

Policy for College of Architecture Learning Spaces
University of Oklahoma

September 10, 2009

Important Note: This policy does not supplant policies or recommendations for classroom/studio culture or the instructional environment that may be developed and adopted by the academic divisions within the College in response to the requirements of accrediting agencies. In the event classroom or studio culture policies are adopted and a conflict occurs between those policies and this one, the more restrictive requirement will supersede the lesser.

The College of Architecture employs unique learning spaces for all of its programs. In architecture, interior design and landscape architecture, the design studio is a central part of the education process. In construction science, estimating laboratories and surveying field exercises are extensively involved. In Regional and City Planning, a number of seminar spaces are unique to that discipline. In all of our disciplines, IT computing and its special equipment and spaces are deeply ingrained. In all of our disciplines, the use and configuration of these spaces is not arbitrary, but has evolved over the last century from practices of the professions they serve.

The College of Architecture desires to set out certain minimum behavior standards for all engaged in these learning spaces. Because many of the facilities are accessible 24 hours per day, the college is compelled to elaborate on matters related to health-safety-welfare of occupants and the preservation of property that belongs to the people of the state of Oklahoma. In addition, certain standards are necessary to provide the best educational environment for students, and the best teaching environment for faculty. Finally, ethics and professionalism are pervasive across all disciplines and therefore demand behavior and practices that will foster those values.

Space ¹

Every student enrolled full-time in the divisions of Architecture, Interior Design and Landscape Architecture will be provided use of a dedicated work space in a design studio. Every student enrolled in Construction Science and Regional and City Planning will be provided use of facilities in their divisions. Studios are equipped with desks, shared work spaces, pin-up surfaces, and digital networking to facilitate work that students are expected to produce in a design studio. Students enrolled in studio also have access to wood, metal and plastic working facilities, computing, and a range of input and output devices housed elsewhere in the college.

Studios and other learning spaces are expected to function as an effective place for students to work. The studio and learning space environment must be conducive to faculty and student health, safety, and welfare. Productivity is at the heart of the studio and classroom intent. Studios and learning spaces must be well lit and ventilated. Realizing that studio spaces are subject to extraordinary usage, the college will enforce regular bi-semester clean up policies for students, and work with custodians to assure that studio

spaces are well maintained and cleaned. Studio and learning spaces shall allow barrier-free access in accordance with ADA and university statutes. During hours when university buildings are closed, studios and learning spaces will be accessible by key code for authorized students, faculty and staff.

Students are expected to treat studio and learning spaces with respect at all times. Students must also comply with rules regarding studio clean-up and the use of noxious substances in studio spaces and other university facilities. See “Building Use Policies” later in this document.

Instruction¹

Faculty are responsible for the organization and progress of work during the semester, but much of the work students do in studios and learning spaces is self-motivated and self-directed. Because many of the processes in the design and construction of the built environment are complex and time-consuming, students often dedicate significant time and energy to courses. Sometimes, this is out of proportion to the effort necessary to excel in other courses. The demands of design and other assignments should not adversely affect students’ performance in other classes. Neither should assignments disrupt the balance of academic and non-academic life. Faculty are expected to set fair and reasonable expectations for adequate performance in studios and other courses, and provide regular, productive feedback to each student on the progress of their work in the course.

The College of Architecture sets forth the following faculty guidelines for all courses:

1. At the beginning of each semester, faculty shall provide detailed written expectations for the participation and performance of students in each course.
2. Faculty shall meet regularly with students, during scheduled course hours – on an individual basis as required, or in group meetings – to discuss their work in a productive manner.
3. Criticism in design and all courses shall be constructive and educational in nature; criticism must concern the work produced, and not its author.
4. Faculty shall maintain reasonable expectations as to work requirements for the course, with the understanding that students may choose to put in more effort as they deem necessary, to meet their own goals and expectations.
5. Faculty shall provide an evaluation of each student’s performance within two weeks of receipt of course work submitted for grades throughout the semester and at the end of the semester. In all cases work produced shall be evaluated on its merits. Because most courses are concerned with professional development, faculty should also evaluate the student on working methods.

Behavior¹

Instruction in all courses of the College of Architecture shall foster a collaborative environment conducive to the mutual interests of the students and faculty. The college strongly encourages students to do as much of their work in studios and learning spaces as possible. This is to take advantage of the collaborative opportunities the college’s spaces allow, particularly between disciplines. Loud music, distracting cell phone or pager usage, or any form of disruptive behavior will not be tolerated.

