

Syllabus Part II: “The Rules” for Design Studios

UNLV Policies:

Academic Misconduct: Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the Internet or any source, without proper citation of the sources.” Please refer to the “Student Academic Misconduct Policy” (approved December 9, 2005, located at [http://studentlife.unlv.edu/judicial/misconduct Policy.html](http://studentlife.unlv.edu/judicial/misconduct%20Policy.html)).

Copyright: The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. YOU ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT FOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OR STUDENT VIOLATIONS OF FAIR USE LAWS. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. To familiarize yourself with copyright and fair use policies, you are encouraged to visit the following website: <http://unlv.edu/committees/copyright/>

Disability Resource Center: The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. Faculty should not provide accommodations without being in receipt of this Plan. UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the American’s with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities, If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137, and the contact numbers are: VOICE (702)895-0866, TTY (702)895-0652, FAX (702)895-0651. For additional information, please visit: <http://studentlife.unlv.edu/disability/>.

UNLV Writing Center: One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student’s Rebel Card, a copy of the assignment (if possible) and two (2) copies of any writing to be reviewed are requested for the consultation. See: [http://writing center.unlv.edu/](http://writing%20center.unlv.edu/).

Academic/Organization Support: In order to enhance your academic success, go to

http://unlv.edu/student_success.htm to gain access to campus organizations that can assist you.

Attendance Policy:

Any student missing class, studio assignments or project presentations because of observance of a religious holiday shall be given an opportunity to make-up missed work. Students must notify the instructor of anticipated absences by end of late registration, August 29, 2008, to be assured of this opportunity.

Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es).

This Policy shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the Instructor or the University that could reasonably have been avoided. There should be good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this Policy do arise, they can be appealed to the Department Chair/Unit Director, College/School Dean and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a College/School Dean and /or the Executive Vice-President and Provost.

For the School of Architecture, an official written notification must include the signature of the individual (e.g. a physician if you were ill, or your coach if you represent UNLV on a tournament) that certifies that you had or will have a valid reason to miss class(es).

In the School of Architecture, *any student in any course who accumulates three unexcused absences will be sent a warning letter specifying a date by which (s)he must meet with the course instructor to discuss the reasons for the absences; if (s)he has not met with the course instructor by that date, the instructor will either initiate an administrative drop or assign a grade of "F".*

Rebelmail: By Policy, faculty and staff should e-mail students' Rebelmail accounts only.

Rebelmail is UNLV's official email system for students. It is one of the ways students receive official University communication. All UNLV students receive a Rebelmail account after admission to the University. Non-University students should contact the Student Help Desk at (702) 895-0761, in the Student Union Room 231, or by email: studenthelp@unlv.edu. See <http://rebelmail.unlv.edu/> for additional information.

Additional UNLV Policies

The University of Nevada, Las Vegas reserves the right to change class times, days, buildings, room numbers, instructors, fees, etc. where circumstances warrant such changes. It is the student's responsibility to check with the department before the class begins to see if any changes have been made. The ONLINE COURSE LISTINGS on the UNLV web site are updated daily. Students are encouraged to check the web for additions, changes, and cancellations.

The University of Nevada, Las Vegas reserves the right to eliminate, cancel, phase out or reduce in size courses and/or programs for financial, curricular, or programmatic reasons.

Other UNLV policies and regulations are available at this web page:

<http://registrar.unlv.edu/Current/Regulations.asp>

School of Architecture Policies:

All work produced within the School of Architecture becomes and remains the property of the School for use in documenting work for accreditation. All work must be documented for your personal use prior to final submittal of each project.

Any course required for a major in which a grade of D+ or less is received must be retaken with an earned grade of C- or above. For design studio courses this must be accomplished prior to progressing to the next studio level.

The School of Architecture is a professional school. While in class and in the studio students are expected to conduct themselves in a professional manner. This means showing respect for property e avoided. Language and attires should be appropriate for a professional environment. Materials displayed within the classroom, the studio, or on a computer screen should also be appropriate to a professional environment.

Library support: The Architectural Studies Library has extensive materials to support your class work in the School of Architecture. These materials and the help of the Library staff provide can be a major factor in helping you assist in your academic work.

The Architecture Studies Library provides assistance in many ways:

On the ASL web pages at <http://www.library.unlv.edu/arch/>: Guides in a variety of areas, including citation format, plagiarism, finding scholarly articles, using images on web sites, researching Las Vegas information, etc., are at <http://www.library.unlv.edu/edu/arch/instr/>. Via email: You can contact the Librarian [Jeanne.brown@unlv.edu] directly, or submit a question via a web form at <http://www.library.unlv.edu/arch/archquestions.html>. In person: Ask for assistance at the Library's Service Desk—Library staff are delighted to see you! You can also drop by the Librarian's Office! By phone: Call 895-1959.

