

COURSE SYLLABUS

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Office Hours: *Monday via internet – 4-7pm*

Available other times as scheduled when in Lubbock

As this is an online course – students should schedule meetings with instructor.

STUDIO WEBSITE: <http://www.arch.ttu.edu/courses/2009/fall/5502/>

COURSE DESCRIPTION

This studio course focuses on urban design as it relates to the built environment. The course consists of students in various locales and allows the students participating in the college's practicum work program an opportunity to work and participate in studio. The course is also open to students not participating in the practicum work experience with approval of the associate dean for academics. This studio involves the student in the theory of city form by taking a particular project and focusing on the problem statement within the context of the urban environment. The interface between culture and architecture is critical in this studio. Reading and discussion on urban design issues is required. In addition, guest lectures may also be integrated into the learning environment. The studio learning environment is active and interactive. Students will work as a team on a design researched based project.

COURSE ORGANIZATION

Student must have laptop and high speed internet access in order to complete this course. Course is conducted via Skype and GoToMeeting (communication tools free to student). We use the college website and FrontPage for the course website. Front Page must be installed on your computer or the equivalent – SharePoint. SharePoint is available through TTU. Student must also be able to convert files to pdf and jpeg format. In addition, student must use a hard connection to the internet (no wireless) and use a usb port headset (you may not use your computer microphone). The college "Thunder Room" may also be used for review purposes.

TUESDAY: 6:00 PM – 9:00 PM

FRIDAY: 9:00 AM – 6:00 PM

-In studio and via internet

LOCATION: *Online for all students except those in Houston, Tx.*

*Students in Houston:
Wilson Architectural Group
5051 Westheimer, Ste 1800
Houston, TX 77056
Firm Phone: 713-621-8714*

Tuesday night class is from 6:00 – 9:00PM. The professor will conduct studio via internet in addition to in-class studio time. See "Skype" requirement below.

Friday class is from 9:00am – 6:00pm. The students from Houston and professor will meet at the host firm unless otherwise notified. Make a note of the studio address. All other students will attend studio through online access and must be in attendance throughout the day.

NOTE: When instructor is in Lubbock, all Lubbock students are required to meet in studio with instructor. Dates will be posted on the studio website.

SKYPE: All students are required to obtain a 'skype' account. You may do this by going to: www.skype.com
From here, you will open a new account. You must then email your account information (user name) to:
ma.torres-macdonald@ttu.edu DO NOT FORGET TO DO THIS

In addition, you must purchase a headset with a microphone. These can be obtained for \$20 - \$25 at Radio Shack, Best Buy or any office supply store.

You will also be using GoTo Meeting. When this is used, your instructor will establish the meeting time, phone each student via skype and send an email to invite student to GoTo Meeting. Students will then enter the meeting using instructions provided by email or directly through conversation with instructor via Skype. This will enable distance interaction electronically between with instructor and students.

WEB POSTING:

<http://www.arch.ttu.edu/courses/2009/fall/5502/>

On the website, there will be access to student folders. You will have a folder with your name. Click the Front Page icon in Internet Explorer, enter your credentials, and start editing the page. If you need directions for posting, go to the website and open the document "How to Post in FrontPage". If you need assistance in posting in Share Point, see the tutorial in this software. It runs much like Front Page.

Student's have the ability to obtain access for library cards to a number of state supported libraries. If you do not have access to an architectural library, please contact your instructor immediately to receive a library card which will enable you to use these facilities. Students in Houston will have access to the Rice University School of Architecture library.

NOTE: ALL STUDENTS MUST RETURN ALL BOOKS AND CLEAR ANY FINES IN ORDER TO RECEIVE COURSE GRADE.

TWO site visits are required to Houston this semester. These are a requirement of your participation in this studio as the semester project site is located in Houston. Site visits will always fall on a Friday at 9am(studio day) and run through Sunday at 2pm.

