

Guide to

LEARNING

CULTURE





Introduction

In order to maintain the environment necessary for the pursuit of knowledge the University of Miami establishes certain policies. Some support the practice of academic integrity, such as the Honor Code*, and others, which encourage a climate of respect. Each school or college produces additional policies that focus on the special needs and conditions of its constituency.

Following is a brief outline of the School of Architecture's operating instructions for behavior in the use of studios, classrooms, and computing facilities. These policies are the result of an ongoing consideration by faculty, staff, and students for the minimal standards necessary to support a constructive working environment. The goal is to establish a place of inspiration and collegiality. The policies apply throughout the School. An individual class or studio may establish additional policies or guidelines.

Regarding this most general outline, each student and member of the faculty is considered to be bound to uphold this standard, through individual performance as well as in concert with others, as in the upholding of the Honor Code. Students who repeat a violation after a warning may be asked to leave the studio, classroom or lab.

* www.miami.edu/sa/index.php/dean_of_students/undergraduate_honor_council/honor_code/

● To ensure the studio remains a safe place to work never prop open doors. All students registered for design studios have card access.

DESIGN STUDIO

In the design studio, the desk and its incumbent participation in the life of the studio is a central benefit to an architect's education, and each student is an important participant in the overall effort to create an environment of intellectual productivity. The studio desk, the immediate space it occupies, and surrounding walls are a public academic space and should be treated accordingly.

All materials in the work area, from those pinned on the walls to items around the desk, should relate solely to the academic investigations of the curriculum. **Desks must be kept neat and orderly at all times.** Drawing surfaces are to be clean, uniform and ready for design, drawing work and desk crits. Drawing equipment shall be in good working order at all times, and storable equipment, properly secured when not in use. All students are to have the necessary tools to work at all times. Borrowing of equipment during class time is not allowed. Each student's belongings should be marked or engraved to identify the owner. Any theft should be reported to campus security immediately.

Show respect for other students work and space by asking permission to use a desk other than your own. Do not use another student's desk for model building. Do not introduce any article larger than a book, computer, or model related to the assignment into the studio. The student lounge provides space for a limited number of additional furnishings in support of academic work. Care of drawings and models through proper storage on or in desks is required at all times. Drawings or model materials left on the floor may be removed by cleaning staff. Do not leave work or store work on the floor since cleaners will not be able to distinguish what is to be saved or discarded. Throw trash in receptacles, not on the floor.

Behavior in studio should model respectful collaboration, to allow each student's and faculty member's quiet and productive work environment. **Cell phones, pagers or music are not to be heard during the studio class.** Headphones may be used during non-class time hours provided the volume does not disturb those working around you. Use the courtyard for more animated conversation or exchange, talking on cell phones, eating, drinking, or group study; remember, it is each student's right to have a quiet and respectful workspace. Smoking is prohibited in all classrooms, studios, and hallways. The only permissible place for smoking is in the School of Architecture courtyard.

CLASSROOMS

Classroom comportment should reflect a supportive a supportive learning environment. Use of computers during lectures and seminars should be for note-taking or to follow the teaching instructions. Email, games and surfing the web during class are disrespectful of class goals, can be demoralizing to fellow students, waste precious tuition funds, and are not permitted.

PET POLICY

Emotional Support Animals are not service animals and are not allowed in classrooms. Service Animals (animals who are trained to do work or perform tasks for a person with a disability) require a letter from the Office of Disability Services. Information on the University policy:

*<https://camnercenter.miami.edu/disability-services/accessibility/assistance-animals/index.html>

