

Space and Conduct Policies for College of Architecture

Updated August 2011

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. These policies are intended to project and maintain a positive and professional image of the College to the public.

The College of Architecture requires certain minimum behavior standards for all learning spaces. Many of the facilities are accessible 24 hours per day and the College is compelled to elaborate on matters related to the health, safety and welfare of occupants and the preservation of both their and University property. 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. The College of Architecture is currently housed in Gould Hall:
 - a. Facilities at Gould Hall are 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 830 Van Vleet Oval Rm 180.
 - b. Administrative offices at 830 Van Vleet Oval are open from 8 a.m. to 5 p.m. Monday through Friday. Please refer to individual faculty members for their office hours. Faculty will post and maintain their schedule on their office doors.
 - c. The research and model shop facility at George Street is open by scheduled hours, please refer to the College of Architecture online calendar for details.

Upper level students in the divisions of Architecture, Interior Design, Landscape Architecture and Regional & City Planning will be provided use of a dedicated work space in a design studio. Gould Hall is equipped with desks, shared work spaces, pin-up surfaces, and digital networking to facilitate work that students are expected to

produce. Students also have access to additional resources to produce physical projects including the College's remote research and model facility.

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. Realizing that studio spaces are subject to extraordinary usage, the College will enforce regular bi-semester clean up policies by students in addition to reasonable daily maintenance. Studio and learning spaces shall allow barrier-free access in accordance with ADA and university statutes.

During hours when university buildings are closed, Gould Hall will be accessible by OneCard for authorized students, faculty and staff. All students are responsible for securing their personal belongings.

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" for more on those policies.

Instruction

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, planning 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.

Behavior

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, distractive electronic usage, or any form of disruptive behavior will not be tolerated.

Time Management

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 Gould Hall is open for use 24 hours per day is not indicative of an emphasis on the College's part that they be continuously inhabited. The College encourages students to work intelligently and efficiently, not necessarily longer, in studios.

Conflict Resolution

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, 830 Van Vleet Oval, RM 180).

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 mediation 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.

Approved by Division Directors

Revised and Approved by Directors August 2011