DEPARTMENT OF ARCHITECTURE AND ENVIRONMENTAL DESIGN
STUDIO LEARNING AND CULTURE POLICIES

Approved December 4, 2018.

The Department of Architecture and Environmental Design at Bowling Green State University pursues the convergence of technology and liberal arts to inspire and empower students to enhance the built environment. We strive to foster a learning culture that embraces an integrated approach to acquiring knowledge and skill. The Department is committed to establishing and maintaining a positive and respectful learning environment through encouraging the fundamental values of optimism, shared contributions, curiosity, engagement and innovation among the members of its faculty, student, staff, and administration. Our learning culture is built upon BGSU’s core values: Respect for one another, Collaboration, Intellectual and personal growth, Creativity and innovation, and the Pursuit of excellence.

These values provide a framework for faculty, staff, and student interaction at BGSU:

**Respect for one another:** For members of the BGSU Architecture learning community, interactions between students and faculty, as well as between students, are based on open dialogue and respect for the personal experiences and identities, property, and well-being of community members. The following relationships are critical for the success within the architectural community’s academic and professional tradition of the studio environment:

- Faculty to Student relationships
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- Faculty to Administrators relationships

**Faculty to Student Relationship:** The students have the right to expect that the faculty will respect them as individuals and that critiques are made upon their abilities. The students should also expect the faculty to guide them towards a higher level of the understanding of architecture and to cultivate a passion for creating and perfecting the work of architecture. The students should expect the faculty to set fair and achievable work amount within the course. The faculty should be understanding that students within the department have obligations outside of the studio and should thus be respecting to the students’ life outside of the architecture community.

**Student to Faculty Relationship:** The students must understand that the faculty members are part of the architectural community. Faculty members should be respected for their knowledge of architecture and their opinions within the architectural field. The students must respect the faculty at all times. The students are required to put their total effort into the assignments set by the faculty and will complete them within time frame set by the faculty. If a student has a concern regarding the time frame then the student will discuss this with the faculty member prior to the due date.

**Student to Student Relationship:** The student to student relationship is a dynamic connection that has the potential to have long-term positive impacts on each other’s future professional development. In order to maintain a positive atmosphere for learning, the students must respect each other’s background and culture. Students
should support one another and provide constructive criticism when it is sought out by fellow students. The students must respect each other’s property and space. The students should strive to maintain a learning environment that is safe, clean, and respectful. The students must also respect themselves in regards to time management; they should take particular caution if they have not slept for extended amount of time and should seek out consent from fellow students and faculty if they have any intentions of operating a motor vehicle.

**Collaboration:** The BGSU Architecture community fosters a collegial and collaborative environment. This is nurtured through the cooperative group course activities and the inclusive format of studio critiques. In our studio, students and faculty treat each other as colleagues and valuable members of the community.

**Intellectual and personal growth:** The BGSU Architecture community fosters intellectual and personal growth by encouraging ideas and modes of expression developed both individually and in communication with the larger community. Course structures and student initiatives promote new and alternative individual and collaborative approaches.

**Creativity and innovation:** Creativity is the hallmark of the design studio learning experience. The architecture faculty encourages students to cultivate an environment in their studio that embraces freedom of expressing intellectual and creative ideas as well as demonstrating innovation in their research and practices. Students are guided toward developing professional skills to bring these ideas to fruition with relevancy, expediency and safety.

**Pursuit of excellence:** Excellence is demonstrated in the Architecture program through the breadth and depth of our intellectual inquiry as well as a high-level craftsmanship and production. In addition to personal commitment to excellence, students have the reciprocal expectation of excellence in their peer group and collaborate to maintain and continually increase the quality of work and dialog within the department and university community.

**Design Studio and Shop Policies**
Critical to a healthy and productive learning environment is the establishment of an efficient daily routine that balances the well-being of the individual student with high academic standards. The following policies have been established to promote a positive studio experience at BGSU.

**Design Shop**
All work produced in the Design Shop must be conducted in accordance with the shop manual. Safety rules are posted clearly in the Design Shop. The rules include standards for dress, alertness and state of mind, use of personal protective equipment, training, and safe equipment use practices. The Department of Architecture expects that all students will abide by the safety and health procedures posted. Major and minor infractions will be addressed immediately, and such violations can result in the student’s access to the design shop be revoked.

**Design Shop Rules**
- Only architecture students, faculty and staff have access to the Design Shop.
- No one is allowed to use the Design Studio’s equipment without prior training.
- Keep attention focused on the equipment and the operation being performed at all times.
- Everyone must treat the equipment with extra caution so as to not damage it.
- Be alert and considerate with the safety of all students while working in the Design Shop.
• Running, fooling around, and other fast movements of the body may contribute to an accident.
• Report all accidents of any kind to the Department.
• Do not operate any laser cutter, plotter or use the spray booth while under the influence of drugs, alcohol or any medication.
• Always clean the work area after using the Design Shop.

