



DRURY
UNIVERSITY

HAMMONS SCHOOL
OF ARCHITECTURE



HSA

**2018
STUDENT
HANDBOOK**

HAMMONS SCHOOL OF ARCHITECTURE STUDENT HANDBOOK 2017

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INTRODUCTION

The Hammons School of Architecture Student Handbook is intended to help current and future students understand the culture, curriculum, facilities, and policies of the HSA. It does not in any way substitute for or supersede the more specific information given in the Drury University Academic Catalog, which is the official source for Drury policies and curricula. As a supplement to the Academic Catalog, this Handbook aims to collect in one convenient location important information needed by students and their families. Further information can be obtained by consulting the Academic Catalog, visiting Drury and HSA webpages, or by asking HSA administration or advisors.

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CURRICULUM

Note: HSA degree options, curricular requirements, and recommended courses of study are fully explained in the Drury Academic Catalog, which is the final source of authority regarding degree requirements and other university policies. Students should consult the Academic Catalog that was in force during their semester of entry to Drury for official requirements of their degree program. The following is a summary of available major and minor degrees maintained by HSA. Some of the text that follows is taken directly from the Academic Catalog.

Major Degree Options

The HSA offers two major degrees: an accredited five-year first-professional Master of Architecture and a four-year pre-professional Bachelors of Science in Architectural Studies.

Most students considering careers in architecture should follow the requirements and courses of study described by the Academic Catalog for the Master of Architecture degree. This five-year program leads to a nationally accredited professional degree meeting the requirements for eventual licensure.

For various reasons, some students may prefer the four-year non-accredited pre-professional Bachelor of Science in Architectural Studies. Since the courses of study for these two degrees are identical for the first seven semesters of either program, students may freely declare or change major paths at any point prior to applying for graduation. It is important that students carefully consider the ramifications of degree-path selection, since the B.S.A.S. degree will require a subsequent graduate-level accredited professional degree from another institution prior to licensure. Students receiving the Drury B.S.A.S. degree will not be eligible to also receive the Drury M.Arch. degree, since both are considered undergraduate degrees. Degree-path options and selections should be discussed carefully with advisors, and students opting for the B.S.A.S. path who have particular career goals may benefit from consulting advising plans available in the office of the HSA Associate Dean.

The HSA five-year M.Arch. degree is accredited by the National Architecture Accrediting Board (NAAB), which requires that all accredited programs make the following statement available to students and prospective students:

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a pre-professional undergraduate degree in architecture for admission. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

Drury University, Hammons School of Architecture, offers the following NAAB-accredited program:

M. Arch. (168 total credit hours; minimum 36 master's-level credit hours)

CURRICULUM (continued)

Admission

The first two years of the M.Arch. and B.S.A.S. curricula outlined in the Academic Catalog constitute the lower-division portion of the curricula. Enrollment in the first year of the lower division is based upon acceptance to the university. Application to enter the upper division at the third-year level must be made at the beginning of the spring semester of the sophomore year. Admission to the upper division requires a cumulative grade point average of 2.75 and the completion of the following courses with a grade of C- or better:

ARCH/ARTZ 111, ARCH 112, ARCH 124, ARCH 213, ARCH 214, ARCH 225, ARCH 233, ARCH 234, ARCH 251, ARCH 252, ARTZ 123, CORE 101, Drury Foundations, CORE 103, MATH 211 (or equivalent or higher), and PHYS 201.

Performance Requirements

Because the architecture curricula are sequentially structured, it is important to fully review and understand the co-requisites and prerequisites for all courses. Students are encouraged to meet with an advisor at least each semester in order to review plans and progress toward graduation. Student progress is reviewed at the end of each semester to assure prerequisites have been completed with acceptable grades (minimum C-) before students are allowed to advance to the next year-level of the program.

The grade of "I" (incomplete) in any prerequisite course will necessitate the completion of that work and receipt of a final satisfactory grade prior to the first day of any course requiring the prerequisite. Students who have not completed the prerequisite for any ARCH or MARC course as of the first day of class will not be permitted to continue in the course.

Upper division students must maintain a cumulative GPA of 2.75. Students whose GPA drops below 2.75 must make progress each semester toward re-achieving the 2.75 GPA. Any further decline in GPA will result in removal from the architecture program. No ARCH or MARC designated course shall count toward graduation without a grade of C- or better. Failure to make a C- or better in any ARCH or MARC designated course after two tries will result in removal from the architecture program.

Degree Requirements

Students should carefully review the degree (graduation) requirements listed in the Academic Catalog that was in effect for their year of entry to Drury. These requirements can be discussed with advisors and with the HSA Associate Dean, who can also provide diagrammatic five-year plans that can be used as planning tools and checklists. Students are also encouraged to make frequent use of advising tools found online at MyDrury.

