

# COLLEGE OF ARCHITECTURE AND DESIGN

## GRADUATE HANDBOOK



Draft Updated: August 2014

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## OVERVIEW OF GRADUATE HANDBOOK

In accord with established Graduate School Policies (See *UTK Graduate Catalog*), The College of Architecture and Design (CoAD) *Graduate Handbook* describes specific how these policies are carried out in the CoAD Graduate Programs of Architecture and Landscape Architecture. The intent of this handbook is to facilitate a more productive graduate experience. The handbook has been prepared, in part, with the assistance of the college's Graduate Studies Committee over the course of the 2012-13 and 2013-14 academic years. It is constantly under review.

The information contained in this handbook, including the list of benchmarks (semester by semester checklists) for each degree program, is provided as a guide and does not supercede any published requirements by the Graduate School. Graduate students assume full responsibility for knowledge of all rules and regulations of the Graduate Council and departmental requirements for their degree program.

A calendar of deadlines and policies and procedures for graduate programs is found on the Graduate School web page (<http://gradschool.utk.edu>). The Hilltopics Student Handbook details the general campus policies and procedures, standards of conduct, academic policies and procedures, and information about student support, services, and organizations. For questions regarding Hilltopics contact the Office of the Dean of Students at (865) 974-3179 <http://dos.utk.edu/hilltopics/>.

**ACADEMIC INTEGRITY**

The University of Tennessee standards and rules regarding academic honesty are clearly delineated in *Hilltopics*. See in particular, pages 12-22: <http://dos.utk.edu/hilltopics/>. All graduate students are responsible to learn, and abide by these standards.

In addition to the standards and procedures outlined in *Hilltopics*, the Graduate Programs of the College of Architecture and Design adds the following stipulation:

Once an investigation is initiated by faculty and/or administrators in regards to a breach of the university rules for Academic Honesty, a student is not permitted to withdraw from the course(s) in question in order to avoid the consequences of his/her actions.

For addition information on Academic Dishonesty, see:

<http://judicialaffairs.utk.edu/faculty/academic.php>.

**EQUAL OPPORTUNITY STATEMENT**

*The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.*

*The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of*

1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

The University of Tennessee, Knoxville, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. If you have any questions concerning ADA accommodation(s), please contact the Office of Equity and Diversity (OED).

## **GRADUATE PROGRAM IN ARCHITECTURE**

### **GRADUATE PROGRAM ADMINISTRATION AND FACULTY**

#### **Chair of the Architecture Graduate Program**

Dr. George Dodds

Contact: [gdodds@utk.edu](mailto:gdodds@utk.edu) or (865) 974-5267

#### **Director of Graduate Studies, Architecture Graduate Program**

Dr. George Dodds

Contact: [gdodds@utk.edu](mailto:gdodds@utk.edu) or (865) 974-5267

The CoAD Director of Graduate Studies is a full-time member of the faculty who is a liaison among the UTK Graduate School, the CoAD and School of Architecture faculty, and the graduate students in the School of Architecture. The Director of Graduate Studies is available to advise and supervise graduate students in matters including but not limited to:

- Graduate Catalog rules and regulations
- Graduate School and CoAD regulations

#### **Curricula and Degrees**

The Architecture Graduate program at the University of Tennessee offers three distinct curricular options leading to two degrees: a Master of Architecture, and a Master of Science in Architecture (anticipated in spring 2015).

#### **Master of Architecture (M. Arch)**

The M. Arch is a NAAB-accredited, professional degree in architecture that qualifies the graduate to sit for the Architectural Registration Exam.

This 3.5 year degree path is open to students having successfully completed an undergraduate degree prior to matriculation, principally from non-design backgrounds.

