

Carnegie Mellon
School of Architecture

2009-2010 Student Handbook

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Introduction

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

The material in this handbook is based on current policies, procedures, and requirements. Changes to any policies will be communicated to all students as they occur. For this reason, it is strongly recommended that students regularly check the weekly SoArch newsletter, their CMU email accounts, and individual mailboxes located in CFA 200. Students should also be familiar with the policies laid out in the CMU Student Handbook, *The Word*, which can be found online at: www.studentaffairs.cmu.edu/theword.

Please refer to the back of this handbook for useful information such as architect resource websites, the academic calendar, facilities hours, and a directory of faculty and staff. We ask that all students familiarize themselves with the contents of this handbook. A new edition is issued every year to ensure accuracy. We welcome comments, questions, and suggestions; our goal is to make this document an essential resource for our undergraduates and encourage feedback to make each edition more effective.

To understand the unique requirements of an architecture education, we have included the following summary from the National Architectural Accrediting Board. This summary explains the nature of a professional degree program, outlining the three different types of accredited programs available.

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

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

-The National Architectural Accrediting Board 2004 Conditions and Procedures For Professional Degree Programs in Architecture

SoArch Mission

The mission of the School of Architecture at Carnegie Mellon University is to graduate young men and women with strengths in design creativity, historical perspective, social responsibility, technical excellence, and global environmental leadership.

STRATEGIC DIRECTIVES

At a time when the planet faces significant challenges, the focus of our School on sustainable urbanism prepares its graduates to provide leadership in creating innovative solutions. Through strategic academic, government, industry, and practice partnerships, we have defined an innovative and collaborative pedagogy enabling our students to succeed in a variety of careers. This focus combines state of the art facilities for designing, computing and making with a curriculum that integrates the delivery of content across multiple streams of inquiry.

The School of Architecture holds a deep appreciation of its diverse community by cultivating an intellectual climate where individuals are nurtured to act as agents of change, improving both social and environmental conditions nationally and abroad.

EDUCATIONAL OBJECTIVES

Existing at the intersection of art and technology, the curriculum serves as the foundation for the professional Bachelor of Architecture degree. The School of Architecture views architecture design studios as the core of the undergraduate curriculum in collaboration with six foci: Drawing/ Digital Media, Building Technology, Environmental Technology, History, Critical Practice, and University Fundamentals/ Electives. The School is committed to architectural design excellence linked to environmental, urban and technological innovation that is further informed by our renowned graduate programs.

The study of architecture at Carnegie Mellon is a studio-based education with one-on-one intensive teaching. Studios serve as laboratories for analytical and creative reasoning, critical inquiry, and most importantly, the integration of multiple knowledge streams.

The School has made it a priority to continuously update its advanced educational infrastructure. Students receive hands-on instruction in the utilization and practical application of both the traditional woodshop and the digital fabrication lab (dFAB). These facilities are a natural fit in a school of architecture with a strong legacy of making in the context of a university renowned for the advancement and application of technology.

CMU and SoArch History

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

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

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

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

Located on a 136-acre campus adjacent to Pittsburgh's Schenley Park, Carnegie Mellon is a ten-minute drive from downtown Pittsburgh. The campus population consists of approximately 5,800 undergraduates, 3,200 graduate students, 1,400 faculty, and 3,100 staff members.

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

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

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

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

In the fall of 1994, Vivian Loftness was appointed Head, with Bruce Lindsey appointed Associate Head in 1995. Building on the efforts led by Doug Cooper, a revised curriculum was adopted that called for creative, technical, environmental, and historical competence. At the heart of the curriculum is a studio sequence organized by the following topics: Foundations, Composition, Materials, Site, Advanced Construction, Occupancy, Systems Integration, and Urban Laboratory.

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

In the summer of 2008, Steve Lee was appointed Interim Head. As a member of the faculty for over 25 years, Lee brought a background in sustainable design and design/build to the position. With his appointment as Head in the Summer of 2009, Lee's vision is to refine the already strong curriculum to create diverse, upper-level studio foci that will enable students to pursue their personal interests in breadth or in depth.

CHRONOLOGY OF SCHOOL HEADS

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

School Organization

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

Mark D. Gross, PhD, Associate Head, is responsible for the graduate program of the School and the SoArch website.

Heather Workinger, Senior Academic Advisor, assists students in establishing their class schedules and gives guidance about general university regulations. She is responsible for registration and transcripts. She can answer scheduling, academic audit questions, and study abroad coordination.

Alexis McCune, Coordinator of Student Programs/Urban Lab Studio Coordinator, organizes undergraduate student programs, assists students with professional development and the Intern Development Program (IDP), and coordinates the Urban Laboratory Studio. She is also responsible for working with prospective students by managing recruitment efforts and the admission committee.

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

Kristen Frambes, Facilities and Special Projects Manager directs and manages CFA 201 administrative staff and the school facilities. Coordinates student, faculty and alumni awards, as well as special alumni events within the school.

Kim Daboo, Manager of Computing Services and Bob Armitage, Computing Administrator comprise the computing team. They are responsible for the school's computing infrastructure, including hardware, software, servers, workstations, printers, plotters, and scanners. Kim is responsible for Cluster Reservations for classes and special School events.

P. Zach Ali, Digital Fabrication Lab Manager, is responsible for the operations of the dFAB Lab.

David Koltas, Business Manager, is responsible for all financial and personnel matters of the School.

Diana Martin, Financial Assistant, is responsible for day-to-day financial transactions. Expenses for reimbursement should be submitted to Diana. If you are a teaching assistant, shop monitor, office assistant, work study, or otherwise employed by the School, your time cards should be submitted to Diana on a bi-weekly basis.

Kelly Lyons, Director of Outreach Programs/Coordinator of the Remaking Cities Institute (RCI), organizes outreach programs to bring architecture education to the Pittsburgh community and assists with administrative functions for RCI.

Curriculum

The curriculum of the School of Architecture meets the National Architectural Accreditation Board's Student Performance Criteria, which is listed below:

- Speaking and Writing Skills
- Critical Thinking Skills
- Graphics Skills
- Research Skills
- Formal Ordering Systems
- Fundamental Design Skills
- Collaborative Skills
- Western Traditions
- Non-Western Traditions
- National and Regional Traditions
- Use of Precedents
- Human Behavior
- Human Diversity
- Accessibility
- Sustainable Design
- Program Preparation
- Site Conditions
- Structural Systems
- Environmental Systems
- Life Safety
- Building Envelope Systems
- Building Service Systems
- Building Systems Integration
- Building Materials and Assemblies
- Construction Cost Control
- Technical Documentation
- Client Role in Architecture
- Comprehensive Design
- Architects' Administrative Roles
- Architectural Practice
- Professional Development
- Leadership
- Legal Responsibilities
- Ethics and Professional Judgement

Courses revolve around the Integrated Design Studio sequence. Courses fall into six streams:

- Drawing/ Digital Media
- Building Technology
- Environmental Technology
- History
- Critical Practice
- University Fundamentals/ Electives

Combined, the curriculum is designed to provide a comprehensive knowledge base that forms the foundation of the five-year Bachelor of Architecture degree. Please see the following pages for course sequence lists and the undergraduate curriculum chart.

Curriculum

continued

INTEGRATED DESIGN STUDIO

- 48-100 Architecture Design Studio:
Foundation I
- 48-105 Architecture Design Studio:
Foundation II
- 48-200 Architecture Design Studio:
Composition
- 48-205 Architecture Design Studio:
Materials
- 48-300 Architecture Design Studio:
Site
- 48-305 Architecture Design Studio:
Advanced Construction
- 48-400 Architecture Design Studio:
Occupancy
- 48-405 Architecture Design Studio:
Systems Integration
- 48-500 Architecture Design Studio:
The Urban Laboratory
- 48-505 Thesis/ Studio X

DRAWING/ DIGITAL MEDIA

- 48-120 Introduction to Digital Media I
- 48-125 Introduction to Digital Media II
- 48-130 Architectural Drawing I:
A Tactile Foundation
- 48-135 Architectural Drawing II:
Appearance

BUILDING TECHNOLOGY

- 62-175 Descriptive Geometry
- 48-115 Physics for Architecture Students
- 48-210 Statics
- 48-217 Structures
- 48-215 Materials and Assemblies
- 48-312 Site Engineering and Foundations

ENVIRONMENTAL TECHNOLOGY

- 48-315 Environment I: Climate and Energy
- 48-410 Environment II: Light
- 48-412 Environment III: Mechanical Systems
- 48-415 Advanced Building Systems

HISTORY

- 64-100 Critical Histories of the Arts
- 48-240 Historical Survey of World Architecture
and Urbanism
- 48-xxx Architectural History II
- 48-xxx Architectural History III