International Architecture Program Requirement

The required International Architecture Program experience may be met either by spending a semester at the Drury Center in Greece, by participating in a Drury short-term summer study-abroad architecture program, or by participating independently in an approved architecture-based program located outside the United States and operated by an institution

CURRICULUM (continued)

other than Drury. The minimum requirements for approved programs are that the program must be at least 5 weeks in duration, and must include required course equivalents as listed in the catalog of your year of entry. Students wishing to satisfy the International Architecture Program requirement with a non-Drury program must make a written proposal to the HSA International Studies Committee no later than April 1st of their second year.

Internship Requirement

The required 360 hours of approved internship must take place after the completion of 60 hours of coursework and prior to admission to the fifth year of the program. This experience satisfies one of the two Engaged Learning experiences required by the Drury Core curriculum. Internship experience is documented through enrollment in and completion of the ARCH 461 Architecture Internship course.

Consideration of Transfer Credit

Transfer students seeking advanced placement in the studio sequence must submit a portfolio and transcripts. Transfer students, at the judgment of the faculty, may be admitted to the upper division on a probationary status for one semester, with subsequent full admission depending on performance.

Minors and Double Majors

HSA students are encouraged to explore options for minors and/or double majors. The M.Arch. and B.S.A.S. curricula are constructed to allow most students to be able to obtain minors. Minors and double majors are especially possible for students who bring college-level credits with them from high school, or who have otherwise transferred credits into Drury. For students desiring minors or additional majors, it is important to be strategic about selections of electives and choices within the Drury CORE general curriculum. A list of common minors and strategies for obtaining them is available from the HSA Associate Dean's office.

Three minors are offered and/or administered through the HSA. These minors are briefly described below, and are explained in more detail in the Academic Catalog.

Architecture and Design Minor

The Architecture and Design Minor is available for students who are interested in obtaining a basic understanding of the broad discipline of design and the built environment. Students who pursue this minor establish a fundamental set of design skills and knowledge, developing a familiarity with the built environment and its related activities. This minor is not available for students pursuing the Master of Architecture or the Bachelor of Science in Architectural Studies degrees.

CURRICULUM (continued)

Design in Society Minor

The Design in Society Minor offers students the opportunity to explore architecture as a reflection of cultural, political and social values. By building an awareness of the role and influence of our physical settings, students are equipped with a knowledge that enables them to better discuss and address the meanings and power of the built environment. This understanding aids not only individual work, play and living spaces but also our communities as a whole.

Environment and Sustainability Minor

The Environment and Sustainability minor introduces students to the world of environmental studies by encouraging them to explore environmental problem-solving from multiple disciplinary perspectives (e.g. economics, political science, sociology, ethics, psychology, and architecture). Only by familiarizing ourselves with the perspectives and tools of disciplines such as these can we hope to meaningfully address the serious environmental problems facing us at the local, national and global levels.

ADVISING

HSA students are advised by the HSA Associate Dean during their first and second years in our program. The Associate Dean is the best source of information about curricular requirements, coordination with the Drury CORE general education curriculum, transferring courses, internship requirements, etc. The Associate Dean is also in charge of notifying students about problems with their academic progress and discussing options for addressing academic needs. In these cases, students will be notified via email and, often, will be asked to make appointments to discuss these issues in person. The purpose for this hands-on approach to advising is to assure the best chances of success for all students.

By the beginning of the upper division of the HSA curriculum (year three) students are also assigned faculty advisors, who normally become the lead advisors for upper division students. Advisees are divided evenly across the full-time faculty. Students are always free to request changes of advisors at any point during their time in the HSA program.

It is recommended that students make good use of Drury's committed advisors. Being intentional and strategic about academic decisions is most easily done in consultation with an experienced faculty member who can help students to identify goals and discuss openly any academic problems they are encountering.

STUDY-ABROAD

The International Architecture Program Requirement (see Academic Catalog, and p.4) is a hallmark of the Drury Architecture program and tradition. The HSA is one of few professional architecture programs in the country in which all graduating students participate in an architecturally based study-abroad experience. This requirement is one that all students are held to, so it is important to plan early for it both personally and financially.

The required International Architecture Program experience may be met either by spending a semester at the Drury Center in Greece, by participating in a Drury short-term summer study abroad architecture program, or by participating independently in an approved architecture-based program located outside the United States and operated by an institution other than Drury. The minimum requirements for approved programs are that the program must be at least 5 weeks in duration, and must include both ARCH 426/428 and ARCH 456/458 or equivalents. Students wishing to satisfy the International Architecture Program requirement with a non-Drury program must make a written proposal to the HSA International Studies Committee no later than April 1st of their second year.