PLOTTING DRAWINGS – COMPUTER LAB

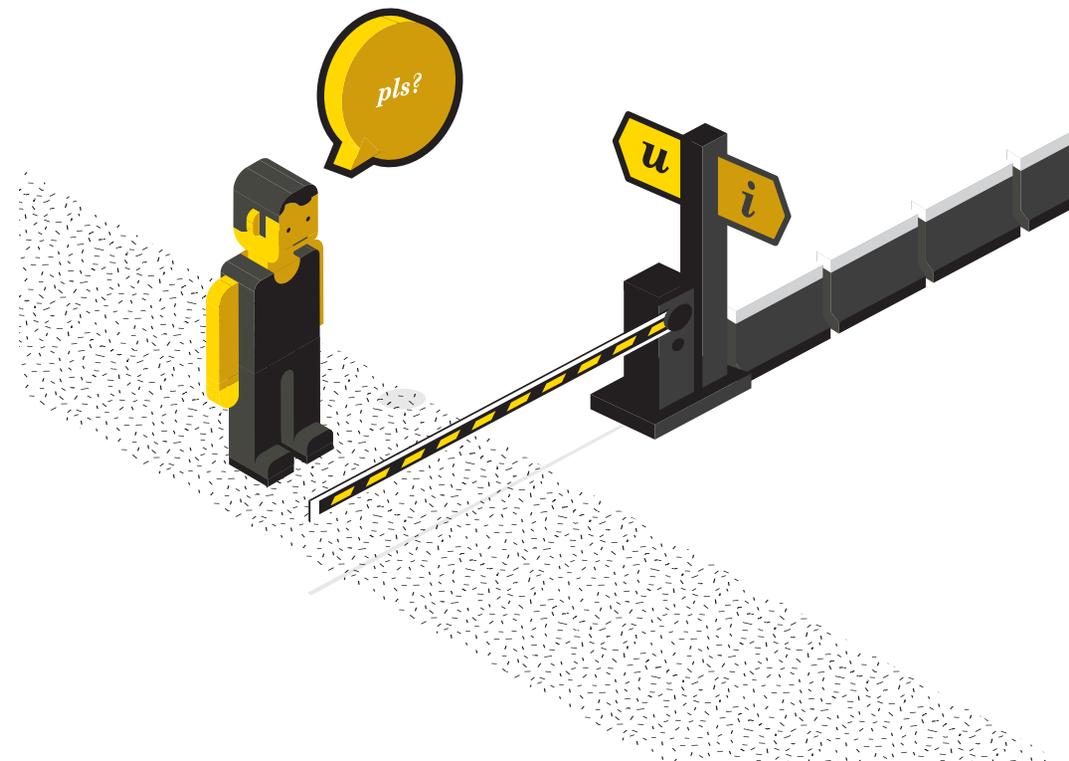
Plotting should be done well in advance of routine desk crits or presentations. In professional practice, private clients, review boards, competition officials and permitting authorities do not wait for work that is late. It is therefore unacceptable for faculty or classmates to have to wait for students who are late to class, a pin-up, mid-term review or final presentation due to last minute plotting. Leaving studio to plot is also not acceptable because it prevents faculty from addressing the whole class when needed. Students are to be present for the entire class, not arrive late or leave early. The proper budgeting of time for plotting of drawings is essential.

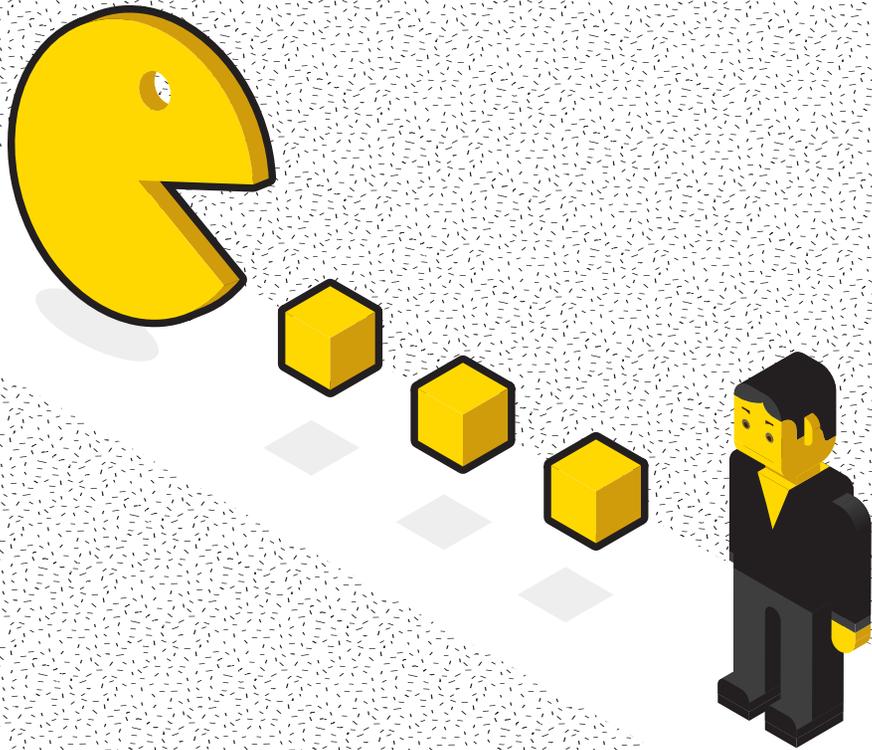
In order to not overload the lab when it comes to plotting time, faculty must adhere to scheduled review dates. Students must adhere to lab rules with regard to computer use for rendering and plotting time so as to not tie up computers in the lab or 3rd floor classroom. The computers are for the use of all students and assigned time must be adhered to.

