



Department of Architecture + Interiors

GENERAL GUIDELINES TO THE CURRICULUM, CLASS POLICIES, FACILITIES & RESOURCES

2011-2012

The Evening Program in Architecture

1. PURPOSE

These guidelines are designed to aid all students pursuing a Major in Architecture in selecting and scheduling coursework. They should be read carefully before pre-registering for each academic quarter. This document also contains a variety of specific departmental policies with which all students must be familiar. These include minimum requirements for advancement in design studios, general class policies, professional practice and accreditation information, as well as information on facilities and resources available to all architecture students.

2. SCHEDULING GUIDELINES

The studio sequence and pre- /co-requisites for certain required courses set the general order of the curriculum presented in this document and in the Richard C. Goodwin College of Professional Studies section of the University Online Undergraduate Catalog (<http://www.drexel.edu/catalog>). Students should attempt to organize their schedule to follow the prescribed sequence. However, the order in which some courses are taken can be revised to match a students' particular background of transfer credits. Please keep in mind that most classes offered by the Architecture Program usually run once a year and many classes are pre-requisites for others. If you miss a class that is a pre-requisite for another course, you will not be able to continue your studies as planned but will be ask to take this class before moving ahead with the curriculum. Completion of the stated curriculum of 227 quarter credits, of which 48 must be Drexel University resident credits, is required for graduation.

3. CURRICULUM STRUCTURE

Accredited degree programs awarding the B. Arch. Degree must require a minimum of 225 quarter credit hours in academic coursework in general studies, professional studies and electives. Curricular requirements are defined as follows:

- 3.1 General Studies. A professional degree program must include general studies in the arts, humanities, and sciences, either as an admission requirement or as part of the curriculum. It must demonstrate that students have the prerequisite general studies to undertake professional studies. The curriculum leading to the architecture degree must include at least 68 quarter credit hours outside of architectural studies either as general studies or as electives **with other than architectural content.**

- 3.1 Professional Studies. The core of a professional degree program consists of the required courses that satisfy the NAAB Student Performance Criteria. The accredited degree program has the flexibility to require additional courses including electives to address its mission or institutional context.
- 3.2 Electives. A professional degree program must allow students to pursue their special interests. The curriculum must be flexible enough to allow students to complete minors or develop areas of concentration, inside or outside the program.

Minimum Credit Distribution

General Studies (Non-architecture content) 69 Quarter-Credit Hours Minimum	Professional Studies (Architecture content) 158 Quarter-Credit Hours Minimum
Required courses with other than architectural content	Courses with architectural content required of all students
Elective courses with other than architectural content	Elective courses with architectural content

4. GENERAL STUDIES--REQUIRED COURSES

- 4.1. ENGL 101/ENGL 102/ENGL 103 Reading & Writing I, II & III: To be taken in the first year--ENG 101 in Fall, ENG 102 in Winter, and ENG 103 in Spring.
- 4.2. MATH 181/MATH 182/MATH 183 Math Analysis I, II & III: Math Analysis III (MATH 183) is a prerequisite for Applied Physics I (PHYS 182) which is a prerequisite for Materials & Structural Behavior I (CIVE 261) and Environmental Systems I (ARCH 261). To remain on track the math and physics sequences must be completed before entering the Studio 4 Sequence of the Part-Time Evening Program.
- 4.3. PHYS 182/PHYS 183/PHYS 184 Applied Physics I, II & III: PHYS 182 Applied Physics I is a prerequisite for CIVE 261 Materials & Structural Behavior I and PHYS 184 Applied Physics III is a prerequisite for ARCH 261 Environmental Systems I. These courses in Physics also fulfill the University Science Requirement. To remain on track the physics sequence must be completed before entering the part-time portion of the program.
- 4.4. PHIL 317 Ethics & the Design Professions: Students must register for this ethics course as 3 credits of the required 9 credits to satisfy their humanities electives. The course should be taken before entering Thesis.

5. GENERAL STUDIES—ELECTIVE COURSES

- 5.1. Humanities: Every student has to take 9 credits of humanities, including the required 3 credit course PHIL 317 Ethics & the Design Profession, which students must have taken before starting Thesis. Students are encouraged to choose subjects based upon their general interests from Humanities offerings in the online University Catalog. Note that Architecture and Society sequence are Humanities courses, but are required by the Architecture Curriculum, so they may not be used to fulfill this requirement. For scheduling purposes the Humanities & Social Sciences Electives are interchangeable with the Free Electives described below.
- 5.2. Social Sciences: Every student has to take 9 credits of Social Sciences. Choose subjects based upon your general interests from Social Science offerings in the online University Catalog. For scheduling purposes the Humanities & Social Sciences Electives are interchangeable with the Free Electives described below.
- 5.3. Free Electives: These include any course for which you have completed prerequisites other than Architecture courses. A minimum of 24 quarter credits is required. If you are interested in the Humanities and Social Sciences, consider the subject areas of History and Human Behavior. If you are interested in management, consider courses in Business and Administration. If you are interested in technology, consider course offerings in Civil Engineering. If you are interested in construction methods and procedures, consider course offerings in Construction Management. If you have specific other subjects you wish to pursue this is an opportunity to do so. Students with advanced credit should attempt to complete most of these Free Elective courses during their first three years of studio.

