotting coupons are also available. In addition, students may order supplies through the bookstore online. These will be delivered to The Warehouse at no cost. Please consult posted hours and bookstore staff for times of operation and delivery schedules.

### **Computing Policies**

The School's computing policies are an extension of the University's computer policies. Students are responsible for purchasing their own software for their personal computers. Each person with access to the University's computer resources is responsible for his/her own appropriate use of equipment. Use of the University computing resources implies agreement to comply with University and School policies, and applicable City, State and Federal laws and regulations, along with the acceptable use policies of affiliated networks and systems. This includes, but is not limited to, prohibitions against use of the network for illegal or threatening purposes; restrictions on the copying and use of software; respect for privacy of individual files stored on computers; etiquette towards other users and respect for equipment and facilities. Also, students are forbidden to install additional software programs on the hard disks of computers in the labs or in any other way reconfigure or modify the hard drives.

The School of Architecture provides for network connectivity and standard

use of authorized software only. If a student is running software on his/her computer not authorized by the School, the School cannot guarantee that the student will receive support.

More information on computing policies and practices in the School of Architecture is provided in the SUSOA Computing Acceptable Use Policy and Practices, available in the main office, and located at <http://soa.syr.edu/computing/policies.htm>. Information on the University-wide computing policy is located at <http://its.syr.edu/policy>.

### **Computer Lab Policies**

The School of Architecture offers 24-hour access to two computer labs at The Warehouse (Rooms 505 and 505B). Adjacent to the lab is the plotting room (505A), which is maintained by technical personnel and students.

The tables and floors in the labs are not to be used for cutting or scoring for any reason.

Food and drink are not permitted in the computer labs at any time.

Unauthorized reconfiguration of hardware or software on the lab computers is not permitted.

Display or printing of graphic materials that might contribute to an atmosphere of sexual or other forms of social and/or cultural harassment or intimidation is forbidden.

All users of the 5th floor labs are required to have an SUSOA Network Account. Details for obtaining an account are provided in the SUSOA Computing Acceptable Use Policy and Practices handout and at <http://soa.syr.edu/computing/accounts.htm>.

More information on the school's computer labs can be found at <http://soa.syr.edu/computing/labs.htm>.

### **Plotting - Room 505A**

The plotter room is open only when a plot monitor is on duty in the plot room. Plotter supplies are handled by designated plot monitors. Students should locate the on-duty plot monitor if a plotter needs to be refilled with paper or ink.

Fees are charged for all printing and plotting on school-owned devices in the plot room. These fees are used to pay for the operation of the printer and plotting facilities, including plotter maintenance supplies and computer hardware and software upgrades in the labs.

Students and faculty should refer to the latest SUSOA Computer and Acceptable Use Policy and Practices handout or [http://soa.syr.edu/computing/print\\_pay.htm](http://soa.syr.edu/computing/print_pay.htm) for the most up-to-date plotting fee structure and procedures. More information on the school's plotting procedures can be found at <http://soa.syr.edu/computing/printing.htm>.

### **Computers in Studio**

All studios in The Warehouse are covered by the University's wireless network, AirOrangeX, which provides access to the Internet, the lab plotters, and other Syracuse University resources. Students may bring their own computers and use them at their studio workspace (laptops are preferred). A computer with a built-in or add-on wireless card is required to access the network. Instructions for using the wireless network can be found at: <http://its.syr.edu/connecting/wireless/index.cfm>. More information on studio computing, including how to connect to the plotters and printers, and how to access your computer lab and course files, can be found at <http://soa.syr.edu/computing/studio.htm>.

### **Computer Problem Solving**

For help resolving computer problems, please visit <http://soa.syr.edu/computing/help.htm>. School IT staff can assist with file recovery from corrupted USB keys, CD-ROMs and hard drives. The School cannot guarantee that student files will be salvageable, and this service is dependent on staff workload at the time. Please e-mail Andy Molloy ([awmolloy@syr.edu](mailto:awmolloy@syr.edu)) or Chuck Savage ([crsavage@syr.edu](mailto:crsavage@syr.edu)) for information.

### **Prohibited Computing Practices**

Vandalizing or removing any of the computer equipment.

