

USC SCHOOL OF ARCHITECTURE

STUDIO CULTURE DOCUMENT

The architectural studio should demonstrate a positive and respectful learning environment that encourages the fundamental values of **optimism, respect, sharing, engagement, collaboration** and **innovation** between and among all members of our community. This attitude should be carried forward into our academic studios and into our professional careers. We expect each member of our School (administration, faculty, students) to appreciate and endorse through their actions and words our broader Trojan core values. USC's Core Values:

1. Free inquiry, an institutional commitment to the search for truth,
2. Standards of the Trojan Family: caring and respect for one another as individuals, appreciation of diversity, team spirit, and a commitment to service,
3. Commitment to informed risk-taking within a culture of targeted experimentation,
4. Commitment to ethical conduct.

The studio should be a creative workspace where one can work and collaborate with others. The studio environment can be one of the most inspiring aspects of an architectural education and it is your responsibility to make it into a desirable place to work. In order to maintain an atmosphere conducive to creative production, we have adopted the following guidelines:

1. **Work Area:** At the beginning of each semester you must set up and maintain a fully operational work area. You are strongly encouraged to work in studio to benefit from the studio environment. Providing this amount of work and research space per student is a rarity for all types of education. Don't sacrifice this opportunity to participate in the studio environment, as it is one of the most unique aspects of your educational experience. Please make it a priority to be clean and organized.
2. **Respect:** Though you do have your own workstation provided in your studio, please remember that the studio space itself is a public space. Your conduct, words, and images used in this space must be respectful to everyone. You are in a professional degree program, studying to become professionals. As such, you should be careful to treat your work, your environment, and your colleagues with the highest level of respect. Showing up to class on time and being prompt is a great way to respect both professors and other students so as not to disrupt class time or distract those around you.
3. **Civility:** Should be practiced both within the confines of the studio and in written communication between professors, colleagues, students and staff, and in any anonymous written evaluations at the end of the semester. If you are frustrated either by other students or by your studio critic follow the proper procedure and talk to your coordinator, the Discipline Head or the Associate Dean. See the School of Architecture Organization and Procedures Documents in regard to Civility: <http://arch.usc.edu/sites/default/files/info/faculty/fullop020613.pdf>.
4. **Discussion:** Your classmates are a great resource. Productive discussion and exchange of ideas is encouraged. During reviews and pin-ups students are also encouraged to be involved with the discussion in a respectful manner. Faculty and students should be sensitive to a variety of diversity-related issues when discussing projects as well as interacting with each other— and avoid categorical descriptions or reductive short hand in describing communities or individuals based on stereotypes, and assumed characteristics.
5. **Class Schedule:** Scheduled studio class times are from 2-5:50 pm Monday, Wednesday and Friday or Monday and Thursday for 1st Year. You are expected to productively engage in studio work during these times. You can get a lot of work done during these 8-12 hours when used effectively.
6. **Out of Class Work:** Faculty and students are expected to manage their time and resources effectively. You will need to work on your studio projects outside of class time; a minimum of two hours for each hour of class time. This is a minimum time commitment of 24 hours per week in addition to 12 hours of studio time. Faculty should be aware of this when setting deadlines. Coordinators for each year should contact the faculty of the other typically required courses for the semester and alleviate any possible overlapping deadlines and turn in dates at midterm and finals. Recognize that all courses contribute to your rounded education and don't prioritize one over another!
7. **Attendance:** Class attendance is imperative. Please review our Attendance Guidelines (<http://arch.usc.edu/information/current-students>) and your own course syllabi each semester. Faculty and Students should be on time and not conduct non-course related business during class time.
8. **Assignments:** Requirements for final projects will be handed out in writing. Daily assignments are given verbally and may differ from section to section. Full completion of all assignments is critical to your success. You must create work to understand architecture. You must practice your craft over and over again in order to improve and learn the critical lessons of architecture. Process is what we are teaching.
9. **Plagiarism and Ethical Use of Sources:** Please credit ALL precedent study images and cite all quotations and uses of source material. Make sure to distinguish your original production and thought from material downloaded or created by others. This is not only an

essential practice to all scholarship but legally necessary when we republish the work in any form. This is a particularly good habit to start in school as when you enter the work force, any improper quotation and referencing source material has even greater consequences. Avoiding Plagiarism: <https://libraries.usc.edu/research/reference-tutorials>.