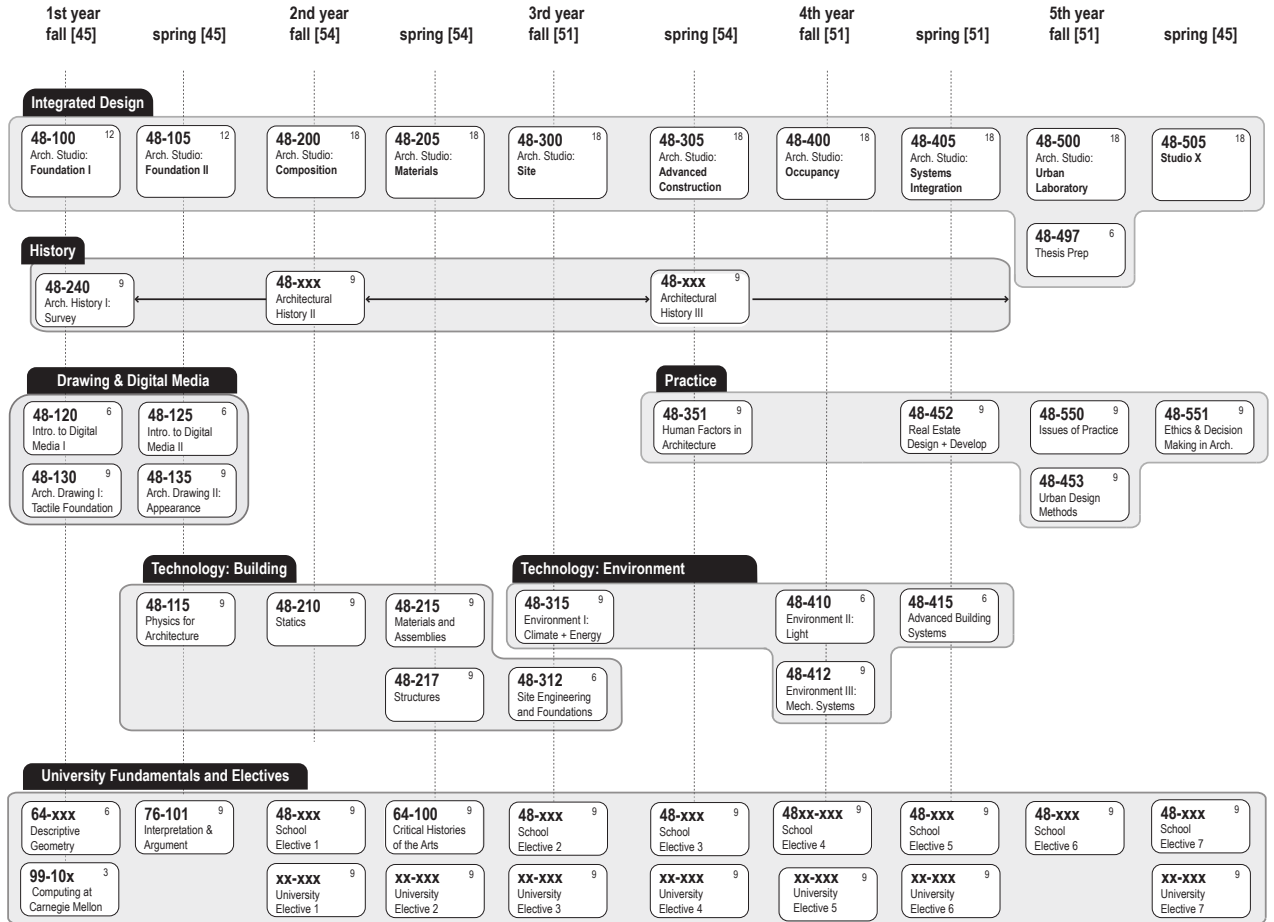
PROFESSIONAL PRACTICE

- 48-351 Human Factors in Architecture
- 48-452 Real Estate Design and Development
- 48-453 Urban Design Methods
- 48-550 Issues of Practice
- 48-551 Ethics and Decision Making in
Architecture

UNIVERSITY FUNDAMENTALS & ELECTIVES

- 62-175 Descriptive Geometry
- 76-101 Interpretation and Argument
- 48-xxx School Electives (7)
- xx-xxx University Electives (7)*

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



Degree Requirements

A minimum of 495 units (501 with thesis) are required to graduate. In addition to the courses specified in the curriculum, students must successfully complete a minimum of seven School Electives and seven University Electives as part of the 495 units. Passing grades (D and above) in all courses and a minimum Quality Point Average (QPA) of 1.75 for 1st Years and 2.00 for all other students must be maintained. Required courses are listed by sequence on page 9 of this handbook.

RESIDENCY REQUIREMENT

There is a six-semester residency requirement for the award of the Bachelor of Architecture degree.

MINORS

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

DOUBLE MAJORS

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

DUAL DEGREE

Building upon their courses in the School of Architecture, students can pursue a dual degree program in one of the following programs:

- Undergraduate Business Program in the Tepper School of Business
- Engineering in the Carnegie Institute of Technology
- History in the College of Humanities and Social Sciences
- Industrial Design in the School of Design

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

Masters Degrees

The School of Architecture offers a unique opportunity to undergraduate students who wish to pursue a Masters degree in an architecture-related field. We offer seven different graduate degrees where undergraduate students may begin taking graduate-level courses in their fourth and fifth year of study. This allows students to graduate with a Masters degree in less than the prescribed program length. Students cannot double count their undergraduate course work to be used to fulfill degree requirements in a master degree program.

MASTER OF SCIENCE IN ARCHITECTURE (MSA)

The Master of Science (MS) in Architecture degree program is intended primarily for practitioners in the building industry who are interested in gaining knowledge and skills in computation and building performance. Applicants to the program are expected to first earn an undergraduate degree related to the building sector, including architecture, engineering, planning, or management.

ARCHITECTURE-ENGINEERING-CONSTRUCTION MANAGEMENT (AECM)

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

BUILDING PERFORMANCE AND DIAGNOSTICS (MSBPD)

The Master of Science (MS) in Building Performance and Diagnostics program is intended for practitioners, researchers, and educators in architecture and the building industry who wish to be leaders in advanced building technologies and their performance. The program covers state-of-the-art approaches to building systems integration and total building performance. The program culminates with a project in which students must apply the knowledge they have acquired to realistic problems, using the appropriate analytic and modeling skills.

COMPUTATIONAL DESIGN (MSCD)

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

Masters Degrees

continued

SUSTAINABLE DESIGN (MSSD)

The Master of Science (MS) in Sustainable Design program builds on the expertise within our world-renowned research center, Carnegie Mellon's Center for Building Performance and Diagnostics, to meet the unique needs of those with prior experience in design and construction fields such as architecture, landscape architecture, engineering, construction, planning, public policy, product design, and ecology. The program addresses the cross-disciplinary nature of sustainable design as well as skills and competencies that are specific to the core disciplines of design and construction.

TANGIBLE INTERACTION DESIGN (MTID)

The Master of Tangible Interaction Design (MTID) program is designed primarily for those with a design background to acquire the technical skills to realize embedded computing designs, and those with computer science and engineering backgrounds to apply their knowledge in design. The program includes coursework in software, electronics, and fabrication techniques for building working prototypes of tangible embedded interactive systems.

MASTER OF URBAN DESIGN (MUD)

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

Course Guidelines

COURSE SEQUENCE

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

- Studios are prerequisite to each other.
- The descriptive geometry, physics, and English requirements must be completed to enter the second year. Therefore, both descriptive geometry and physics must be passed in order to enter statics.
- All required courses must be passed to enter into the third year.
- Entrance into any course depends on fulfilling all course prerequisites. See the Undergraduate Catalog and course syllabi for prerequisites.
- Any courses taken at other institutions for use as transfer credit must have prior School approval. **You must submit a transfer credit petition form, syllabus, and course description of the course to the Senior Academic Advisor prior to taking the course.** Approval will be based on the equivalency of the proposed course being replaced.

ARCHITECTURAL HISTORY REQUIREMENTS

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

- One of the three courses must be 48-240: Historical Survey of World Architecture and Urbanism. The other two courses must be taken within the School of Architecture.
- Students may not substitute architectural history courses from off campus (for example, Pitt, or a non-CMU abroad program).
- Substituting Carnegie Mellon architecture, art, or history electives that have not been pre-approved is also not allowed.
- Students may submit a petition to the Senior Academic Advisor if they believe a course should be considered as part of fulfilling the architectural history requirement.

AUDITING A CLASS

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

the audit option, you must obtain a Course Audit Approval Form at the HUB, online, or in CFA 201; obtain the required signatures; and return it to enrollment services at the HUB.

ADDING OR DROPPING CLASSES

You may add or drop a class up to the Add or Drop Deadline as published in the official university Academic Calendar. The official deadlines for this year are also included on the last page of this handbook and in the online School of Architecture Calendar, which can be found at www.arc.cmu.edu/calendar. Classes can be dropped prior to the university Drop Deadline without a W grade on your transcript. You may drop a class up until the last day of classes with a grade of W being recorded on your transcript. It is the student's responsibility to drop a course by the assigned deadline.

Classes may not be dropped after the last day of class.

INDEPENDENT STUDY

Independent Study allows opportunities for students to pursue self-directed study with a faculty advisor. Students who are not on an academic action are permitted to take **one independent study course** (or 9 units total) with an architecture faculty member as part of their school elective sequence. Independent Studies conducted with faculty outside the School will count as university electives.

Students must submit the independent study template, which includes course deadlines, requirements, objectives, schedule, and deliverables. The template requires the approval and signature of a participating faculty member (i.e. the faculty member must approve the outline and agree to act as the instructor). Once completed, the template must be submitted by the advertised deadlines to the Senior Academic Advisor and the Head for final approval and registration. Independent studies of 3 units must include 45 hours of academic work, 6 units must include 90 hours of academic work and 9 units must include 135 hours of academic work.

Academic Rules and Procedures

ABSENCES

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

ACADEMIC ACTIONS

The academic actions listed below do not follow a particular sequence; **any of the actions may be appropriately imposed at any time upon recommendation of the School of Architecture faculty concerned and confirmed at the School Grades Meeting by the College Council.** Students on academic action are not eligible to work for the school (except under extraordinary circumstances) until they return to good standing.

A **Warning** indicates failure to maintain professional standards in any course (a D/N or below), W in a required course, N in an elective; insufficient evidence of serious application to the professional standards of the School; or an overall quality point average below 2.00. A Warning notifies the student of unsatisfactory performance and suggests that the student take steps to determine and correct the cause of the difficulty. A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of warning.

A student will be placed on **Probation** after failure to pass any professional course as outlined by the faculty of the School; failure to meet the professional standards of the School although no failing grades are given (a D/R in Studio or an R in any course, D in two or more elective courses); or failure to earn the minimum quality point average required to continue in the School, which is 1.75 for first year students, and 2.00 for all other students. A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of probation.

A student will be placed on **Final Probation** for significantly poor performance, or for continued failure to meet the professional standards of the School (a D/R in two or more required courses). The student must improve scholastic standing to an acceptable level in order to be removed from Final Probation. Students not doing so may be dropped from the School of Architecture or be suspended from the University at the end of the semester. You may be placed on final probation without being on any prior action. A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of final probation.

A **Drop** from Architecture will be imposed at the discretion of the faculty in the case of any student whose progress in professional training is considered insufficient to continue. This action is taken when a student is lacking an essential requirement for the profession, but whose general scholastic ability, habits, and character justify an opportunity in some other field of education. This action terminates the student's enrollment in the School of Architecture, but is not intended to prejudice admission to another department or college of the university or to another institution.

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

- Transfer to another department within the university. (A student must contact their department of choice to discuss possible transfer.)
- Request for Transitional Student status in the College of Fine Arts for one semester. (A student must make an appointment with the Senior Academic Advisor in Architecture to discuss this option.)
- Withdraw from Carnegie Mellon University.