6. PROFESSIONAL STUDIES—REQUIRED COURSES & STUDIOS

- 6.1. Studios and Thesis: All Studios and Thesis must be taken in sequence. Also see the Department Regulations in Section 8, Studio Advancement Requirements.
- 6.2. ARCH 141/ARCH 142/ARCH 143 Architecture & Society I, II, & III: Should be scheduled in the 2nd Year and must be completed before the 3rd Year Studio for which it is a prerequisite. Passing this sequence with a minimum letter grade C- or higher is also a prerequisite for all History/Theory Electives.
- 6.3. ARCH 150/ARCH 151/ARCH 152/ARCH 153 Architectural Representation I, II, III & IV: These required introductory level professional courses in analog and digital architectural representation must be taken in sequence during the first and second year of Part-Time Evening Program as specified in the schedule. Studio and representation classes are closely connected and one course builds upon the skills the student acquires in the other. These courses are pre-requisites for advanced studios and advanced drawing or computer classes.
 - ARCH 155 Basic Architectural Drawing (in the future ARCH 150 Arch Represent I—Drawing Basics)
 - ARCH 156 Graphic Communication (in the future ARCH 151 Arch. Representation II—Drawing)
 - ARCH 150 Introduction to CADD I (in the future ARCH 152 Arch. Representation II—Digital)
 - ARCH 153 Introduction to CADD II (in the future ARCH 153 Arch. Representation II—Drawing)
- 6.4. ARCH 161 Architectural Construction: Must be scheduled in the second year along with ARCH 106 Studio 2B in the Fall Quarter and has to be passed with a minimum letter grade C- or higher.

- 6.5. CIVE 261/CIVE 262/CIVE 263 Materials & Structural Behavior I, II & III: Must be completed before the Studio Five Sequence is scheduled. It is a prerequisite for entering Studio 5.
- 6.6. ARCH 261/ARCH 262/ARCH 263 Environmental Systems I, II, & III: Must be completed before Studio 6 is scheduled. It is a pre-requisite for Comprehensive Design, which is taught in Studio 6. Has to be passed with a minimum letter grade C- or higher.
- 6.7. ARCH 335/ARCH 336 Professional Practice I & II: Must be completed before entering Thesis (ARCH 496/497/498).

7. PROFESSIONAL STUDIES—ELECTIVE COURSES FROM PRESCRIBED AREAS

- 7.1. History/Theory Electives (12 credits): Subject matter related to the history and theory of architecture (see full list of History/Theory Electives offered in Section 2). It is required that at least one of these courses must focus on some aspect of Modernism (20th-21st Century) selected from ARCH 343, ARCH 344, ARCH 345 or ARCH 499 when its content focuses on some aspect of Modernism. Many of these courses are writing intensive to help fulfilling Drexel University's writing requirements.

History/Theory Electives (12 credits) should be scheduled over the fifth, sixth and seventh years but may be taken concurrently with Studio 3 and Studio 4 if the student has an open schedule and has met the pre-requisites. Many of these courses are writing intensive to help fulfilling Drexel University's writing requirements.

Courses offered as History/Theory Electives are:

- ARCH 341, 342, & 343 Theories of Architecture I, II, and III
- ARCH 344 & 345 History of the Modern Movement I and II (in the future History of Modern Architecture I and II)
- ARCH 346 History of Philadelphia Architecture
- ARCH 348 Studies in Vernacular Architecture
- ARCH 347 Summer Study Abroad
- ARCH 421 Environmental Psychology & Design Theory
- ARCH 441 & 442 Urban Design I and II
- an ARCH 499 Special Topics offering or any other course designated as a History/Theory Elective

- 7.1. Professional Electives (9 credits): The Professional Electives are explorations of specific professional subjects. Subject matter is related to the architectural technology, professional practice and advanced presentation techniques (see full list of Professional Electives offered in Section 2). Generally, they should be carried in the later years of architectural studies. However, if there is a gap in a student's schedule, it might be beneficial to take several of these a little earlier. It is recommended that students take at least two of the technology-based classes.

Courses offered as Professional Electives are:

- ARCH 171 Design Build
- ARCH 431 Architectural Programming
- ARCH 432 The Development Process
- ARCH 463 Emerging Technologies
- ARCH 464 Building Enclosure Design
- ARCH 465 Energy & Architecture
- ARCH 491 Advanced Topics in Architecture
- or pre-approved Construction Management Courses (see department for assistance)

The following computer and graphic representation classes also count towards the required Professional Electives.

- ARCH 157 Graphic Communication II (in the future ARCH 157 Arch. Representation V—Advanced Methods)
- ARCH 451 Advanced Drawings
- ARCH 455 & 456 Computer Applications in Architecture I & II

A non-studio course in the Architecture Program, which has not been taken to complete some previous departmental requirement, may be scheduled as a Professional Elective with prior pre-approval only. Those courses designated as Professional Electives should be given primary consideration (see the Drexel University online Undergraduate Catalog for the most current listings). These courses cannot be substituted for any other departmental requirements.

