

CABE GRADUATE STUDENT RESOURCE GUIDE 2024-2025

Welcome to the College of Architecture & the Built Environment!

To ensure that students are well prepared to get the most out of their experience, this **CABE Graduate Student Resource Guide** includes college specific expectations, policies and procedures. It should be used as a supplement to the **Jefferson Academic Catalog**,

<https://www.jefferson.edu/life-at-jefferson/handbooks.html>, the

CABE Graduate Student Policy Handbook,

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies.html> / and the

Graduate Student Academic Policies and Procedures,

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies.html>

Good luck as you work towards your graduate degree!

Barbara Klinkhammer, Dean

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CONTACT LIST

All students are required to use and check their Jefferson email for messages from the university, college, program directors, faculty and peers. Please make sure that your program director has a way of contacting you quickly in case of an emergency by cell phone, text, or email. If a student has an academic or advising concern, speak to your Program Director or academic advisor. Graduate Assistants should contact Associate Dean Suzanne Singletary with GA issues.

If you are unsure whom to contact, start with Administrative Coordinator Madelyn Koch if you are a student in Construction Management, Sustainable Design, Real Estate Development, or Urban Design. You will be directed to the appropriate person, office in SEED Center, Madelyn.Koch@jefferson.edu If you are a student in Architecture, Interior Architecture, Historic Preservation, or PhD in Architecture and Design Research, contact Administrative Coordinator Caleb Vance, office in A&D Center. Caleb.Vance@jefferson.edu.

Dean's Office

| | | | |
|------------------------------------|---------------------|--------------|------------|
| Dean | Barbara Klinkhammer | 215-951-2899 | A&D Center |
| Associate Dean, Grad Studies | Suzanne Singletary | 215-951-2794 | A&D Center |
| Associate Dean, UG Studies | David Breiner | 215-951-2505 | A&D Center |
| Manager of Academic Operations | Sarah Bott | 215-951-0840 | A&D Center |
| Coordinator of Academic Operations | Charles Mathews | 215-951-2828 | A&D Center |

Administrative Support

| | | | |
|---|--------------|--------------|------------|
| Admin. Coordinator, Sustainable Environments & Construction Mgmt. Depts | Madelyn Koch | 215-951-5947 | SEED |
| Admin. Coordinator, Architecture & Interior Design Depts | Caleb Vance | 215-951-5336 | A&D Center |

Graduate Programs

| | | | |
|--|--------------------|--------------|-------------|
| Chair, Architecture Department & Director, Architecture Programs | John Dwyer | 215-951-2984 | A&D Center |
| Associate Director, M. Architecture & MS Arch & Design Research | Evan Pruitt | 215-951-0436 | A&D Center |
| Chair, Construction Management Dept & Director Construction Mgt Programs | Gulbin Ozcan-Deniz | 215-951-2914 | SEED |
| Chair, Interior Design Department & Director, Interior Design Programs | Lauren Baumbach | 215-951-2806 | A&D Center |
| Associate Director, MS Interior Architecture | Martha Añez | 215-951-0258 | SEED |
| Director, MS Sustainable Design Programs | Robert Fryer | 215-951-5634 | SEED |
| Director, Master of Urban Design | Peng Du | 215-951-2531 | SEED |
| Director, MS Historic Preservation | Suzanne Singletary | 215-951-2794 | A&D Center |
| Director, MS Real Estate Development | Howard Ways | 215-951-2531 | SEED |
| Director, PhD Arch & Design Research | Kihong Ku | 215-951-2895 | Search Hall |

STUDENT EMAIL

Microsoft Office 365 is a hosted service that provides email accounts for Thomas Jefferson University students. Students can access their email by visiting <https://www.jefferson.edu/academics/student-email.html> and clicking on **Office 365 Email**. Login with email address and password.

With **Outlook Live**, students can easily communicate with faculty and staff members.

To install **Office 365**, use the following link. <https://www.jefferson.edu/academics/student-email/office365-students.html>

Email addresses consist of a student's **First Name.Last Name@students.jefferson.edu**.