Logging on to a computer using someone else's account, or allowing someone else to use your account. Account problems can be fixed if you ask for help.

Installing computer programs onto the lab computers or into your folder

on the server, including web browsers, peer to peer file sharing, music software, games, instant messaging, etc.

Repeatedly “camping” a computer (remaining logged into a lab computer while not present). Printing non-architecture course work related items on the printers and plotters.

Changing the priority of your print jobs so your print/plot files jump ahead of others on the print queue. After one warning your account will automatically be suspended.

Accessing the plot room when it is closed.

These regulations are subject to change as the School’s computing environment and practices evolve. Refer to the latest SUSOA Computing Acceptable Use Policy and Practices. Students engaged in one or more prohibited computing practices may have their accounts suspended, removed and/or face disciplinary action through S.U. Judicial Affairs.

### **School-Wide Student Computer Policies and Recommendations**

The School of Architecture makes a reasonable effort to help a student connect to the network provided they have a designated studio space.

Students must have current and up-to-date anti-virus protection on their computer before the School will help them with computer related problems.

Students connected to the network (especially wireless) are not to run prohibited programs while connected to the network, as they degrade the network performance for other students. These include torrent clients, peer-to-peer file sharing, streaming media, binary downloading, and network gaming or other high bandwidth ‘always on’ type programs.

The School does not distribute or support unlicensed copies of software. Students must keep the original sales receipt of all software purchased for their own computer if it is to be connected to the school network. All instructors of course work that use computing media require students using machines and software not in School computer clusters to provide a copy of the purchase receipt(s) for relevant application(s). This requirement is necessary for the School to avoid violation, and comply with software copyright laws. Copyright law forbids the copying or ‘borrowing’ of software

programs owned or licensed by the school that are installed on School computers in the labs. Any student found copying, attempting to copy, or in possession of illegally copied software will face disciplinary action by the School and University and may face criminal prosecution.

The School of Architecture assumes no responsibility for theft or damage of equipment left unattended in studios. Students must secure their machines and peripherals with lock-down devices. Students who wish to have insurance should seek personal policies or check for coverage under existing policies. Students are reminded, as with all studio security, to take collective responsibility for excluding people who are not working in the studio. All problems should be reported to staff in room 101 and/or the University Police at 711.

### **SU Email Policy**

All official electronic communication (e-mail) from University and School officials is through each student's "[username]@syr.edu" e-mail account. Students may have e-mail accounts through other systems. However, all students and faculty are required to check their "syr.edu" e-mail address regularly. For students this can be done through My Mail (<http://mymail.syr.edu>), or by forwarding "syr.edu" e-mail to an alternate e-mail address see (<http://its.syr.edu/netid>).

### **Model Shop**

The School of Architecture maintains a model shop in the basement of The Warehouse (04B). This facility is to be used by students who wish to fabricate wood models. The shop is for projects related to architecture course work only. At this time the model shop is for wood only and not set up for metal, plastic or other non-wood materials.

Students are required to obey all shop rules, regulations and safe practices. Students must attend a general orientation session before using the shop. Selected machines and tools shall be operated only by the shop monitor, or by the student only after an additional documented orientation to the equipment. Malfunctioning equipment should be reported to the shop monitor immediately. The shop is only open when a recognized monitor is on duty. Any student using the shop without a monitor on duty, using the machines in an unsafe manner, and/or leaving the shop in disarray or vandalized will lose shop privileges and/or face disciplinary action through SU Judicial Affairs.

### **Laser Cutter**

Adjacent to the model shop the School of Architecture maintains two laser cutters. This equipment is for the computer-aided fabrication of projects related to architecture course work only. The laser cutters are run by trained operators, and the room is open only when an operator is present. Please check the hours posted on the laser cutter room door.

Students wishing to have materials cut on the laser cutters must drop off their files and materials with an operator. Only operators are allowed to run the laser cutters. The laser cutter protocols and list of acceptable materials can be found at <http://soa.syr.edu/computing/diglaser.htm>.

### **3D Printer**

The School's Invision SR 3D printer creates plastic models that are durable, translucent and paintable. The printer is available for use by Architecture students and faculty on a first come first serve basis, but with preference given to digital fabrication classes. There is a fee required to use the printer. Students can submit files to a queue, and IT staff will print the models and contact the student when they are ready for pickup.

