

# ARCHITECTURE DESIGN STUDIO

## PROGRAM + CLIENT

ARC 3210 | Spring Semester 2020 | CS-713A | T/TH 2:30-5:45pm

## COURSE SYLLABUS

Course website via Canvas

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### INSTRUCTOR

**Assistant Prof. Brandon Ro, AIA, NCARB**

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Office Hours: As posted outside of office (other times by email appointment only)

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### CATALOG COURSE DESCRIPTION

**ARC 3210 – Architecture Studio – Program and Client (5)**

Architectural design studio introducing students to architectural programming, client-user needs, site planning, and contextual issues. Design problems explore the challenges of institutional building typologies and how to resolve shifting priorities and diverse points of view dealing with civic presence, socio-political values, and religious-cultural ideals.

### PREREQUISITES

ARC 3110 with a grade of C- or higher

### INSTRUCTIONAL METHODS

This course will incorporate traditional methods of teaching architectural design and its fundamentals. Instructional methods will include lecture, discussion of readings, drawing demonstrations, design workshops, desk critiques (individual/group mentoring/coaching), informal pin-ups/reviews, formal design juries, field trips, etc.

### STUDENT LEARNING OUTCOMES

By the end of the course, students will be able to:

- Engage in context analysis, developing an architectural program, space analysis and other pre-design activities as generators affecting the design process
- Collaborate with a client to refine early schematic design ideas and integrate them into a building program

- Translate philosophical and conceptual ideas into architecture through sketching, technical drawing, and digital model making
- Interconnect pre-conceived architectural ideas and thinking with broader historical precedents, cultural developments, and context as the fundamental design skills
- Continue to develop Classical design skills and demonstrate how to incorporate classical design principles in contemporary architecture within a wide spectrum of scales

## PROFESSIONAL NAAB STANDARDS ADDRESSED

Accreditation for the Bachelor of Architecture at Utah Valley University must meet certain educational requirements outlined by the National Architectural Accrediting Board (NAAB) to be considered a “professional degree” leading to licensure.

In addition to the course objectives and learning outcomes already described above, this course aims at providing students with an understanding or ability in the following NAAB Student Performance Criteria:

- **A.2 – Design Thinking Skills:** *Ability* to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.
- **A.4 – Architectural Design Skills:** *Ability* to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
- **B.1 – Pre-Design:** *Ability* to prepare a comprehensive program for an architectural project that includes an assessment of client and user needs; an inventory of spaces and their requirements; an analysis of site conditions (including existing buildings); a review of the relevant building codes and standards, including relevant sustainability requirements, and an assessment of their implications for the project; and a definition of site selection and design assessment criteria.
- **B.2 – Site Design:** *Ability* to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design.

## REQUIRED SUPPLIES, MATERIALS, AND TEXTS

Design studio requires a few drafting and model making materials that students can continue to use throughout their architectural education beyond this course. Supplies can be purchased locally at the campus bookstore, Michaels, Hobby Lobby, Artist Corner, Blick Art Materials, etc.

### Required Supplies and Materials

- Sketchbook, spiral bound, new 8.5”x11”
- Portable Parallel Straightedge Board, 30”x42”
- 12” or 18” roll of tracing paper
- 8.5” x 11” sketchbook for notes, sketching, and drawing exercises

- HB or 2H mechanical pencils
- White Stadtler-Mars eraser or equivalent
- Kneaded eraser
- Compass
- Drafting tape or drafting dots
- Triangular architect's and engineer's scales in inches
- 45, 30/60 degree triangles
- Circle template
- Eraser shield
- Erasable colored pencils, preferably brown, sepia, red, white
- Waterproof drawing pens of varying pen tip thickness, such as 0.005, 0.01, 0.03, 0.05 (Sakura Pigma Micron or equivalent)
- Push pins
- Combination or key padlock or way to secure your supplies
- Metal tape measure, 25' min, inches and centimeters
- Safety glasses or goggles
- X-Acto knife and #11 blades
- Self-healing cutting board, 18"x24" min (24"x36" recommended)
- 12" minimum metal straight edge
- Gluegun and sticks OR Tacky glue
- Scissors, straight, 8"
- Tacklebox or artbox to store supplies
- Sharpie Marker, black, regular and fine point
- Watercolor brushes – min. two different sized brushes: #2, #5, #8, #12 or similar
- Watercolor jars or lidded cups
- Clean rag to wipe your brush dry
- Natural sponge for emergencies and to clean your paper
- Typical watercolor set with dry cakes or liquid (typical primary colors and sepia)

**NOTE:** Supplemental materials such as large format watercolor paper, vellum, foamcore, chipboard, basswood, museum board, etc. will be needed at intervals based on various project requirements.

