

## DEPARTMENT OF ARCHITECTURE AND ENVIRONMENTAL DESIGN STUDIO LEARNING AND CULTURE POLICIES

Approved November 27, 2012.

The Department of Architecture and Environmental Design at Bowling Green State University pursues the convergence of technical and liberal arts to inspire and empower students to enhance the built environment. We strive to foster a learning culture that embraces an integrative approach to knowledge and skill development. The Department is committed to a positive and respectful learning environment through the encouragement of the fundamental values of optimism, shared contributions, curiosity, engagement and innovation between and among the members of its faculty, student body, administration and staff. 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:** As 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. Supportive human relationships are key for success in all work and social organizations; it is all the more so within the architectural community's academic and professional tradition of the studio environment. Capitalizing on the potential of our people and location, our learning community is enriched by the strength of:

- Faculty to Student relationships
- Student to Faculty relationships
- Student to Student relationships

**Collaboration:** The BGSU Architecture community will foster a collegial and collaborative environment. This is nurtured through cooperative group course activities and the inclusive format of studio critiques. We demonstrate the belief that students and faculty treat each other as colleagues and valuable members of the studio community.

**Intellectual and personal growth:** The studio environment fosters intellectual and personal growth by encouraging individually generated ideas and modes of expression developed 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 while demonstrating innovation in their research and practices. Students are guided in developing professional skills to bring these ideas to fruition with relevancy, expediency and safety.

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

**Faculty to Student Relationship:** The student has the right to expect that the faculty will respect the student's ability as an individual and critique them upon his or her

abilities. The student should also expect the faculty to guide the student towards a higher understanding of architecture and to cultivate the passion for the art and design of architecture. The student should expect the faculty to set fair and achievable goals within the course with a reasonable amount of time to accomplish said goals and/or assignments. The faculty should acknowledge that students within the department of architecture have obligations outside of studio and should thus be sensitive towards the student's life outside of the architecture community.

**Student to Faculty Relationship:** The student must understand that the faculty members are part of the architectural community, in various capacities, which the student is working to join. Faculty members should be respected for their knowledge of architecture and their positions within the architectural field. The student must show respect by listening to any professor when she or he is speaking and or advising. The student is required to put his or her total exertion into the assignments set by the faculty and will complete them within reasonable time frame set by the faculty. If the 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 in each other's future professional development.. In order to maintain an atmosphere conducive to learning, students must respect each other's background and culture. Students must support one another and provide constructive criticism when it is sought out by fellow students. Students must respect each other's property and space. Students should strive to maintain a learning environment that is safe, clean, and respectful. Students must also respect themselves in regards to time management; they should take particular caution if they have not slept for several hours and seek out consent from fellow students and faculty if they have any intentions of operating a motor vehicle.

Emanating from faculty and debated by students, these studio values are the foundation for a civic and productive learning community of the Department of Architecture and Environmental Design.

### **Design Studio Policies**

Key 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 promote a positive studio experience at BGSU.

#### ***Student materials***

Studio spaces are intended for computing, drawing, and model making. When models require materials like plaster, concrete, wax and large scale pieces of wood, then this work should be done with supervision in a very limited area or outside. 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 located at the Technology Building. Hazardous materials, such as resin, are not permitted in the studio, including the spray booth.

#### ***Review Spaces***

These spaces are utilized throughout the 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 outside of your immediate working area. Work left in public spaces is vulnerable to removal and vandalism. Protect your work. Back-up your work. Document your work, and do not store previous semesters work in the studio unless given permission from a BGSU Architecture Faculty member.

### **Furniture**

A clear circulation corridor through and around each studio must be maintained at all times. Each student is provided a desk and a chair. Studio furniture must remain in the studio area, but may be adjusted within the immediate area of the assigned space. However, these desks are not your property and should be left in the same condition as when it was assigned to you. Please do not nail, bolt or screw things to your desks. Use a protective surface, such as a cutting mat, when cutting material. Post your name somewhere on your desk in clear view in case you need to be located.

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 of adjacent students and of the other members of the studio community. The college and/or department are not responsible for any furniture items that are brought into or left in the studio space.

### **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. Bowling Green State University Police can be contacted at 419-372-2346.

City of Bowling Green Police can be contacted at 419-352-2571. Please report any suspicious behavior to the Campus Police Department.

### **First Aid**

First-aid kits are located at the main entry lobby wall, and are to be used to treat minor cuts and injuries. It is periodically restocked. Report any serious injuries to the Dean’s Office and seek treatment at the nearest Hospital. In case of emergency contact 911.

### **Breaks and End of Semester Responsibilities**

At the end of every semester each student is responsible for disposing of all trash, unwanted models, drawings, and other discarded items. Any models and or supplies left at the end of a semester are subject to disposal. At the conclusion of each semester dismantle any models and bases you do not wish to take home. Models may not be stored in the building unless the design studio instructor has kept them for documentation of student work. The college and/or department are 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 scheduled semester breaks you may leave your materials secured in your desks or studio area. You must clean up the surrounding areas and any loose materials must be

secured and or placed underneath your desk in a manner such to allow for appropriate cleaning during the breaks. Any models, materials, or supplies need to be securely placed on top of your desk. Supplies not on the desk should have your name and phone number placed upon them. Students are advised to lock personal possessions and valuable equipment for safety, particularly overnight, on weekends, or over breaks.

### ***Plagiarism***

Plagiarism is representing as one's own, in any academic exercise, the words or ideas of another including, but 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 discussion of plagiarism and cheating please see the BGSU Student Handbook and the Student Code of Conduct.

### ***Smoking***

State law prohibits smoking inside a building or outside at an exit. Smoking will not be permitted within 50 feet of any entrance. Anyone smoking must maintain at least that distance from the building entrance. It is mandatory that all smokers properly dispose of their cigarette butts in provided receptacles. No butts or related debris are to be placed on the ground, in the parking lots, on the sidewalk, or in planters or other such areas.

### ***Recycling***

The faculty and students recognize that recycling and conservation are key components of sustainable design. Therefore community must be involved in reducing waste and conserving raw materials. The Architecture Program is committed to reduce energy consumption, air pollution, the release of green house gases and water pollution especially as associated with waste disposal.