

**General Information****LOCATION & TIME** ARCH 304 | Tuesday/Thursday 9.00am - 10.20am**INSTRUCTOR** Oswald Jenewein**EMAIL** oswald.jenewein@uta.edu**PHONE** 817-986-9294**OFFICE** ARCH 216**OFFICE HOURS** by appointment only**Course Description**

A course to build student understanding of interior construction. Distribution systems such as power, mechanical, and plumbing will be evaluated with respect to their contribution to a sustainable environment. Building codes affecting fire and life safety, and federal/state laws affecting accessibility will be introduced.

**Grading Policy**

Weekly Quizzes	15%	Tuesday and/or Thursday
Research + presentation I	20%	
Research + presentation II	20%	
Mid-term Exam	15%	Thursday March 24, 2016
Final Exam	20%	tba
Participation in class	10%	

**Quizzes**

Quizzes will be given regularly covering material presented in lectures, assignments, presentations and field trips. As quizzes may be given without announcement, students should review lecture notes and assigned readings prior to attending class. It is the student's responsibility to ask questions for a better understanding of information covered.

Each student shall be required to maintain a comprehensive documentation of course work. Lecture notes shall be recorded.

**Research + presentation**

Each student has to research an assigned topic. The required content will be defined individually depending on the topic.

**Exercises**

Exercises and assignments are due at the commencement of class on the assigned date. Late work shall not be accepted.

**Exams**

The mid-term and final exam will cover the entire content based on lectures, assignments, presentations, exercises and field trips.

**Late Work Policy**

Work is due at the commencement of class on the assigned date. No late work will be accepted and no project extensions will be granted unless warranted by health issues accompanied by a physician's note. If illness is documented, alternate assignments may be issued on an individual basis.

**Drop Policy**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

**Americans with Disabilities Act**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

## Letter Grade Definitions

### A – Exceptional

Student has strongly exceeded all requirements as provided by instructor. Design solutions reflect genuine comprehensive understanding of concepts and design vocabulary. The design solution not only meets the requirements of the project but also exceeds the scope of work. An 'A' student challenges all reading material, lectures and assignments in a consistent process through an architectural dialogue with the instructor, critics and fellow students. The design process is clearly evident throughout the entire semester with the completion of all assignments, and demonstrates an evolution of the projects on a daily basis. Final drawings and models are of impeccable craft with a strong attention to detail that clearly explains the entire thought process and design thesis. Student presents project in a professional manner clearly enunciating concepts and design solution.

### B – Above average

Student has completed all requirements as provided by instructor. Design solutions reflect strong comprehension of design objectives, vocabulary and reading assignments. The design thought process steadily improves throughout the semester as the student is well prepared for every session with new work. Student participates in most class discussions, asks appropriate questions and shows genuine interest in developing design skills. Final drawing and models are well crafted, with attention to detail. The student presents concepts thoroughly enough to engage in a discussion that helps to improve the project.

### C – Average

Student has completed all requirements as provided by instructor. Design solutions reflect basic comprehension of design objectives, vocabulary and reading assignments. The thought process of the design reflects some improvement throughout the semester. The student is prepared for most sessions with new work. Student participates in some class discussions, asks few questions and shows little interest in developing design skills. Final drawing and models are completed to meet requirements only.

### D – Poor

Student has not completed all requirements as provided by instructor. Design solutions fail to reflect basic design principles presented in studio, and demonstrate a lack of comprehension of course material. The design process does not evolve throughout the semester, as the student is ill prepared for sessions. Student rarely participates in class discussions and shows little initiative to advance design vocabulary. Assignments are rarely completed on time. Final drawings and models are poorly crafted with little attention to detail and minimal delineation of concepts.

### F – Failing

The following, in whole or in part, constitute a failing grade: student completes only a portion of the requirements as provided by instructor; design solutions fail to reflect any basic design principles presented in studio; the student demonstrates lack of comprehension of course material; the design process does not evolve throughout the semester; the student is ill prepared for sessions; the student does not participate in class discussions, and shows no initiative to advance design vocabulary; assignments are not completed on time; final drawings and models are crafted poorly without attention to detail and lack delineation of concepts.

## Title IX

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

## Academic Integrity

Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

### Ownership and Exhibition of Student Work

Accrediting boards require selective documentation of student coursework. All materials submitted for credit may be retained by the faculty and become property of the School of Architecture for future demonstration of student accomplishments. Make sure to clearly write your name on every paper, drawing, model or poster.

### Grievance Procedures Related to Grades

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are department chair or program director and then academic dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee's decision acceptable, the student may appeal to the academic dean. The decision of the dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean.

The dean of the college or school in which a student is enrolled, or the Executive Director of University College if the student has not declared a major, has jurisdiction over the student's program of study, degree requirements and all other academic matters including grievances. However, students taking a course in a college or school other than the one in which they are primarily registered are subject to the dean of the college or school in which the course is offered concerning the course and academic grievances regarding the course. Information regarding grievances for matters other than grades is available in the Student Rights section of the catalog. Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>;

### Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

### Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

### Student Feedback Survey

At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

### Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the South end of the Building. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals. Emergency/Fire Evacuation Procedures can be found at <https://www.uta.edu/policy/procedure/7-6>.

**Additional Information**

Library Home Page	<a href="http://www.uta.edu/library">http://www.uta.edu/library</a>
Subject Guides	<a href="http://libguides.uta.edu">http://libguides.uta.edu</a>
Subject Librarians	<a href="http://www.uta.edu/library/help/subject-librarians.php">http://www.uta.edu/library/help/subject-librarians.php</a>
Database List	<a href="http://www.uta.edu/library/databases/index.php">http://www.uta.edu/library/databases/index.php</a>
Course Reserves	<a href="http://pulse.uta.edu/vwebv/enterCourseReserve.do">http://pulse.uta.edu/vwebv/enterCourseReserve.do</a>
Library Tutorials	<a href="http://www.uta.edu/library/help/tutorials.php">http://www.uta.edu/library/help/tutorials.php</a>
Connecting from Off- Campus	<a href="http://libguides.uta.edu/offcampus">http://libguides.uta.edu/offcampus</a>
Ask A Librarian	<a href="http://ask.uta.edu">http://ask.uta.edu</a>

**Emergency Phone Numbers**

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.

It is strongly recommended that you enter the UTA Police Department's emergency phone number into your own mobile phone. For non-emergencies, contact the UTA PD at 817-272-3381.