8. TENTATIVE CURRICULUM

With these suggestions and course pre-requisites in mind, students can use the scheduling process to construct a program, which is most relevant to their circumstances. A good way to approach this is to prepare a tentative total curriculum schedule. Transfer students will receive a customized recommended plan of studies at the end of their transcript assessment and portfolio review. Expect to review this schedule annually and to revise it periodically. Staying on track with required classes is important in order to have the necessary and expected background knowledge for other classes and studios. Scheduling all electives too early should be avoided since it leaves no room for options in the advanced years.

Please review the major and sequence sheets of the current curriculum for incoming students in *the 2+4 Option* on the next two pages.

Architecture Major Sheet – (ARCH) Part-Time Evening Option
Department of Architecture & Interiors

Entering Class of 2011

Graduating Class of 2018

ID# _____

Minimum total credits for graduation: 227

General Education Requirements 69 cr

Written Analysis and Communication 9 cr			
ENGL	101	Expository Reading & Writing	3 cr
ENGL	102	Persuasive Reading & Writing	3 cr
ENGL	103	Analytical Reading & Writing	3 cr

Mathematics and Natural Science 18 cr			
MATH	181	Math Analysis I	3 cr
MATH	182	Math Analysis II	3 cr
MATH	183	Math Analysis III	3 cr
PHYS	182	Applied Physics I	3 cr
PHYS	183	Applied Physics II	3 cr
PHYS	184	Applied Physics III	3 cr

Arts and Humanities 9 cr			
PHIL	317	Ethics & the Design Professions	3 cr
_____	_____	_____	cr
_____	_____	_____	cr

Social Sciences 9 cr			
_____	_____	_____	cr
_____	_____	_____	cr
_____	_____	_____	cr

Electives* 24 cr			
_____	_____	_____	cr
_____	_____	_____	cr
_____	_____	_____	cr
_____	_____	_____	cr
_____	_____	_____	cr
_____	_____	_____	cr
_____	_____	_____	cr

Architecture Requirements (Cont.)

Professional Electives 9cr			
ARCH	157	Arch Represent V–Adv Methods	3 cr
ARCH	171	Design Build	3 cr
ARCH	431	Arch Programming	3 cr
ARCH	432	Development Process	3 cr
ARCH	451	Adv Drawing	3 cr
ARCH	455	Comp Applications Arch I	3 cr
ARCH	456	Comp Applications Arch II	3 cr
ARCH	463	Emerging Technologies	3 cr
ARCH	464	Building Enclosure Design	3 cr
ARCH	465	Energy & Architecture	3 cr
ARCH	491	Advanced Topics Architecture	3 cr
CMGT	_____	Approved Const Mgmt Crs	3 cr
_____	_____	_____	cr

Architecture Requirements 158 cr

Studios (must be taken in order) 63 cr			
ARCH	111	Studio 1-1	3 cr
ARCH	112	Studio 1-2	3 cr
ARCH	113	Studio 1-3	3 cr
ARCH	121	Studio 2-1	3 cr
ARCH	122	Studio 2-2	3 cr
ARCH	123	Studio 2-3	3 cr
ARCH	231	Studio 3-1	3 cr
ARCH	232	Studio 3-2	3 cr
ARCH	233	Studio 3-3	3 cr
ARCH	241	Studio 4-1	4 cr
ARCH	242	Studio 4-2	4 cr
ARCH	243	Studio 4-3	4 cr
ARCH	351	Studio 5-1	4 cr
ARCH	352	Studio 5-2	4 cr
ARCH	353	Studio 5-3	4 cr
ARCH	361	Studio 6-1	4 cr
ARCH	362	Studio 6-2	4 cr
ARCH	363	Studio 6-3	4 cr

Thesis Sequence 24 cr			
ARCH	496	Thesis I	8 cr
ARCH	497	Thesis II	8 cr
ARCH	498	Thesis III	8 cr

Required Professional Courses 50 cr			
ARCH	141	Arch & Society I	3 cr
ARCH	142	Arch & Society II	3 cr
ARCH	143	Arch & Society III	3 cr
ARCH	155	Basic Arch Draw	3 cr
(or ARCH 150 Arch Represent I–Drawing Basics)			
ARCH	156	Graphic Comm I	3 cr
(or ARCH 151 Arch Represent II–Drawing)			
ARCH	150	Intro to CADD I	4 cr
(or ARCH 152 Arch Represent III–Digital)			
ARCH	153	Arch Represent IV–3D Modeling	4 cr
(or ARCH 153 (Intro to CADD II))			
ARCH	161	Arch Construction	3 cr
ARCH	261	Environmental Systems I	3 cr
ARCH	262	Environmental System II	3 cr
ARCH	263	Environmental System III	3 cr
CIVE	261	Materials & Struct Behavior I	3 cr
CIVE	262	Materials & Struct Behavior II	3 cr
CIVE	263	Materials & Struct Behavior III	3 cr
ARCH	335	Professional Practice I	3 cr
ARCH	336	Professional Practice II	3 cr