(e.g. John.Smith@students.jefferson.edu)

If you are having problems with email, contact the East Falls Help Desk at EFHelpdesk@jefferson.edu

BANNERWEB

BannerWeb is a secure, online system used by Jefferson to provide students, faculty and staff with access via the web to certain personal, academic, and financial data that are maintained in the Banner administrative software system. Through the Banner information portal, you will have access to course schedules and catalog, register for classes, view your transcript and billing. BannerWeb can be accessed through the following link, <https://banner.jefferson.edu/> To login, you need your Campus key that serves as User ID (your campus key is sent to your student email from the Office of Admissions), and your password. Campus key consists of your first name, middle name, and last name initials (x can be used for your middle name initial) and three numbers. (For example, jxs123).

CANVAS

Canvas is a course management system that allows professors to post syllabi, assignments, lectures, discussions, grades, and other course information **online**. **Canvas** provides you with a password-protected **online** "classroom" in which you will submit your work and communicate with your instructor and classmates. As a Jefferson student, you already have a Canvas account accessible via the following link, <https://Canvas.jefferson.edu>. To login you need your Campus Key and password. You will receive an invitation to participate in your courses for the semester. To accept the course invitation, click the **Get Started** button.

NOTE: The same password is used for Email, BannerWeb, and Canvas.

STUDENT I.D.

The Student I.D. will be issued during orientation. For online students, please contact Madelyn Koch Madelyn.Koch@jefferson.edu if you are a student in Construction Management, Sustainable Design, Real Estate Development, or Urban Design.

ATTENDANCE POLICIES & GUIDELINES

Regular class attendance is crucial to student learning and the successful completion of coursework. **Lateness policies are determined by faculty, and lateness will hurt your grade. It is not acceptable to arrive 10 min or more late for class.** Depending on the nature of the content, courses in CAFE will combine various delivery methods, ranging from in-person and on-campus experiences to synchronous or asynchronous online delivery, to assure maximum fulfillment of course learning outcomes. Class schedules are the same for either in-person or online scenarios. Graduate students are expected to attend all class sessions in both delivery methods, as determined by the faculty.

Students who have any symptoms that are associated with infectious diseases (e.g., cold, flu or viral infection) should not attend in-person classes or other activities that put them in close

contact with other students, faculty, or staff. These symptoms can include but are not limited to sneezing, coughing, fever, gastrointestinal pain, and diarrhea. Students with these types of symptoms should contact Student Health Services (East Falls campus: 215-951-0168) and notify their instructors.

Mask & Gathering Guidelines:

Jefferson continues to closely monitor news and information related to the coronavirus (COVID-19) in order to evaluate the pandemic's impact on our students, faculty and staff. The site <https://www.jefferson.edu/coronavirus.html> contains updates on communications, policies and other information pertinent to the Jefferson community. Students should check their Jefferson email frequently to ensure you have the latest information from the University.

Absences: If absent from class, students remain responsible for any missed work, for work completed in class, and for work due and must arrange with faculty for the delivery of assignments. In the event of any extended or repeated absence due to illness, preventing the student from meeting the course learning outcomes, the instructor in consultation with the program director may advise the student to notify the Dean of Students. Long-term disruption of course attendance due to illness may warrant a Medical Leave of Absence.

ZOOM ATTENDANCE GUIDELINES

Appropriate classroom behavior is expected whether meeting remotely or in-person. Virtual, synchronous classes present unique challenges and require respecting online classroom etiquette to maximize student engagement and learning.

Follow these guidelines to create an online classroom environment that is both rewarding and productive for all participants:

- Be on time in the online meeting room and come prepared with necessary materials and completed assignments.
- Mute your microphone as soon as you sign on and remain on mute whenever you are not speaking. Muting your microphone eliminates distracting background noise.
- Make sure your video is on during class discussions, as directed by faculty, in order to facilitate your participation with your professor and fellow students. (If you have problems due to broadband that require use of the “stop video” mode, inform your professor immediately.)
- Avoid backlight from sitting in front of a bright window. Adjust lighting on your face so you are clearly visible.
- Eliminate distractions by choosing a quiet, diversion free environment, closing all unneeded computer applications.
- To ask a question or make a comment, physically raise your hand or use the “raise hand” feature located at the bottom center of the screen. Unmute yourself and return to mute when you are finished speaking. Remember to lower your hand once you have been called on.
- You may also use the “chat” feature at the bottom of the screen to make a comment. Be aware that the chat box is public if “send to: Everyone” is selected in the dropdown menu.
- Be sure to sign out or “leave the meeting” when the class is finished.

What you need to attend a live online class:

- A compatible device such as: Windows laptop, iOS or Android Tablet, iOS or Android Phone, as determined by course content and the instructor.
- Device must have speakers, a microphone and a video camera. Speakers and a microphone can be built-in or USB plug-in or wireless Bluetooth. Consider hands-free headphones that have an integrated microphone.

