

“THE RULES” FOR STUDIO COURSES
(Addendum to All Course Syllabai)

Reading and Studying:

- # Reading assignments should be completed ahead of the designated discussion day; come to class already familiar with the material to be discussed.
- # It should be clearly understood that the architecture faculty expects a time commitment on the part of each student enrolled of at least 2 hours outside of class for every hour in class. Therefore, **you are expected to spend at least 30 hours per week on this class** (including your time in class). If your life circumstances do not allow this type of time commitment, it will be difficult for you to do well in this class.

Attendance:

- # In the School of Architecture, any student in any course who accumulates **three or more unexcused absences** will be sent a warning letter specifying a date by which (s)he must meet with the course instructor to discuss the reasons for the absences; if (s)he has not met with the course instructor by that date, the instructor will either initiate an administrative drop or assign a grade of F.
- # Documentation for excused absences must be provided no later than the third class meeting following the event or the absence(s) will be counted as unexcused.

Make-up Work:

NO make-up work will be given. If you have a **documented** valid excuse for missing a review (refer to UNLV University Catalog for university policy on valid reasons), you will not receive an F for that review; it will be dropped before your final course grade is calculated.

Religious Holidays

Any student missing class, reviews, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day at late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the review or other work at an alternate time would impose an undue hardship on the instructor or the university which could not be avoided.

Academic Integrity:

Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism: "Using the words or ideas of another, from the internet or any source, without proper citation of the sources." See the "*Student Academic Misconduct Policy*" (12/05, in the approval process). All work done for this course must be the sole product of the student submitting it, excepting only those occasional assignments for which the instructor has **specifically** stated that collaborative work is expected.

The University is dedicated to learning by all members of the community. In responding to this dedication, the university demands a high level of scholarly behavior and academic honesty on the part of students, faculty, staff, and administrators. Maintenance of an atmosphere of academic integrity is the responsibility of all; the faculty is principally responsible for enforcement of these standards. Please consult the undergraduate catalog (p. 58-59) for detailed and clear discussions of implications of these issues.

Classroom Etiquette:

- # Please make every effort to be on time for class.
- # **No cell phones or headphones in class, please.**
- # Drinks only in closed containers, food only in non-noisy wrappings.
- # Bringing children to class: The classroom occupants are at the discretion of the instructor (per UNLV General Counsel). Thus, you should ask permission of the instructor before bringing children or other guests to class. Children or guests may be asked to leave if their presence becomes disruptive to the class

Library Support

The Architectural Studies Library, under the leadership of librarian Jeanne Brown, has extensive materials to support your class work in the School of Architecture.

Online guides in a variety of areas, including citation format, finding scholarly articles, researching Las Vegas information, etc. are available at the following site: <http://www.library.unlv.edu/arch/instr/onlineinstruction.html> In addition, the librarian is available to work with you one-on-one, or in groups, to identify resources on a topic.

Staff in the Architecture Studies Library are also available to work with you to find

materials and to answer questions. You can ask at the service counter in the Architecture Studies Library, online at <http://www.library.unlv.edu/arch/archquestions.html>, or by calling 895-1959.

The University Libraries offer free, brief clinics and workshops to help you increase your research skills and save time searching. Bring your topic to a Research Clinic for in-depth, one-on-one consultation with a research expert, or attend one of our more structured workshops on topics such as finding books and articles, successful search strategies, or Internet research. Check out the schedule at <http://www.library.unlv.edu/inst/events.html> or call 895-2123 for more information.

Computer Labs

Computer labs in the School of Architecture are available for student use during hours when labs are monitored and supervised by UNLV staff. Posted rules in the labs must be observed, including no food or drink. Please consult Randy Hale if you have questions.

Wireless Access within the SOA

School of Architecture students may gain access to the architecture networks through UNLV wireless access. See posted announcements or contact Randy Hale if you have questions.