A student is placed on **School Suspension** for poor performance (a low QPA), or for problems that create an impediment to professional achievement in the School at the discretion of the faculty. A student is suspended from the School, but not the university, when it is deemed in the best interest of the student to allow continuation of study outside the School during the period of suspension. The student is not permitted to take courses in the School for a period to be determined by this action, but will be readmitted at the end of the period of School Suspension specified by the faculty after the condition of the School Suspension is satisfied.

University Suspension is imposed for exceptionally poor performance (a low QPA), or for problems that create an impediment to any academic achievement. The student is required to withdraw from the university for a period to be determined by faculty action. Re-admission is subject to conditions specified in each case by the School faculty concerned.

ACADEMIC ADVISING

Architecture students can receive advice from many sources, including the faculty, staff, and the Head of the School. In addition, we encourage all of our students to become involved with organizations (such as AIAS) and committees (such as the Student Advisory Council) so that you can also learn from each other.

Your main point of contact for academic advice will be the Senior Academic Advisor, Heather Workerger. She can answer questions about registration, course options, and academic actions. She can help you plan your courses to ensure that you meet graduation requirements.

AUDIT AND PASS/ FAIL

Audit or pass/fail classes cannot fulfill degree requirements; you may only audit or pass/fail a course if the course is not part of the required curriculum, including electives. You must register for the course first, then obtain a form from the HUB at www.cmu.edu/hub/docs.html to be considered for these options.

CHEATING, PLAGIARISM, DIGITAL THEFT

The School of Architecture follows the University policy on Cheating and Plagiarism, which is outlined below and can also be found at www.cmu.edu/policies/documents/Cheating.html. In addition, the School of Architecture considers signing into a class for another student and submitting identical homework assignments as forms of cheating and will result in a disciplinary action.

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

Academic Rules and Procedures

continued

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes, but is not limited to:

- Plagiarism, explained below.
- Submission of work that is not the student's own for papers, assignments, or exams.
- Submission or use of falsified data.
- Theft of, or unauthorized access to an exam.
- Use of an alternate, stand-in, or proxy during an examination.
- Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university

as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.

- Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A phrase, written or musical.
- A graphic element.
- A proof.
- Specific language.
- An idea derived from the work, published or unpublished, of another person.

The School of Architecture follows the University policy on **Digital Theft**. It is illegal to download copyrighted material, including but not limited to, software, movies, and music. At least two Carnegie Mellon students have been fined \$10,000 each.

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

COURSE POLICIES

SoArch faculty will articulate policies and expectations for the students in their class syllabus. The syllabus will define policies regarding attendance, participation, tardiness, academic integrity, missing homework, missed deadlines, food in class, laptop use, etc. The syllabus will define expectations for both student and faculty behavior.

In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, regardless of quality, at mid-semester or at the end of the semester will not allow a student to receive a passing grade.

DISABILITIES

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

FINAL GRADES

Final grades are awarded in each subject approximately five working days after the last day of finals. There are no standard criteria for grading; each instructor establishes the grading criteria for his or her course. Mid-semester grades are given at the middle of each semester; while they indicate performance for the first part of the course, they are not part of your permanent record. A permanent (final) grade may not be raised by taking a second examination. To repeat a course already passed, you must obtain approval from the Senior Academic Advisor. Both grades will

appear on the official transcript and will be calculated in the University QPA. When you are absent from a final examination, and are not entitled to an I (incomplete) grade, you will be given a grade of R (retake).

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

A grade of **Conditional Failure (X)** may be given to a student when it is deemed that by doing further work (not amounting to retaking the course), the student can achieve a passing level of performance. The highest grade that can replace an X is a D. If the requirements as set forth by the faculty for the completion of

the work are not met, the grade of X becomes an R. **Work must be completed within one semester of the issuance of the initial grade.**

A grade of **Withdraw (W)** indicates a student has withdrawn from a course after the course drop deadline but before (or on) the final day of classes. Receiving a W for a required course can result in an academic action.

FINAL REVIEWS

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

Academic Rules and Procedures

continued

LEAVE OF ABSENCE OR WITHDRAWAL

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

A **Leave of Absence** is for students who intend to return to the university. Students who take this option must complete a Leave of Absence form, and have up to two years to return to the university. After two years, students returning are subject to space constraints and an academic performance review. Students on leave who wish to return must obtain a Return from Leave form and complete the required information before they may be considered for a return from leave.

Withdrawal is for students who do not intend to return to the university. To be recognized as withdrawing from the university, you must submit a Withdrawal form. Once you withdraw, you cannot return to the university without reapplying.

OVERLOADING

Students may register for an overload of courses above the threshold of 54 units if they have earned a 3.0 cumulative QPA through the

preceding semester. Students should consult with the Senior Academic Advisor if considering an overload. First-year students and transfer students are limited to a normal course load in the first semester of their attendance.

PRIVACY ACT

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

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

In effect, the law provides for:

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

As a result of this law, the HUB sends grade reports to students only. The School of Architecture sends all correspondence to students. The full privacy act, as amended, is available at the HUB or via the HUB website at www.cmu.edu/policies/documents/StPrivacy.html.

PROFESSIONAL ATTIRE

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

SCHOOL GRADES MEETING

Once final grades have been submitted and compiled, the Grades Meetings begin. A faculty representative from each sequence (Design, Drawing and Media, History, Building Technology, Environmental Technology, Practice) and the coordinator of each design year meet with the Head and Senior Academic Advisor to review each student's academic progress.

Faculty pay specific attention to students with a grade lower than a C, students with a QPA of less than 1.75 for freshmen and 2.00 for others, and students on a previous academic

action. At this time, the recommendations of the Semester Review are again discussed. The faculty present at the Grades Meeting approve all actions.

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

The decision to impose an academic action is first initiated by the faculty most closely involved in the student's primary area of study, and then presented at both the School Grades Meeting and at the College Grades Meeting. Academic Actions are the result of outstanding performance that lead to design commendations and School honors or poor performance as represented by grades typically below a C and/ or for a low QPA (see University Grading Policy on page 20 of this handbook). A student who is not making satisfactory progress toward graduation may be asked to leave the program even though the student has received passing (D or above) grades.

SEMESTER REVIEW

At the end of each semester, each year displays their work in Margaret Morrison or CFA for one day. This provides an opportunity for the entire School to see the work of each year and allows the faculty and administration to review the quality of student work being produced. At the end of each day, a meeting is scheduled to discuss the posted work. The student's professor, the other professors of the year, and the Head all review the material displayed. They address each student's progress and make recommendations for any academic actions deemed appropriate. Semester review is required for all students. Students who do not present their work for semester review will not continue on to the next studio.

STUDIO DOCUMENTATION REQUIREMENTS

At the conclusion of every studio, each student in the School of Architecture is required to submit electronic documentation of their studio work. A template will be provided for this purpose. Students should refer to the specific studio deadlines and submission requirements. Failure to submit this work by the deadline will result in a failing grade for the studio course.

UNIVERSITY GRADING POLICY

Your grade point average is calculated according to qualitative points. There are two Quality Point Averages (QPA); one for the most recent semester and one for the cumulative account of all courses. The cumulative QPA includes all Carnegie Mellon courses and courses for which you are cross-registered (see Cross-Registration on page 22) but does not include any grades transferred from other institutions.

Registration

ONLINE REGISTRATION

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

Check your class standing and confirm your enrollment status through the Student Information On-Line (SIO) before the date of your registration. Registration and SIO can be found on the Enrollment Services (HUB) website. To access SIO: go to www.cmu.edu/hub > Online Services > Student Information Online.

Registration occurs through On-Line Registration (OLR). You will register at an assigned time based on your student ID number. After registering, be sure to log out of OLR to ensure that no one else can access your schedule. The system will check prerequisites, department priority, maximum enrollment, and keep a wait list.

The Senior Academic Advisor, Heather Workinger, holds individual year meetings and individual appointments before registration to meet with students and discuss course options and program requirements. At the meeting, you may discuss any problems you might have and receive assistance in choosing classes.

ONLINE ACADEMIC AUDIT

You can check the status of your progress towards your degree by going into the Carnegie Mellon University Academic Audit website. This audit lists all classes that you have taken as well as the ones in which you are registered, so you can clearly see which classes you must take.

To access Academic Audit, go to <https://acis.as.cmu.edu/gale2/audit/degreeaudit.html>. All students are responsible for meeting academic unit requirements to progress through the program and to be eligible to graduate.

CROSS-REGISTRATION

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

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

Full-time students are permitted to cross-register for one class per semester with no additional tuition charges. For more information, please see page 29 of the Undergraduate Catalog.

Transfers

TRANSFER WITHIN THE UNIVERSITY

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

TRANSFER CREDIT

Architecture students may take classes at other Universities either in the summer or as part of a study abroad program. A transfer credit form and course descriptions must be submitted and approved **prior** to enrolling in a course at another institution. Transfer units applied toward graduation are limited to a maximum of 45. Transfer credit is granted through the School of Architecture, unless you are counting the course for a minor or second major. Official translated transcripts must be submitted to the Senior Academic Advisor prior to the beginning

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

STUDIO TRANSFER CREDIT

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

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

Study Abroad

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

1. **University Exchange Programs** allow students to use their Carnegie Mellon funding while attending a university abroad. Carnegie Mellon students participating in these programs continue to pay tuition directly to Carnegie Mellon and receive the same financial aid package. Students are responsible for paying all other fees, such as room and board, directly to the exchange institution.

Study Abroad

continued

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

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

3. External Programs offer virtually unlimited possibilities for students in all majors for summer, semester, and full-year study abroad. Another university or study abroad program provider administers these programs. External Programs allow students to pay the study abroad program directly, while still maintaining full-time enrollment status at Carnegie Mellon.

4. Departmental Summer Programs allow students to study abroad with SoArch faculty for varying lengths of time and varying number units.

