Instructor(s): Cheryl Donaldson
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Faculty Profile: http://www.uta.edu/profiles/cheryl-donaldson
Office Hours: By appointment
Section Information: ARCH / INTD 1101-001
Time and Place of Class Meetings: T/Th 2:00p-3:20p; 204 ARCH

Description of Course Content: This is a required course intended to establish a solid overview of the School of Architecture and the architecture/interior design program for all students who intend to declare as an architecture/interior design major. Topic for the class to include: critical thinking, presentation techniques, internships, attendance of exhibitions and lectures, navigating the advising process, portfolio review and techniques, and using the library and other university resource sources. Other topics may also be discussed. The course may be taken only once for credit. Graded P,F.

Student Learning Outcomes: Academic Success in Architecture/Interior Design was intended with the following Student Learning Objectives in mind. By the end of the semester, students will:
- Have an understanding of their role in the University
- Have an understanding of their role in the School of Architecture
- Understand Architecture/Interior Design through Service Learning
- Have an understanding of their education in architecture/interior design
- Have learned study strategies to apply towards their college classes
- Have an understanding of the professions within the design industries
- Have an understanding of the CIDA, NASAD and NAAB accreditations
- Become introduced to basic design language and vocabulary

Required Textbooks and Other Course Materials
- No Limits: Foundations and Strategies for College Success" by Dr. Dawn Remmers (1st Edition)
- "101 Things I Learned in Architecture School" by Matthew Frederick
- "Architect?" by Roger F. Lewis

<u>Highly Recommended Texts</u>
  o "Drawing on the Right Side of the Brain" by Betty Edwards

Descriptions of major assignments and examinations: Students will be required to complete required assignments and reflections as indicated in the course schedule. Student will also be required to fully participate in the group Service-Learning project.

Attendance: <u>Student attendance is required for every class meeting</u>. In the most extreme circumstances certain absences will be excused. For additional information about attendance, please carefully read the "Attendance Policy" below under the Course Policies section of this syllabus. **<u>Missing more than two (2) classes without consulting with the instructor will result in a failing grade for the course</u>**. Entering late or leaving early (5 minutes or more) three times equals one full absence. In addition, missed classes will directly affect the participation portion of your final grade.

Reasons for excused absences include medical emergencies or illness. In such situations, students are expected to contact the Peer Academic Leader <u>in advance or as soon as possible</u> after the absence. Proof of the illness or emergency will be required along with evidence that the event correlates with the time of the missed class. If you over five minutes late to class, you will be counted as tardy for the day. Every two tardies you receive will count as one absence. **Make up assignments to remove absences from your attendance record will not be permitted.**

Participation: Every student is expected to actively engage in every class meeting. In the classroom, we will develop conceptual and verbal skills by sharing our ideas with each other through small group discussion and critiques. Sharing your point of view, questions, and knowledge will help everyone in the class develop more sophisticated ideas about the visual arts and enhance your ability to present those ideas. Students will also be required to provide consistent reflections regarding their experiences in the class and the projects.

Therefore, participation in all in-class assignments is essential and required to earn participation points. Engagement is defined as paying attention, responding to Instructor's questions, raising your own questions, adding your opinion to classroom discussions, participating in classroom activities, and generally positively contributing to the learning environment. Please note that sleeping, reading the newspaper, working on other course work, writing notes, playing with phones or mp3 players, and daydreaming are not acceptable and you will be invited to leave the classroom if you participate in these negative behaviors.

Grading: Academic Success in Architecture is a one-credit hour course and is graded on a PASS / FAIL basis. A grade of 70% or greater is passing; any grade below (69.9% or below) is considered failing. Hence, it is just as easy to earn a failing grade as it is to earn a passing grade. Course grades will be determined according to your successful participation and completion of all the following activities:

Assignment	% of Final Grade
Participation (iClicker)	10%
Assignments	25%
Class Project	25%
Midterm	20%
Final	20%
Total	**100%**

A grade of "incomplete" for the course will <u>not</u> be awarded without prior consultation with the instructor. The student is responsible for initiating this conversation with the instructor. Incompletes will be given only for such reasons as medical emergencies, serious emotional distress, etc. The instructor reserves the right to make the final decision regarding incompletes.