Specific study-abroad options will be reviewed with each second-year class at the end of the fall semester, and students should discuss these options carefully with family members or others involved in planning for and funding participation. Study abroad options will be discussed with students again near the start of the spring semester. All second-year students will be required to file a Study Abroad Declaration form no later than April 1st of their second year and must pay a \$400 Study Abroad Deposit by May 1st of their second year. This deposit will secure a place in the student's designated program.

It is important that the costs related to study-abroad be part of students' planning for their educational expenses. Detailed information about costs can be found online at:

Drury Center in Greece

www.drury.edu/greece/Costs-and-Financial-Aid-for-Greece-Semester-Abroad-Program

Short-term study-abroad programs

<http://www.drury.edu/study-abroad>

INTERNSHIPS

Students are responsible for finding their own internship situations in order to satisfy the 360-hour internship requirement of both the M.Arch. and B.S.A.S. degrees (see Academic Catalog, and above p.4). Openings for student interns are often shared with HSA administration and faculty, and information about these will be distributed to students via email.

Around 5 to 6 HSA students each year are selected to participate in international internships through the generosity of our partners China Academy of Art Design Institute, based in Hangzhou, China. These internships occur either during the winter or summer break, and are awarded through a competitive process decided by CAA-DI staff. Interns are reimbursed for flight expenses and are given lodging during their stay. Specific information about these opportunities, including application procedures, will be emailed to HSA students each fall and spring semester.

Many students also participate take part in the HSA Spring Break Internship Program. These brief week-long internships take place during the spring break period and, though unpaid, offer student opportunities to experience life in prestigious design firms in exciting urban locations around the world. Information about this program, including application information, will be announced at the beginning of each spring semester.

FACILITIES

When classes are in session, the HSA building will be accessible to enrolled students 24 hours per day, 7 days per week. After 5 pm and before 8 am on weekdays, and all day on weekends, access will be controlled by an ID card reader placed outside the main west entry doors. The HSA Administrative Office area will generally be open from 8 am to 5 pm on weekdays, but may periodically be closed over the lunch hour.

The Fabrication Shop, I/O (digital input/output facility), and Administrative Office area will be kept locked when not in use. Opening hours for these facilities will be set each semester. Students should take note of these hours and schedule their work accordingly.

It is essential that all students assist in maintaining a safe and secure facility and environment for learning by observing the following practices and policies:

Be observant of your surroundings. If you notice a suspicious person within the facility or trying to enter the facility, immediately call Security at 873-7911 or extension 7400.

All entry and exit doors should be kept closed. Propped doors or attempts to override locks and other security systems undermine building safety.

Spray paint and other solvent-based materials may only be used in the spray booth located in the Fabrication Shop.

Bicycles, scooters, or skateboards are not permitted inside the facility, but may be secured in the racks located outside the west building doors. Pets are not allowed inside the facility.

Students who cause abnormal wear or damage to the facility or its furnishings will be charged the expense of the repair, cleaning, or replacement needed to correct the problem.

Drury University is a tobacco-free environment.

STUDIO CULTURE AND COMMUNITY STANDARDS

HSA Studio Culture Policy

"Studio Culture" is a term that describes the environment created by the faculty, staff, students and activities that comprise the studio. This includes the common values that are held by this community, the attitudes shared, and the agreed-upon expectations and standards. The Hammons School of Architecture fosters a positive studio culture characterized by the following qualities:

An active, productive and educational studio environment

Studios are places in which learning takes place both during and after class hours. Making this environment a model of professional activity benefits the design processes that are part of this education. Open discussions between faculty, staff and students are encouraged to support a positive studio spirit.

Respect for the values of others

Recognizing and respecting diversity promotes innovation and exploration throughout the studio, improving the overall quality of work. Criticism is productive when focused on the work but can be harmful or discriminatory when focused on the person. Studios are zones that are to be free from harassment. Any instances of such disrespect should not be tolerated and need to be reported to administration or faculty. University policies on this subject can be found in the Drury University Academic Catalog and on the Drury website in the "Title IX" and "Student Code of Conduct" sections.

Support for students' physical and mental health

Maintaining a balanced daily routine is important to achieving a good collegiate experience. The special nature of studio-based architectural education places demands on students that must be met through the development of strong time-management skills and the reduction of stress through regular and healthy diet, sleep, and exercise. Drury University's Panther Clinic and Office of Counseling Services are important resources for students.

Courtesy and respect for the personal space and property of others

HSA students have a right to expect that their property and the spaces in which they work will be free from theft or vandalism. Students must respect the property and workspaces of others, as well as the collective workspace of the HSA facility. Students also have a responsibility to take appropriate measures to maintain the security of personal property and the conditions of their workspace and building.