History/ Theory Electives 12 cr			
ARCH	341	Theories of Architecture I	3 cr
ARCH	342	Theories of Architecture II	3 cr
ARCH	346	Hist Philadelphia Arch	3 cr
ARCH	347	Summer Study Abroad	6 cr
ARCH	421	Envr Psy Des Theory	3 cr
ARCH	441	Urban Des Sem I	3 cr
ARCH	442	Urban Des Sem II	3 cr
ARCH	499	Special Topics Architecture	3 cr

MUST CHOOSE ONE OF THE FOLLOWING:

ARCH	343	Theories of Architecture III	3 cr
ARCH	344	History of Modern Architecture I	3 cr
ARCH	345	History of Modern Architecture II	3 cr

Architecture Sequence Sheet – (ARCH) Part-time Evening Option
Department of Architecture & Interiors

Entering Class of 2011

Graduating Class of 2018

Fall			Winter			Spring			Summer		
1st term	2nd term		2nd term	3rd term		3rd term	4th term		4th term		
ARCH 111 Studio 1-1	3 ARCH 112 Studio 1-2		3 ARCH 112 Studio 1-2	3 ARCH 113 Studio 1-3		3 ARCH 113 Studio 1-3	3 ARCH 150 Intro to CADD I		3 ARCH 150 Intro to CADD I		4
ARCH 155 Basic Arch. Drawing	3 ARCH 156 Graphic Comm. I		3 ARCH 156 Graphic Comm. I	3 ARCH 161 Arch. Construction		3 ARCH 161 Arch. Construction	3 (or ARCH 150 Arch Represent III-Digital)		3 (or ARCH 150 Arch Represent III-Digital)		3
(or ARCH 150 Arch Represent I-Drawing Basics)	(or ARCH 151 Arch Represent II-Drawing)		(or ARCH 151 Arch Represent II-Drawing)	ENGL 103 Analytic Writ & Read		ENGL 103 Analytic Writ & Read	Free Elective		Free Elective		3
ENGL 101 Expository Reading & Writing	3 ENGL 102 Persuasive Writ & Read		3 ENGL 102 Persuasive Writ & Read								7
Term credits	9		9	18		9	27		9		7
Total credits	9		18			27			34		
5th term	6th term		6th term	7th term		7th term	8th term		8th term		
ARCH 121 Studio 2-1	3 ARCH 122 Studio 2-2		3 ARCH 122 Studio 2-2	3 ARCH 123 Studio 2-3		3 ARCH 123 Studio 2-3	3 ARCH 153 Arch Represent IV-3D Modeling		3 ARCH 153 Arch Represent IV-3D Modeling		4
ARCH 141 Arch & Society I	3 ARCH 142 Arch & Society II		3 ARCH 142 Arch & Society II	3 ARCH 143 Arch & Soc III		3 ARCH 143 Arch & Soc III	3 (or ARCH 153 Intro to CADD II)		3 (or ARCH 153 Intro to CADD II)		3
MATH 181 Math Analysis I	3 MATH 182 Math Analysis II		3 MATH 182 Math Analysis II	3 MATH 183 Math Analysis III		3 MATH 183 Math Analysis III	Social Science Elective		Social Science Elective		3
Term credits	9		9	52		9	61		9		7
Total credits	43		52			61			68		
9th term	10th term		10th term	11th term		11th term	12th term		12th term		
ARCH 231 Studio 3-1	3 ARCH 232 Studio 3-2		3 ARCH 232 Studio 3-2	3 ARCH 233 Studio 3-3		3 ARCH 233 Studio 3-3	Free Elective		Free Elective		3
PHYS 182 Applied Physics	3 PHYS 183 Applied Physics II		3 PHYS 183 Applied Physics II	3 PHYS 184 Applied Physics III		3 PHYS 184 Applied Physics III	Free Elective		Free Elective		3
Social Science Elective	Humanities Elective		Humanities Elective	Humanities Elective		Humanities Elective					6
Term credits	9		9	86		9	95		9		101
Total credits	77		86			95			101		
13th term	14th term		14th term	15th term		15th term	16th term		16th term		
ARCH 241 Studio 4-1	4 ARCH 242 Studio 4-2		4 ARCH 242 Studio 4-2	4 ARCH 243 Studio 4-3		4 ARCH 243 Studio 4-3	History/Theory Elect		History/Theory Elect		3
CIVE 261 Mat & Str Behav I	3 CIVE 262 Mat & Str Behav II		3 CIVE 262 Mat & Str Behav II	3 CIVE 263 Mat & Str Behav III		3 CIVE 263 Mat & Str Behav III	Professional Elective		Professional Elective		3
Term credits	7		7	115		7	122		7		9
Total credits	108		115			122			131		
17th term	18 term		18 term	19th term		19th term	20th term		20th term		
ARCH 351 Studio 5-1	4 ARCH 352 Studio 5-2		4 ARCH 352 Studio 5-2	4 ARCH 353 Studio 5-3		4 ARCH 353 Studio 5-3	History/Theory Elect		History/Theory Elect		3
ARCH 261 Env Systems I	3 ARCH 262 Env Systems II		3 ARCH 262 Env Systems II	3 ARCH 263 Env Systems III		3 ARCH 263 Env Systems III	Professional Elective		Professional Elective		3
Term credits	7		7	145		7	152		7		9
Total credits	138		145			152			161		
21st term	22nd term		22nd term	23rd term		23rd term	24th term		24th term		
ARCH 361 Studio 6-1	4 ARCH 362 Studio 6-2		4 ARCH 362 Studio 6-2	4 ARCH 363 Studio 6-3		4 ARCH 363 Studio 6-3	History/Theory Elect		History/Theory Elect		3
ARCH 335 Professional Practice I	3 ARCH 336 Professional Practice II		3 ARCH 336 Professional Practice II	3 PHIL 317 Ethics & the Design Prof		3 PHIL 317 Ethics & the Design Prof	Professional Elective		Professional Elective		3
Free Elective	Social Science Elective		Social Science Elective								6
Term credits	10		10	181		10	188		7		194
Total credits	171		181			188			194		
25th term	26th term		26th term	27th term		27th term	Minimum credits required for graduation: 227				
ARCH 496 Thesis I	8 ARCH 497 Thesis II		8 ARCH 497 Thesis II	8 ARCH 498 Thesis II		8 ARCH 498 Thesis II					
History/Theory Elective	3 Free Elective		3 Free Elective	3 Free Elective		3 Free Elective					
Term credits	11		11	11		11					
Total credits	205		216	227		227					