The 3D printer protocol, instructions for use, fee structure and job submittal form can be found at <http://soa.syr.edu/computing/dig3d.htm>.

### **Roland 3-Axis Mill**

The School recently acquired a 3-axis mill with a 21 x 16 inch bed size. It is expected to be up and running at some point during the Fall 2007 semester. More information will eventually be available at <http://soa.syr.edu/computing/digmill.htm>.

### **Lockers**

Storage of personal property is restricted to each student's desk area in the studio. Students may use storage boxes that will fit under studio desks.

### **Partitions**

Independent student partition building in studios is not permitted under any circumstances and is subject to removal when discovered. For fire safety reasons, all aisles and passageways must be kept clear of obstructions.

## **Studio Cleaning and Recycling**

Custodians are instructed to remove all items from studios that are either in a trash receptacle or on the floor, and they adhere to these instructions strictly. Anything left on the floor, other than a locker box, will be discarded, but trash accumulated on top of desks and lockers will not be removed. Please deposit trash in the designated receptacles to avoid fire hazard, increase work space, and maintain an orderly environment. At the end of the semester the studio will be cleaned entirely. Any materials left in the studio after the last day of class will be discarded.

Recyclables should be placed in the appropriate containers, which can be found throughout the building, for glass, cans, plastic, and paper. Used cutting blades should be deposited in the blue bin located on each floor near the elevators. Do not dispose of blades in the regular trash as they are hazardous to the custodial staff.

## **STUDENT SERVICES**

### **Career Counseling**

Assistance with resume and cover letter writing, interviewing techniques, and networking are available through Connie Caldwell, Director of Career Services for the School of Architecture. Job openings are posted on the first floor Career Services bulletin board. To assist students in their job search, a collection of firm brochures and access to the AIA directory of firms are available. Career Services is located in The Warehouse, Room 101.

### **School Counseling**

While studying at Syracuse University, students may feel the need to seek help for a variety of reasons including academic difficulties, career choices, family and personal relationships, etc. Many resources exist on campus to aid students in such situations. For academic concerns, it is best to begin with Chair of Graduate Programs, who will be able to refer you to other appropriate counseling resources, if necessary.

### **University Counseling**

The Office for Student Assistance provides a full range of resources and support services for students who are experience difficulties that are not of an academic nature. The Office for Student Assistance is located in

Room 306 Steele Hall, 443-HELP(4357).

### **Learning Disabilities**

Students diagnosed with learning disabilities or a student who suspects that they may have a learning disability should meet with the Chair of Graduate Programs or contact the Center for Academic Achievement's Learning Disabilities Program. The LD Program provides diagnostic services, academic support and counseling and will work with the school to develop the necessary accommodations.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **University Policies**

The University's policies and procedures concerning student rights and responsibilities are described in the Syracuse University Student Handbook, available at the Office of Student Affairs in 310 Steele Hall. The School of Architecture requires students and faculty to become familiar with the Code of Student Conduct and the University's Judicial System. View the SU student handbook on-line at: <http://students.syr.edu/handbook/>. Information about other various University policies is located at this website: <http://www.syr.edu/policies/>.

### **Course & Faculty Evaluations**

The School of Architecture conducts student evaluations of all courses each semester. Evaluation forms are distributed for students to complete anonymously at the end of each term. Faculty members review the forms only after grades have been submitted.

As part of the faculty reappointment, promotion and tenure process, students may be asked to fill out faculty evaluation forms. This is conducted by student representatives on the Reappointment, Promotion, and Tenure Committee.

### **Student Standards Committee**

The School of Architecture's Student Standards Committee has jurisdiction over in-School charges concerning academic dishonesty. Students, faculty and staff may bring their concerns directly to the Committee, comprised of two faculty members, two students, and the Dean, who serves as Chair.

Students may request that a representative from Student Affairs be present at committee meetings. The Committee hears evidence, determines sanctions, and gives written notification of its decision to those involved. Matters of social misconduct are referred to the University's Judicial process. Copies of the committee's procedures can be obtained from the Dean's office.

