

Studio Culture Policy

The faculty and students in the Department of Architecture understand and value the impact the design studio has on the overall educational experience. To enhance and preserve the effectiveness of the studio environment, the Department of Architecture Honor Code was developed and implemented. It has been in place since 1987.

The Honor Code of the University of Memphis Department of Architecture states:

"I will not lie, cheat, or steal nor tolerate those who do."

Because architecture and interior design are professions with a code of ethics governing professional conduct, similar rules and protocols are in effect in the design studios and classes as well as other education-related environments.

One of the most distinctive features of architecture and design education is the degree of trust which must exist among students as well as between students and faculty members. Students are responsible for themselves and for others.

No one affiliated with the Department of Architecture is exempt from the Honor Code and must abide by it at all times while on the campus of the University of Memphis, its extended locations, or while participating in any activity affiliated with the Department of Architecture.

In addition, it is expected that all students and faculty will respect others and will act in a manner so as to deserve respect.

Violating the Honor Code has serious implications. Depending on the severity of the violation, penalties include: receiving a grade of F on the examination or assignment, receiving a grade of F in the course, loss of studio privileges, exclusion from the degree programs, or expulsion from the University of Memphis. Violation may also result in a report being submitted to the Office of Judicial and Ethical Programs under the Division of Student Affairs.

The Department of Architecture focuses on fostering a studio environment that enhances the ability of students to run parallel to the mission of the University of Memphis as a learner-centered metropolitan research university providing high quality educational experiences while pursuing new knowledge through research, creative expression, and interdisciplinary and engaged scholarship. By creating and maintaining an environment that is both positive and respectful, the creative process is much more likely to emerge and succeed.

In addition to the Honor Code, a set of rules, regulations, policies, and procedures have been developed and implemented. These are revised periodically to reflect changing conditions and needs of the students and faculty of the Department of Architecture. A complete set of policies may be found in the [Department of Architecture Policies Manual](#).

General Rules of Conduct

Architecture and interior design are professions with a code of ethics governing professional conduct. Similar rules and protocols are in effect in the design studios, labs, and classrooms.

- Students must arrive on time and ready to work. This means having all equipment and materials necessary to complete the current assignment. Research associated with a project should be conducted outside scheduled class meetings unless otherwise arranged. Except for a brief break (5-10 minute), students are expected to remain for the entire designated class period. Students departing early without permission will be counted as absent.
- The majority of all work on assigned projects must be performed in the design studio unless otherwise directed or approved.
- Unless stipulated, work in progress should be left on the drawing board at the end of the day to allow for faculty and peer-review.
- All active workstations must have at least two functioning desk lamps (CFL/LED bulbs) and the name of the student occupying the station must be prominently displayed.
- Never give the key fob, the combination to the lock on the doors, or the alarm codes to anyone or allow unauthorized persons into the studios or computer labs. ONLY students officially enrolled in a studio or designated classes taught in the Department of Architecture are permitted in the studio.

Rules of the Studio

The studio is a professional workplace – it should be treated as such. While the Department of Architecture provides every student enrolled in a studio course a designated place in the appropriate studio, this is a privilege, not a right, and the following rules must be followed.

- Respect others in the studio.
- Respect the work and workspace of others. Respect your own work and workspace.
- Do not borrow supplies or equipment from others without their knowledge and approval.
- Use only personal stereos with earphones – do not play music at a level that is distracting to others.
- Do not use a desk that is not assigned to you unless first given permission.
- Do not use spray fixative, spray adhesive, paint, stain or any similar materials on unprotected desktops, floors or other work surfaces in the studio, classrooms, corridors and/or stairways.
- Do not cut materials on an unprotected drawing board or work surface.
- Do not use the plastic edge of a parallel rule as a straightedge when cutting material.
- Clean up your workspace after you are finished for the day.
- Do not apply decals, stickers, or used tape or drafting dots to the equipment or furnishings. Properly dispose of chewing gum in trash receptacles.
- Do not otherwise deface or abuse the studio, equipment or its contents.
- Do not place personal locks on flat files drawers – use only combination locks provided by the Department. Unauthorized locks will be cut off.
- Do not wear excessive cologne or perfume (if others can smell it, it is excessive).
- Always be sure that the door to the studio is securely locked when you leave and turn on the alarm if you are the last to leave.
- All personal belongings and materials must be removed from the studio at the end of each semester. Workspaces must be left clean and in good working order. Students failing to do so may receive a grade of “Incomplete” until the workspaces are properly attended.
- Properly secure valuable personal belongings (laptops, cameras, calculators, personal electronics, etc.) when leaving the room. Neither the University of Memphis nor the Department of Architecture is responsible for loss due to theft.

Rules of Critique Etiquette

The formal and informal critique is an inherent and integral part of the evaluation process in design education. Faculty and invited reviewers are encouraged to deliver criticism constructively when engaging students and others in the review of student work. Design studios are inherently places

of exchange, and studio projects are common ground for open discussion and creative design exploration. All studio participants are encouraged to exchange ideas, opinions, and experiences in a collegial manner.