Plotting early allows students time to review the quality of the output, make the necessary changes, and re-plot before presenting the work. Problems in plotting or mistakes

• Please consult the Computer Lab policies for additional information.

Ask permission
if you want to use
someone else's desk





Please
refrain
from gaming
in class

• Please
consult the
Model Shop
policies for
additional
information.

in output are yours and cannot be blamed on hardware, software or printing services. You need to allow time for unforeseen problems so work presented is free of mistakes and excuses. Checking work is a fundamental skill of the architect and reviewing drawings for consistency, clarity, and completeness is essential.

MAKING MODELS – MODEL SHOP

The production of studio models is a collective effort requiring shared responsibilities and shared costs.

Faculty must inform the Model Shop manager, well in advance, of any assigned models that would involve students working in the shop in order to schedule use of limited space and equipment. Spraying of models must be done outside the studio on paper surfaces to catch overspray. Do not use exterior bare concrete landings or floors without protecting the surface with paper.

DESIGN STUDIO REVIEWS

All studio work should be due and submitted no later than the night before the final review. Faculty teaching in the core studios must coordinate the collection of work to insure parity with each studio section.

Attendance and participation in studio reviews is required of all students enrolled in the studio section. Reviews are one of the most important learning experiences provided by the School. Attending the reviews of your peers allows you to see the range of architectural production and criticism born by different studio topics and sites, as well as the interests and expertise of professors and visiting critics. Attending the reviews of others within your year is often helpful in understanding your project better while attending the

reviews of students in other classes and programs broadens your academic experience and helps you prepare for future classes. Student deportment during reviews should model the professional standards one finds in practice. Dress for reviews should be more formal than everyday attire.

END OF SEMESTER

Leave the studio as clean and as orderly as you found it. Drawings and models left in the studio or the model shop beyond the due date for their removal at the end of each semester or summer session, will be discarded.

All academic work is the property of the University. At the conclusion of the semester students should prepare and submit digital files on a disk or flash drive to their respective faculty. (*See Student Work Collection, for file formats, scanning and conversion for submission of student work.*) Any work identified by faculty members as archival or as exhibits for accreditation will be collected by faculty, stored separately for the documentation or preparation and duration of the accreditation visit.

STUDENT TO STUDENT INTERACTION

Students should understand that the school is an academic community that aspires to the highest ethical standards. As part of the university, the school is a collaborative environment where ideas can be discussed in a respectful and collegial manner. Differences of opinion should be respected and students should avoid consciously undermining another student's work or ideas.



TEACHING AND THE PROFESSION (AVOIDING CONFLICT OF INTEREST)

The design studio is the centerpiece of architectural education and the vehicle from which to impart the School's pedagogy that architecture is a civic art. Studio conduct must therefore be of the highest ethical standard and the professor must be held as a model of such behavior. Because studio teaching both emulates and critiques the practice of architecture, the professor must make the similarities and distinctions between the academic and professional spheres clear.

Studios may engage in real projects, but only for the academic benefits of such engagement to both the student and the community. **At no time is a student's work to be used privately for a professor's professional or financial gain.** If a professor is engaged in professional practice no current project should be issued as a design studio assignment. If a professor is entering a design competition with a studio project, all aspects of authorship and intellectual property

should be handled generously, professionally and in keeping with all University policies regarding such matters. These issues should be confirmed in advance with the Dean. If the competition includes prize monies or the granting of a commission these conditions should also be discussed in advance with the Dean's office.

When the School faculty and students are involved in the quasi-professional work that is often the form of community assistance, special care should be taken to ensure clarity of purpose for the exercise and associated costs and fees; this information needs to be communicated broadly with each engagement. It is important that local, regional, and national architects understand that this work does not compete with professional architectural or urban commissions. The goal is to provide a unique community service complementing practice and to provide design assistance to sectors of the community otherwise without recourse to such service.