- Device must have webcam or HD webcam, built in or USB plug-in.
- A reliable high-speed or broadband internet connection. Enter the Zoom meeting from a good location to your router (maximize your bandwidth by minimizing streaming during lecture). Turn off wifi on your phone to boost the signal to your computer.
- If you drop internet, log back on and re-enter the room.

ACADEMIC ADVISING

Every student is assigned a faculty academic advisor. Stay in contact with your advisor regarding selection of courses, course concerns, or other related academic issues. Faculty advisors assist students with completing their curriculum checklist, however, ultimately students are responsible for being informed about requirements for graduation.

ACADEMIC CONCERNS

When a concern arises in a CAFE course, students should consult the procedures outlined in the Academic Catalog and the Graduate Student Handbook. For university policies and procedures concerning grade appeals and regarding appeal of adverse decisions, see <https://www.jefferson.edu/life-at-jefferson/handbooks.html>

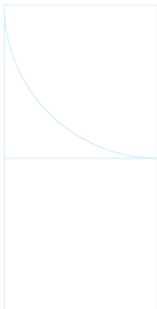
In summary, if a concern arises, the student should first arrange a meeting with the faculty involved to resolve the issue in an appropriate, equitable and respectful manner. If the issue is not resolved in a mutually satisfactory manner, the student should contact the below director in the discipline of the course with a complete explanation of the situation, including any available documentation:

| | | |
|-----------------------|--------------------|--|
| Architecture | John Dwyer | John.Dwyer@jefferson.edu |
| Sustainable Design | Robert Fryer | Robert.Fryer@jefferson.edu |
| Real Estate Dev. | Howard Ways | Howard.Ways@jefferson.edu |
| Interior Architecture | Martha Añez | Martha.Anez@jefferson.edu |
| Historic Preservation | Suzanne Singletary | Suzanne.Singletary@jefferson.edu |
| Construction Mgt. | Gulbin Ozcan-Deniz | Gulbin.Ozcan-Deniz@jefferson.edu |
| Urban Design | Peng Du | Peng.Du@jefferson.edu |
| Arch & Des Research | Kihong Ku | Kihong.Ku@jefferson.edu |

If you are still not able to resolve the issue, contact Associate Dean Suzanne Singletary or Associate Dean David Breiner. If the issue involves a grade appeal, you will be required to submit your coursework, along with a written statement explaining your disagreement. If the associate dean determines that the complaint is valid, an impartial faculty panel will review the complaint. The panel may decide to recommend that the original grade stand or ask the instructor to reconsider the grade. The panel cannot force the instructor to change the grade.

ACADEMIC INTEGRITY

Academic integrity is the foundation of all Jefferson teaching, learning, and professional endeavors and is vital to advancing a culture of fairness, trust and respect. All members of the University community must maintain respect for the intellectual efforts of others and be honest in their own work, words, and ideas.



This policy applies to all full-time, part-time, matriculated and non-matriculated students at Thomas Jefferson University in all of their academic pursuits, including at non-Jefferson locations such as clinical, affiliated, and study away sites. Violations of academic integrity include plagiarism, cheating, fabrication, unauthorized use, bribery, identity misrepresentation, and denying access.

DEFINITIONS

1. **Plagiarism:** The intentional use of another person's language, ideas, or other original (not common- knowledge) material without acknowledging its source; engaging and incorporating the exact or closely paraphrased ideas, words, data, or images of others without consent and/or citation to the author.
2. **Cheating:** Obtaining, attempting to obtain, or aiding another to obtain credit for work or improvement in performance through dishonest or deceptive means, including feigning illness or emergency.
3. **Fabrication:** Invention or alteration of information, which is false or misleading, including the fabrication of clinical data or changing patient records after the records have been reviewed and/or submitted.
4. **Generative Artificial Intelligence (GAI):** for the purpose of academic classroom management at Thomas Jefferson University, Generative AI shall be referred to as GAI and is a set of tools/algorithms capable of generating original text, images, audio, video, and computer code, among other things.
5. **Unauthorized Use:** The use of sources without consent, which includes communication of confidential information without authorization, use of another person's work without consent for the specified purpose collaboration without express authorization, completion of work or revision of work without approval/citation, sharing unauthorized information or material, or use of unauthorized tools.
6. **Bribery:** Giving, offering, accepting or soliciting any item of value as a means of influencing the actions of another individual or individuals.
7. **Identity Misrepresentation:** Use of another person's name or identity in-person, online, or in signature or allowing use of your name or identity in-person, online, or in signature.
8. **Denying Access:** Withholding access to materials, equipment, process (reporting results without performance of test or procedure), or information that is commonly available for use.