THE UNIVERSITY OF TENNESSEE   COLLEGE OF ARCHITECTURE & DESIGN MASTER OF ARCHITECTURE   3.5 YEAR CURRICULUM									
MARCH	YEAR ONE			YEAR TWO			YEAR THREE		(102) TOTAL CH
	SUMMER (12)	FALL (15) SPRING (15)	SUMMER	FALL (15) SPRING (15)	SUMMER	FALL (15) SPRING (15)			
Design Studio (12)	ARCH 538 Design Fundamentals (12)	ARCH 541 Design I: Principles of Architecture (15) ARCH 542 Design II: Historical Buildings in Urban Context (15)		ARCH 571 Design IV: Building Design in Urban Context (15) OR ARCH 572 Design V: Vertical Studio (15)		ARCH 572 Design IV: Design Integration (15) OR ARCH 582 Vertical Studio (15)	ARCH 580 Thesis Preparation (15) OR ARCH 580 Thesis Studio (15)		
Visual Representation (12)	ARCH 516 Professional Drafting I (12)								
History / Theory / Research (23)	ARCH 501 Intro to Environmental Design (23)	ARCH 521 Principles of Arch I: Production (15) ARCH 531 History/Theory I (15)		ARCH 512 History / Theory I (15) ARCH 515 General Issues in Urban Design (15)	ARCH 503 Modern Architecture: History & Theories (15) ARCH 509 Theory / Practice: Design Integrations (15)	ARCH 580 Thesis Prep OR Elective (15)			
Technology / Prof Practice (18)		ARCH 530 Structures I: Steel Construction (15) ARCH 540 Structures II: Concrete (15) ARCH 516 Design II: Professional Production Methods I (15)		ARCH 545 ECOS I: Water & Systems (15) ARCH 546 ECOS II: Light & Sound (15)		ARCH 582 Professional Practice (15)			
Electives (15)		ARCH 505 Elective (15)				ARCH 505 Elective (15) ARCH 505 Elective (15) ARCH 505 Elective (15)			
OPTIONAL: Study Abroad / Internship (variable)			OPTIONAL: Study Abroad or Internship (15)	OPTIONAL: Study Abroad (15) OPTIONAL: Study Abroad (15)	OPTIONAL: Study Abroad or Internship (15)	OPTIONAL: Study Abroad or Internship (15)			
minimum GPA required	3.0	3.0 3.0		3.0 3.0		3.0 3.0			

### Master of Architecture (M. Arch) Advanced Standing

The M. Arch. Advance Placement curricular path is appropriate for students with a four-year pre-professional degree in architecture (B.A., B.S., etc.). The Master of Architecture Advanced Placement (M. Arch AP) requires a minimum of 60 semester hours of graduate coursework, taking approximately two years of full-time study. A concentration within the program is optional. Thesis is optional.

Students with a Bachelor of Arts or a Bachelor of Science in Architecture can petition for course waivers in the M. Arch AP curriculum. Petitions are considered on an individual basis. To comply with NAAB accreditation standards, course waivers require full documentation of all coursework

completed before matriculation including syllabi and work product. The granting of course waivers does not reduce the overall number of credits required for graduation. Petitions forms can be found on the college website and should be submitted directly to the chair of graduate architecture.

THE UNIVERSITY OF TENNESSEE   COLLEGE OF ARCHITECTURE & DESIGN						
MASTER OF ARCHITECTURE   ADVANCED PLACEMENT 2014-2015						
MARCH AP	YEAR ONE		SUMMER	YEAR TWO		(60) TOTAL CH
	FALL (15)	SPRING (15)		FALL (15)	SPRING (15)	
Design Studio (24)	ARCH 58X Vertical Studio (6) OR ARCH 57X* Design IV: Eng in Urban Context (6) or requisite	ARCH 57Z* Design V: Design Integration (6) or requisite OR ARCH 58X Vertical Studio (6)		ARCH 57Z* Design V: Design Integration (6) or requisite OR ARCH 58X Vertical Studio (6)	ARCH 580 Thesis (6)	
History / Theory / Research (9)	ARCH 51X* Seminar: Issues in Urban Design (3)	ARCH 509* Theory / Practice: Design Integrations (3)		ARCH 580 Thesis Prep (3)		
Technology / Prof Practice (3)	ARCH 5XX Elective (3)	ARCH 5XX Elective (3)			ARCH 562 Professional Practice (3)	
Electives (24)	ARCH 5XX Elective (3) ARCH 5XX Elective (3)	ARCH 5XX Elective (3) ARCH 5XX Elective (3)		ARCH 5XX Elective (3) ARCH 5XX Elective (3)	ARCH 5XX Elective (3) ARCH 5XX Elective (3)	
OPTIONAL: Study Abroad / Internship (variable)		OR Study Abroad or Internship (variable)	optional: Study Abroad (3)	OR Study Abroad or Internship (variable)		
minimum GPA required	3.0	3.0		3.0	3.0	

## Master of Science

The Master of Science in Architecture (M.S. Arch.) is a research-oriented or advanced design-oriented degree, requiring a minimum of three semesters of full-time study (or 36 credit hours). It is open to all students with an undergraduate degree and is not limited to students who have completed undergraduate studies in an architecture or design-related program. This non-professional degree requires a thesis and provides



opportunities for students to work directly with faculty engaged in research, scholarship, or practice. Each student must, in their application, identify a specific area of focus aligned with at least one of the existing concentrations in the Graduate Architecture Program and the existing research interests of the standing faculty in the College of Architecture and Design.