STUDIO CULTURE AND COMMUNITY STANDARDS (continued)

In support of the HSA Studio Policy, all students are expected to respect and enforce the following community standards:

Personal property and building conditions

Students are expected to look after their belongings and work areas, labeling and locking personal property when necessary. Headphones are expected to be used to eliminate disruptive noise and distractions such as cell phones and non-academic computer engagement should be minimized. Cleaning messes in a timely manner, not storing materials in public areas and the use of cutting boards, the paint booth and the correct handling and cleaning of materials such as plaster, concrete and aerosols are expected. At the end of the academic year, and while studying abroad, students are required to remove all personal supplies and materials from the studios, the Fabrication Shop, and elsewhere in the building.

Crediting sources and being attentive to plagiarism

All academic work needs to include citations of ideas, images and writings. Any recognition of copying the work of others without proper credits should be brought to the attention of the faculty. The university policy regarding plagiarism can be found in the academic catalog and on the Drury website in the "HSA Policy on Academic and Creative Honesty."

Attending to safety and security in the studios

First Aid:

Basic first aid supplies are kept in cabinets in each studio. All accidents, including injuries from cutting blades, need to be reported immediately to:

- Drury Security: 417-873-7911
- HSA Office: 417-873-7288
- your instructor during daytime hours.

Severe Weather:

In case of severe weather, shelter should be taken in the north and south stairwells and the restrooms on the first floor.

Fire:

In case of fire, exit the building through closest exits or the north and south stairwells.

Security:

Report any security issues or thefts to:

- Drury Security: 417-873-7911
- HSA Office: 417-873-7288
- your instructor during daytime hours.

ACADEMIC AND CREATIVE HONESTY

The Hammons School of Architecture affirms the Drury University policy on Academic Integrity as published in the Academic Catalog, which reads in part:

“Plagiarism is a particular kind of academic misconduct in that one person takes another person’s ideas, words, or images and falsely presents them as his or her own. If a student submits any work that is not entirely his or her own, the student is plagiarizing.”

In order to provide guidance to students, the HSA faculty and administration have elaborated on this statement in the following ways that relate more directly to architecture education:

1. Taking “another person’s ideas... or images,” in the context of architectural design, includes when students directly appropriate others’ design motifs, forms and formal arrangements, or presentation materials.
2. Since architecture (like other creative disciplines) depends on the influence of and critical engagement with others’ work, the above phrase “directly appropriate” refers to situations in which appropriation occurs without a critical process that recognizes the influence of the original work and integrates it into the student’s own design process and solutions.
3. Merely manipulating or altering others’ images through digital or other processes does not in itself constitute legitimate appropriation, and may qualify as copyright violation.
4. Attribution of uses of others’ creative work is essential, and can be handled in a number of ways:
 - In presentations summarizing research or precedent analysis, any representation of source projects should be accompanied by identifying information (building, location, designers, date). Students should also be aware that rights to photographic imagery are also often held by photographers independently of the source project’s designers.
 - In cases in which precedent analysis and other influences are integrated with the students’ own creative process, this influence and process should be directly recognized by the student and discussed with studio critics during the process.

Since the issue of creative integrity is complex, students are encouraged to bring questions and dilemmas directly to faculty, rather than risk inappropriate use of others’ work. Students can also raise concerns about others’ suspected academic or creative dishonesty directly with faculty or with the HSA Dean or Associate Dean. These cases will be treated confidentially.

Penalties for academic or creative dishonesty will be determined in adherence to the *Drury Academic Catalog*.

ACADEMIC AND CREATIVE HONESTY (continued)

Some resources for better understanding academic-and creative-honesty issues:

Some of the complexities underlying plagiarism in architecture are discussed by this brief article:

Barbara Opar and Barret Havens, "Plagiarism by Design," ACSA News, November 11, 2013

<http://www.acsa-arch.org/acsa-news/read/read-more/acsa-news/2013/11/11/plagiarism-by-design>

Issues surrounding intellectual property are presented in a series of videos by *Crash Course*. The introduction and links to subsequent videos are at:

<https://www.youtube.com/watch?v=RQOJgEA5e1k>

Although aimed primarily at professionals, the following ArchDaily post explains basic copyright issues related to architecture:

Venessa Quirk, "The 10 Things You Must Know About Architectural Copyrights," ArchDaily, 6 February, 2015.