Example locations from our SoArch students over the past five years:

Africa	University of Cape Town	Italy	Cornell University Rome
Argentina	University of Buenos Aires		Penn State Sede di Roma
Australia	Bond University		Roma Tre
	University of Adelaide		Syracuse University Florence
	University of Melbourne		Temple University Rome
	University of New South Wales		Universita luav di Venezia
	University of Sydney		University of Notre Dame
Austria	Technical University of Vienna	Japan	Temple University
Chile	PUC-Santiago University	Korea	Yonsei University
China	Syracuse University	Latvia	Riga Technical University
Czech Rep.	North Carolina State University	Mexico	ITESM Monterrey Tec
Denmark	Denmark International Study Program (DIS)	New Zealand	IES Auckland
	IES Quito		University of Victoria
Ecuador	Arcadia University	Poland	Technical University of Krakow
England	University of Manchester	Singapore	National University of Singapore
	Architectural Association of London	Spain	Elisava School of Design
	University College of London		CIEE Barcelona
Germany	IES Berlin		Universitat Internacional de Catalunya
	Lexia Berlin		Universidad de Navarra
Ireland	Queen's University of Belfast	Switzerland	Ecole Polytechnique Federale de Lausanne

QUALIFICATIONS FOR STUDY ABROAD

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

To qualify for study abroad, a student must have completed their third year of the program, have a minimum overall QPA of 3.00, (or 2.75 for SoArch summer study abroad) and be in good academic standing (no outstanding academic actions). Students must maintain QPA standards for the semester prior to studying abroad, or permission will be denied.

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

APPLICATION AND ACCEPTANCE PROCEDURES

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

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

- Applications are due **September 28** for study abroad in the following Spring semester.
- Applications are due on **January 25** for study abroad in the following Summer semester.
- Applications are due **March 29** for study abroad in the following Fall semester.

Applications will include an application form, an essay indicating the reason for study abroad, and course descriptions for all proposed courses abroad. Applications from all other study abroad programs vary according to the host institution guidelines. All students must obtain and submit a completed Study Abroad Transfer Credit Permission form (SATC) from the Office of International Education.

All students who have completed an application will receive a written response from the School of Architecture about their status of admission into the study abroad program. A standing committee (including a member of the faculty, the Senior Academic Advisor and Head of the School) will conduct a review and determine the admission of students to a program.

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

LANGUAGE OF STUDY

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

Study Abroad

continued

TERM OF STUDY

Students may study abroad in the fall, spring, or summer semesters. Please see the Senior Academic Advisor prior to making any decisions on what term to schedule your study abroad experience. Careful planning and scheduling of your courses are necessary when incorporating a study abroad experience into your curriculum.

RETURNING AFTER STUDY

Students who participate in the study abroad program for one semester will transfer non-studio course credit by submitting course descriptions of each course taken as well as an official transcript from the host Institution. Official translated transcripts must be submitted to the Senior Academic Advisor before the beginning of the academic year to receive transfer credit. When students return from study abroad, they must pin up original work during the study abroad exhibit.

Scholarships and Awards

Please note that most scholarships and awards paid to students are considered to be non-qualifying scholarships which are taxable but not reported to the IRS. University's policy for tax withholding will be followed in all cases.

ARCHITECTURE ACADEMIC RECOGNITION

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

Studio Commendations are given to students for excellence in design work during a particular semester. Recipients are chosen by the studio professors teaching in that year and are determined at the semester grades meeting.

School Honors are given each semester to students earning a grade point average of 3.50 or above. To be eligible, students must be enrolled with a minimum of 45 units with no incomplete grades.

Dean's List placement is awarded to students receiving a GPA that is within the top 15 percent of their class. To qualify for Dean's List, a student must maintain a full load of course units, cannot receive a letter grade lower than a C for any one class, and must not receive an Incomplete in any one class.

University Honors are awarded to students with a QPA of 3.5 or higher by their date of graduation. Students with University Honors will receive an honors medal to wear at commencement.

College Honors are awarded to students who have been chosen to participate in the fourth-year design awards. Students with College Honors will receive an honors cord to wear at commencement.

ENTRANCE SCHOLARSHIPS

The Office of Admission and the Office of Financial Aid determine entrance Scholarships. These scholarships are based on a combination of factors including financial need, academic record, and excellence in leadership. For questions about financial aid, you may contact the Office of Financial Aid for more information.

SCHOOL OF ARCHITECTURE AWARDS

Within the School of Architecture, annual student awards are available. The School will provide announcements, instructions and applications during the semester in which the award is presented. These awards are based primarily on academic merit, though financial need is a factor for awards where indicated. During the fall semester of the academic year following completion of the internship, recipients are required to present a lecture, exhibition, performance, or other appropriate presentation of document the benefits gained from their experience.

The **Gindroz Prize**, established by the Marilyn and Ray Gindroz Foundation, was created to enrich lives and enhance student education through the travel and study of architecture, urbanism and music in Europe. The annual prize will provide a \$7500 to support to a third or fourth-year student or first-year Masters student in the Schools of Architecture or Music pursuing independent study in European towns and cities. It recognizes the life-changing potential of becoming immersed in a culture, language, and environment that is different from one's own. Emphasis will be placed on developing the craft as well as intellectual content of architecture and music. Application for this award occurs in the fall semester.

The **Ferguson Jacobs Prize** in Architecture promotes the continuity of tradition in contemporary architectural practice. It encourages design excellence based on long-standing design principles that promote beauty and harmony in the built environment. Endowed by Mark Ferguson (A'78) and Natalie Jacobs (A'79) the fund is available to Architecture faculty and second-, third- and fourth-year students on alternating years in the School of Architecture. The prize supports projects that explore the classical tradition as vital knowledge to an architect's education, practice and scholarship, as well as individual apprenticeships and internships with a classical focus. Application for this award occurs in the spring semester.

The **Karen Myres and Arthur Lubetz Internship Fund** provides financial support to undergraduate students from the College of Fine Arts at Carnegie Mellon University who are undertaking summer internships or related programs in artistic venues under the guidance of established professionals. The award is available to students preparing to enter their final year of undergraduate study in Architecture, Design or Music. The internship fund recognizes the importance and advantage of being immersed for an extended period in the

creative processes and organizational dynamics of an architecture or design studio, music conservatory, or similar venue. Recipients will be expected to supplement their formal work/study experience through attendance at exhibitions, performances, lectures, and related events in their host community. The award provides up to \$400 per week and up to \$4000 in total for an internship of six to ten weeks duration. Funds may be used to supplement paid internships, educational programs, or volunteer efforts for non-profit organizations. Preference will be given to students with financial need. Application for this award occurs in the spring semester.

The **Cornerstones Scholarship Award** was established by Cornerstones, The Center for Architecture, Development and Building to provide financial assistance to undergraduate students in Architecture and Urban Design in the School of Architecture at Carnegie Mellon University either for tuition or materials and will be applied directly to the student's account. The amount of such scholarships and the selection of the recipients shall be determined by the Office of Financial Aid and the Head of the School of Architecture.

scholarships and awards

continued

The **Jan P. Junge Memorial Scholarship**, established in 1988, is a gift of the Carnegie Mellon Architecture class of 1971 in memory of Jan Junge who died suddenly in 1988. Graduating from the Department of Architecture in 1971, he went on to practice with Louis Kahn in Philadelphia. This memorial scholarship is offered for an outstanding design student with financial need. The amount of such scholarships and the selection of the recipients shall be determined by the Office of Financial Aid and the Head of the School of Architecture.

The **Richard M. Gensert Memorial Scholarship** was established in 2005 and is sponsored by Payette Associates of Boston and Mr. George Marsh. It is named for Carnegie Mellon University Associate Professor Richard M. Gensert. Mr. Gensert was a prolific structural engineer as well as a professor of the School of Architecture in the late 1970s, teaching advanced structures on complex long span, post-tension and shell structures. In honor of his expertise and contributions to both the School of Architecture and the professional community, this award will be given to students whose design work expresses sensitive consideration of structural issues and their relationship to architecture. The recipient shall be selected by the Head and the 48.305 Advanced Construction studio faculty.

FOURTH-YEAR DESIGN AWARDS

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

- Be a fourth-year student in the School.
- Return for at least one full semester following the semester, during which the winner is chosen.
- Have outstanding academic performance in design and other courses taken towards the professional degree.
- Have no current probationary or severe academic actions on record.
- Have not previously competed for a fourth-year design award.
- Nominees are typically limited to a third of the class, but be increased or decreased at the head's discretion.

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

All students receiving awards will be asked to write thank-you notes to any scholarship sponsors or representatives. Students who have been granted traveling scholarships will be asked to prepare a short presentation of their experiences abroad in the form of a small exhibit and public lecture.

The **Lewis J. Altenhof Memorial Scholarship** is awarded to a student studying in the School of Architecture who exhibits extraordinary academic and extracurricular achievement.

The **Burdett Assistantship** was established in 1982 in recognition of Bob Burdett's long and outstanding service to the University and profession. The fund provides support to students pursuing their first professional degrees in Architecture. The support will be offered yearly at the discretion of the Head who should seek the advice of the faculty to review candidates and criteria. The award is to support projects and activities that will enhance student's work. The student shall possess love of their subject, integrity, patience, fairness, and respect for others since these qualities exemplified Bob Burdett throughout his career.

The **Luther S. Lashmit Award** is given annually to a fourth-year student for the purpose of travel. Luther Lashmit graduated from the Carnegie Institute of Technology Graduate Program in Architecture in 1921. He returned to the University community from 1923-27 as an Assistant Professor. He spent the remainder of his career in Winston-Salem, North Carolina. Lashmit had the opportunity to study in France early in his career when he won a traveling scholarship. This experience dramatically changed his perception and vision of architecture. Through his generous gift to Carnegie Mellon and the School of Architecture, he gives a student with exceptional design skills the same opportunity.

The **John Knox Shear Memorial Traveling Scholarship** is given in memory of John Knox Shear, who graduated from Carnegie Institute of Technology and was Professor of Architecture and Head of the Department from 1949 until he resigned in 1955 to accept another position. Following his untimely death in January 1958, members of the department, graduates, and friends set out to establish a memorial to commemorate Professor Shear's distinguished contributions to architecture and to architectural education and to benefit future

architectural students at Carnegie Institute of Technology. The recipient is selected from eligible students based on a review of their work by the faculty. The recipient is expected to use the funds towards travel.

The **Louis F. Valentour Traveling Scholarship Fund** was established by Louis F. Valentour (A'49) as a generous traveling scholarship for undergraduate students in Architecture who have completed their fourth year of study. The award is intended for travel outside the continental U.S. The amount of the award and the selection of the recipient shall be determined by the faculty and Head.