In short, a professor's engagement in design studio teaching should be selfless pursuit of imparting knowledge of architecture, and searching collectively with colleagues for new and time-honored ways in which design improves the quality of life, protects the settings where life unfolds and responds to the universal human desire for beauty.

FACULTY AND STUDENT INTERACTION

Faculty should remember that this is not seen as equal pairing: given that faculty are issuing grades students will see faculty as an authority figure. Use good judgment in deciding when, where and how to talk to a student about a sensitive issue. Do not be confrontational. If you are a faculty teaching for the first time or teaching a new course or new format for the first time remember to consult studio coordinators, more senior faculty or advising staff with problems that require

more input or information before meeting with the student. Always be impeccable in your word.

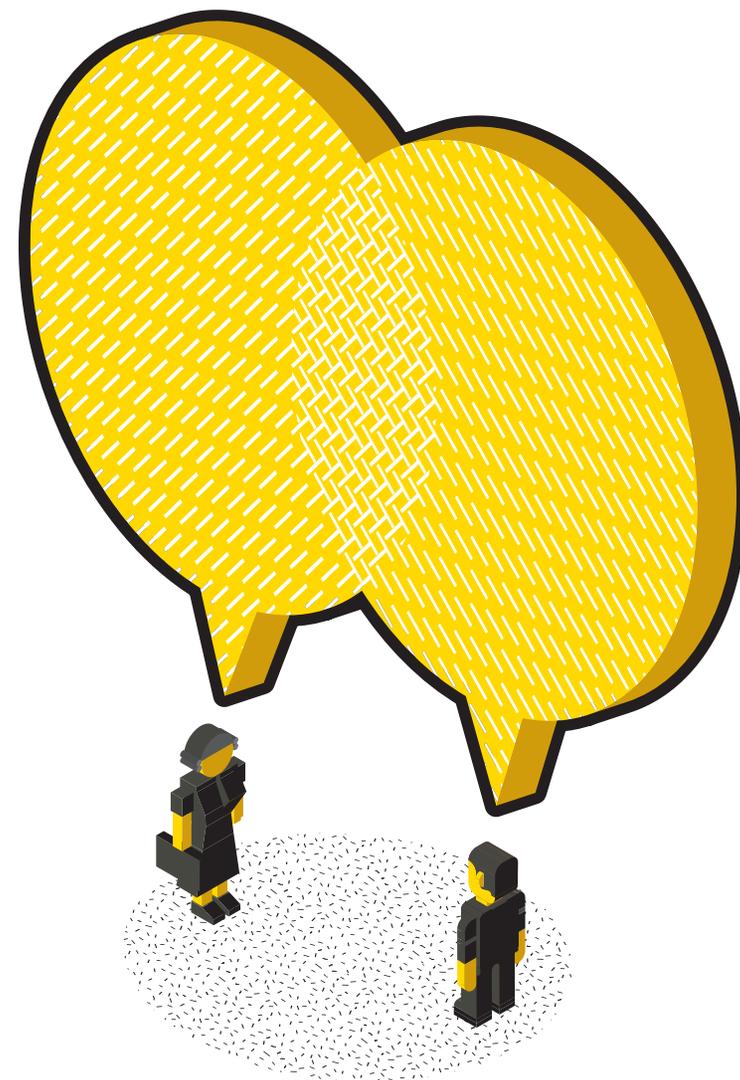
Faculty must start and finish class at the scheduled times. This allows students to get to their other classes on time. All faculty are expected to make time outside of scheduled class for additional contact time with students. **Faculty are to keep office hours of a minimum of one hour per week and to post hours outside their offices.** Office hours can be fixed or by appointment but must be published. Faculty are encouraged to list office hours in their course syllabi. Course preparation, grading, advising and studio coordination meetings are expected to occur outside of class time.

FACULTY TO FACULTY INTERACTION

Faculty should understand that the school and the university represent an environment where all ideas can be discussed in a respectful and collegial manner. **Differences of opinion should be respected** and faculty should avoid consciously undermining another faculty, the school, or the university.

FACULTY AND STAFF INTERACTION

Faculty must understand that each member of the staff has a job description and a variety of autonomous responsibilities are related to other faculty, administration and university departments. Organization and forethought will help create an atmosphere of respect and ensure that tasks requested of staff will be completed in a timely manner. **Do not leave important tasks to the last minute.** Staff should not be asked to perform duties of a personal (non-school related) nature, nor requested to utilize university equipment or supplies for personal matters.