<http://www.archdaily.com/328870/the-10-things-you-must-know-about-architectural-copyrights>

Wikipedia's article on "Copyright in Architecture in the United States:

https://en.wikipedia.org/wiki/Copyright_in_architecture_in_the_United_States

The College Art Association's "Code on Best Practices in Fair Use in the Visual Arts"

<http://www.collegeart.org/fair-use/best-practices>

The website Plagiarism.org has a number of useful resources aimed at students:

<http://www.plagiarism.org/resources/overview/>

The site also provides an easy to follow overview of how and why we cite sources:

<http://www.plagiarism.org/citing-sources/overview/>

The Purdue University Online Writing Lab has a wealth of resources for students, including this page that gives access to a number of useful guides to correctly using research:

<https://owl.english.purdue.edu/owl/section/2/9/>

COMPUTING AND LAPTOP REQUIREMENT

Laptop recommendations for Lower Division

While the first two years of the program at the Hammons School of Architecture do not require personal computers, many students find them to be helpful in a variety of their classes. If a student will be acquiring a laptop within the first two years, we recommend getting something that is easy to write and take notes with, while easy to transport.

The requirements below are specifically for the Upper Division of Drury's Architecture program and are developed to aid in computationally intensive tasks. Because changes in technology happen rapidly, we advise students to wait until further into the program to purchase a higher-end machine, as noted below.

Laptop computers are REQUIRED upon entry to the Upper Division of the Drury architecture program.

Most college students in all majors find it very helpful to have their own personal computer to take notes, write papers, and create presentations for many of their classes. Architecture, however, has evolved into a field in which having more powerful computational resources is essential. Throughout the program and your professional career, you'll find that creating and editing drawings, photos, and renderings through 2D Image-editing software, as well as modeling and simulating buildings and systems in 3D modeling software is a necessity.

Computers on Campus

There are some computers on campus available for students, however it should be noted that the University increasingly expects that students will have their own devices. Campus computer labs are often used for lectures and reserved by faculty. Additionally, during peak usage times (such as midterms and finals) their availability is extremely limited. Furthermore, students are expected to work within their studio space during design studios, as we highly value the studio environment and faculty-student interaction. For these reasons, and to assure that students are equipped to do the kind of work required in architectural design studios and other classes—especially in the upper division of our program (3rd year and onward)—we require each upper-division student to have their own laptop that is able to operate the many programs we utilize.

Recommended specifications for student-owned laptops

Hardware (Recommended):

- CPU: Intel i5 or i7 (6th generation or higher), or AMD Ryzen 5 or 7
- RAM: 16+ GB RAM
- Display: 15-inch Screen or larger
- Storage Space: 512 GB Solid State Drive (recommend extra storage via HDD or external harddrive)
- GPU: Nvidia GTX 1060 (6GB version) or Radeon RX580 (8GB version) or higher

These specifications will assure that students' computers can efficiently perform work on

COMPUTING AND LAPTOP REQUIREMENT (continued)

both 2D graphical and 3D modeling tasks, both of which are commonly required by the HSA program. Currently, this type of build is expected to last 3-4 years at maximum. Technology advances very rapidly, and due to this and the 5-year duration of our program, we recommend that all students consider and plan for the option of purchasing an updated laptop or desktop computer at some point during their career at HSA. Students are expected to keep a computer that is up-to-date and able to perform required classwork in an efficient manner, just as other courses typically require textbooks or materials.

Software:

Students will be expected, both in the course of their academic career and professionally, to utilize 3D-modeling and 2D-graphical editing software. Below is a list of software that is commonly used within our program, and many of these will be introduced to the students in Arch 225 in their Spring of their second year.

- Autodesk Software (Revit, AutoCAD, Fusion 360, 3DSMax, free for educational use/students)
- Rhino 6 and Grasshopper (Educational discounts available)
- Sketchup (Make is free online, Pro has educational discounts available)
- Adobe CC (Photoshop, Illustrator, InDesign, educational discounts on subscription available)
- Affinity Photo and Affinity Designer (alternatives to Photoshop and Illustrator respectively, non-subscription based)
- 3D-Printing Software (Makerware and Cura, both free)
- Microsoft Office (Word, Office, Powerpoint, free for students on up to 5 machines)
- Lumion 8 (Free for students)

Students will likely find and utilize other programs throughout their academic careers, both as new programs come out and as students are exposed to new opportunities through internships. The above software is currently the most commonly used and supported within the student body. We encourage students to become familiar with approaches and processes associated with the programs above, since these will also apply to other programs students may encounter.

Note About Macs:

While Macs have long been the standard in most purely 2D-graphical and design fields most professional firms tend to use PCs. We recommend PCs due to greater stability within the program, as well as the ability to operate all required applications effectively. If a student decides to use a Mac, some software may not be available, may require a Windows license and a program like BootCamp, or may not be as up-to-date as PC equivalents. The Hammons School of Architecture will endeavor to help and assist all students, but there may be less support available for Mac-specific problems with architectural applications.