#### **Required Digital Tools and Software**

- Laptop or desktop computer capable of running design software.
- **SOFTWARE**
  - Autodesk (Revit, Autodesk)
  - SketchUp
  - Google Earth
  - Adobe Suite (Photoshop, InDesign, Illustrator, etc)
  - Bluebeam Revu (license provided)
- Thumbdrive for digital portfolio submissions
- Camera (high quality - mobile phone, digital)

#### **Required Texts (\*=available in library)**

- Ware, William R. *The American Vignola: A Guide to the Making of Classical Architecture*. New York: Dover, 1994. Older edition PDFs available online: (Book 1)

<https://archive.org/details/cu31924091026504/page/n1> (Book 2)  
<https://archive.org/details/americanvignola00vigngoog/page/n5>

**NOTE:** Selected chapter readings/examples from the texts below will be provided by the instructor, but the student may desire to purchase their own copy of these texts for future reference.

- Adam, Robert. *Classical Architecture: A Comprehensive Handbook to the Tradition of Classical Style*. New York: Harry N. Abrams, 1991.
- Ching, Frank. *Architecture: Form, Space, & Order*. 3rd ed. Hoboken, NJ: John Wiley & Sons, 2007.\*
- Cusato, Marianne, and Ben Pentreath. *Get Your House Right: Architectural Elements to Use & Avoid*. New York: Sterling, 2011.
- Gabriel, Jean-François. *Classical Architecture for the Twenty-First Century: An Introduction to Design*. New York: W.W. Norton & Company, 2004.
- Harbeson, John F. *The Study of Architectural Design: With Special Reference to the Program of the Beaux-Arts Institute of Design*. New York: W.W. Norton, 2008.
- Semes, Steven W. *The Architecture of the Classical Interior*. New York: W.W. Norton, 2004.
- Semes, Steven W. *The Future of the Past: A Conservation Ethic for Architecture, Urbanism, and Historic Preservation*. New York: W.W. Norton & Company, 2009.

#### **Other Recommended Reference Texts**

- Alberti, Leon Battista. *The Ten Books of Architecture: The 1755 Leoni Edition*. New York: Dover, 1986.\*
- Chitham, Robert. *The Classical Orders of Architecture*. 2nd ed. Burlington, MA: Architectural Press, 2005.
- Clark, Roger H., and Michael Pause. *Precedents in Architecture: Analytic Diagrams, Formative Ideas, and Partis*. 3rd ed. Hoboken, NJ: John Wiley & Sons, 2005.
- Curtis, Nathaniel Cortlandt. *The Secrets of Architectural Composition*. Mineola, NY: Dover, 2011.
- Glazier, Richard. *A Manual of Historic Ornament: Treating Upon the Evolution, Tradition, and Development of Architecture & the Applied Arts*. New York: Chas. Scribners Sons, 1914. PDF available at:  
[https://www.google.com/books/edition/A\\_manual\\_of\\_historic\\_ornament\\_treating\\_u/CQBZAAAAYAAJ?hl=en&gbpv=0](https://www.google.com/books/edition/A_manual_of_historic_ornament_treating_u/CQBZAAAAYAAJ?hl=en&gbpv=0)
- Gromort, Georges. *The Elements of Classical Architecture*. 1st ed, The Classical America Series in Art and Architecture. New York: W.W. Norton, 2001.
- Hersey, George L. *The Lost Meaning of Classical Architecture: Speculations on Ornament from Vitruvius to Venturi*. Cambridge, Mass.: MIT Press, 1988.
- Jones, Owen. *The Grammar of Ornament*. London: Bernard Quaritch, 1868. PDF available at:  
[https://www.google.com/books/edition/The\\_Grammar\\_of\\_Ornament/6xI8AQAAMAAJ?hl=en&gbpv=0](https://www.google.com/books/edition/The_Grammar_of_Ornament/6xI8AQAAMAAJ?hl=en&gbpv=0)