In addition to the one-on-one and class assistance/instruction offered by the Architecture Studies Library, the University Libraries offer free, brief clinics and workshops in the Lied Library to help increase research skills and save time searching. Bring a topic to a Research Clinic for indepth,one-on-one consultation with a research expert, or attend one of the more structured workshops on topics such as finding books and articles, successful search strategies, or Internet research. Check out the schedule at www.library.unlv.edu/inst/events.html or call 895-2123 for more information.

Computer Labs: Computer labs in the School of Architecture are available for student use during hours when labs are monitored and supervised by UNLV staff. Posted rules in the labs must be observed, including no food or drink. Please consult the lab staff if you have questions. School of Architecture students may gain access to the architecture networks through UNLV wireless access. See posted announcements if you have questions.

Studio Etiquette:

NO SPRAYING OF ANYTHING. Do not use spray adhesives or paints either in the Studio or in the building hallways. Use only the spray booth in the model shop. There are students who suffer from severe reactions to these products, which can cause medical emergencies. If you make a mess, clean it up.

NO MUSIC OR CELL PHONES ON DURING STUDIO. These disrupt the Studio and distract the instructor and other students during desk crits. If you feel it necessary to listen to music

while working on a project in Studio, use earphones so as not to disturb others.

STUDIO CLEAN-UP. The instructor will not issue a final grade for a student until his or her studio space is completely clean at the end of the semester. You must be present and assist with cleanup on Friday, May 15th at 1:00 PM in order to pass this course.

Grading: The following standards supplement the Grading System for Undergraduate Students as listed in the current Undergraduate Catalog:

Letter Grade Description:

A-Superior: Represents comprehensive excellence. Not only does the work fulfill all requirements in an excellent and professional manner, but goes beyond the given requirements aiming at standards higher than requested. The student is an active and engaged participant in all class activities; intellectual progress and development have been demonstrated by the timely preparation of thoughtful work on a regular basis. This work is of a quality that is instructive to the teacher and exemplary to the rest of the class. (Grade Point value = 4.0)

B-Above Average: Represents work that can be distinguished as being of truly “good” quality. This work is of a quality that has been instructive to the rest of the class. The work is free of significant flaws, is comprehensive in scope, and is recognizable as coherent architecture. The student is an active and engaged participant in all class activities; intellectual progress and development have been demonstrated by the timely preparation of work on a regular basis. (Grade Point value = 3.0)

C-Average: Represents satisfactory and average performance. The work is free of major design flaws and is recognizable as coherent architecture. Intellectual progress and development have been demonstrated by the timely preparation of work on a regular basis. The student and instructor can take “satisfaction” in the average resolution of the design exercise. (Grade Point value = 2.0)

Incomplete: An Incomplete on a project can only be given in exceptional cases in which failure to complete the assignment is a result of illness or injury requiring a visit to a doctor, a death in the immediate family, military or legal obligations, or other equally serious reasons that can be documented in acceptable written form (such as medical records or legal notification). When possible, all outstanding circumstances that might impact the completion of a project should be brought to the attention of the instructor in advance of the class(es) that may be missed. In addition, documentation for excused absence(s) must be provided no later than the third class meeting following the event or the absence(s) will be counted as unexcused and no Incomplete can be given. All incomplete work is subject to late penalties as per the Instructor’s policies. In addition, an Incomplete can only be given if the quality of work in the course up to that point has been satisfactory and passing (see the Graduate Catalog for more details).

D-Below average and substandard: Not acceptable performance for students of the School of Architecture. (Grade Point value = 1.0)

F-Failing: Represents substandard work that is not passable. Not acceptable performance for students of the School of Architecture. (Grade Point value = 0)

The School of Architecture policy states that “any course required for a major in which a grade of D+ or less is received must be retaken with an earned grade of C- or above. For design studio courses this must be accomplished prior to progressing to the next studio level.”

Grading Scale: The University +/- grading scale will be used in this course. The following

standard cutoffs will be used to determine your final “basic grade”:

93.3 +A
90.0 +A-
86.7 +B+
83.3 +B
80.0 +B-
76.7 +C+
73.3 +C
70.0 +C-
66.7 +D+
63.3 +D
60.0 +D-
< 60F

You will also **fail** this class for either of the following reasons:

- Having more than three unexcused absences from the class.
- Missing any of the project presentations without an excuse acceptable to the instructor.

Please refer to the UNLV School of Architecture Student Handbook for other policies applying to the School of Architecture.

Course: _____ Semester and Year: _____

I acknowledge that I have read *The Rules* and I understand that the policies described in it, as well as those listed in the *School of Architecture Student Handbook* and the *UNLV Undergraduate Catalog* apply to me and to this course.

Signature: _____

Printed Name: _____