COMMENCEMENT AWARDS

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

AIA Medal and Certificates are given each year as a part of the AIA/AIAS Foundation Scholarship Program. The AIA awards the Henry Adams AIA medal to the top-ranking graduate in each architecture program accredited by the National Architectural Accrediting Board. The Henry Adams AIA

Certificate is awarded to the second-ranking graduate. The School selects candidates based on the guidelines provided by the AIA national organization.

The **Alpha Rho Chi Medal** is awarded to the graduating student who has shown the ability for leadership, performed willing service for the School and shows promise of real, professional merit through his/her attitude and personality. The award encourages and promotes professional qualities in the student that do not necessarily pertain to scholarship. High ideals and professional aspirations, public service, and leadership are worthy of reward. Alpha Rho Chi, the National Professional Architectural Fraternity, tenders its bronze medal only to schools with accredited and/or approved architectural programs.

The **Stewart L. Brown Memorial Scholarship** is presented on the basis of professional promise – the candidate's application of his or her education through internship or other chosen professional experience. The emphasis on professional promise, as it may be measured in both attitudes and scholastic achievement, serves as a balance to the AIA Medal Award, which is given only on the basis of scholarship.

Scholarships and Awards

continued

Given by the Pittsburgh Chapter of the AIA, this award is based on overall design work and talent as demonstrated by portfolio presentation. The recipient is selected based on a review of their work by a jury appointed by AIA Pittsburgh. Application is required of all Bachelor of Architecture candidates graduating in December 2009, May 2010, or August 2010. This award will be reported as income and taxes will be withheld from this award payment.

PROFESSION AWARDS

The **AIA/AAF Award** scholarship program is administered by the American Architectural Foundation (AAF) in cooperation with the heads of staff of NAAB accredited programs in the United States and RAIC-recognized Canadian Schools of Architecture and is available to students in their final two years of a professional degree program. A committee designated by the School of Architecture selects applicants, who must then supply a personal essay, a financial aid analysis, a drawing, transcripts, a class rank, and three letters of recommendation. Applications are due in February, and range from \$500 to \$2,500.

Pittsburgh History and Landmarks Prize (PHLF) for Architectural History is an annual prize awarded for excellence in architectural history. Student papers are nominated by their professor and are reviewed by a panel of Carnegie Mellon faculty and PHLF staff. A book prize is awarded for the project that best demonstrates excellence in framing a research statement, presenting evidence that supports the thesis, drawing on a variety of appropriate sources, and writing in a clear, persuasive style.

UNDERGRADUATE RESEARCH OFFICE (URO)

The Undergraduate Research Office (URO) supports a variety of programs that support students in the University's six undergraduate colleges who want to pursue research and creative projects sponsored by university faculty. The URO provides seed funds for undergraduate research projects, recognizes students conducting research, funds undergraduates presenting their findings at academic conferences, and presents an annual undergraduate research symposium. It also offers support services to help students write proposals, find appropriate mentors, and apply to professional conferences or an on-going seminar series to help build a sense of community among students on campus who are engaged in research.

The **Small Undergraduate Research Grants (SURG)** program awards grants to undergraduates at Carnegie Mellon for research in all fields of study. Each semester, students are invited to submit proposals to the URO for participation in SURG. SURG grants provide up to \$500 for one-person projects and up to \$1000 for group projects. To qualify, a university faculty member must sponsor the project, and the project must be undertaken in addition to regularly scheduled classes. For application information and deadlines, visit www.cmu.edu/uro/SURG/index.

The **Summer Research Fellowship (SURF)** program awards grants of \$3500 to undergraduates at Carnegie Mellon conducting research full-time, on-campus for 8-10 full-time weeks of the summer with a Carnegie Mellon faculty mentor. Students participate in a variety of professional development and social activities and become part of a unique community of researchers. For application information and deadlines, visit www.cmu.edu/uro/SURF/index.

FELLOWSHIPS AND SCHOLARSHIPS OFFICE (FSO)

The Fellowships and Scholarships Office (FSO) assists students by providing support to students who seek to apply for nationally competitive scholarship and fellowship opportunities. The FSO helps students with personal statements, project proposals and general application preparation for awards. For a comprehensive list of awards, application information and deadlines, visit www.cmu.edu/fso.

DESIGN COMPETITIONS

The School of Architecture keeps a list of design competitions. Please reference the School website, newsletter, and postings for information regarding design competitions. The following are Carnegie Mellon-specific competitions that are held in conjunction with the design studios.

Epic Metals Corporation sponsors a competition for Carnegie Mellon Architecture students to design an innovative structure utilizing Epic Metals Corporation roof or floor deck ceiling systems. Students compete for up to three prizes - first, second, and third places - that will share \$2,000 in prize money. The first place team may be invited to tour Epic Metals' manufacturing plant in Rankin, PA.

DESIGN COMPETITION WEBSITES

Please visit the following websites to learn more about other design competitions:

www.deathbyarch.com
www.z-1.org
www.acsa-arch.org
www.archnewsnow.com
www.architecturalrecord.com
www.di.net
www.entablature.net
www.pci.org/education/competitions

STUDENT ADVISORY COUNCIL

The Student Advisory Council consists of three representatives from each year that are elected by the members of that year. They serve a one-year academic term. In the event that a student studies abroad or graduates early, the fourth-ranking candidate will be appointed as a representative. Elections are organized at the beginning of the fall semester. The SAC meets at least once each month to provide a more formal means of interaction between students, faculty, and administration. One SAC representative from each year will serve as a member on one of three SAC subcommittees: Community Development Committee (CDC), Professional Development Committee (PDC), and Prospective Student Committee (PSC). The SAC subcommittee members will work with the Coordinator of Student Programs and support the School. The student representatives are responsible for communicating the efforts of the council to their colleagues, bringing to the council issues forwarded by fellow students, and contributing time, energy and ideas to improve both the School and the University.

The **Community Development Committee (CDC)** has been conceived as a student subcommittee that will promote community-

Student Programs

continued

building events and develop student traditions that strengthen the relationships between students, faculty and the general community. Representative members of this committee will work with other school-related organizations, such as AIAS, to facilitate their objectives in overall School of Architecture student programming.

The **Professional Development Committee (PDC)** has been conceived as a student subcommittee to focus on developing professional opportunities for our students through professional practice and post-graduate preparation. Representative members of this committee will promote alumni relations, professional networking, and assist with professional development events at both the University and School levels.

The **Prospective Student Committee (PSC)** has been conceived as a student subcommittee to assist with the prospective student and admissions process within the School of Architecture. Students on this committee will help to facilitate tours of the School, CMU Admissions events within the School, and further develop the integral role that undergraduate students contribute to the School admissions process.

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS (AIAS)

With over 6,000 student members, the AIAS is the largest professional architectural student organization in the United States. AIAS strives to address and affect today's architectural education, profession, and environment in both local and national spheres. The student-run organization promotes excellence in architecture education, training, and practice. AIAS seeks to enrich communities with a spirit of collaboration and to combine students' efforts for the advancement of the art and science of architecture.

The CMU chapter solicits memberships at the beginning of the fall semester and may have the opportunity to take part in many national conferences and trips throughout the year. Various discounts and subscriptions are available for members.

STUDENT DIALOGUES

Students will have the opportunity to participate in a student-only forum. These dialogues, designed by a student committee, are intended to encourage critical interaction between students on issues of relevance to their education and the profession. It is an opportunity for students to voice their opinions about any subject relating to architecture and its study.

I SCREAM (ICE CREAM) SOCIAL

I Scream socials are scheduled throughout the semester to disseminate information to students, faculty, and administration. The Social is also open to the entire School as an opportunity for all students of the School to socialize.

STUDENT ORGANIZATIONS

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

For a full list of student organizations and contact information, please visit the Student Activities website at www.studentaffairs.cmu.edu/StudentActivities.

Finding a Job

The School of Architecture recommends that students seek summer internships after their third year. This allows students time to build a knowledge base to actively participate in an architecture firm upon graduation. Students should have a resume, cover letter, and portfolio prepared prior to contacting architecture firms. It is recommended that students contact firms prior to spring break in order to be able to schedule interviews and firm visits.

CAREER AND PROFESSIONAL DEVELOPMENT CENTER

Students are encouraged to seek the services of the Carnegie Mellon Career and Professional Development Center when pursuing employment opportunities. The Center hosts the Creative Arts and Opportunities Conference (CAOC) in the spring semester to assist students in CFA with finding both summer and full-time employment opportunities. You must access the Career and Professional Development Center website, www.studentaffairs.cmu.edu/career and register with TartanTrak to access all employment opportunities at CMU.

TARTANTRAK

Information on all available employment opportunities can be accessed online through

TartanTrak, the central recruiting tool for the Carnegie Mellon Career and Professional Development Center www.studentaffairs.cmu.edu/Career/tartantrak/index.html. TartanTrak will remain the primary source for dissemination of employment opportunities; however, the School of Architecture will post any immediately positions in the weekly School newsletter. Archives of the newsletter can be found on the School of Architecture website www.cmu.edu/architecture/newsletter/index.html.

LETTERS OF RECOMMENDATION

If you request a letter of recommendation from a faculty member, you must be considerate of time constraints and schedules. As a courtesy, you should provide the faculty member with adequate time to compose and send the letter. One month should be used as a guideline. In asking for a letter of recommendation, always include your resume, summary of the letter's intended purpose, the deadline for submission, a stamped/addressed envelope, and a completed Consent to Release Student Information form. You can download the consent form at www.cmu.edu/hub/forms/ESG-consent.pdf. Faculty members have the right to refuse any request.

ETIQUETTE

Before you list a professor - or anyone else - as a reference, you must first ask their permission. If a faculty or staff member writes you a letter of recommendation, you should send him or her a personalized thank you note.

JOB SEARCH WEBSITES

www.aia.org/careers
www.akropolis.net
www.american-architects.com
www.archinect.com
www.archi-students.org
www.architectjobs.com
www.architects-online.org
www.archizilla.com
www.california-architects.com
www.cons4arch.com
www.construction.com
www.creativeplanet.com
www.designarchitecture.com
www.designjobsearch.com
www.insidearch.org
www.archined.nl
www.newyork-architects.com
www.thearchitectureroom.com
www.world-architects.com

SoArch Employment

The School of Architecture hires a limited number of students for work/study positions, teaching assistantships, and various monitor positions throughout the school year. Students must be in good standing with the School and University to be considered for a work/study position. Interested students should contact Dave Koltas, Business Manager (412-268-1561, dkoltas@andrew.cmu.edu).