### **Academic Integrity**

The University's Academic Integrity Office (AIO) manages the policies and procedures of academic integrity: <http://academicintegrity.syr.edu>.

Any act of academic dishonesty demeans the academic environment in which it occurred. Giving or receiving aid in examinations, plagiarism, or the falsification of University records is a violation of an assumed trust between the School of Architecture and the student.

Plagiarism, the presentation of drawings, ideas, and opinions of someone else as one's own work, is a serious instance of academic dishonesty in the same context as cheating on examinations. The submission of any piece of work (written, drawn, built, or photocopied) is assumed by the School to guarantee that the thoughts and expressions in it are literally the student's own, executed by the student, unless there is a proper citation. Students may not copy, paraphrase, or reuse outside sources or the work of other students unless credit is clearly given. Photocopied and digital images must be properly credited.

All work, including research, design decisions, and essential documentation, presented by a student is assumed to be by the student, unless otherwise noted. If the student received help in the execution of the design presentation (i.e., assistance in executing drawings and models), proper credit must be given at the time of presentation. It is not permitted, under any circumstances, for students to pay others to assist in the preparation of their thesis or any other project.

In cases where specific work is knowingly lent to another student for reproduction, without clear acknowledgment, both parties will be considered guilty of academic dishonesty.

Instances of academic dishonesty may be brought before the Student Standards Committee for review, or they may be handled by the faculty member directly. The Dean's Office will be involved in the resolution of all instances of alleged academic dishonesty.

### **Ownership of Student Design Work**

Student work is officially the property of the student. It is, however, School policy to make reproductions of selected projects as required, for educational purposes. Originals will be returned, and students may borrow the negatives. The cost of making reproductions of selected student work will be covered by the School. If work is used after completion of the course in which it was created, it will be listed anonymously, or written permission will be secured if names are to be used.

### **STUDENT ORGANIZATIONS & REPRESENTATION**

#### **Graduate Student Organization (GSO)**

The GSO is the representative body of graduate students at Syracuse University. It represents and promotes the interest of the graduate student and University community by initiation, regulation, and coordination of University-related activities. Any graduate student at Syracuse University who is subject to the graduate student activity fee as determined by the GSO Senate, is a member of the GSO. The office is located in the Schine Student Center, Room 131, Phone: 443-3739.

The School of Architecture maintains a chapter of the GSO which can be contacted at [suarchitecture.gso@gmail.com](mailto:suarchitecture.gso@gmail.com).

#### **Architecture Student Organization (ASO)**

The Architecture Student Organization is an organization wholly staffed and run by the students of the School of Architecture. The ASO provides students with peer representation and the opportunity to participate in various activities in the School. In addition to sponsoring social events, the ASO elects representatives to serve on several of the School's committees. The School of Architecture requires student representation on three standing committees: Curriculum Committee; Faculty Search Committee; and the Reappointment, Promotion, and Tenure Committee. These committees are critical in evaluating current and potential faculty, and the curriculum.

#### **Society of Multi-Cultural Architects and Designers (SMAD)**

The Society of Multi-Cultural Architects and Designers, is an organization available to students from art and design areas across the campus. SMAD has sponsored lectures at the school and serves as a liaison organization with other multi-cultural organizations on and off campus.

### **American Institute of Architecture Students (AIAS)**

The American Institute of Architecture Students, is an independent, non-profit and student-run national organization that has a local chapter within the School. This grassroots association is a cooperative between thousands of students (of all ages and academic degrees) committed to helping each other. It provides a sense of community and a forum to share differing views. The AIAS is also a professional organization that is the official voice of architecture students.

### **Women in Design (WID)**

Women in Design, is an organization that promotes the discipline and the role of women in art and design professions. WID is available to all students from art and design areas across campus. WID has sponsored lectures, symposia and exhibitions in the School as well as educational design programs with local elementary schools.