Generative Artificial Intelligence (GAI) in Academic Courses

This policy defines the acceptable use of Generative Artificial Intelligence (GAI) in academic courses and identifies related policies, documents, guidelines, and best practices.

DEFINITIONS

1. **Assistive Artificial Intelligence:** Many commonly accepted tools have artificial intelligence embedded within to aid in their operation. Unless specifically prohibited, use of these tools is permissible when an individual creates content and applies the tool to refine their work. Examples include: spelling and grammar programs, search engines, and navigation maps.
2. **Generative Artificial Intelligence (GAI):** For the purpose of academic classroom management at Thomas Jefferson University, Generative AI shall be referred to as GAI and is a set of tools/algorithms capable of generating original text, images, audio, video, and computer code, among other digital content.
3. **Course Syllabus:** Document created by course faculty in consultation with department and college officials which outline expectations for participation in the course and includes select policies; including the use of GAI in coursework.

4. **Permitted Use of GAI:** Authorizes use of GAI with appropriate citation in a specifically identified course and/or assignment, as determined by the course faculty; and as appropriate, approved by the department and/or college and documented in the course syllabus.
5. **Restricted Use of GAI:** Identifies limits around or prohibits the use of GAI in an identified course and/or assignment as determined as determined by the course faculty; and as appropriate, approved by the department and/or college and documented in the course syllabus.

ACADEMIC STANDING

Students' academic records are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements. The program director or coordinator will notify the student when problems in academic performance may jeopardize a student's good standing. Official notification of probation or dismissal will be in writing and sent directly to the student by the Office of the Registrar.

Probation

Students who fall below the minimum GPA of 3.0 are placed on Academic Probation. Academic probation is a means of emphatically informing students that their record is unsatisfactory while there is still time to remedy the situation. Probation is not intended to be a penalty, but should be interpreted as a serious warning to improve the quality of academic work. In order to be placed on academic probation by their respective programs, students in the College of Architecture & the Built Environment must have earned a cumulative grade point average below 3.0 for one semester.

Dismissal

Students on academic probation will be required to achieve a minimum cumulative GPA of 3.0 in the number of semesters (fall and spring) determined by the total credits in the student's graduate program.

- Students on academic probation will be required to achieve a **minimum cumulative GPA of 3.0** in the number of semesters (fall, spring, and summer) determined by the total number of credits required in the student's graduate program, including foundation courses.
- For students who are required to take 50 or fewer credits to complete a degree program, a minimum cumulative grade point average of 3.0 must be achieved **in one (1) semester**, beginning with the semester when the student is placed on probation **or six (6) attempted credit hours**, whichever is longer.
- For students who are required to complete program requirements above 50 credits, a minimum cumulative grade point average of 3.0 must be achieved **in two (2) semesters**, beginning with the semester when the student is placed on probation **or twelve (12) attempted hours**, whichever is longer. Programs that require above 50 credits may include: the Master of Architecture, the Master of Science in Interior Architecture and the Master of Urban Design.
- If a student is placed on a second probation, a minimum cumulative grade point average of 3.0 must be achieved in one additional semester or (6) credits, whichever is longer. A third probation is not permissible.

Students who are not in good academic standing after attempting the academic hours or the allowed number of semesters will be dismissed from the program, college and university. A student is eligible to appeal the dismissal by following the approved protocol.

Appeal Process

Students will receive written notification of academic dismissal from the Office of the Registrar. Students may appeal for reinstatement by submitting a written request for reinstatement to the East Falls Academic Appeals committee by the date listed in the letter. See the College of Architecture Graduate Handbook for details.

GRADUATION REQUIREMENTS

To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program. To be certified for graduation, a candidate must have:

- a minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses),

Students must also complete all requirements for the doctoral dissertation or the master's thesis in programs that require them.