9. STUDIO ADVANCEMENT REQUIREMENTS

- 9.1. Entry Requirements for Studio 2: In order to enter Studio 2 (ARCH 121) matriculated students must have completed ARCH 150/ARCH 155 and ARCH 151/ARCH 156, the two analog drawing classes as well as ARCH 152/ARCH 150 the first CADD class and ARCH 161 Architectural Construction. A minimum grade of C- may be required for these courses (see Online Course Catalog for specifications).
- 9.2. Entry Requirements for Studio 3: In order to enter Studio 3 (ARCH 231) matriculated students must demonstrate competence in design by achieving a minimum 2.5 GPA in Studios 1 and 2 (ARCH 111/ARCH 112/ARCH 113 and ARCH 121/ARCH 122/ARCH 123).

Students must have completed all their graphic representation sequence (ARCH 150-156) as required per their track, the Architecture & Society Sequence (ARCH 141/142/143) and Architectural Construction (Arch 161). A minimum grade of C- may be required for these courses (see Online Course Catalog for specifications).

- 9.3. Entry Requirements for Studio 5: In order to enter Studio 5 (ARCH 351) matriculated students must demonstrate competence in design by achieving a minimum 2.5 GPA in Studios 3 and 4 (ARCH 231/ARCH 232/ARCH 233 and ARCH 241/ARCH 242/ARCH 243). Students who have completed *the 2 + 4 Option* studio sequence must demonstrate competence in design by achieving a minimum 2.5 GPA in Studios 4 (ARCH 241/ARCH 242/ARCH 243).

Students must have completed the Physics Sequence (PHYS 182/PHYS 183/ PHYS 184) and the Materials & Structures Sequence (CIVE 261/CIVE 262/CIVE 263). A minimum grade of C- may be required for these courses (see Online Course Catalog for specifications).

- 9.4. Entry Requirements for Thesis: In order to enter Thesis (ARCH 496) matriculated students must demonstrate competence in design by achieving a minimum 2.5 GPA in Studios 4 and 6 (ARCH 351/ARCH 352/ARCH 353 and ARCH 361/ARCH 362/ARCH 363).

Students must have completed their graphic representation sequence (ARCH 150-156) as required per their track, the Architecture & Society Sequence (ARCH 141/142/143) and Architectural Construction (Arch 161). Students must have completed the Materials & Structures Sequence (CIVE 261/CIVE 262/CIVE 263) and the Environmental Systems Sequence (ARCH 261/ARCH 262/ ARCH 263). A minimum grade of C- may be required for these courses (see Online Course Catalog for specifications). It is recommended that students have passed Professional Practice I & II (ARCH 335 and ARCH 336) and Ethics for the Design Professions (PHIL 317) before entering into Thesis. A minimum grade of C- may be required for these courses (see Online Course Catalog for specifications).

- 9.5. Transfer students who have received advanced placement in studios must still meet the minimum grade point averages at the end of the Studio 2, Studio 4 or Studio 6 Sequences although their studio GPA might be based on fewer studio courses attempted. There is a one-year probation period for all transfer student. A minimum University GPA of 2.0 and a minimum Studio GPA of 2.5 of the first three quarters/studios have to be met in order to remain in the major.
- 9.6. Students who fail to meet these requirements will be permitted to retake the previous year of studios once in order to raise their averages to the minimum level required. All three studios must be retaken to demonstrate a general improvement before continuing in the program. Selecting individual studios to repeat is not an option. (Grades earned in retaken studios will replace previous grades for the purposes of calculating studio averages only. All grades remain on the transcript and are part of overall GPA calculation.) **Students who fail a second time to meet the minimum studio requirements will be dropped from the architecture major and advised to select another degree program.**

10. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act ("FERPA" - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to students who are at least eighteen years old or who attend or attended a post-secondary institution, even if they have not reached the age of eighteen. Without a FERPA agreement faculty and staff is not allowed to disclose or discuss student related information with anyone including parents, guardians or spouses. For further information please see <http://www.drexel.edu/provost/policies/ferpa.asp>.