- Martineau, John, ed. *Quadrivium: The Four Classical Liberal Arts of Number, Geometry, Music, & Cosmology*. New York: Bloomsbury USA, 2010.
- Mouzon, Stephen A., and Susan M. Henderson. *Traditional Construction Patterns: Design and Detail Rules of Thumb*. New York: McGraw-Hill, 2004.
- Palladio, Andrea. *The Four Books of Architecture*. New York: Dover, 1965.\*
- Schneider, Michael S. *A Beginner's Guide to Constructing the Universe: The Mathematical Archetypes of Nature, Art, and Science*. New York: HarperCollins, 1994.\*
- Stratton, Arthur. *Form and Design in Classic Architecture*. Mineola, NY: Dover, 2012.
- Summerson, John. *The Classical Language of Architecture*. Cambridge, MA: MIT Press, 1963.
- van Pelt, Robert Jan, and Carroll William Westfall. *Architectural Principles in the Age of Historicism*. New Haven: Yale University Press, 1991.
- Vitruvius Pollio, Marcus. *Vitruvius: The Ten Books on Architecture*. Translated by Morris H. Morgan. New York: Dover, 1960.\*
- Wittkower, Rudolf. *Architectural Principles in the Age of Humanism*. London: Academy Editions, 1998.
- Students may also want to reference other free digital e-books about architectural design at the following links:
  - <https://www.classicist.org/resources/digital-rare-books-archive/>
  - <http://onlinebooks.library.upenn.edu/webbin/book/browse?type=lcsb&key=Architecture&c=x>

## CLASSROOM POLICIES

- **COMMUNICATION** – Throughout the semester the instructor may contact students via email and/or Canvas. It is your responsibility to check both Canvas and your UVU email regularly and ensure your inbox is not full. I maintain an open door policy if you need additional assistance beyond class hours.
- **ATTENDANCE** – Attendance is required and will be factored into the final course grade. Class will start promptly at the time listed. I will call roll at the beginning of class. Arriving more than 20 minutes late will be considered an unexcused absence.
- **ABSENCES** – Attendance and participation points will be lost for every unexcused absence. Examples of excused absences include a death or birth in the family, student illness, and collegiate athletic responsibilities. Appropriate documentation must be provided for an absence to be excused. If you accumulate three or more unexcused absences, your grade will be reduced a full letter grade.
- **READINGS** – Assigned course readings are to be completed prior to the date of the lecture that they are assigned in the syllabus.
- **ASSIGNMENTS** – Details for each assignment will be handed out (or posted on Canvas) and reviewed together in class. Projects and assignments must be turned in no later than the time specified in the syllabus or on Canvas to receive full credit. You are responsible for meeting all deadlines. Late assignments may ONLY receive up to half credit.

- **FIELD TRIPS** – It is the University and Department’s policy that in no case shall a student drive to or from an assigned field trip without proper auto insurance. Students should make every effort to carpool to all field trips since parking may be difficult and limited.
- **PORTFOLIO REQUIREMENT** – In accordance with Department requirements for NAAB accreditation, each student will submit a portfolio containing images of all studio project work to the instructor by the dates outlined in the schedule. Students that submit an unacceptable portfolio (or do not submit one at all) will see a penalty reflected in their final grade. This may result in students not continuing onto the next design studio sequence.
- **STUDIO CULTURE POLICY** – See attachment.
- **PHONES, LAPTOPS, ELECTRONICS, ETC** – Please silence your cell phones and other electronic devices. During class time cell phones, text messaging, email, and other electronic forms of communication are NOT permitted. If you have an urgent call that you absolutely must take, please leave the room to do so.
- **FOOD AND DRINKS** – Absolutely NO eating or drinking is allowed in the classroom. Too many computers and projects have been ruined due to food and drink related incidents.