ACADEMIC SUPPORT SERVICES

GUTMAN LIBRARY (<https://library.jefferson.edu/gutman.cfm>) Gutman Library is a gateway to a variety of information resources. The homepage of the library provides 24/7 access to online databases of articles, e-journal collections, e-books, and specialized information to support your coursework. See a list of Research Guides for specific programs and courses. The library building is wireless, has 80 available workstations (PCs and Macs), printers, scanners, and copiers; as well as individual and group study spaces.

THE CENTER FOR ACADEMIC SUCCESS (<https://www.jefferson.edu/east-falls/academic-success-center.html>)

The Center for Academic Success provides one-on-one tutoring assistance for writing, study strategies, test taking, and specific Thomas Jefferson University courses. To make a tutoring appointment, students should stop by the Learning and Advising Center in Haggar Hall or call (215) 951-2799. Academic resources, including information on citation and documentation, note taking, and study strategies are available on the Center's website.

INFORMATION SERVICES TECHNOLOGIES (IS&T) The University provides wireless network access in all campus buildings. If you need a computer, Gutman Library and Search Hall have open access computers. For assistance with technology issues—**INCLUDING PLOTTER AND PRINTER PROBLEMS**—students should contact the East Falls Technology Help Desk at (215) 951-4648 or send an email to EFHelpdesk@jefferson.edu

CAREER SERVICES CENTER (<https://www.jefferson.edu/east-falls/career-services.html>)

The Marianne Able Career Services Center provides assistance to undergraduate and graduate students in the areas of:

- Self-Discovery and Defining Interests
- Major and Career Exploration
- Resume/Cover Letter/Portfolio Writing and Review
- Interview Preparation
- Internship and Job Search Strategies
- Professional Development
- Networking Opportunities: Employer Events, Social Media, Career Fairs

LAPTOP REQUIREMENTS

CABE requires students to use windows-based (not MacOS) laptops due to the software (listed

in tables below) that our disciplines rely on. Mac users are at a distinct disadvantage and cannot expect faculty to compensate.

Minimum Recommended Laptops are required for all undergraduate and graduate students. Students should make sure that their laptop meets the standards listed below.

Students in studio-based programs are strongly advised to consider purchasing the **Higher-Performance Windows Laptop**.

The East Falls Jefferson Campus Store work directly with the deans of the colleges to offer specific recommended computer configurations for your course of study. They are an authorized Apple, DELL, and Lenovo Campus Store and offer educational pricing on hardware and software. For your college recommendations and software offerings through the Campus Store, please click on the link below or contact the Campus Store directly at campusstore@jefferson.edu or 215-951-2717.

For specific recommendations for your graduate program, consult the following website: <https://www.jefferson.edu/academics/colleges-schools-institutes/architecture-and-the-built-environment/student-resources/laptop-requirements-equipment-supplies.html>.

PROFESSIONAL & STUDENT ORGANIZATIONS

Jefferson's College of Architecture & the Built Environment students have a wide range of opportunities to become involved in activities outside the classroom. These organizations sponsor social events, plan field trips, design competitions, and other activities of particular interest to the student body.

American Institute of Architecture Students (AIAS)
National Organization of Minority Architecture Students (NOMAS)
Students for Historic Preservation (SfHP)
Real Estate Development Club
Society of Construction Management
Sigma Lambda Chi International Honors Society for Construction Management Students
Tau Sigma Delta
International Interior Design Association (IIDA)
Jefferson Climate Conscious Collective (USGBC)
Urban Land Institute (ULI)
Commercial Real Estate Women Network (CREW)

GRADUATE HEALTH INSURANCE POLICY

Graduate students must show proof of health insurance in order to waive the coverage sponsored by the University. *If you do not, your student account will be charged for the full year of coverage (1/2 each semester), and you will be signed up for the University Sponsored Health Insurance plan and eligible to enroll—but not automatically enrolled.*

LECTURE SERIES

Each year, CABE hosts a lecture series in which nationally and internationally respected professionals in architecture, interior design, and related fields speak about current issues relevant to our disciplines. Lectures are scheduled for Monday evenings. Students are highly encouraged to attend when the event does not conflict with a scheduled course.

CHILDREN IN INSTRUCTIONAL SETTINGS

In support of the University policy about children in instructional settings, CAFE has determined that children are not permitted in the Fabrication Lab in Weber Hall or satellite Fabrication Lab in SEED Center, nor in any class that may be engaging in an activity in which a child may be injured. This policy is intended for the protection of faculty, students, and their children as well as the University's facilities. For the university's policy on children in instructional settings, see the following link:
LACTATION ROOM—Contact the CAFE administrative assistant if you need accommodations.