PEDAGOGIC OBJECTIVES

- *To become familiar with the range of attributes entailed in achieving high-quality architecture /urban design: built form, public space, path and place, access systems, social activity, socio-economic and cultural influences.*
- *To become familiar with instrumental professional process of architecture / urban design;*
- *To learn the nature, strength and relevance of these and to seek to relate behavioral and organizational outcomes to them;*
- *To improve abilities for working with digital and analog (hand-drawn) graphics, modeling, and professional writing in a timely, lucid and publishable form.*

LEARNING OUTCOMES

Students will be assessed based on the following learning outcomes. Those completing the course successfully should be able:

- *to achieve a high-quality project solution within an urban environment addressing contextual issues.*
- *to demonstrate the ability to conduct critical design research within the context of the studio environment.*
- *to demonstrate the ability to work in a research team environment producing publishable work.*
- *to demonstrate abilities in hand and computer drawing and rendering.*

ABSENCES

As a distance learning course, students are required to log in for each class period to avoid receiving an absence.

Attendance Policy: The College of Architecture follows the class attendance policy set out in the Undergraduate Graduate Catalog, 2009-2010 (see below). As this course is administered via distance learning, absences are not applicable, but posting deadlines will be strictly enforced.

http://www.depts.ttu.edu/officialpublications/catalog/_viewcat.php

Reporting Illness. In case of an illness that will result in student missing deadline posting, the student should provide a doctor's note to instructor. Other information related to illness is found in the Student Handbook and the Residence Halls Handbook.

Absence Due to Religious Observance. A student may be excused from posting deadline or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for this purpose may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused. Student must inform instructor of religious observation.

Absence Due to Officially Approved Trips – The Texas Tech University Catalog states that the person responsible for a student missing class due to a trip should notify the instructor of the departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the material missed.

ABSENCES

The College of Architecture follows the class attendance policy set out in the Undergraduate Catalog and the Graduate Catalog. The College supports the definition of four absences as being excessive, and constituted cause for having the student drop the class with instructor approval or receive a grade of "F". Since this studio conducts class on an alternate schedule from the typical studio course held in Lubbock, **attendance on Fridays is considered two class periods**. Therefore, the absence from one online Friday class period will constitute two absences and the absence of two online Friday class periods will constitute grounds for "F" in the course. An absence from an online Wednesday class period constitutes one absence. Two tardies exceeding one hour constitutes one absence. Any tardy less than this is counted as a single tardy. Four single tardies constitutes one absence unless the total of any number of tardies exceeds the two hour limit which constitutes one absence.

The Texas Tech University Catalog states that a student who is absent from classes for the observance of a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Student must notify instructor at least two weeks prior to observance by email.

The Texas Tech University Catalog states that the person responsible for a student missing class due to a trip should notify the instructors of the departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the missed material. For the planning purposes of this studio, at least two weeks notification via email is required.

PROJECT REQUIREMENTS

Requirements of the design projects are mandatory. Any deviations or omissions from the program will be reflected in the evaluation and grade. Requirements of the design program will be announced by the studio professor. Please see Grading Criteria section.

FINAL REVIEW: Wednesday, December 9 in LUBBOCK.

Final submission of work requires that all work be electronically posted in addition to providing the specific requirements of the final project assignment. All students must attend the final review **in Lubbock** in order to be eligible for credit for this class. This final review can be seen as your 'final exam' in which a comprehensive presentation of your work is displayed by you to be reviewed and critiqued. Additionally, students will submit all semester work on a cd with images at 300dpi, print quality in a 4x6 inch format.

Project Submittal Requirements:

Each assignment that is submitted must be submitted to the student's folder in the following format:

Electronic submittal posted to folder with file name as follows: Student's First Initial, Last Name, Assignment Title, Due Date separated by underscore key. (Ex. APeterson_Assn1_Mapping_060608).

Students will be expected to present work in three formats throughout the course.

Electronic Presentation on LCD Screen – Intended to enable student to work on presentation skills through the verbal expression of their work – in many cases, this will take place through GoToMeeting.

8 ½ x 11 – print out presentation – Intended to enable student to present work in a small format typical of publishing requirements.

Large Format print out – sheets or boards (depending upon particular assignment). Intended to enable student to express the comprehensive nature of the assignment within physical constraints defined by an area no greater than 18 square feet.