11. ACADEMIC & STUDIO CULTURE POLICY

The Architecture Program subscribes to an *Academic & Studio Culture Policy* to reinforce a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff. The *Academic & Studio Culture Policy* is posted on the program's website at http://www.drexel.edu/westphal/academics/undergraduate/architecture/studio_culture_policy11-12.asp.

Paper copies of this document are available at the At the Department of Architecture + Interiors in the Architecture Program Office at 3201 Arch Street.

12. GENERAL ACADEMIC & STUDIO POLICIES

- 12.1. Space & Equipment: Responsible, proper and careful use of all spaces, furniture and equipment is expected. Unless instructed otherwise by your professor, it is the student's responsibility to remove from classrooms or studios all materials they brought into the space at the end of a class. All trash has to be placed in the appropriate receptacles provided by Drexel University. Students are responsible for all cost incurred for cleaning, painting and/or repair caused by inappropriate or careless use of University property.

Students in Part-Time Evening Program do not have assigned desks in a studio. However the studio spaces on the 4th floor of Drexel's Main building are accessible 24/7 with a Drexel ID card. Students may use drafting and light tables to work on their studio or class assignments and we encourage evening students to take advantage of the space on the weekends as "hot desks". However, the spaces are also used for instruction, special events etc. In those cases it might not be possible to work in the evening studios or only with explicit permission of those using it for a class or event.

We ask students who wish to work in the evening studios outside their assigned class hours, to contact the Department of Architecture + Interiors. You are required to sign a Studio Agreement each quarter regulating the use of the studio and the equipment provided. Damage to the studio or loss of equipment will result in charges assessed to students, individually or collectively depending on the circumstances, to cover replacement or repair. You will be asked to sign in to receive one of the available drawers to store some of your materials. It must be understood that drawers and desks can only be assigned if available and that each student is responsible to remove all of his or her belongings as well as any trash from a hot desk when they leave for the day. Occupying desks or work areas without being present may result in removal of your belongings.

It is the responsibility of each student to keep this space clean and his or her belongings secure. As the studio is an openly accessible environment, the Department of Architecture + Interiors and the Architecture Program cannot be held responsible for any lost or stolen items.

- 12.2. Studio & Class Conduct: As with all Drexel buildings, smoking is not permitted in the studio, or anywhere in the building, including stairwells. Neither playing music or videos (mp3 players, laptops) nor using cell phones are permitted during class. Outside of class time playing music or videos is strongly discouraged. Students are expected to respect the needs of others working in the studio or nearby. Food and drink are permitted in studio, but users are obligated to clean up thoroughly. All trash must be placed in the appropriate receptacles provided by Drexel University. No food or drink is permitted in the computer labs.

All cutting activity must be confined to cutting mats only. No cutting is permitted on the drafting boards, on the butcher-block tables, on the floor, or on any **surface not specifically intended for the purpose**. **No aerosol sprays may be used within the classroom or within the building, including stairwells.** All students are responsible to keep the desk areas, the studio, computer labs and the workshop area reasonably clean, and to be responsible for the safety of valuable work. **Anything left on the floor will be discarded by the janitorial staff.**

- 12.3. Studio & Class Attendance: Since design studios and most other classes meet only once a week, it is critical that students attend class with assigned work every week to benefit fully from the class. Excused absences are allowed for illness and emergencies, but must be documented in writing by an authorized person, e.g. a doctor. The note is to be presented on the first day of your return, or sooner if possible. **Two unexcused absences from an eleven-week term will result in a reduction of one grade level** unless special circumstances suggest consideration by the Instructor prior to the absence. **Three unexcused absences will result in a reduction of 2 grades. If a student misses 4 classes or more they cannot receive a passing grade.** Attendance without assigned work for a particular evening will be considered an absence.

If students are unable to attend a class for any reason, they are expected to contact their instructor beforehand or—if this is not possible due to an emergency—at the earliest possible time. If you are unable to contact the instructor directly, you must get in touch with the student advisor who will pass on this information for you. In the event of an absence, **students are expected to remain informed of assignments, any special class activities, and tools and materials needed on the day of return.** Students are expected to attend all classes prepared to work during class with the required tools and materials.

- 12.4. Studio & Class Participation: All students are expected to fully participate in the class discussions and to pin-up each night's assigned work on the studio wall prior to 7:00 PM. This involves three tasks: First, each student must complete the assigned work. Second, students must be on time. Third, they must bring their own pins every night. You may also be asked to work on your studio projects during class time while your instructor gives desk critics. Each student is expected to bring working materials, necessary tools as well as trace paper to class as needed to make best use of the time.