Time Management²

The College of Architecture supports its students and faculty in leading balanced lives. Since professional values are at the core of our educational experience this becomes increasingly important. The fact that studios and some learning spaces are open for use twenty-four hours per day is not indicative of an emphasis on the College's part that they be continuously inhabited. In architecture schools across the country the romance of the "all-nighter" is pervasive to some students as proof that they are academically rigorous. More often than not, however, it is actually proof of poor time management. The college encourages students to work intelligently and efficiently, not necessarily longer, in studios.

Conflict Resolution¹

Student/Student: If disagreement arises, seek a third party to mediate. If unsuccessful, seek faculty assistance.

Faculty/Student: If disagreement arises, seek mediation through discussion. If unsuccessful, seek assistance from the division director. If the disagreement is a grade dispute, students may file a grade appeal in accordance with policies outlined in the College of Architecture Grade Appeal Process (available from the administrative offices, 504 West Main)

Faculty/Faculty: If disagreement arises, seek mediation with the division director(s).

Any member of the College of Architecture community, student or faculty, has the right to seek remediation for conflicts or problems in class by contacting the instructor or the administration of the division, or the administration of the college. When informal resolution of disputes or problems is not workable they will be resolved according to procedures set out in the University of Oklahoma Faculty Handbook and/or Student Handbook.

Building Use Policies²

1. The College of Architecture is currently housed in transitory facilities until the completion of Gould Hall renovation:
 - a. Architecture on Main is available 24 hours per day to registered students, faculty and staff. For all others the building is open only after obtaining access from the administrative offices at 504 West Main.
 - b. Administrative offices, and Faculty offices at 504 West Main and 500 West Main are open from 8am to 5pm Monday through Friday.
 - c. The wood, metal and plastics shop at George Street is open by scheduled hours.
2. The use of ungrounded extension cords (2-wire) is prohibited, as well as the joining of one extension cord to another.
3. The use of small or hidden video cameras for installations is prohibited except with prior permission from the Dean's office. Signs must be posted warning public of their use.
4. The use of plaster, aerosol spray paints, hand-held torches, or toxic resins is absolutely prohibited except with prior permission from the Dean's office in special cases. Spaces for these activities

are provided in the George Street shop. Spray booths must be used for any project requiring spray paints and must be used in accordance with posted instructions.

5. Proper use of studio and learning spaces is expected. Students are responsible for all costs incurred for painting and/or repair. Misuse of studio or learning spaces will result in loss of privileges.
6. Students are responsible to see that all personal materials are removed from classrooms or crit spaces at the end of each class period, unless directed by the instructor to remain. No obstructing materials are to be left in public corridors, lobbies, stairs, or other paths of egress.
7. Bicycles are not permitted inside the buildings at any time.
8. Students are permitted to keep personal equipment in studios in locked trunks. Students furnish their own padlocks. At the end of each semester trunks must be removed. If not, personal items in trunks will be discarded.
9. College of Architecture students enrolled in design studios are provided with studio space to work. At the end of each semester all personal and course materials, including project work, must be removed from the spaces by the posted time.
10. Studio and Course fees: Students are charged fees per credit hour each semester to help defray the continuing costs of refurbishing and replacing equipment. These fees are not for cleaning and refurbishing due to misuse. Students must leave studios and classrooms clean and orderly at the end of the semester.
11. Smoking and/or the use of intoxicating liquors in the buildings are prohibited at all times. Students may not use hot plates or other electrical devices in the studios or learning spaces except with special permission.
12. Any form of visual or audible content or media that would be reasonably deemed offensive according to University of Oklahoma policy is prohibited.
13. No pets will be allowed in any building, at any time, with the exception of guide or assistance animals.
14. Radios and personal stereos may not be played during scheduled class time.
15. Access to the building is limited for security reasons. No doors may be propped open at any time if the space is unattended.
16. These policies do not supersede any more restrictive policy that may be set out by The University of Oklahoma Student Code of Responsibilities and Conduct for the Norman Campus.

¹ *Abridged from a policy of the University of Washington, Department of Architecture ; adopted by that faculty on 5/30/2007*

² *Abridged from a policy of Cornell University Department of Architecture, Student, Faculty and Staff Handbook 2005-2006*