**ASSESSMENT**

The weight of each of the projects and assignments will be broken down as follows:

**GENERAL**

|  |    |
|--|----|
| Attendance / Readings / Studio Participation   | 5% |
| ICAA/UVU Classical Architecture Lecture Series | 5% |

**PROJECT 01: Museum of Antiquities**

|  |     |
|--|-----|
| Pre-Design Phase (Site, Precedent, Programming Analysis) | 10% |
| Schematic Design Phase (Interim Review)                  | 15% |
| Design Development Phase (Final Review)                  | 20% |

**PROJECT 02: Library for the 21<sup>st</sup> Century**

|  |            |
|--|------------|
| Pre-Design Phase (Site, Precedent, Programming Analysis) | 10%        |
| Schematic Design Phase (Interim Review)                  | 15%        |
| <u>Design Development Phase (Final Review)</u>           | <u>20%</u> |

**TOTAL** **100%**

**GRADING SCALE**

|    |             |    |            |
|----|-------------|----|------------|
| A  | 95% to 100% | C  | 73% to 76% |
| A- | 90% to 94%  | C- | 70% to 72% |
| B+ | 87% to 89%  | D+ | 67% to 69% |
| B  | 83% to 86%  | D  | 60% to 66% |
| B- | 80% to 82%  | D- | 55% to 59% |
| C+ | 77% to 79%  | E  | 00% to 54% |

**GRADES AND CREDIT**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect progress within the B.Arch program and scholarship eligibility. Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises

and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. Letter grading is defined as follows:

- “A” is an exceptional grade indicating superior achievement.
- “B” is a grade indicating commendable mastery.
- “C” indicates satisfactory mastery and is considered an average grade.
- “D” indicates substandard progress and insufficient evidence of the ability to succeed in sequential courses.
- “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class.
- “UW” indicates an unofficial withdrawal from the class.

### STUDENT RATINGS OF INSTRUCTOR

UVU is dedicated to providing quality academic experiences for students. Help me identify areas where I can improve my teaching by participating in the Student Ratings of Instructor (SRI). Your confidentiality is assured. Your feedback is critical if we are to improve the teaching and learning at UVU. The SRIs will be available online in the latter part of the semester.

### COURSE SCHEDULE

A week-by week schedule is outlined below. Instructor may adjust schedule as needed due to department events or other teaching duties. Items in **RED** are major deadlines for deliverables. Items in **BOLD** mark major milestones in the design process. Items in **GREEN** are required evening lectures. All readings in *ITALICS* are to be completed prior to class for discussion.

| Week                    | Lecture/ Discussion Topic   | Readings/Assignments/ Homework  |
|-------------------------|---|---|
| <b>1</b><br>(1/6-1/10)  | <b>T (1/7)</b> – Introduction; <b>PROJECT 1 (P1) Assigned</b>   | - Reading: Syllabus; Project 1 Design Brief<br>- Formulate Teams  |
|                         | <b>Th (1/9)</b> – <b>P1-PRE-DESIGN PHASE BEGINS</b> ; Analysis of Site, Precedents, Program   | - Reading: Pre-Design Phase Assignment; See design phase handout for specific readings<br>- Site Analysis; Precedent Analysis; Program Analysis   |
| <b>2</b><br>(1/13-1/17) | <b>T (1/14)</b> – Field Trip to Site; Client Visit  | - Reading: See design phase handout for specific readings<br>- Build Class Site Model; Presentation Preparation   |
|                         | <b>W (1/15) 6:30pm</b> – Josh Probert lecture – “What Style is that Building?”<br><b>Th (1/16)</b> – <b>Pre-Design Presentations / Site Model Due; P1-SCHEMATIC DESIGN PHASE BEGINS</b> | - Attend evening lecture / Submit Graphic Notes<br>- Reading: Schematic Design Phase Assignment; See design phase handout for specific readings<br>- Start Esquisse Ext. Design Concepts / Program Strategies |
| <b>3</b><br>(1/20-1/24) | <b>T (1/21)</b> – Design Crits; Review Ext. Design Concepts / Program Strategies  | - Reading: See design phase handout for specific readings<br>- Start Studies at Larger Scale; Develop Plan, Section, Elevation<br>- <b>P1-PD Phase Digital Portfolio DUE</b>                                  |
|                         | <b>Th (1/23)</b> – Design Crits; Intense Work   | - Reading: See design phase handout for specific readings<br>- Refine Plan, Section, Elevation<br>- Start Diagrams, Analog Model, Vignettes, Interior Design  |
| <b>4</b><br>(1/27-1/31) | <b>T (1/28)</b> – Design Crits; Intense Work  | - Preparation for Interim Review  |
|                         | <b>W (1/29) 6:30pm</b> – Eric Osth evening lecture – “Architecture for Urbanism”<br><b>Th (1/30)</b> – <b>Project 1 Interim Design Review</b>   | - Attend evening lecture / Submit Graphic Notes<br>- <b>Hand in Project / Pin Up Materials DUE Wednesday (1/29) by Midnight</b>   |
| <b>5</b><br>(2/3-2/7)   | <b>T (2/4)</b> – <b>P1-DESIGN DEVELOPMENT PHASE BEGINS</b> ; Project Reflections; Design Crits  | - Reading: Design Development Phase Assignment; See design phase handout for specific readings<br>- <b>P1-SD Phase Digital Portfolio DUE</b><br>- Begin Revisions from Review                                 |
|                         | <b>Th (2/6)</b> – Design Crits; Analytique  | - Reading: See design phase handout for specific readings<br>- Begin Final Drawings, Analogue Model   |
| <b>6</b><br>(2/10-2/14) | <b>T (2/11)</b> – Design Crits; Developing Motifs / Ornament  | - Reading: See design phase handout for specific readings<br>- Begin Perspectives / Photo Montage<br>- Development of Ornament / Motifs   |