FINANCIAL ISSUES

Up-to-date information on Drury University tuition, fees, and housing can be found online at:

Drury University Tuition and Fees

<http://www.drury.edu/financial-aid/tuitionfees>

Students should expect to make required textbook purchases for most of their courses while at Drury. In addition, students pursuing either the M.Arch. or the B.S.A.S. degrees through HSA should be aware of several additional expenses associated with the Architecture program that will need to be planned for:

Architecture program fees

Students participating in either the upper or lower divisions of the M. Arch. or B.S.A.S. curriculum are assessed Architecture Program Fees in the amount of \$1000 per semester based on enrollment in the following architectural design studios: ARCH 112, ARCH 213, ARCH 214, ARCH 315, ARCH 417, MARC 519, MARC 520, and MARC 521. Fees support curricular and extra-curricular program enhancements consistent with maintaining a nationally accredited Master of Architecture program.

Study-abroad requirement

This requirement and costs associated with it are discussed above on p.7.

Drawing equipment kit

The 'First-Year Kit' comprises a set of drawing and graphics equipment that are required for participation in the ARCH 112 Architectural Design II studio and in the ARCH 124 Architectural Representation course. This equipment will also be used in subsequent coursework at HSA. Kits are assembled and sold at a discounted cost by Drury's chapter of the American Association of Architecture Students (AIAS). First-year students will be notified about the exact cost and ordering procedures during the fall of their first year.

Students may purchase these materials on their own rather than buying an AIAS kit, but in either case all equipment must be brought to class on the first day of the 1st-year spring semester.

The cost for first year kits fluctuate year to year depending on the cost of materials. For reference, the 2017-2018 cost of the AIAS supplied 'First-Year Kit' was \$330 for AIAS members and \$390 for non-members. A deposit in the amount of \$150 will be required at the end of the first-year fall semester, and the balance when the kit is picked up on the first day of classes during the spring semester.

Modeling and drawing materials

Architectural design studios and other courses will require that students purchase paper and boards for drawings as well as modeling materials. The costs for these materials will vary from course to course.

SCHOLARSHIPS

In addition to scholarships determined and granted through Drury University's financial aid process (see www.drury.edu/financial-aid/scholarship-information) a limited number of donor-funded scholarships are awarded by consultation with HSA faculty and administrators. Any student wishing to be considered for one of these scholarships must complete a Hammons School of Architecture Scholarship Application Form and submit a needs essay by February 1st of the academic year prior to scholarship funding. Scholarship recipients will be notified by the conclusion of the academic year during which the application is made. These scholarships are awarded based on various factors as determined by donors and the HSA Scholarships Committee. Student financial need is typically the primary consideration.

Students are also encouraged to research additional scholarships that may be made available by local, regional, and national organizations like the American Institute of Architects (including local and hometown chapters), the Springfield Contractors Association (SCA), and the National Association of Women in Construction (NAWIC). More information on external scholarships can be found at www.drury.edu/architecture/external-scholarships.

STUDENT ORGANIZATIONS

The American Institute of Architecture Students is an important national organization whose mission is “advancing leaderships, design, and service among architecture students.” The Drury AIAS chapter is traditionally quite active and organizes a variety of events that strengthen and expand the HSA community. Students are highly encouraged to get involved with AIAS as early as their first year.

The Tau Sigma Delta Honor Society in Architecture and the Allied Arts “recognizes intellectual achievement, effort and initiative as well as leadership and character.” Drury’s Gamma Epsilon chapter initiates new members each spring at the school’s annual awards ceremony, and also organizes the annual “Design Expo” and career fair.

ADMISSION TO THE UPPER DIVISION FORM 4.2018**Application Deadline: May 1st** (include \$400 study-abroad deposit)

As stated in the Academic Catalog, in determining eligibility for admission to the upper division, a Drury University cumulative GPA of 2.75 and a C- or better in the following courses must be earned:

ARCH 112: Architectural Design II	ARTZ 111: Foundations of Studio & Design
ARCH 124: Architectural Representation	ARTZ 123: Drawing
ARCH 213: Architectural Design III	CORE 101
ARCH 214: Architectural Design IV	Drury Foundations
ARCH 225: Introduction to Computers	CORE 103 (or 104)
ARCH 233: Introduction to Building Systems	PHYS 201: Principles of Physics
ARCH 234: Structures I	MATH 211: Pre-calculus (or equivalent or higher, such as MATH 227: Intro to Statistics)
ARCH 251: History of Architecture, Urbanism & Art I	
ARCH 252: History of Architecture, Urbanism & Art II	

Students request admission to the upper division by completing this form and registering for ARCH 315: Architectural Design V and additional required third-year fall semester courses. Notification of successful application to the upper division will be emailed after spring semester grading. Applicants who are delinquent in one or more areas will be instructed on how to attend to any deficiencies prior to the fall semester.