- Be prepared and present with confidence.
- Pin-up in a timely manner and take the work down when finished (unless otherwise instructed) so that others may use the space. Assist your colleagues in setting up and taking down work.
- Respect the person presenting at all times.
- Offer constructive criticism only of the work; your comments should never be structured as a criticism of an individual.
- Give your full attention to the person and work being presented; do not engage in distracting collateral conversations or activities.
- Do not leave the room if you are a member of the studio presenting. If the jury is in the room you should be in the room listening and taking notes.
- Respect persons who lose their composure while presenting, it may happen to you too.

It is expected that all students enrolled in the design studio courses and guests visiting the studios will abide by these rules. Failure to abide by these rules may result in the violator being asked to leave the studio and a grade of "F" assigned to the work in question or for the course.

Studio Desk Assignments and Pin-Up Spaces

Assignment of desks in all studios and classrooms is at the discretion of the instructor. However, historically studio assignments have been made based on the following.

- Students in the Tau Sigma Delta Honor Society, University Honors Program and/or Department of Architecture Honors Program, and officers in the registered student organizations within the Department (AIAS, CSI-S, IIDA-CC, and NOMAS) may select their desk in advance of the move-in date. Selection is in the order listed.
- Students not falling into the categories above may select their desk on the designated move-in date on a first come first served basis.
- Faculty teaching first year studios generally place the students according to studio needs and conditions and may or may not choose to follow the early selection procedure.

This process rewards students who have taken the initiative to enhance their educational experiences by excelling academically and being involved in appropriate professional activities.

Each student in the third and fourth floor studios except in the first year studio area is provided with a personal pin-up space. These should contain items relevant to the study of architecture or interior architecture and should be professional in appearance.

The studio perimeter walls covered in Homasote are for use by faculty and may contain items relevant to projects being undertaken within the studios. These may also be used for critiques and pin-ups. These are not intended for personal student use unless otherwise noted (example, the graduate studio perimeter wall are intended for student use).

Time Management

Time management is critical to success in architecture and design school. Students are encouraged to work in an efficient manner during regular studio hours and a reasonable amount of additional time, rather than working throughout the overnight hours. In addition to the amount of time a student spends in studio, time management must also be practiced to effectively balance schoolwork, extra-curricular activities, and personal time. "All-Nighters" are strongly discouraged!

Interdisciplinary Collaboration

The Department has established a “Culture of Engagement” which results in virtually every design studio having a real, community partner on at least one studio project. This benefits the students by providing valuable experience and benefits the community as well. This culture has become accepted and expected by students in the department.

To gain the necessary knowledge and experience for students to be prepared to enter the design profession, collaboration with other disciplines is a necessary addition to design education. Students are given opportunities throughout their academic career to collaborate with many different fields of study including City and Regional Planning, Anthropology, Real Estate Development, and others. This also includes the option of working on community-based research and design projects where students can gain a broad range of ability and understanding.

Diversity

The Department of Architecture supports active, open dialogue and the studio must be a place where diverse life experiences and opinions are shared and valued. A culture of respect and open inquiry supports the life-long learning process that begins in architecture and design school. As well as promoting social diversity, the Department also encourages students of different academic levels to collaborate with one another to participate in educational exercises.

Grievances and Conflict Resolution

In design education, conflicts and other issues requiring formal resolution may occur. While many issues may be resolved at the Department level, issues such as grade disputes, behavioral issues, and others may be pursued to the University level (see University of Memphis Policies). The recommended path towards resolution is faculty member, Director, Chair, and if unresolved within the Department, the University. To facilitate open interaction with students, all faculty members including administrators have posted office hours. The Chair also maintains an “open door” policy for students.

The AIAS Studio Representatives are elected to represent all of the students in each academic year (First Year has two representatives). These seven representatives may bring issues to the administration from their studio or collectively from the student body. This process is intended to keep administrators informed of concerns as well as to create a process by which a student who may not wish to talk with an administrator personally still has a pathway to the administrator.

University of Memphis Policies

All students are bound by the University of Memphis policies on academic dishonesty, disruptive behavior, and other policies in the University of Memphis Code of Student Rights and Responsibilities. Students violating these policies may be subject to disciplinary action. For more information, please visit the website of the Office of Student Conduct. References to these and other websites are contained in the syllabus of all courses taught within the Department.

Updates and Revisions

To ensure the effectiveness and implementation of the Department of Architecture Studio Culture Policy, it will be reviewed and updated every other year. The body that is responsible for this will be a representative committee comprised of the faculty (full-time and adjunct) and students (leaders from TSD and the registered student organizations AIAS, CSI-S, IIDA-CC, and NOMAS).

The Studio Culture Policy was developed by the University of Memphis Chapter of the American Institute of Architecture Students in partnership with the faculty of the Department of Architecture.