10. **Cheating:** No student should cheat on assignments, coursework, quizzes or exams. Cheating devalues your own education and puts you at risk of suspension or expulsion from the University.
11. **Reviews:** Reviews are one of the most important aspects of your architectural education. You can benefit immensely from the discussions of you and your classmates' work. Full participation is required at all reviews. You are expected to be attentive, fully engaged and stay to the end of all reviews.
12. **Food in Studio:** Be very careful if eating and drinking in the studio as accidental spills can happen. It is recommended you eat elsewhere to spare yourself and your neighbors any mishaps. It is the responsibility of the students (not the staff) to keep the 3rd floor kitchen clean. Food is not permitted when using public computers and in plotting area so as to maintain a clean usable space for everyone.
13. **Music:** The studio is a collective space. Please respect the fact that this is a working environment for all of you. If you wish listen to media while you work, **wear headphones (at all times)**. This includes movies, shows and video games.
14. **Graffiti or Defacement of Property:** Do not deface property. As of the beginning of the Fall 2016 semester, there will be NO use of aerosol products (especially spray-glue + paint) allowed anywhere in the School of Architecture. This prohibition of all aerosol products extends to the studios, stairwells, hallways, and mezzanines (including the area where this activity was formerly permissible. The use of aerosol products as well as the mixing of concrete, plaster, or resins in the studios, hallways, stairwells, or walkways is not allowed and will be considered defacement of school property. The proper place to do messy or toxic work is in the shop yard. When cutting large boards or working on large models, open tables may be used but you must use cutting mats to protect the tables or the concrete floor. The tables then must be cleared and cleaned prior to class times. Please refer to the School of Architecture Damage and Defacement Policy for more information on this subject. Also, please keep common area of the building (restrooms, sinks, etc.) clean.
15. **Theft:** Never take (or borrow without their knowledge) property from other students, workspaces or studios. Theft of any school or student's property will be reported to the USC Department of Public Safety and guilty individuals will be prosecuted. If guilty individuals are USC students, those individuals will be reported to USC Student Judicial Affairs. Be mindful of the issue of security in your own studio and don't leave valuable items unattended or unsecured. Lock all personal items as well as materials and tools in your designated storage space.
16. **Recycling and Respect for Staff/Cleaning Services Personal:** As we expect you to be engaged in sustainable architectural solutions, look for ways to practice sustainable principles in your daily actions. The School of Architecture has banned the practice of spray mounting plots on foam core. Foam core can be used for model building only. Faculty should try to avoid wasteful presentation techniques and overprinting requirements. Please fully respect the role of the cleaning staff to maintain cleanliness within your studio. Do not disrespect their position or scope of service. Throw away your own materials properly and safely. We love our trees! Please think of them before printing.
17. **Studio Hours, Security & Safety:** The studio is available 24/7 with active security to ensure the safety of all. Under no circumstances shall anyone disable or compromise the security of the studio. Do not permit entry of anyone you don't know into studio. Contact the USC Department of Public Safety immediately if you see anyone suspicious. Also, should you get injured in studio, contact DPS Emergency if you require immediate medical attention. Be aware of your surroundings when walking home late from studio. Campus Cruiser is available to drive you home.

DPS Emergency (213) 740-4321

DPS Non-Emergency (213) 740-6000

Campus Cruiser (213) 740-4911

18. **Diversity & Religious Observations:** The University encourages and supports the diversity of our community, and has provided guidance for any potential for conflicts involving academic activities and personal religious observation. Any concerns about lack of attendance or inability to participate fully in the course activity should be fully aired at the start of the term. Constraints on participation that conflict with adequate participation in the course and cannot be resolved to the satisfaction of the faculty and the student need to be identified prior to the drop/add date for registration. All work and reviews missed must be completed per the terms clarified by the individual instructor. Here is a link to a list of recognized religious holidays: <http://orl.usc.edu/life/calendar/>.
19. **Digital Technology:** Printers, computers and all digital technology are provided for your use but need to be treated with respect and care. If students are waiting, do not use school computers for personal use. Students are not allowed to leave computers unattended if in use; notes or signs will be thrown away and the computer will be open for the next user. Do not misuse paper in studio printers. Respect the most current policy and methods of use for the plotters, laser cutters, and 3D printers, etc. <http://arch.usc.edu/information/current-students>.

USC SCHOOL OF ARCHITECTURE

Studio Culture Document

NAAB Standards Acknowledgment

Damage and Defacement Agreement

As a student enrolled in the USC School of Architecture, I have read the Studio Culture Document and understand its principles.

As a student in the professional Bachelor of Architecture or Master of Architecture +2 or +3 program, I have reviewed the NAAB Conditions for Accreditation Edition 2015 (including the Student Performance Criteria) on the NAAB website: <https://www.naab.org/accreditation/program-resources/current-conditions-and-procedures/> or on the USC website: <https://arch.usc.edu/programs/bachelor-architecture>, <https://arch.usc.edu/programs/master-architecture>

If in our Master of Landscape Architecture Program, I have evaluated the standards of the LAAB at: <https://www.asla.org/AccreditationLAAB.aspx> or as posted on the USC School of Architecture website: <http://arch.usc.edu/programs/master-landscape-architecture>

These documents outline the standards that our school strives to achieve and to exceed each year in its required courses and academic structure to maintain accreditation.

USC School of Architecture Damage and Defacement Agreement

In the event that the Student causes or contributes to any damage, defacement, or loss of property occurring to or on the premises, the common areas, the building, or any School of Architecture facility (including without limitation, studios, studio furniture i.e. chairs and desks, classrooms, auditoria, woodshop facilities, stairwells, elevators, lounges, kitchens, and bathrooms), the School of Architecture shall assess all costs and expenses, direct or indirect, incurred in repairing or correcting such damage or defacement, or any portion thereof, against the Student.

The School of Architecture shall have the right to withhold grades, registration privileges, transcripts, and other requested records and/or diplomas or degrees until the student has fully complied with all terms of this policy to the School of Architecture's satisfaction. Failure to comply with any of the terms of this policy may be cause for judicial action by the University against the Student.

Sums owed to the School of Architecture as a result of any event of damage, defacement, or loss of property beyond that arising from normal wear and tear may be billed directly to the student. The student will be notified of the particular damage, defacement, or loss of property and given an opportunity to appeal the case. Appeals will be heard by a committee consisting of School of Architecture administration, staff, and faculty members.