## **SCHOOL OF ARCHITECTURE COMMITTEES**

Through the ASO students are encouraged to participate in School of Architecture committees:

- Reappointment Promotion and Tenure Committee
- Curriculum
- Faculty Search
- Student Standards Committee

## **POLICIES**

### **Warehouse Access Policy**

All persons entering The Warehouse must present appropriate SU identification to the desk attendant at all times. All Syracuse University students, faculty, and staff may access The Warehouse between the hours of 8:00am and 6:00pm. Any non-university affiliated visitors must be escorted by a student, faculty member or staff member who has a valid SU ID. Between the hours of 6:00pm and 8:00am students, faculty and staff from the School of Architecture or the School of Visual and Performing Arts may access the building and floors one through seven of the building with proper SU ID through use of the card access system. Access to elevators between the hours of 6:00pm and 8:00am are restricted to card access only. To maintain a safe environment within The Warehouse only authorized students, faculty, staff and authorized guests may enter the non-public section of the building. Please be sure to check that the doors are securely

shut and locked after you enter and exit. Under no circumstances should doors be propped open to allow friends to enter the building after hours. It is imperative that all occupants of The Warehouse work together to see that the building is secure at all times.

### **Public Safety Personnel**

Public Safety Department Personnel are on duty twenty-four hours per day at The Warehouse. Any emergency situation, concern or problem should be brought to their immediate attention. They are trained to respond in a medical emergency.

### **Security Related Technologies**

#### ***Emergency Phones***

Emergency phones are located throughout The Warehouse and are direct dial / ring down phones. In an emergency situation the phone will ring directly into the Department of Public Safety dispatch when taken off of the hook. Persons under duress should notify the dispatcher of what the incident is, where they are located, their name and any other pertinent information and await instructions from the dispatcher. Use these phones to report any security emergency, fire, or serious injury.

#### ***Emergency Phone Numbers: 711 and 911***

For emergency assistance on the SU campus, you can access primary emergency assistance by dialing 711. This will connect you immediately with Campus Security. Depending on the type of emergency, Campus Security will contact local police or fire departments if necessary. 711 is the fastest way to receive emergency assistance on campus.

The Syracuse area has 911 emergency service. Because Syracuse University is not on the public phone network, should you wish to call 911 instead of 711, when calling from a campus phone, dial 9 before dialing 911. If you need emergency help off campus, all you need to do is dial 911.

#### ***Blue Light Phones***

There are blue light phones in both the rear parking area (East Lot) and the triangle parking area (West Lot). Once activated, the blue light phone will provide direct access to a public safety dispatcher. Persons under duress should notify the dispatcher of what the incident is, where they are located, their name and any other pertinent information and await instructions from the dispatcher.

### ***Panic / Duress Alarms in Rest Rooms***

Panic / Duress Alarms are located in restroom. Activate the alarm in the event of any emergency and DPS staff will be alerted.

### ***Cameras***

Building entrances and university parking areas are monitored through the use of cameras twenty-four hours per day.

### ***In Case of Fire***

The Warehouse is equipped with smoke detectors, sprinklers and fire extinguishers. Students should be familiar with the location of fire extinguishers and exit routes. In the case of an alarm, leave the building immediately. To prevent fire, do not allow trash and debris to accumulate, and never use equipment such as torches or soldering irons in the building.

### ***In Case of Injury***

Public Safety should be notified immediately in the case of an injury or any emergency. Students may contact public safety by using the emergency phones in the studios, calling the Warehouse security desk at 443-8128 or going directly to the security desk on the first floor. The Student Health Services Center, 111 Waverly Avenue (443-2666) is available during the day and some evenings. It is closed on Sundays. If you are in need of transportation or assistance, dial 711 from any campus phone (available 24 hours), or use an emergency phone. For off-hour medical needs, several other medical facilities are available in the university area, including Crouse Prompt Care (Irving Ave and Waverly Ave), Crouse Hospital and University Hospital.

The most frequent studio injury is a hand cut. Put the cut under cold water for several minutes to numb the area; to stop the bleeding, apply direct pressure and keep the hand elevated; go to Health Services for proper treatment and bandaging.

### ***In Case of Theft***

Report thefts to Campus Security at the security desk located in The Warehouse vestibule. The University is not insured against loss of student personal property. Do not leave valuable items (including books) unsecured in the studios; desks and lockers should be locked when unattended. There is no secure storage available between semesters or academic years; per-

sonal belongings left in the building during the mid-year break or during the summer cannot be presumed to be safe.