Make-up Exams: Requests to make-up work must be discussed with the instructor in a time manner and include documenting verification of an extenuating circumstance.

Grade Grievances: 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.
http://catalog.uta.edu/academicregulations/grades/#undergraduatetext

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://wweb.uta.edu/aao/fao/).

Because ARCH/INTD 1101 is a mandatory course for all incoming students in the School of Architecture, students are prohibited from dropping ARCH/INTD 1101.

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 or by calling the Office for Students with Disabilities at (817) 272-3364.

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.

Academic Integrity: Students enrolled all UT Arlington courses 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.

Safety Training: Students using the woodshop is required to attend a safety training prior to using any equipment located in the shop.

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. **NO TEXTING OR SOCIAL MEDIA IN CLASS.**

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 are located at the rear or front of the room. 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.

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, or view the information at www.uta.edu/resources.

Writing Center. : The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit https://uta.mywconline.com/ to register and make appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at www.uta.edu/owl/.

Librarian to Contact: The Architecture and Fine Arts Library is located on the first floor of the Architecture Building. You can contact Mitch Stepanovich for assistance. His office number is 104 ARCH.

Library Home Page .... http://www.uta.edu/library
Subject Guides .... http://libguides.uta.edu
Subject Librarians .... http://www.uta.edu/library/help/subject-librarians.php
Database List... http://www.uta.edu/library/databases/index.php
Course Reserves .... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog...................................... http://discover.uta.edu/
E-Journals... http://liblink.uta.edu/UTAlink/az
Library Tutorials .... http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus................ http://libguides.uta.edu/offcampus
Ask A Librarian...................................... http://ask.uta.edu

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.

For non-emergencies, contact the UTA PD at 817-272-3381

Course Schedule

"As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Cheryl Donaldson."

Aug. 21st: Course Introduction / Go over syllabus / Using Blackboard & iClicker

Aug. 26th: What to Expect / What is Expected of You / Differences Between High School and College

Aug. 28th: Why / Why Not to Be an Architect / Interior Designer

(**Sept. 1st** – Labor Day Holiday)

Sept. 2nd: Academic Integrity / Library

Sept. 4th: Leadership

Sept.9: Active Learning – Design classes

Sept. 11th: Active Learning – Lecture classes / Writing Center

Sept. 16th : (Study Day for ARCH 1301 Test 1)

Sept. 18th: Critical Thinking

Sept. 23rd: Goal Setting / Time Management

Sept. 25th: Quiz 1

Oct. 2nd: **(Reflection 1 due)**

Oct. 7th: Navigating the Advising Process

Oct. 9th: How Architects/Interior Designers Undergo the Design Process (Terminology)

Oct. 14th: (Study Day for Midterm)

Oct. 16th: *Midterm Exam*

Oct. 21st: (Study Day for ARCH 1301 Test 2)

Oct. 23rd: TBD

Oct. 28th: How Architects/Interior Designers Undergo the Design Process (Jury Presentation Techniques)

(**Oct. 29th** – final drop date)

Oct. 30th: TBD

Nov. 4th: Presentation Techniques and Discipline **(Reflection 2 due)**

Nov. 6th: Understanding Plan and Section

Nov. 10th: Responsibilities of an Architect/Interior Designer

Nov. 13th: Current Architects/Interior Designers

Nov. 18th: What Make Buildings Great

Nov. 20th: Graduate School

Nov. 25th: From Internship/Graduate School to Work

(**Nov. 27-28th** – Thanksgiving Holidays)

Dec. 2nd: TBD – Last day of class **(Reflection 3 due)**

(**Dec. 3rd** – last day of Fall 2014 classes)

Dec. 11th: *Final Exam*