THE UNIVERSITY OF TENNESSEE   COLLEGE OF ARCHITECTURE & DESIGN MASTER OF SCIENCE IN ARCHITECTURE*									
MS ARCH	YEAR ONE		SUMMER	YEAR TWO		OR	YEAR TWO		(36) TOTAL CH
	FALL (12)	SPRING (12)		FALL (12)	SPRING		FALL (12)	SPRING	
(18)	ARCH 599 Adv. Architectural Design Special Topics	ARCH 599 Independent Study		ARCH 500 Thesis				ARCH 500 Thesis	
(3)		ARCH 580 Thesis Prep							
(15)	ARCH 5XX Elective	ARCH 5XX Elective		ARCH 5XX Elective				ARCH 5XX Elective	
	ARCH 5XX Elective			ARCH 5XX Elective				ARCH 5XX Elective	
(variable)		OR Study Abroad or Internship	optional: Study Abroad				optional: Study Abroad		
minimum GPA required	3.0	3.0		3.0	3.0		3.0	3.0	

\*Pending Tennessee Higher Education Commission and University of Tennessee Board of Trustees approval.  
Estimated start date: August 2015

## CONCENTRATIONS AND CERTIFICATES

### Concentrations

The Graduate Architecture Program offers four concentrations that require a minimum of 12 hours of graduate course work:

- 1) Urban Design
- 2) Sustainability
- 3) Conservation and Stewardship

#### 4) High Performance Buildings

For additional information (including forms) on concentrations, please consult the college web site.

### **Certificates**

The College of Architecture and Design offers a Certificate in Urban Design, Sustainability, Conservations and Stewardship, and High Performance Buildings Certificate programs are open to any non-degree-seeking applicant interested in focused advanced studies (both from within the University of Tennessee system and external). Please consult the college website for additional information and application forms.

### **Advising**

A critical part of being a graduate student is the recognition that, unlike undergraduate education, a graduate student is wholly responsible and accountable for being fully informed of all rules and regulations pertaining to advancement in his/her chosen program of study, including but not limited to such items as registration for classes, and all deadlines posted by the UTK Graduate School pertaining to the regulation of thesis documents, the timeline for thesis defense, and application for graduation. Information regarding these and other related issues are always available for review on the UTK Graduate School website. Please consult with your advisor, or the chair of graduate architecture, with any questions.

**Advising:    Program Chair**

SU:            Summer Program

Meet with Program Chair and Register for Fall classes

**Advising: Program Chair/Assigned Faculty Advisor**

YR1 FA: Meet with Program Chair and Register for Spring classes

YR1 SP: Apply for School of Architecture Scholarships and Graduate  
Architecture Program Graduate Assistantships

Meet with Advisor/Register for Summer and Fall classes

Assemble Master's Committee

YR1 SU: Practicum/International Experience

**Advising: Master's Committee**

YR2 FA: Meet with Master's Committee/Register for Spring classes

YR2 SP: Apply for School of Architecture Scholarships and Graduate  
Architecture Program Graduate Assistantships

Meet with Master's Committee/Register for Summer and Fall  
classes

Establish Thesis Committee (see college website for further  
information and forms)

YR2 SU: Practicum/International Experience

**Advising: Master's Committee (Diploma) / Thesis Committee (Thesis)**

YR3 FA: Meet with Master's/Thesis Committee/Register for Spring classes

Submit Admission to Candidacy Form (consult college website) to Graduate School

Submit Graduation Application at MyUTK

YR3 SP: Meet with Thesis Consultant for preliminary thesis document format review

Register for CoAD Hooding Ceremony

Defend Thesis/Present Diploma Project\*

Submit approved Thesis and Report of Final

Examination/Defense of Thesis

(Pass/Fail) Form and Approval Sheet

Graduation

YR3 SU: Second Deadline for Thesis Submission (Consult Graduate School website)

Note the following Graduate School rules regarding thesis defenses and what they refer to as "Final Exam." In the Graduate Architecture Program, the Diploma Studio Project is equivalent to, and carries the same requirements, of a "Final Exam."

- Students in a Diploma Studio operate under a different set of rules for the completion of what the Graduate School refers to as the "final exam in lieu of thesis." As a final exam, the final presentation

of the Diploma Studio work must be successful on the first and only attempt. There is no second attempt possible. Should the student not pass, no further attempts are possible, no further course work is permitted, and the candidate must resign from the program. For information regarding appeals, please consult the Graduate School website.

## **APPLICATION PROCEDURES AND ADMISSION REQUIREMENTS**

The deadline to apply is February 01 and the review of applications will begin on this date. Applications completed after February 01 may be considered, however, spaces are limited. Consideration for fellowships, assistantships, and scholarships is based on completed applications.

(International Students: See Graduate School Website for additional information.)

## **M. ARCH ADVISING PROCEDURES**

### **Assigned Faculty Advisor**

Each entering graduate student will be assigned a faculty advisor, who serves in this capacity until the student forms the masters committee (see below). The responsibility of this advisor is to assist the student in planning a program of study to assure fulfillment of the degree requirements.