| Week              | Lecture/ Discussion Topic   | Readings/Assignments/ Homework   |
|-------------------|---|--|
|                   | <b>W (2/12) 6:30pm</b> – Matt McNicholas evening lecture – “The Art & Science of Ornament”<br><b>Th (2/13)</b> – ICAA Ornament Workshop; Design Crits   | - Attend evening lecture / Submit Graphic Notes<br>- Reading: See design phase handout for specific readings<br>- Refinement of Ornament / Motifs<br>- Layout Details at Large Scale   |
| 7<br>(2/17-2/21)  | <b>T (2/18)</b> – Design Crits; Intense Work  | - Reading: See design phase handout for specific readings<br>- Review Analytique Layout Options<br>- Draft Analytique and start inking   |
|                   | <b>Th (2/20)</b> – Design Crits; Intense Work   | - Reading: See design phase handout for specific readings<br>- Shade and Shadow Casting  |
| 8<br>(2/24-2/28)  | <b>T (2/25)</b> – Production; Intense Work  | - Watercolor Rendering<br>- Finalize Analog Model<br>- Print Boards  |
|                   | <b>Th (2/27) – Project 1 Final Design Review 6:30pm</b> – John Haigh evening lecture – “Beauty in Architecture, for Truth’s Sake”   | - <b>Hand in Project / Pin Up Materials DUE Wednesday (2/26) by Midnight</b><br>- Attend evening lecture / Submit Graphic Notes  |
| 9<br>(3/2-3/6)    | <b>T (3/3)</b> – Project 1 Reflections; <b>PROJECT 2 (P2) Assigned; P2-PRE-DESIGN PHASE BEGINS</b> ; Analysis of Site, Precedents, Program  | - <b>P1-DD Phase Digital Portfolio DUE</b><br>- Reading: Pre-Design Phase Assignment; Project 2 Design Brief<br>- Site Analysis; Precedent Analysis; Program Analysis  |
|                   | <b>Th (3/5)</b> – Field Trip to Site; Client Visit  | - Reading: See design phase handout for specific readings<br>- Build Class Site Model; Presentation Preparation  |
| 10<br>(3/9-3/13)  | <b>T (3/10) – Pre-Design Presentations / Site Model Due; P2-SCHEMATIC DESIGN PHASE BEGINS</b>   | - Reading: Schematic Design Phase Assignment; See design phase handout for specific readings<br>- Start Esquisse Ext. Design Concepts / Program Strategies   |
|                   | <b>W (3/11) 6:30pm</b> – Micah Christensen evening lecture – “How Architects & Artists were Trained in the 19th Century”<br><b>Th (3/12)</b> – Design Crits; Review Ext. Design Concepts / Program Strategies | - Attend evening lecture / Submit Graphic Notes<br>- Reading: See design phase handout for specific readings<br>- Start Studies at Larger Scale;<br>- Develop Plan, Section, Elevation<br>- <b>P1-PD Phase Digital Portfolio DUE</b> |
| 11<br>(3/16-3/20) | <b>T (3/17)</b> – NO CLASS, Spring Break  |  |
|                   | <b>Th (3/19)</b> – NO CLASS, Spring Break   |  |
| 12<br>(3/23-3/27) | <b>T (3/24)</b> – Design Crits; Intense Work  | - Reading: See design phase handout for specific readings<br>- Refine Plan, Section, Elevation<br>- Start Diagrams, Analog Model, Vignettes, Interior Design   |
|                   | <b>W (3/25) 6:30pm</b> – Bobby McAlpine evening lecture – “Poetry of Place”<br><b>Th (3/26)</b> – Design Crits; Intense Work  | - Attend evening lecture / Submit Graphic Notes<br>- Reading: See design phase handout for specific readings<br>- Begin Perspectives / Photo Montage   |
| 13<br>(3/30-4/3)  | <b>T (3/31)</b> – Design Crits; Intense Work  | - Preparation for Interim Review   |
|                   | <b>Th (4/2) – Th (3/26) – Project 2 Interim Design Review</b>   | - <b>Hand in Project / Pin Up Materials DUE Wednesday (3/25) by Midnight</b>   |
| 14<br>(4/6-4/10)  | <b>T (4/7) – P2-DESIGN DEVELOPMENT PHASE BEGINS</b> ; Project Reflections; Design Crits   | - Reading: Design Development Phase Assignment; See design phase handout for specific readings<br>- <b>P2-SD Phase Digital Portfolio DUE</b><br>- Begin Revisions from Review<br>- Begin Final Drawings, Analogue Model              |
|                   | <b>W (4/8) 6:30pm</b> – Michael Djordjevitch evening lecture – “Rediscovering the Tuscan”<br><b>Th (4/9)</b> – Design Crits   | - Attend evening lecture / Submit Graphic Notes<br>- Reading: See design phase handout for specific readings<br>- Development of Ornament / Motifs<br>- Layout Details at Large Scale  |
| 15<br>(4/13-4/17) | <b>T (4/14)</b> – Design Crits; Intense Work  | - Reading: See design phase handout for specific readings<br>- Review Analytique Layout Options<br>- Draft Analytique and start inking   |
|                   | <b>Th (4/16)</b> – Design Crits; Intense Work   | - Reading: See design phase handout for specific readings<br>- Shade and Shadow Casting  |
| 16<br>(4/20-4/24) | <b>T (4/21)</b> – Production; Intense Work  | - Watercolor Rendering<br>- Finalize Analog Model<br>- Print Boards  |
|                   | <b>W (4/22) 6:30pm</b> – Brad Houston evening lecture – “Contemporary Classical Design”<br><b>Th (4/23) – Project 2 Final Design Review</b>   | - Attend evening lecture / Submit Graphic Notes<br>- <b>Hand in Project / Pin Up Materials DUE Wednesday (4/22) by Midnight</b>  |
| 17<br>(4/27-5/1)  | <b>T (4/28) 1:00pm-5:00pm (note time change) – FINAL EXAM / Exit Interviews</b>   | - <b>P2-DD Phase Digital Portfolio DUE</b>   |