ARCHIVES (Collection of Student Work)

Jefferson University is committed to providing excellent and innovative educational opportunities to its students. To help us maintain quality academic offerings and to conform to institutional and professional accreditation requirements where relevant, the University and its programs regularly examine the effectiveness of the curricula, teaching, services, and programs the University provides. As Jefferson University sees appropriate, it may retain representative examples or copies of student work from all courses. This might include papers, exams, creative works, or portfolios developed and submitted in courses or to satisfy the requirements for degree programs as well as surveys, focus group information, and reflective exercises. You will be allowed to photograph any archived work for your portfolio. The Program will contact students once work is ready to be returned.

TUITION-REFUND AND WITHDRAWAL POLICIES

Forms Needed to Withdraw/Take a Leave of Absence from the University Undergraduate students must complete a Notification of Student Leave of Absence/Withdrawal. Get this form in the Learning and Advising Center or at the Registrar's Office. A student is considered in attendance until form is completed and returned to the Registrar's Office and the student has dropped all of their classes. Students cannot drop all of their classes on WebAdvisor. Students should contact the Registrar's Office to confirm all courses have been dropped or their Leave of Absence has been processed. **Students are encouraged to follow up with the Student Accounts and Financial Aid offices to discuss the financial implications.**

Refund is Based on When You Withdraw; Consult the website below for dates.

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/tuition-refund-policy.html>

IMPORTANT DATES

| | |
|---|---|
| Registration | This will be announced via email |
| Fall Start Date | August 19, 2024 |
| Last Day to Add a Course | Fall: Aug 26, 2024 Spring: Jan 15, 2025 |
| Last Day to Drop without a "W" (Withdraw) | Fall: Aug 28, 2024 Spring: Jan 17, 2025 |
| Preregistration for Next Semester | This will be announced via email |
| Last Day to Drop with a "W" (Withdraw) | Fall: Oct 25, 2024 Spring: March 19, 2025 |
| End of Final Exams | Fall: Dec 12, 2024 Spring: May 7, 2025 |
| Spring Start Date | Jan 8, 2025 |

<https://www.jefferson.edu/registrar/academic-calendars/2023-2024/college-of-architecture-and-the-built-environment.html>

CONDUCT IN STUDIOS & CLASSROOMS

BE SAFE. MASKS MAY BE REQUIRED AS CITY REGULATIONS FLUCTUATE

Follow all pandemic-related rules. Remember, everyone's medical status is private.

CAUSE NO PERMANENT DAMAGE TO PROPERTY.

Do not cut directly on the desks.

Use a cutting board when making models – portable cutting boards are provided in all Studios.

Use spray booths in Weber, DEC or Hayward for spray paint/spray glue. This is a Public Health issue.

If you must spray elsewhere - do it outside, with a drop cloth which you can borrow from staff.

Library books and other materials are not to be defaced.

Library books are resources for all. Missing pages hurt everyone. Fines and penalties will apply.

Power tools are not to be used in the studio. A full shop is available in the Weber Hall Fab Lab.

Vandalism will not be tolerated. You may be charged the amount to replace the equipment.

HOUSEKEEPING

Place all trash in receptacles. You spill it, you clean it up. Now.

Housekeeping will dispose of all items on the floor, and those clearly marked “trash” on a regular basis

Food and beverages are not permitted in the computer labs.

At the end of the semester, remove your work and other possessions or they will be disposed of.

At the discretion of the faculty; individual work may be kept longer for archival purposes.

No permanent attachments may be made to the desks or buildings.

Aisles and areas designated as review spaces must be kept clean.

Conference Rooms and non-studio Classrooms are not to be used as workspaces.

These spaces are for classes, meetings and reviews only. Chairs are not to be removed.

MAINTAIN A PROFESSIONAL ATMOSPHERE:

It's everyone's job to maintain a professional atmosphere in the studio at all times. No profanity and converse at a reasonable noise level. Someone outside your studio shouldn't be able to hear you.

Disruptive individuals will be asked to leave the studio.

Alcohol, tobacco, bicycles and pets are not permitted in the studios.

Impaired individuals will be asked to leave the studio.

“iPod's” with headsets only. No sound systems with speakers.

No radios, stereos, TV sets with speakers are allowed in the studios at any time. No headsets during class.

If you unplug or “borrow” the cables from University equipment, please re-plug/return the cables!