WORK-STUDY STUDENTS

The school employs students to assist with general day-to-day office duties and maintain school facilities during regular office hours. Students are hired at the beginning of the semester by Kristen Frambes, Facilities & Special Projects Manager (412-268-1538, kframbes@andrew.cmu.edu)

PLOT MONITORS

The computing team employs student monitors in the plot office, assisting fellow students with plotting, printing, and scanning during regularly scheduled plot office hours. Kim Daboo, Manager of Computing Services (412-268-1547, kimdaboo@andrew.cmu.edu), hires student monitors.

SHOP MONITORS

The shop employs student monitors to maintain the school facilities and address day-to-day tasks. Scott Smith, Shop Director (412-268-2291, ssbgs@andrew.cmu.edu) hires students at the beginning of the semester.

DIGITAL FABRICATION LAB MONITORS

The Digital Fabrication Lab employs student monitors to assist users in the operation of equipment as well as help to maintain the facilities and address day-to-day tasks. Jeremy Ficca (412-268-6667, jficca@cmu.edu) and/ or Zach Ali (412.268.8520, pzali@andrew.cmu.edu) hire student monitors at the beginning of the semester.

TEACHING ASSISTANTSHIPS

Each semester a number of qualified students are awarded teaching assistantships with stipends. Teaching Assistants are chosen based on their qualifications in the subject of the course, high academic standing, and interest in the subject. Eligible students must not be on an academic action, be full-time, and must have the approval of the professor. Preference is given to fourth- and fifth-year students. Generally, professors prior to the start of the semester contact qualified students.

Otherwise, students interested in positions must submit a letter of interest to David Koltas, Business Manager, stating the course of interest and a resume, including qualifications for the position. Assistants will be announced prior to the beginning of the semester.

ARCHITECTURE EXPLORATIONS

The SoArch is committed to educating the community about the importance of architecture. To achieve this goal, SoArch offers programs to K-12 students. Saturday classes are held for 8 weeks each semester and are taught by a select number of architecture students under the supervision of Kelly Lyons, Director of Outreach Programs. Those interested in teaching younger students should contact Kelly (412-268-1541, kellyons@cmu.edu). Student teachers are provided a small stipend and are required to create their own course work for the 8-week sequence.

Fabrication Facilities

ARCHITECTURE SHOP

The School maintains a shop in the basement of the College of Fine Arts. It is specifically for the use of architecture students and faculty for class and School-related projects. The shop director is Scott Smith. The shop assistant is Brian Miller. There are a number of student monitors who have authority in the operation and safety of shop use.

Safety is a prime concern in the use of the shop. The Shop Director, the Shop Assistant, or a Shop Monitor expressly forbids students to use tools unless they have received proper instruction in their use. Loose clothing, headphones, and loose hair are not allowed in the shop. Hearing and eye protection must be used at all times and covered shoes should be worn at all times. Goggles, face shields, and earplugs are provided in the shop. Hours of operation are posted on the shop door. While we will make every effort to have the shop open during posted operating hours, it is not guaranteed. The shop has a limited amount of various materials that can be purchased by students. See Scott Smith for details.

SHOP HOURS

Monday-Friday: 10:00 am - 10:00 pm
Saturday: 12:00 pm - 6:00 pm
Sunday: 12:00 pm - 10:00 pm
Summer Hours By Appointment

DIGITAL FABRICATION LAB (DFAB)

The Digital Fabrication Lab (dFAB) is located in the basement of Margaret Morrison Hall. This facility includes various digitally driven additive and subtractive tools including 3D printing, laser cutting, 3-axis CNC milling, 6-axis robotic milling cell and vacuum forming. A materials library, workshop space and CAD/CAM cluster are also part of the facility.

The dFAB Lab Director is Jeremy Ficca and the dFAB Lab Manager is Zach Ali. The lab is open roughly 40 hours per week and is staffed by student monitors who have authority in the operation and safety of lab use. Use of the lab facilities outside of staffed hours is strictly forbidden. Lab hours are posted in the lab and on: www.cmu.edu/architecture/academics/dfab-lab/index.html.

Access is limited to SoArch faculty, staff, currently enrolled students, and other students enrolled in an authorized course that specifically requires the use of the lab as a part of the syllabus. Priority access is given to students taking dFab electives and projects required by a studio assignment. Other access is given on a first-come; first-served basis established an online reservation system to be determined by the dFab lab Director.

Training is required of all users. Training will be provided as a part of coursework or at regularly scheduled times throughout the semester and will be posted on the dFab website. Note: Monitors will not create files or operate the equipment for others. They are assigned to assist trained users with operation and troubleshoot problems that may arise.

Facilities

COPIERS

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

AUDIO/ VIDEO EQUIPMENT

A.V. Equipment is available for school-related activities. This includes digital cameras and portable projectors for each studio year. This equipment is kept with the computing team in the main office of the School of Architecture. Students must request equipment at least one week before the scheduled event.

FAX MACHINE

Students may send and receive faxes via the office fax machine. Incoming faxes must be labeled with your full name and year and will be put in your CFA mailbox upon arrival. The fax number for the School is 412.268.7819.

STUDIOS

The studio spaces are the heart of the physical environment of the School. The maintenance of the studio is the responsibility of the students. The studio is home to both your colleagues and your faculty. Its arrangement is a design problem that must serve many needs from individual expression to group meetings and communication. Students are expected to leave the studio at the end of the semester in the same condition they found it at the beginning. The costs to the School of cleaning the studios at the end of the semester, or the costs of repair of damage to the studio beyond regular wear and tear will be evenly divided between the students in the studio. The cost will be directly charged to each student account.

Spray adhesive, spray paint, and other aerosol media are forbidden in the studios, hallways, or in the buildings. Individuals found destroying studio facilities can be suspended from the university. Anyone found throwing objects off the roof or out any window can be suspended from the university.

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

KEYS

Studio keys for Margaret Morrison studios are distributed at the beginning of your first semester. Students are responsible for their keys until they leave those studios at the end of their third year. Tool storage chests and their respective keys are distributed at the beginning of each semester. Failure to return keys will result in a fine.

STUDIO FURNITURE

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

Computing

STUDIO COMPUTING EQUIPMENT

The SoArch is migrating from a cluster model to a distributed model for computing. In time, SoArch will provide software and high-end input/output devices but no workstations. Workstations are currently provided in or near the undergraduate studios. Four plotters are available in the undergraduate studios. Absolutely no food or drink is allowed near any SoArch computing equipment.

PLOT OFFICE

The staffed plot office facility, located inside CFA 214, includes a high-speed plotter, color laser printer, color inkjet printer and a large format scanner. Fees for printing in the plot office are posted, along with hours of availability.

CFA MULTIMEDIA CLUSTER

The CFA Multimedia Cluster is located in CFA 317, 318, 321, and 323. Computing Services and the five schools in the College of Fine Arts jointly maintain the cluster. The clusters have PCs and Macs and are available to SoArch students. The cluster is open 24 hours a day, but only staffed between 8 am and 12 am. More information about hardware and software available in this cluster is available at www.cmu.edu/computing/clusters. Direct

any questions about these clusters to David Hawranko, Multimedia Studio Administrator, at cfa-multimedia@andrew.cmu.edu.

COMPUTER USAGE

The computer facilities of the School are for the use of SoArch students, faculty, and staff only. Use by other students is by permission or by enrollment in courses offered by the School. If you observe unauthorized use, please inform soarch-help@andrew.cmu.edu. All students enrolled in the School are provided accounts on the School's file server. These accounts are available to current students until the first day of August following their graduation.

GENERAL COMPUTING RULES

Eating, drinking, and smoking are expressly forbidden near any SoArch computing equipment. Violations will result in \$25 fine for first offense, \$50 for second, \$100 for third. A fourth abuse of this rule will result in permanent loss of use privileges.

- Game playing is forbidden on SoArch workstations, unless it is specifically related to coursework.
- Headphones must be used for all music.
- Rendering that requires longer than a half hour should be done overnight when

computer use is minimal. You may not log into multiple workstations to do multiple renderings. You may only log into one workstation at a time. Violation of this rule will result in suspension from computer use.

- No personal software may be installed on SoArch workstations.
- All data must be stored on an external device or on the server. SoArch is not responsible for any data left on studio workstations.
- All problems with computers, printers, plotters and scanners should be immediately conveyed in detail to soarch-help@andrew.cmu.edu. The description of the problem should be as specific as possible, including the machine in question, the software being used, the task being performed, etc.

PRINTING

- Printing multiple copies is forbidden. SoArch printers are not copiers and should not be used as such. If you require multiple copies of a document please print one copy and take the output to a copy station on campus. Fedex Kinko's is located in the University Center. www.cmu.edu/kinkos/

Computing

continued

- Large printing jobs (greater than 50 pages) are not permitted. Printing larger jobs or multiple copies will result in suspension from computer use.
- Use double-sided prints whenever possible.
- Transparencies, sticky back, and all other personally supplied media are expressly forbidden for use in the studio printers.
- Please recycle print paper.
- Please inform soarch-help@andrew.cmu.edu if toner is low in any SoArch printer.
- There are five plotters available. Four plotters are available without charge, but students are responsible for providing their own paper. The plotter located in the plot office requires a fee based on the square footage of your plot. Students submit their files to a drop box on the server with a text document of instructions. Plot monitors will plot the job within 24 hours. Monitors will do their best to print files as soon as possible in order of submission. Plot monitor hours and fees for the plot office will be posted.

SCANNING

The SoArch scanner is a 42" wide-format scanner available during monitored hours. An acetate sleeve is available for scanning drawings that might harm the machine.

SERVER SPACE

SoArch provides file storage space for each student, faculty, and staff member on our file server. While every effort is made to make the server secure, stable and available, SoArch is in no way responsible for data or the guarantee of access. It is simply safe computing practice to have multiple backups of important data. Server space is limited to 4 gigabytes for each student. Users exceeding 4 gigabytes may lose data. Files will be maintained through the first of August for graduating seniors, after which the data will be erased. Servers are for the storage of data only. Software found in user volumes will be removed.