General discussions as well as specific criticism of each student's work will be based on work assigned for that evening. This approach requires that each student participate in the entire session rather than only when his or her project is being discussed. Studio participation will contribute to the overall grade earned for the term. **Minimal class attendance (coming late, leaving early) without prior consultation with the Instructor can be considered an absence.** Studio participation will always contribute to the overall grade earned for the term.

12.5. Collecting Student Work for Accreditation and Program Evaluation:

Upon entering the Architecture Program all students will be asked to fill in and sign the Antoinette Westphal College Student Works Release Form. This is a requirement for all students in the College for Media Arts & Design, which is the college granting the B Arch Degree to our students. All students are required to submit their coursework in digital form at the end of each quarter to help us maintaining a current archive used for program evaluation, course assessment and accreditation preparation and student exhibits. We are seeking to use the student work for academic purposes; we are not claiming ownership.

12.6. Juries & Final Reviews: Juries are scheduled on class evenings and on the final Saturday of the quarter. Because of time limitations, and because there will be guest critics, it is essential that all students be present and that all work be displayed and ready for discussion at the beginning of the Jury. The presentation sequence will generally be established on the preceding week. In presenting their projects to the jury, students should state their approach to the problem concisely. This allows for an exchange of ideas between the student and the critics. A time limit for each presentation will be enforced to allow for a summary discussion of the major issues of the problem. As in each class meeting, participation is essential if these summary discussions are to become a meaningful contribution to the learning experience. As in each class meeting, participation is essential if these summary discussions are to become a meaningful contribution to the learning experience. Attendance is expected, and unexcused absences are considered extremely serious. Incomplete work is not a justification for missing a review.

12.7. Late Work: A two week period will be allowed in cases worthy of special consideration to complete assigned work for students who miss a final review. Regardless of circumstances, work submitted after the assigned due date will receive one grade level lower than the design content or execution of the project would have earned if submitted on time. **No work will be graded if more than two weeks late.**

If an extension is granted at the final jury an Incomplete Grade ("INC") will be recorded. The student must present the missing work to the Instructor at the Instructor's convenience to receive a final grade. University regulations state that if a passing grade has not replaced an "INC" within one year of the original grade due date, then a permanent failing grade will be automatically recorded on the student's transcript, although the conditions and terms for the completion of the course are at the discretion of the instructor of the course. **Please note that for sequential courses the Architecture Program requires that Incomplete Grades be replaced with passing grades by the end of the second week of the subsequent quarter, or the Program will drop the student from the following course because its required prerequisite will not have been met.**

13. NAAB CONDITIONS FOR ACCREDITATION & STUDENT PERFORMANCE CRITERIA

The 2009 NAAB Conditions for Accreditation can be found on the NAAB website at <http://www.naab.org/accreditation/>. The descriptions of the *Student Performance Criteria*, listed on all course syllabi, can be found in this document. This link to the NAAB website is also posted on the Architecture Program website in Professional Associations under the "Inspiration" link <http://www.drexel.edu/westphal/academics/undergraduate/architecture/inspiration/>.

14. DREXEL E-MAIL ACCOUNTS

E-mail communication is integral with our courses in a variety of ways. The Architecture Program uses BbVista, the web based teaching aid used at Drexel, in most of its courses. This system facilitates web posting of course material, as well as effective e-mail communication with the class. **Therefore, the Architecture Program now assumes that all students in its courses will (1) have a Drexel e-mail account, and (2) their Drexel account has been linked to their primary account for continuous access.** It is impossible for the department or the university to track changing personal or professional accounts, and it is very easy to link a Drexel account to a primary account. Students who have not activated their Drexel account should access the IRT website at www.drexel.edu/IRT and find the relevant information under "Computer Accounts."

15. COMPUTER REQUIREMENTS, FACILITIES & RESOURCES

16.1 Computer Hardware Requirements: All Drexel students are required to have access to a personal computer. For architecture students, we require a specific mobile workstation to use in studio or at home. For every academic year the computer for the incoming group of students will be updated. The computer used by upper level students must meet or exceed the specifications provided to incoming freshmen. We have carefully negotiated a significant discount for a mobile workstation that students will purchase through www.dell.com/drexel. Financing options are also available when checking out the purchase. If you should prefer to purchase a desktop, you must make sure that your computer meets or exceeds the requirements of this machine. The computer has to have sufficient power to run the design software that we will use in our curriculum. Evening students are expected to purchase their computers by the spring term of Studio 1, prior to taking the first computer class in the summer quarter. Transfer students are expected to upgrade their machines in order to meet class and program requirements prior to beginning their first studio or computer class at Drexel University regardless of the entering level.

We also highly recommend that students buy a cable-type computer lock to secure your mobile workstation to your desk when using your computer in studio, as well as a USB portable external hard drive with 250GB minimum so that they can run regular back-ups of their work. In the previous years, some students chose to bring also a photo-quality 8.5" x 11" or 11" x 17" color printer and a digital camera. This is worth a consideration but is not a requirement.