EVALUATION & GRADING CRITERIA

Key Criteria:

Comprehensiveness:

- Is the work completed as required?
- Did the student work to develop the solution **fully**? The key here is fully. Sometimes we develop a solution, but we stop short to save time. You should be asking yourself to look past your solutions and see the larger possibilities. Project solutions should be thorough in every aspect of the design process. Students making an "A" in this course will be expected to express a high level of curiosity about comprehensive design including the building programming, systems, structures, codes, organizational relationships, detailing, and relationship to site and context. This includes multiple iterations which express an excellent level of process critical to an "A" design project. You will be able to express your ideas and solutions in an articulate, thorough, and comprehensive manner to your peers, client and instructor. All assignments are posted on time.
- Does the work contribute to the benefit of society? Part of the mission statement of the college addresses the fact that we work to benefit society. This will tie directly to the cultural issues in our studio project. Your solution should reflect this. Particular consideration of client needs is important, but should not exceed the level of importance required in intentional and thorough exploration indicative of the design process.
- Presentation:
 - Does the student produce drawings clearly and in a professional manner? An "A" student will complete ALL required drawings, be able to determine additional drawings needed to express fully the design solution, produce drawings of a high quality and exceeding a normal standard of expectation.
 - Does the student use knowledge previously obtained through coursework? Neatness counts. Providing pdf's that are fuzzy and hard to read is not acceptable.
 - Verbal presentation skills. Is the student professional in their presentation of work? Does the student clearly express their ideas and intentions?
- Participation:
 - Student completes reading assignments by due date
 - Student engages peers in design discussion through online class crits
 - Student participates actively in discussions / lectures online and in studio (when applicable)

No late submissions are allowed in this studio course. If for any reason student is unable to attend an online studio meeting time, student is expected to post work to the course website under their student folder to be viewed by the instructor (absence policy will remain in force). In this case, student will receive an automatic penalty of one letter grade for their inability to attend any review online and for their lack of verbal presentation to the class resulting from this absence.

The grades are as follows:

A – Excellent – Student exhibits excellent performance which strongly exceeds the requirements of the course. This includes a clear and excellent expression of academic excellence, initiative and independent resourcefulness.

B – Good – Student performs work above average and excels in most key areas of evaluation. Student's work is accurate, complete and goes beyond the minimum requirements of the course. Student demonstrates consistent progress and initiative throughout the semester.

C – Average - Performs average level work and complies at an average level with key areas of evaluation. Work is considered to be satisfactory or adequate. Student demonstrates limited investigation of the studio problem and requires consistent persistence from the instructor to move forward in studio progress. Work displays limited improvement.

D – Inferior/Poor - Does not perform to basic standards. Student does not reach basic level in key areas of evaluation. Work is considered unsatisfactory. Meets only minimum requirements and demonstrates these with minimum comprehension and effort. Improvement is extremely limited or shows no progress throughout the semester.

F – Failing - Student is producing unacceptable work that does not meet requirements of the course. Student fails to adequately demonstrate comprehension or communication skills.

NOTE - Graduate Students: Any grade below a B is considered not passing at the graduate level. Students must keep an overall 3.0 gpa to prevent probationary standing.

GRADING BREAKDOWN:

90% will be placed on specific studio project(s) and are measured based on the student's ability to complete the project in a manner noted above. The remaining 10% will constitute studio participation (5%) as noted above and student folder posting (5%) within the requirements noted above for assignment posting.

Studio work will be broken down into assignments. Three main assignments will be required. Each assignment will carry equal weight with the exception of the final project which carries 60% of the studio project portion of the grade. The final project carries the greatest weight because it reflects the student's ability to demonstrate the full expectations of the course requirements.

NOTE: Attendance can alter the outcome of your grade structure as noted under "Attendance" section of syllabus.

READING REFERENCES AND REQUIRED TEXTS

Various readings which support the design studio efforts will be posted on the studio website supporting the studio project. No required text.

PROJECTS

While the semester will break down into smaller assignments, they ultimately will all be associated with one primary project. You will have readings that will relate to the studio. The semester project will be broken into an introductory period and then a comprehensive segment. The introductory period will involve research and site work.