**Student materials**

Studio spaces are intended for computing, drawing, and model making. When models require materials like plaster, concrete, wax and large pieces of wood, metal, or other unconventional material, then the work should be done under the supervision of qualified personnel in the approved area. Each student is responsible for promptly removing the resulting waste and spills from these endeavors. Absolutely no plaster or concrete can be poured into the sinks. Any media or material that produces fumes (paints, thinners, solvents, spray adhesives) must only be used in the Spray Booth in the Design Shop. Hazardous materials, such as resin, and metal are not permitted in the studio, including the Spray Booth.

**Review spaces**

These spaces are utilized throughout regular studio times. Review spaces at either end of the studio can be utilized for studio reviews at any time. The reviewing class needs to be respectful to the studio they are using and after the review “Campsite Rules” apply: leave the review space better than you found it.

**Storage**

There is no space for storing student work beyond immediate working area. Work left in public spaces is vulnerable to being removed, misplaced, or damaged. Students should protect their work, back up their files, and document their work. Do not store previous semester’s work in studio unless given permission by the Department.

**Furniture**

The circulation corridor through and around each studio must be maintained clean at all times. Each student is provided a desk, a storage cabinet, and a chair. Studio furniture must remain in the studio area, but may be adjusted within the immediate area of the assigned space. Studio furniture is not students’ personal property and should be left in the same condition as it was assigned to students. Do not paint or nail, bolt, or screw things to the assigned furniture or any desk. Use a protective surface, such as a cutting mat, when cutting material. Student should post their name somewhere on their desk in clear view.

In order to maintain an orderly and unobstructed studio environment, students are required to receive permission to bring outside furniture into the studio. This applies to appliances such as refrigerators as well as other items such as chairs, side-tables, etc. Any such item must be placed and used in a manner that is respectful to adjacent students and other members of the studio/class/building. The College, the School, or the Department is not responsible for any furniture items that are brought into or left in the studio space/building.

**Security**

To prevent theft, trespassing or vandalism, exterior doors must be kept closed at all times. The BGSU Department of Public Safety, located in 100 College Park Office Building, provides the campus with 24-hour police protection by a fully certified staff of police
officers, detectives, and dispatchers. For emergency situations on campus, dial 9-1-1. For non-emergency situations, BGSU Police can be contacted at 419-372-2346.

**First Aid**

Two first-aid kits are available in the Park Avenue Building for the treatment of minor cuts and injuries. They are located near the East Exit door and next to the West Gallery. Report all injuries/incidences to the architectural office and to the Risk Management office via the link below. For serious injuries call 9-1-1. All injuries/incidents must be reported.


**Breaks and End of Semester Responsibilities**

At the end of every semester each student is responsible for disposing of all trash, unwanted models and drawings, and other discarded items. Any models and supplies left at the end of a semester are subject to removal by the Department for being reused for next semester. At the conclusion of each semester, dismantle any models and their bases that students do not wish to take home. Models may not be stored in the building unless the design studio instructor has kept them for documentation. The College, the School, or the Department is not responsible for any items that are left with in the studio space. Students and faculty are encouraged to utilize recycling bins as provided to promote sustainable practices of recycling and waste minimization.

During semester breaks students may leave their materials secured in their desks or studio area. They must clean up the surrounding areas and any loose materials must be secured or placed underneath their desks to allow for appropriate cleaning during the breaks. Any models, materials, or supplies need to be securely placed on top of their desks. Supplies not on the desk should have their owners' name and course number placed upon them. Students are advised to lock personal possessions and valuable belongings for safety, particularly during nights, on weekends, and over breaks.

**Plagiarism**

Plagiarism is representing as one’s own, in any academic exercise, the words or ideas of other persons’. This includes, but is not limited to, quoting or paraphrasing without proper citation. Cheating is defined as using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Cheating also includes submitting substantial portions of the same academic work more than once without permission. Penalties for plagiarism and cheating range from the failure of an assignment to the full expulsion from Bowling Green State University. For a full definition and explanation of plagiarism and cheating as well as their consequences, please see the BGSU Student Handbook and follow the link the Student Code of Conduct policy.

https://www.bgsu.edu/content/dam/BGSU/dean-of-students/Conduct/Academic-Code-of-Conduct-Chapter.pdf

**Clean Air & Smoking Policy**

The Board of Trustees approved smoke-free policy, and effective Jan. 1, 2014, Bowling Green State University will join many other universities in becoming a smoke-free campus.

https://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Clean-Air-Smoking-Policy.pdf
Campus Sustainability
The faculty, staff, and students are committed to BGSU’s “Climate Action Plan” to achieve institutional carbon-neutrality by the year 2040:
1) Reduction of Emissions through energy efficiency & renewables
2) Waste reduction & resource conservation through recycling and re-use initiatives
3) Education, Awareness, & Outreach through student involvement and programming

https://www.bgsu.edu/campus-sustainability.html