16.2 Computer Software Requirements: Although students will have access to all required 2d and 3d visualization software in our general instructional labs, architecture students should have these applications at their fingertips and on their workstations. The Program is requiring that all students purchase or download for free a professional suite of software, which includes Microsoft Office, Adobe Creative Suite Design Standard, and the SketchUp Pro modeling program. Freshmen students should purchase these software products before they take their first computer class in the summer of their first year. All other students should purchase this software before starting their first studio or CADD class. In addition to these applications, students should also download free versions of Autodesk CAD and Digital Modeling software as registered Drexel architecture students. A complete list of required software and links to reduced educational pricing follows:

- Work Processing/Presentation Software: Office Professional Academic 2010
<http://www.journeyed.com/item/Microsoft/Office+Professional/100973759>
- Digital Imaging Software: Adobe Creative Suite 5.5 Design Standard
<http://www.journeyed.com/item/Adobe/Creative+Suite+Design+Standard/1508988>

- Basic Digital Modeling Software: Goggle Sketch up Pro
<http://www.creationengine.com/html/p.lasso?p=16242>
- Advanced Computer Aided Design & Digital Modeling Software:
Autodesk AutoCAD Architecture
Autodesk Revit Architecture
Autodesk 3ds Max Design
Autodesk Ecotect
Autodesk Education Community.
<http://students.autodesk.com>

- 16.3 Computer Labs: A Computer Lab is available for students in the 2+4 Option at 3201 Arch Street, Room 018 and an additional lab for part-time evening students on the 4th floor of Drexel's Main Building in Room 418. The lab is open unless classes or other official activities are scheduled. If a studio class is taking place in this lab but the lab computers are not in use, you may--with the instructor's permission--quietly work on these machines. Please make sure to not interfere or disturb the class or event that is taking place.
- 16.4 Assistance with Personal Computers: If students experience problems with their personal workstation, have problems with their computer network or want to download software that Drexel provides for free, please contact Drexel Information Resource & Technology (IRT) at the Korman Center or visit their website at <http://www.drexel.edu/irt/>.
- 16.5. Assistance with Architecture or Interior Design Lab Computers: If students experience any kind of problems with the labs provided through the Department of Architecture + Interiors or the Antoinette Westphal College of Media Arts & Design, please contact Design & Imaging Studio (D&I) at <http://drexel.edu/westphal/about/dis/> or <http://help.westphal.drexel.edu/news/>. You may also email to support.westphal@drexel.edu.

16. ADDITIONAL FACILITIES & RESOURCES

- 17.1 Student Plotting Services: Plotting is available for 2 +4 Students at 3201 Arch Street. Additional Plotting Services for evening architecture students are available on the 4th floor of Drexel's Main Building. Please see postings at Room 421 for opening times and charges.
- 17.1 Workshops: Workshop access is unfortunately still limited and does not yet fully support out needs. A small fabrication and assembly shop will be available as of fall 2011 adjacent to the plotting office on the 4th floor of Drexel's Main Building. The Antoinette Westphal College of Media Arts & Design maintains a wood workshop in the Design Arts Annex to the Academic Building located at 3320 Cherry Street, adjacent to the 3201 Arch Street Architecture Studios. The shop is accessible to students who have completed instruction on the safe use of equipment. For digital fabrication and a wide selection of professional model building equipment and services, students are also encouraged to consider NextFabStudio, located at 3711 Market Street (<http://nextfabstudio.com>).

17. STUDENT ORGANIZATIONS

- 18.1 Student Organizations at Drexel: There are a large number of student organizations with various foci at Drexel. For more information please see the website of the Office of Campus Activities (OCA) <http://drexel.edu/oca/so/>.
- 18.2 AIAS—American Institute of Architecture Students: Drexel has a very active AIAS Chapter and we encourage all of our students to consider membership and involvement in this group. It is a great way to meet people outside of your own year, to share experiences and get tips. AIAS also serves as an introduction and as a direct connection to the profession's most important professional organization. AIAS organizes events, excursions and trips. Information can be found in the AIAS Newsletter that is distributed in the Studios or at their website <http://www.pages.drexel.edu/~dsodas/home.html>. You may also connect with Drexel University AIAS via Facebook.

18. JOB SEARCHES

The Architecture Program maintains two bulletin board postings of job opportunities – one outside the department offices at 3201 Arch Street, and one on the 4th floor of the Main Building. In an ongoing effort to better help our students to find appropriate work opportunities, the Architecture Program will on a regular basis send out online surveys to monitor the job situation of the student body. All students are encouraged to participate in order to help us get the most accurate picture possible.

Moreover, all students who are searching for a job can post their resumes on line. “Student Resumes” on the department website is a password protected posting for architectural employers in the Philadelphia area. The department restricts access to firms where students can work under the direct supervision of an architect and thus earn IDP credits. To post material on the website students must first create a Drexel webpage. For more information about creating a Drexel webpage and for instructions and support, go to www.drexel.edu/IRT/support/webits. Once your website is complete email your website address to architecture@drexel.edu and the department will create the link. The digital portfolios have to be updated regularly in order to remain linked through our website.