- *I understand that admission to the upper division is dependent on the requirements in the Academic Catalog and that I will be un-enrolled in the upper-division courses if admission requirements are not met by the first day of the fall semester.*
- *I have met with my new advisor and discussed my academic plan.*
- *I accept and will abide by the terms of the HSA Computer Policy and the Studio Culture Policy.*
- *I have submitted a Study-Abroad Declaration form.*
- *I have submitted my \$400 study-abroad deposit.*

Name: _____

Signature: _____

Date: _____

New Advisor: _____

New Advisor Signature: _____



STUDY-ABROAD DECLARATION FORM 8.2018

Deadlines:

- April 1st final application deadline
• May 1st \$400 deposit deadline (turned in with Admission to the Upper Division Form)

As stated in the Drury University Academic Catalog, the required International Architecture Program Experience may be met by spending a semester at the Drury Center in Greece, by participating in a Drury architecture summer study-abroad program, or by participating independently in an approved architecture-based program located outside the United States and operated by an institution other than Drury. To be approved, programs must be at least 5 weeks in duration and must include both ARCH 426/428 and ARCH 456/458 or equivalents.

Name: _____ Expected graduation year: _____

I intend to study abroad (choose an option below) :

Table with 3 columns: Option, semester, year. Options include: 1. Semester program in Aegina, Greece; 2. HSA Summer Program in (city or cities); *3. Semester program at ETSAB, in Barcelona, Spain; *4. Alternative (non-Drury) semester or summer program:O (name of school, city, country).

*Requires approval of HSA International Studies Committee

This statement reflects my intention for fulfilling the HSA study-abroad requirement. I will notify the HSA Coordinator of International Programs if my plans change (pleventis@drury.edu). I understand that if I am not accepted into the upper division of the architecture program, I am not required to study abroad. This form will be added to my student file and my advisor will be notified of my study-abroad intention.

Deposit: I understand that in order to confirm my intention and secure a spot in the above-identified program, I must submit a non-refundable deposit in the amount of \$400 along with my application for admission into the upper division of the architecture program no later than May 1st of the academic year prior to beginning upper-division classes.

Signature: _____

Date: _____

Office Use Only:

____ Student has made the necessary application and financial deposit

Date _____

____ Student has revised or placed study-abroad intentions on hold Reason (attach revised Study-Abroad Declaration Form):

Date _____

PROFESSIONAL INTERNSHIP FORM 4.2018

The required professional internship experience is met by 360 hours of accumulated architecture experience under the supervision of a registered professional or 360 hours of approved alternate experiences. This experience qualifies as meeting one of the Engaged Learning experiences when the required "Internship Learning Contract" form is submitted prior to the internship. Enrollment in ARCH 461: Professional Internship (0 credit hours).

Students must document the internship experience by either establishing an Architectural Experience Program (AXP) record with NCARB or by submitting a letter certifying the experience by the supervising registered architect as well as documentation of hours worked. In addition, a list of projects and activities worked on should be noted.

If you are an International Student and obtain your internship experience in the United States, you must also complete the CPT form (Curricular Practical Training) prior to your employment, which can be obtained from the International Student Office.

Name: _____

Name of Supervising Architect or Firm: _____

Dates of Employment: _____

Total Accumulated Hours of Internship: _____

Which of the following provides documentation of the internship? (*must select one*)

· AXP Record _____ Yes, copy attached (website: www.ncarb.org, click on "AXP")

· Letter from Supervising Registered Architect Yes, copy attached _____

Documentation of Hours Attached? (*optional*) Yes _____ No _____

List of Projects and Activities:



SCHOLARSHIP APPLICATION FORM 4.2018
Available only to incoming 3rd–5th-year HSA students

Application Deadline: February 1st

In addition to scholarships determined and granted through Drury University’s financial aid process, several donor-funded scholarships are awarded by consultation with HSA faculty and administrators. Any student wishing to be considered for one of these scholarships must complete this application form and submit a needs essay by February 1st. Scholarship decisions and funding will apply for the following academic year or, in the case of summer short-term study abroad programs, the upcoming summer. Scholarship recipients will be notified by the conclusion of the academic year during which the application is made.

Scholarships are awarded based on various factors as determined by donors and the HSA Scholarship Committee. Student financial need is typically the primary consideration.