SOFTWARE

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

SOARCH WEBSITE

The SoArch website (www.cmu.edu/architecture) is a hub for up-to-date information concerning classes and events. We encourage students to use this website to find postings about internships, upcoming school events, and major community announcements. Students may also provide the webmaster with links to personal websites which contain resumes, portfolios, or personal profiles. Updates to the school website can be made by contacting the webmaster at arcwebm@andrew.cmu.edu.

SOARCH NEWSLETTER

Each week a newsletter will be uploaded to the SoArch website. The newsletter contains valuable information about SoArch deadlines, events and news. It also includes jobs, internships, design competitions, scholarships and postings for other opportunities.

DISPLAY CASES

Display cases are located on the second floor of CFA by both stairwells and on the third floor of Margaret Morrison. A schedule of displays is coordinated with faculty from the School. Students who wish to create displays may schedule time by contacting the Coordinator of Student Programs.

MESSAGE BOARDS

There are two message boards maintained by the School of Architecture. One message board is located outside the main office in CFA, and the other is located on the third floor of Margaret Morrison. These message boards are for official school communication only, and will include school announcements, important deadlines, community activities, employment opportunities and competition announcements. Students should check these message boards regularly for announcements.

EMAIL

The primary means of communication between members of the School of Architecture is through email. The University issues all students an email address. It is the responsibility of members of the School community to check their email regularly.

In addition to maintaining standard email etiquette, students are not allowed to use school distribution lists without first requesting permission. Students who wish to use these lists should contact Kristen Frambes.

You may check your email at any University or School computer. Individual classes and

studios may have separate bulletin boards or Blackboard sites on the campus network. To access the Blackboard system, go to: www.cmu.edu/blackboard

MAILBOXES

Student mailboxes are located on the 2nd floor in CFA 200 and should be checked at least once a week. Faculty mailboxes are inside CFA 201.

Directory

SoARCH STAFF

Zach Ali	8-8520	MMC4	pzali@andrew.cmu.edu	Digital Fabrication Lab Manager
Bob Armitage	8-1542	CFA201	rja2@andrew.cmu.edu	Computing Administrator
Darlene Covington-Davis	8-2363	MM410	dc1e@andrew.cmu.edu	Coordinator, Graduate Program
Kim Daboo	8-1547	CFA 201	kimdaboo@andrew.cmu.edu	Manager of Computing Services
Liz Fox	8-8178	MM107	lf01@andrew.cmu.edu	Assistant Dean for Research
Kristen Frambes	8-1538	CFA201	kframbes@andrew.cmu.edu	Facilities & Special Projects Manager
Sharilynn Jarrett	8-6263	MM415	sharilyn@andrew.cmu.edu	Assistant to the Director of CBPD
David Koltas	8-1561	CFA201	dkoltas@andrew.cmu.edu	Business Manager
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Alexis McCune	8-6390	CFA201	amccune@andrew.cmu.edu	Coordinator of Student Programs
Brian Miller	8-2361	CFA A19	bpmliller@andrew.cmu.edu	Assistant Shop Director
Heather Workinger	8-1540	CFA201	haw5@cmu.edu	Senior Academic Advisor

SoARCH FACULTY

Omer Akin	8-3594	MM412	oa04@andrew.cmu.edu	Professor
Steve Altherr			saltherr@andrew.cmu.edu	Adjunct Assistant Professor
Mary Lou Arscott			mlarscott@cmu.edu	Adjunct Associate Professor
Martin Aurand	8-8165	HUNT	ma1f@andrew.cmu.edu	Principal Architecture Librarian/Archivist
Nina Baird			nbaird@andrew.cmu.edu	Adjunct Instructor
Christine Brill			cb6g@andrew.cmu.edu	Adjunct Assistant Professor
Kelle Brooks			kelleb@andrew.cmu.edu	Adjunct Assistant Professor
Theresa Bucco			tbucco@andrew.cmu.edu	Adjunct Assistant Professor
Don Carter	8-6255	MM412A	doncarter@cmu.edu	Director, Remaking Cities Institute
Ting Chang	8-9632	MM412G	tingchang@cmu.edu	Assistant Professor
Dale Clifford	8-7626	MM204C	dalec@andrew.cmu.edu	Assistant Professor
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Jonathan Golli			jpgolli@andrew.cmu.edu	Adjunct Assistant Professor
Mark Gross	8-2767	MM412C	mdgross@cmu.edu	Professor, Associate Head, and Director of DoDE Lab
Kai Gutschow	8-7999	MM202A	gutschow@andrew.cmu.edu	Associate Professor
Volker Hartkopf	8-2351	MM415	vh02@andrew.cmu.edu	Professor and Director of CBPD
Hal Hayes			hhayes@andrew.cmu.edu	Adjunct Associate Professor
Yi Chun Huang			yihuang@smu.edu	Adjunct Instructor
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Ramesh Krishnamurti	8-2360	MM412B	ramesh@cmu.edu	Professor
Kristen Kurland	8-6254	CFA206A	kurland@andrew.cmu.edu	Teaching Professor
Khee Poh Lam	8-8503	MM415	kplam@cmu.edu	Professor
Laura Lee			llee@cmu.edu	Professor
Steve Lee	8-3528	CFA 201	stevelee@andrew.cmu.edu	Professor and Head
Cindy Limauro	8-1573	PCA219	limauro@andrew.cmu.edu	Professor, Drama
Darren Lloyd			dlloyd@andrew.cmu.edu	Adjunct Assistant Professor
Vivian Loftness	8-1539	MM415	loftness@andrew.cmu.edu	University Professor

Directory

continued

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SoARCH RESEARCHERS

David Archer	8-6808	MM415	archerdh@andrew.cmu.edu	CBPD Engineering Consultant
Azizan Aziz	8-6882	MM410F	azizan@cmu.edu	Adjunct Instructor, Senior Researcher of CBPD
Elise Gatti	8-9553	Solar House	egatti@andrew.cmu.edu	Research Associate for RCI
Flore Marion	8-3939	MM415	fmarion@andrew.cmu.edu	Visiting Researcher

Architecture Resource Websites

ARCHITECTURE RESOURCES

Main Office	8-2355
CFA 201	
Main Office Fax	8-7819
CFA 201	
Graduate Program	8-2363
MMCH 410	
Intelligent Workplace	8-2350
MMCH 415	
Architecture Shop	8-2361
CFA A19	
Digital Fabrication Lab	8-8518
MMCH C4	

UNIVERSITY RESOURCES

Campus Police/Emergencies	8-2323
Information Desk	8-2107
HUB (Enrollment Services)	8-8186
Career Center	8-2064
University Art Store	8-2968
Bookstore and Computer Store	8-2968
Student Life	8-2142

USEFUL WEBSITES

www.acsa-arch.org
www.aia.org
www.archvoices.org
www.aias.org
www.archcareers.org
www.archi-students.org
www.archinect.com
www.deathbyarchitecture.com
www.naab.org
www.ncarb.org
www.thearchitectureroom.com

DESIGN COMPETITION WEBSITES

www.deathbyarch.com
www.z-1.org
www.acsa-arch.org
www.archnewsnow.com
www.architecturalrecord.com
www.di.net
www.entablature.net
www.pci.org/education/competitions

JOB SEARCH WEBSITES

www.jobtrak.com
www.archined.nl
www.cmdg.com/profile
www.insidearch.org
www.akropolis.net
www.creativeplanet.com
www.world-architects.com
www.newyork-architects.com
www.california-architects.com
www.american-architects.com
www.designjobsearch.com
www.creativeplanet.com
www.thearchitectureroom.com
www.architectjobs.com
www.architects-online.org
www.construction.com
www.designarchitecture.com
www.archizilla.com
www.aquent.com
www.cons4arch.com
www.academickeys.com

Fall 2009 Academic Calendar

AUGUST 24

First Day of Classes
3:00 pm Mandatory All-School Meeting

AUGUST 26

4:30 pm All-School Barbecue, Donner Ditch

SEPTEMBER 7

Labor Day – No Classes

OCTOBER 16

Mid Semester Break (no classes)

OCTOBER 19

9:00 pm Mid-semester Grades Due

NOVEMBER 2

Course Drop Deadline
W assigned to courses dropped after this date.

NOVEMBER 16-20

Spring Registration

NOVEMBER 25-27

Thanksgiving Break

NOVEMBER 23-DECEMBER 7

Online University Course Assessments

NOVEMBER 30-DECEMBER 4

Studio Final Review Week

DECEMBER 4

Last Day of Classes
Last day to drop a class and receive a W.

DECEMBER 5

Celebration Saturday

DECEMBER 6-11

Submission of Studio Documentation

DECEMBER 7

First-Year Semester Review

DECEMBER 8

Second-Year Semester Review

DECEMBER 9

Third-Year Semester Review

DECEMBER 10

Fourth-Year Semester Review

DECEMBER 11

Fifth-Year Semester Review

DECEMBER 9-11

Margaret Morrison Studio Clean-up

DECEMBER 12-14

CFA Studio Cleanup

DECEMBER 7-8, 10-11, 14-15

Final Examinations

DECEMBER 17

6:00 pm All Final Grades Due

DECEMBER 18

Architecture Grades Meeting

Spring 2010 Academic Calendar

JANUARY 11

First Day of Classes

JANUARY 18

Martin Luther King, Jr. Day – No Classes after 12:30pm

MARCH 5

Mid-Semester Break - No Classes

MARCH 8

9:00 pm Mid-semester Grades Due

MARCH 8-12

Spring Break - No Classes

MARCH 29

Course Drop Deadline

W assigned to courses dropped after this date.

APRIL 12

Summer Registration Begins

APRIL 15

No Classes

APRIL 16-17

Spring Carnival - No Classes

APRIL 19-23

Spring Registration

APRIL 9-MAY 3

Online University Course Assessments

APRIL 26-30

Studio Final Review Week

APRIL 30

Last Day of Classes

Last day to drop a class and receive a W.