## UNIVERSITY POLICIES

### ACADEMIC INTEGRITY

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law,

and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college. Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense. A second offense can result in failing the course and will entail being reported to Student Advising. Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source. Additional information on this topic is published in the student handbook and is available on the UVU website.

## STUDENT CODE OF CONDUCT

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

## STUDENT RESPONSIBILITIES

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and make contact with faculty members when unable to do so.

## WITHDRAWAL POLICY

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable. You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to

Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts. Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

## CHEATING AND PLAGIARISM POLICY PROCEDURES

This document was taken from the Utah Valley University **Policy 541, The Student Rights and Responsibilities Code 5.4.4**. Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1) **Cheating** is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.

2) **Plagiarism** is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

3) **Fabrication** is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

## STUDENTS WITH DISABILITIES

**Students who need accommodations because of a disability** may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](mailto:nicole.hemmingsen@uvu.edu) or text 385-208-2677.

## RELIGIOUS ACCOMMODATIONS

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

## DANGEROUS BEHAVIOR

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member

determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with *Policy 541 Student Rights and Responsibilities Code*.

#### **DISCRIMINATORY, EXCLUSIONARY, OR DISRUPTIVE BEHAVIOR**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in **UVU Policy 541 Student Rights and Responsibilities Code. 5.6**

#### **POLICIES/REFERENCES**

1. Policy 541: Student Rights and Responsibilities Code  
<https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management.  
<https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities.  
<https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

#### **DEFINITIONS**

**Syllabus:** An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

**Due dates and this syllabus may change at the instructor's discretion due to the needs of the class members.**