UNLV Policies and Information:

Grades

The following standards supplement the Grading System for Undergraduate Students as listed in the current *Undergraduate Catalog*.

Letter Grade Description

A Superior: Represents comprehensive excellence. Not only does the work fulfill all requirements in an excellent and professional manner but goes beyond the given requirements aiming at standards higher than requested. The student is an active and engaged participant in all class activities and intellectual progress and development have been demonstrated by the timely preparation of thoughtful work on a regular basis. This work is of a quality that is instructive to the teacher and exemplary to the rest of the class and sets a standard for the exercise and/or the course.

B Above Average: Represents work that can be distinguished as being of truly “good” quality. The work is free of significant flaws, is comprehensive in scope and exceeds all minimum requirements. The student is an active and engaged participant in all class activities and intellectual progress and development have been demonstrated by the timely preparation of work on a regular basis. This work is of a quality that is exemplary for the exercise and/or the course.

C Average: Represents satisfactory and average performance. The work is free of major flaws, is comprehensive in scope, and meets all minimum requirements. Intellectual progress and development have been demonstrated by the timely preparation of work on a regular basis. The student and instructor can take “satisfaction” in the average resolution of the exercise and/or course.

Students of Architecture, Interior Architecture and Design, and Landscape Architecture must attain a minimum grade of “C-” in all coursework taken within the School of Architecture as a part of the completion of their major course requirements. Students who attain any grade below a “C-” in any course within their major must retake that course and attain a minimum grade of “C-” in order to advance towards graduation.

D-F Failing: Represents substandard work that is not passable. The work has not fulfilled requirements, or has not been completed on time, or does not appropriately address the issues raised by the exercise and/or course and is unacceptable.

I Incomplete: An “incomplete” on a **project** can only be given in exceptional cases in which failure to complete the assignment is a result of illness or injury requiring a visit to a doctor, a death in the immediate family, military or legal obligations, or other equally serious reasons that can be documented in acceptable written form (such as medical records or legal notification).

When possible, all outstanding circumstances that might impact the completion of a project should be brought to the instructor’s attention in advance of the class(es) that may be missed. In addition, documentation for excused absences must be provided no later than the third class meeting following the event or the absence(s) will be counted as unexcused and no Incomplete can be given. All incomplete work is subject to late penalties as per the instructor’s policy.

An “incomplete” in a **course** is only given in exceptional cases where there is/was a serious excusable reason for not completing course requirements (see above). The quality of work in the course up to that point has been satisfactory and passing (see Academic Policies section of the Undergraduate Catalog for further details).

Instructors are permitted to assign + or – to grades. However, there is no grade of “A+” within these guidelines.

Copyright Law

The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **YOU ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT NOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OR STUDENT VIOLATIONS OF FAIR USE LAWS.**

Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies. To familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright website at: <<http://www.unlv.edu/committees/copyright>>.

Course Changes

“The University of Nevada, Las Vegas reserves the right to change class times, days, buildings, room numbers, instructors, fees, etc. where circumstances warrant such changes. It is the student’s responsibility to check with the department before the class begins to see if any changes have been made. The ONLINE COURSE LISTINGS on the UNLV web site are updated daily. Students are encouraged to check the web for additions, changes, and cancellations”.

“The University of Nevada, Las Vegas reserves the right to eliminate, cancel, phase out or reduce in size courses and/or programs for financial, curricular, or programmatic reasons”.

Consensual Relationships

UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, see <<http://hr.unlv.edu/Policy/consensual.html>>

Other UNLV Policies and Regulations

Available at this web page: <http://registrar.unlv.edu/20032004Fall/Regulations.asp>

Course: _____

Date: _____

I have read all three parts (“Syllabus,” “The Rules” and “Calendar”) of the syllabus posted on-line for the course indicated above, and understand that it is my responsibility to be aware of the information they contain.

URL at which the syllabus is posted: <<http://www.unlv.edu/faculty/jwhite>>

Signature: _____

Print name: _____