MAY 1

Saturday Celebration

MAY 2-7

Submission of Studio Documentation

MAY 3

First-Year Semester Review

MAY 4

Second-Year Semester Review

MAY 5

Third-Year Semester Review

MAY 6

Fourth-Year Semester Review

MAY 7

Fifth-Year Semester Review

MAY 5-7

Margaret Morrison Studio Clean-up

MAY 8-10

CFA Studio Clean-up

MAY 3-4, 6-7, 10-11

Final Examinations

MAY 13

6:00 pm Final Grades for Graduating Students

MAY 16

Commencement

MAY 18

4:00 pm Final Grades for Non-Graduating Students

MAY 19

Architecture Grades Meeting

Fall 2009 | First-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30		48-120 Introduction to Digital Media I Hunt Cluster (Garcia) Section A	62-175 Descriptive Geometry HH B131 (Krishnamurti)	48-120 Introduction to Digital Media I Hunt Cluster (Garcia) Section B	62-175 Descriptive Geometry HH B131 (Krishnamurti)
10:00					
10:30	48-120 Introduction to Digital Media I MM 103 (Garcia) All Sections				
11:00		48-240 Historical Survey of World Arch & Urbanism BH A51 (Shaw)		48-240 Historical Survey of World Arch & Urbanism BH A51 (Shaw)	
11:30					
12:00					
12:30					
1:00					
1:30					
2:00	48-100 Architecture Design Studio: Foundation I MM Studios (Damiani) 1. Arcsott 2. Aziz 3. Cochran 4. Croce 5. Grolli 6. Johnson	48-130/48-132 Architectural Drawing I: Appearance MM A14 (Cooper) MM 203 (Cooper)	48-100 Architecture Design Studio: Foundation I MM Studios (Damiani) 1. Arcsott 2. Aziz 3. Cochran 4. Croce 5. Grolli 6. Johnson	48-130/48-132 Architectural Drawing I: Appearance MM A14 (Cooper) MM 203 (Cooper)	48-100 Architecture Design Studio: Foundation I MM Studios (Damiani) 1. Arcsott 2. Aziz 3. Cochran 4. Croce 5. Grolli 6. Johnson
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Spring 2010 | First-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
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9:30					
10:00		48-135 / 48-137 Architectural Drawing II: Appearance MM 203 (Cooper)		48-135 / 48-137 Architectural Drawing II: Appearance MM 203 (Cooper)	
10:30	48-125 Introduction to Digital Media II MM 103 (Ficca) All Sections		48-125 Introduction to Digital Media II Hunt Cluster (Ficca) Section A		48-125 Introduction to Digital Media II Hunt Cluster (Ficca) Section B
11:00					
11:30					
12:00					
12:30					
1:00	76-101 Interpretation & Argument TBA (TBA)		76-101 Interpretation & Argument TBA (TBA)		76-101 Interpretation & Argument TBA (TBA)
1:30	48-105 Architecture Design Studio: Foundation II MM Studios (Garcia)		48-105 Architecture Design Studio: Foundation II MM Studios (Garcia)		48-105 Architecture Design Studio: Foundation II MM Studios (Garcia)
2:00					
2:30					
3:00	1 Arscott 2 Blumenstein 3 Johnson 4 Morris 5 Wolff 6 TBA	48-115 Physics for Architecture MM 103 (Reid) All Sections	1 Arscott 2 Blumenstein 3 Johnson 4 Morris 5 Wolff 6 TBA	48-115 Physics for Architecture MM 103 (Reid) All Sections	1 Arscott 2 Blumenstein 3 Johnson 4 Morris 5 Wolff 6 TBA
3:30					
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6:30					
7:00			48-115 Physics for Architecture Recitation MM 103 (Reid) Section A		
7:30			48-115 Physics for Architecture Recitation MM 103 (Reid) Section B		
8:00					
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9:30					

Fall 2009 | Second-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
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48-xxx School Elective

xx-xxx University Elective

48-200
Architecture Design Studio:
Composition
MM Studios (Gutschow)
1 Brooks
2 Lubetz
3 Lucchino
4 Suhrbier
5 Sullivan

48-210
Statics
MM 103 (Oppenheim)

48-200
Architecture Design Studio:
Composition
MM Studios (Gutschow)
1 Brooks
2 Lubetz
3 Lucchino
4 Suhrbier
5 Sullivan

48-210
Statics
MM 103 (Oppenheim)

48-200
Architecture Design Studio:
Composition
MM Studios (Gutschow)
1 Brooks
2 Lubetz
3 Lucchino
4 Suhrbier
5 Sullivan

48-240
Historical Survey of World Arch &
Urbanism
BH A51 (Shaw)

48-240
Historical Survey of World Arch &
Urbanism
BH A51 (Shaw)

48-210
Statics
Recitation
MM A14 (Oppenheim)

Spring 2010 | Second-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30		48-217 Structures MM A14 (Oppenheim)		48-217 Structures MM A14 (Oppenheim)	
10:00					
10:30					
11:00		48-215 Materials and Assembly MM A14 (Clifford)		48-215 Materials and Assembly MM A14 (Clifford)	
11:30					
12:00					
12:30					
1:00					
1:30					
2:00	48-205 Architecture Design Studio: Materials MM Studios (Ficca)		48-205 Architecture Design Studio: Materials MM Studios (Ficca)		48-205 Architecture Design Studio: Materials MM Studios (Ficca)
2:30	1 Bucco		1 Bucco		1 Bucco
3:00	2 King		2 King		2 King
3:30	3 Lucchino		3 Lucchino		3 Lucchino
4:00	4 O'Toole		4 O'Toole		4 O'Toole
4:30	5 Price		5 Price		5 Price
5:00					
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8:00					
8:30		48-217 Structures Recitation MM A14 (Oppenheim)			
9:00					
9:30					

48-xxx School Elective

xx-xxx University Elective

Fall 2009 | Third-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
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2:00	48-300 Architecture Design Studio: Site MM Studios (Mondor) 1 Brill 2 Clifford 3 Gallagher 4 Plecty		48-300 Architecture Design Studio: Site MM Studios (Mondor) 1 Brill 2 Clifford 3 Gallagher 4 Plecty		48-300 Architecture Design Studio: Site MM Studios (Mondor) 1 Brill 2 Clifford 3 Gallagher 4 Plecty
2:30					
3:00					
3:30		48-315 Environment I: Climate and Energy MM A14 (Lofthess)		48-315 Environment I: Climate and Energy MM A14 (Lofthess)	
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	48-xxx School Elective	xx-xxx University Elective			

Spring 2010 | Third-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
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48-xxx School Elective

xx-xxx University Elective

48-305
**Architecture Design Studio:
 Advanced Construction**
 MM Studios (Clifford)
 1 Altherr
 2 Davis
 3 Golli
 4 TBA

48-351
Human Factors in Architecture
 MM A14 (Mondor)

48-305
**Architecture Design Studio:
 Advanced Construction**
 MM Studios (Clifford)
 1 Altherr
 2 Davis
 3 Golli
 4 TBA

48-351
Human Factors in Architecture
 MM A14 (Mondor)

48-305
**Architecture Design Studio:
 Advanced Construction**
 MM Studios (Clifford)
 1 Altherr
 2 Davis
 3 Golli
 4 TBA

Fall 2009 | Fourth-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00						
8:30	48-412 Environment III: Mechanical Systems MM 103 (Mattern)		48-412 Environment III: Mechanical Systems MM 103 (Mattern)			
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
1:00	48-410 (A1) Environment II: Light MM103 (Lam)		48-410 (A1) Environment II: Light MM 103			
1:30						
2:00	48-400 Architecture Design Studio: Occupancy CFA 200 (Akin) 1 Danes 2 Hayes 3 McNutt 4 Morris		48-400 Architecture Design Studio: Occupancy CFA 200 (Akin) 1 Danes 2 Hayes 3 McNutt 4 Morris		48-400 Architecture Design Studio: Occupancy CFA 200 (Akin) 1 Danes 2 Hayes 3 McNutt 4 Morris	
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48-xxx School Elective

xx-xxx University Elective

Spring 2010 | Fourth-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
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2:00	48-405 Architecture Design Studio : Systems Integration CFA 200 (Lam) 1 Folan 2 Gannon 3 Lofness 4 TBA	48-415 Advanced Building Systems DH 1212 (Hartkopf)	48-405 Architecture Design Studio : Systems Integration CFA 200 (Lam) 1 Folan 2 Gannon 3 Lofness 4 TBA	48-415 Advanced Building Systems DH 1212 (Hartkopf)	48-405 Architecture Design Studio : Systems Integration CFA 200 (Lam) 1 Folan 2 Gannon 3 Lofness 4 TBA
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7:00			48-452 Real Estate Design and Development MM A14 (Minnerly)		
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	48-xxx School Elective	48-xxx University Elective			

Fall 2009 | Fifth-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
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12:00	48-550 Issues of Practice MM 103 (Folan)		48-550 Issues of Practice MM 103 (Folan)		48-550 Issues of Practice MM 103 (Folan)
12:30		48-453 Urban Design Methods MMA14 (Hutzell)		48-453 Urban Design Methods MMA14 (Hutzell)	
1:00					
1:30	48-500 Architecture Design Studio: Urban Lab CFA 200 (McCune) 1 El Samahy 2 Folan 3 Hutzell 4 Kline		48-500 Architecture Design Studio: Urban Lab CFA 200 (McCune) 1 El Samahy 2 Folan 3 Hutzell 4 Kline		48-500 Architecture Design Studio: Urban Lab CFA 200 (McCune) 1 El Samahy 2 Folan 3 Hutzell 4 Kline
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7:00	48-497 Thesis Preparation MMCH 103 (Lubetz & El Samahy)				
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48-xxx School Elective

Spring 2010 | Fifth-Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
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48-xxx School Elective

xx-xxx University Elective

48-551
Ethics and Decision Making
MM 103 (Akin)

48-551
Ethics and Decision Making
MM 103 (Akin)

48-551
Ethics and Decision Making
MM 103 (Akin)

48-505
Studio X/Thesis
CFA 200 (Damiani)
1 Damiani
2 Lubetz

Qatar
1 Hutzell
2 El Samahy

48-505
Studio X/Thesis
CFA 200 (Damiani)
1 Damiani
2 Lubetz

Qatar
1 Hutzell
2 El Samahy

48-505
Studio X/Thesis
CFA 200 (Damiani)
1 Damiani
2 Lubetz

Qatar
1 Hutzell
2 El Samahy