Note: Instructor reserves the right to alter project based on studio needs and progress.

IMPORTANT UNIVERSITY AND STUDIO DATES

August 27, Thursday – Classes begin at TTU – Studio will meet on Friday

August 28, Friday – First Studio Class Day – 9am – meet online or in Houston

September 1, Tuesday – Last Day to Add a Course

September 7, Monday – Labor Day – Student Holiday – No Classes

September 11 -13, Friday – Sunday – Houston Site Visit 1

September 14, Monday – Last Day to Drop a Course and Receive a Refund

September 15, Tuesday – Last Day to File Statement of Intent to Graduate for Grad Students

October 12 – 13, Monday/Tuesday – Student Holiday – No Classes

October 16 – 18, Friday – Sunday - Houston Site Visit 2

November 2, Monday – Last Day to Drop a Course

November 25, Wednesday – Open Registration Begins

November 27, Friday – Holiday – Thanksgiving – No Classes

December 3-7, Thursday – Sunday – Period of No Exams

December 9, Wednesday – FINAL REVIEW in LUBBOCK

December 10, Thursday – Individual Study Day

December 11 – 16 – Final Exams

December 18 – 19, Friday/Saturday – Commencement

December 21, Monday – Final Grades Due

SUPPLIES NEEDED

- Laptop - All students must provide a laptop for use during studio hours. This is critical to this studio as you will work on your laptop from the studio class. The host firm is providing us with a conference room which provides internet connections for those in Houston. Internet connect via high speed internet should be on your laptop and is required for this studio.

If you do not know which laptop you need and are purchasing one, please see the CoA website which provide specifications for what is needed. Denny can help you with internet issues via email or phone: His email address is: denny.mingus@ttu.edu.

Phone: 806-742-3169 Ext 274

You will need the ability to:

- Convert your files to pdf format
- Store large drawing files on your laptop, a separate portable hard drive, or memory key
- Scan some images to be used in presentations and for design development work

Also needed:

- Trace Paper
- Model Supplies - You will be required to build a model to meet the comprehensive studio requirement. Students should establish funds in their e-raider account at TTU so that money can be drawn to pay model expenses within the CoA model shop. Students should plan to send files to the college. Laser cutter rates (unless unannounced change occurs) are: \$1.50 for initial use of cutter and 10cents per minute for time taken on project (by laser cutter). Students will need to coordinate supply purchase through Michael Martin or Mike Farmer. Email addresses are available on the college website under staff and faculty links.
- Notebook / Sketchbook for note taking and sketching on field trips
- A digital camera is useful, but not required.
- Headset with microphone for use during distance meeting with instructors.

STUDIO BEHAVIOR

Student is expected to comply with the current student handbook. In addition, Houston students attending the on-site studio in the offices of Wilson Architectural Group must comply with the following:

1. *Observe proper dress codes---casual and clean, no tee shirts, shoes- no flip-flops.*
2. *Do not loiter in employees work space –stay in your assigned area at all times*
3. *Be punctual, if you are late call your instructor's cell phone.*
4. *Keep the work-space clean at all times.*

ACADEMIC INTEGRITY

The Texas Tech University Catalog states, "It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension." Texas Tech University has been and will continue to be strongly committed to high ethical standards for administration, faculty, staff and students.

Cheating is defined as: Dishonest on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating.

Plagiarism is defined as: Offering the work of another as one's own, without proper acknowledgment, is plagiarism: therefore any student who fails to give credit for quotations or an essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, report or other writings of a fellow student, is guilty of plagiarism. As defined in the Student Affairs Handbook, Part IX, Section C, a plagiarism violation includes, but is not limited to:

1. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment:
2. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. Sources of information must be acknowledged in an appropriate manner. Plagiarizing work (design, drawings, etc.) or submitting work which is not your own will result in an "F" grade for the semester. See Part IX, Section E of the Student Affairs Handbook.

STUDENTS WITH DISABILITIES

Any student who, because of a disability, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office at 335 West Hall or 806-742-2405.

OFFICE OF THE OMBUDSMAN

The Office of the Ombudsman is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in 202 Student Union Building or call 806-742-4791.