Respect differences
of opinion

STAFF AND STUDENTS

Members of the staff have frequent contact with students and should remember that these interactions can be important moments of learning as students observe behavior and reactions to various situations.

Collection

ACCEPTED FILE FORMATS

.jpeg, .tiff, .eps, and .pdf

.jpg or .jpeg (Joint Photographic Expert Group)—A commonly used compressed graphics format ideal for images with smooth variations of tone and color. On the other hand, .jpg is not as well suited for line drawings and other textual or iconic graphics, where there is a sharp contrast between adjacent pixels, as well as files that will undergo multiple edits, as some image quality will usually be lost each time the image is decompressed and recompressed while saving. Such images are better saved in .tiff formats, with the final image saved as .jpeg after all editing is complete.

.tiff (Tagged Image File Format)—A widely used bitmapped graphics file format that handles monochrome, gray scale, 8- and 24-bit color. The .tiff uses lossless compression and may be edited and re-saved without losing image quality.

.eps (Encapsulated PostScript)—There are two distinct types of .eps files, one is a vector based graphics file and can be opened and easily edited for type, color, etc. in Adobe Illustrator. They can be almost infinitely scaled in size without degrading the output because they are vector based. The other is an .eps photo file, which is flattened with a set resolution. It can be opened in Adobe Photoshop or other image editing programs, but it will significantly degrade in image quality if scaled beyond the set resolution.

.pdf (Portable Document Format)—A commonly used format representing two-dimensional documents in a manner independent of the application software, hardware, and operating system. It captures all the elements of a printed document as an electronic image that you can view, navigate, print, and forward.

SCANNING (.JPEG AND .TIFF FILES)

Minimum resolution: (at least) 300dpi, (ideally) 400dpi (dots per inch)

Minimum target size: 24' by 36'

Note: When scanning plans or black/white line drawings choose Text option on the scanner settings dialog box. If lines do not appear complete then use “Curves” and adjust the “Threshold & Auto Levels” in Adobe Photoshop.

U-SOA DIGITAL IMAGE COLLECTION

All students will be asked to submit digital copies of their work for the semester. In order to facilitate the collection of files, we have created a naming convention as well as a proper directory to archive the work. This system will allow us to easily record the work of a given semester and access it for future projects.

Required files: All students will be required to submit ONE PDF (300dpi) resolution of both their process work and their final projects.

Process: Submitting drawings in the above referenced formats can be done a number of ways. Below are a few suggestions:

- Export drawings from relevant programs as a PDF
- Select all separate PDF files; Right Click; Select Combine Files in Acrobat; Select Combine Files; Save and Name with the appropriate Naming Convention
- Multiple files may also be combined into a single PDF using InDesign

Naming convention: The name of each submitted file should have five components, each separated by an underscore as follows:

ARC204_HERNANDEZ_F19_JANE_DOE.PDF

For courses containing multiple projects, please use the following:

ARC204_WHEELER_F19_JANE_DOE_PROJECTNAME.PDF

- Course number of the studio (**ARC 204**) or in the case of upper level studios, the identifier should be - **ARCVERTICAL**
- Last name of the faculty member - **WHEELER**
- Semester and the last 2 digits of the year as follow:
 - » Fall 2019 - **F19**
 - » Spring 2020 - **S19**
 - » Summer 2019 - **SU19**
 - » Spring Break 2019 - **SB19**
 - » Intersession 2020 - **I19**
- First name of the student - **JANE**
- Last name of the student - **DOE**

Storage of Work: BOX

All student work should be stored using the new University of Miami Box format for your course.



Any questions???

Contact Academic Services via email at
matthewfernandez@miami.edu
or via phone at (305) 284-3731

SUMMARY

This document is a working document that goes through regular review for thoroughness, relevance and clarity. This document is the product of the collective effort of the students, faculty and staff and assists in guiding the school for the constructive benefit of all. The last revisions occurred in 2021.

REFERENCES

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UM Blackboard, Help Desk: 305-284-3949.

USC School of Architecture, Studio Culture and Civility Code.

Illustrations: Benjamin Brandt

GUIDE TO LEARNING CULTURE

2 - *Introduction*

4 - *Students*

12 - *Faculty and Staff*

18 - *Student Work Collection*

arc.miami.edu/learningculture