Removal of any University property from the building is considered theft and will be reported to Campus Security as well as to the University Judicial Commission office.

### **Hazardous Materials**

The Warehouse is equipped with three ventilated spray booths. All spraying must be done in the spray booth because of damage to property and serious risk to health. Spray painting and use of spray adhesives in other areas inside or outside the warehouse is strictly forbidden. Any violations are subject to appropriate University disciplinary action.

**Important Note:** Use of the following hazardous waste materials is strictly forbidden:

- Solvents and flammables: mineral spirits and turpentine.
- Art chemicals: oil-based paint, brush cleaner, pigments, glue, epoxies, and resins.
- Oil based products: varnish, urethane, stain, surface coatings and adhesives.
- Aerosol cylinders or pressurized containers of adhesives.
- Photographic chemicals.
- Fiberglass and resin-based materials

### **Sexual Harassment**

Syracuse University has responded to the problem of sexual harassment by creating a University-wide policy for dealing with instances of sexual harassment, and by conducting prevention and education programs throughout the schools and colleges. Sexual harassment is prohibited by federal and state law, and the new Syracuse University policy. The following definition, based on Title VII of the Civil Rights Act of 1964, is provided:

Syracuse University defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating or hostile environment for study, work, or social living.

The School of Architecture vigorously supports the University's policy and does not tolerate any form of sexual harassment. For more information, consult the brochure

“Sexual Harassment - Prevention and Response.” This brochure is widely available: in Room 101 of The Warehouse, the Student Employment Office, the Counseling Center, Hendricks Chapel, and many other locations on campus.

### **Smoking Policy**

Smoking is not permitted in The Warehouse or in any building on the Syracuse University campus, including hallways, stairs, lobbies and rest rooms. Students must adhere strictly to this policy out of respect for the health and safety of their colleagues. In particular, smoking in studios is extremely dangerous due to the abundance of flammable materials.

### **Sound Equipment**

In consideration of other students, no radios, tape and CD players, or other sound equipment may be played in the studios without the use of headsets at any time during the day or evening.

### **Pets**

Pets are not allowed in University buildings. Enforcement of this rule is the responsibility of the Security Department and has the School's complete endorsement and support.

	DESIGN/MEDIA	HISTORY/THEORY	STRUCTURES/TECHNOLOGY	ELECTIVES
FALL	ARC 604 ARCHITECTURAL DESIGN I 6	ARC 641 INTRODUCTION TO ARCHITECTURAL DISCOURSE 3	ARC 621 BUILDING SYSTEMS DESIGN I 4	
SPRING	ARC 681 REPRESENTATION I 3			
FALL	ARC 605 ARCHITECTURAL DESIGN II 6	ARC 639 ARCHITECTURAL HISTORY PRINCIPLES 3	ARC 611 STRUCTURAL SYSTEMS DESIGN I 4	
SPRING	ARC 682 REPRESENTATION II 3			
FALL	ARC 606 ARCHITECTURAL DESIGN III 6		ARC 612 STRUCTURAL SYSTEMS DESIGN II 4	
SPRING		HISTORY ELECTIVE 3		PROFESSIONAL ELECTIVE 3
FALL	ARC 607 ARCHITECTURAL DESIGN IV 6	ARC 642 ARCHITECTURAL THEORY & DESIGN RESEARCH 3	ARC 622 BUILDING SYSTEMS DESIGN II 4	
SPRING		HISTORY ELECTIVE 3		
FALL	ARC 608 ARCHITECTURAL DESIGN V 6			ARC 571/57X FIELD SURVEY OF ITALIAN / BRITISH ARCHITECTURE 3
SPRING		HISTORY ELECTIVE 3		OPEN ELECTIVE ITALIAN LANGUAGE 3 0
FALL	ARC 609 ARCHITECTURAL DESIGN VI 6		ARC 623 ADVANCED BUILDING SYSTEMS 4	PROFESSIONAL ELECTIVE 3
SPRING	ARC 505 THESIS PREPARATION 3			
FALL	ARC 998 DESIGN VII - THESIS 6		ARC 585 PROFESSIONAL PRACTICE 3	PROFESSIONAL ELECTIVE 3
SPRING				OPEN ELECTIVE 3

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