Please provide the following information:

Name _____ Current Year level _____

Do you wish to be considered for study-abroad scholarships? *Yes _____ No _____

*If you answered “yes” above, please provide below the intended study-abroad semester (or summer) and location. A Study-Abroad Declaration Form must be submitted by April 1st of your second year.

Intended study-abroad experience and semester _____

Essay:

Along with this application form, please submit an essay no more than 500 words in length in which you clearly explain how being awarded this scholarship would address specific needs and challenges you have encountered in funding your education.

Note: by submitting this form you agree to allow members of the HSA Scholarship Committee as well as the HSA administration to access your academic and FAFSA information.

Signature _____

Date _____



UNCONDITIONAL RELEASE OF LIABILITY 5.2018

I, _____, am familiar with the hazards of participating in the ARCH _____ field trip _____ on _____ and further have been advised by the instructors and staff at Drury University of the dangers of such activity, and any necessary travel involved.

I recognize the potential hazardous nature of the activities in which I may engage and agree to exercise necessary caution and to obey the safety instructions of the staff involved. All of the hazards of this activity have been weighed by me, and I accept them in consideration for being permitted to attend this Drury University experience. I agree that neither Drury nor its agents, servants or employees assumes any custodial responsibility for me, or is liable to me (except to the extent of coverage afforded by any applicable automobile liability insurance or vehicles owned by, or leased to, the University).

I hereby unconditionally release and absolve Drury University and all instructors and leaders involved in this experience from liability for any accident or injury.

I hereby agree to indemnify and save harmless Drury University and its directors, officers, employees, and agents (1) from and against any claims or liabilities, asserted or recovered on my behalf, and from any third party claims or liabilities arising from injuries to me or my property, or to third persons, or the undersigned whether or not intentional or resulting in death, caused in whole or part by me alone or in association with others; (2) from and against any claim or liability arising out of the selection or authorization for treatment of medical doctor, hospital treatment (including surgery) or on account of any financial obligations incurred by the undersigned student.

In case of an emergency, I understand that every effort will be made to secure proper treatment. I hereby give permission for such treatment. My personal health and accident insurance covers any accident or illness which I may incur during this experience. I personally guarantee payment of any cost or other liability incurred during evacuation or treatment.

I have read this release prior to signing it, and I fully understand it. I know that this document binds me and all those claiming under, through, or on account of me.

Signature _____ Date _____ Phone _____

Signature of Parent or Guardian (if under 18) _____

In case of any illness or injury, contact:

Name _____ Phone _____

Address _____

Please check with your insurance company to assure your coverage for this trip. Bring your identification card.



NON-DRURY STUDY ABROAD APPLICATION FORM 8.2018

Application Deadlines: April 1st

Students wishing to participate independently in an approved architecture-based program located outside of the United States and operated by an institution other than Drury must have the program approved by the International Studies Committee. A Study-Abroad Declaration Form should be completed and turned into the HSA office along with this form.

Name _____ Expected graduation year _____

I intend to study abroad (choose an option below) :

- Fall _____ Barcelona School of Architecture (ETSAB)
Other-Name of Program _____
Spring _____ Other-Name of program _____
Summer _____ Other-Name of Program _____

The Hammons School of Architecture requires Arch 428 and Arch 458 or equivalent courses during your 5-week minimum international study abroad program. If you choose a semester or summer program not sponsored by Drury please provide the names and descriptions of equivalent courses offered by that school.

ARCH 428: Journaling: Urban Form in the Global Context. 3 hours.
This internationally based course will examine formal and spatial characteristics of significant urban places and the buildings and landscape that comprise them. Emphasis will be placed on developing an understanding of the interplay between urban design, planning, architecture and landscape in specific international contexts. Students will use journals and drawings in order to document, analyze and synthesize their observations and insights in a disciplined and diverse manner.

ARCH 458: Culture and Place: The Theoretical and Historical Context. 3 hours.
This course examines international places in connection with significant social and cultural forces that represent a major idea or event in a foreign culture or cultures, and that have and continue to shape the artistic, intellectual and spiritual traditions of that culture or cultures. Particular emphasis will be given to systematic and disciplined methods of analysis that connect the contemporary built environment to broader theoretical and historical contexts.

I propose to take the following 2 equivalent courses during my alternative study abroad program (attach separate sheet with course descriptions and syllabi, if possible)

Table with 3 columns: Course Name, Credit Hours, Transfer Credit for. Rows 1 and 2.

Courses may not be taken for Pass/Fail. I understand that I must receive a C- or better in the courses to receive credit or the courses will not count.

Student Signature _____ Date _____ Advisor Signature _____ Date _____

ISC Chair Signature _____ Date _____ Dean's Signature _____ Date _____

Documentation has been provided as proof of completion of courses. Date _____