### **Masters Committee**

The Masters Committee is a committee composed of an Advisor and at least two other committee members. The committee should be formed as early as possible in a student's program and no later the end of the second semester. The Advisor assumes the role of the Faculty Advisor with all the responsibilities therewith. If a student chooses to complete the degree with a Diploma Studio, the Masters Committee remains the advisory board until the end of the degree. Per graduate school requirements, if a student is completing a minor in another college, at least one committee member must be from that college. At any point a student may elect to change the members of his/her committee, including his/her advisor. Please consult the Graduate School online

catalog for further information. Forms are available on the College of Architecture and Design website.

### **Thesis Committee**

Students who elect to complete their degree with a thesis must establish a thesis committee in order to be cleared to register for Thesis Preparation, ARC 580, by completing the Graduate School Admission to Candidacy form (consult Graduate School website) and complete the Graduate Architecture Program thesis selection forms (see CoAD website).

The thesis committee replaces the masters committee as the student's main advisory committee.

- The thesis committee consists of at least three faculty members, typically all at the rank of Assistant Professor (inclusive of adjunct faculty) or above.
- The Advisor must be from a candidate's program.
- The two other committee members may be from outside the college, but from within the university.
- Candidates are encouraged to take advantage of the wide array of expertise and knowledge of all our faculty members to enrich and expand the discourse.
- Per UTK Graduate School requirements, if a student is completing a minor in another college, at least one committee member must be from that college.
- Additional thesis faculty may be incorporated into the working of the committee, formally or otherwise, but will not sign the thesis document. Only the advisor and the two committee members are

signatories on the thesis document and all other UTK Graduate school and CoAD Graduate Architecture Program required forms.

- The thesis advisor is responsible for the intellectual oversight of the student work, including the development of the thesis proposal, design and final document.
- Each student meets regularly with his/her advisor, typically on a weekly basis throughout the academic year. The full committee meets as required. During the final semester, the full committee should meet no less than four times, including the candidate's defense. The candidate is responsible for all scheduling and being informed of all deadlines.
- A candidate may elect to change the composition of a thesis committee at any time. It is strongly advised that candidates discuss such a change with the chair of the program, and if appropriate, with their advisor and committee members. Faculty will need to complete a UTK Graduate School form that verifies their willingness to step down from a committee. See Graduate School web site for the appropriate form.
- Thesis candidates have two opportunities to defend their thesis. The two attempts are not limited to a single academic year. The precise timing of one's defense is a matter for consultation with one's thesis advisor and committee. However, the decision of when a defense takes place rests solely with the thesis candidate. Moreover, in accord with UTK Graduate School rules and regulations, as a candidate is limited to only two attempts to defend his/her thesis, should the second defense be unsuccessful, no further attempts are



possible, no further course work is permitted, and the candidate must resign from the program.

### **ADVANCED STANDING AND COURSE WAIVERS**

Advanced standing and course waivers are granted only after extensive review of a student's previous course work (from another university) including, but not limited to the course syllabus and the student's work product. Following a meeting with the program chair, a student will need to submit their work to the chair, who will consult with the corresponding faculty to determine whether or not the work meets the graduate program requirements. Students are encouraged to meet with the faculty who teach the course or courses in questions to discuss their course waiver. All submitted work/syllabi will remain on file for review by Graduate Program committee members and the NAAB.

### **COURSE POLICIES AND PROGRESSION REQUIREMENTS**

#### **Repeatability of Courses**

In general, graduate students are not permitted to repeat courses for credit toward graduate requirements, but for the following instances. Graduate students are allowed to repeat different versions of the special topics classes (ARC 525; LAR 525) and they may enroll repeatedly in independent study courses that are distinct in content (ARC 593; LAR 593). Finally, a student can register for the course entitled Thesis (ARC 500; LAR 500) for up to 15 credits under this course designation throughout their academic career. Normally, a graduate student registers for 6 credits of Thesis (500) during the semester in which the thesis is to be submitted. A graduate student must register for at least 3 credits of Thesis (500) during the semester in which the thesis is submitted. Only 6 credits of Thesis (500)

count toward graduation requirements (see the section entitled "Thesis Progression" for further explanation).

### **Academic Probation and Dismissal from the Graduate Program**

The Graduate School requires that a student maintain a minimum 3.0 grade point average. Failure to do so will result in being placed on academic probation by the Graduate School. Students who receive three grades of C+ or lower in three courses taken for graduate credit will be placed on academic probation beginning in the semester in which the third grade of C+ (or lower) is received.

Once a student is on probation, the individual must demonstrate that at least a 3.0 average is maintained during each semester or the student will be dismissed from the graduate program. Once the grade point average of 3.0 or better is restored, the academic probation is lifted.

In order to graduate with a graduate degree, the overall GPA for all courses taken for graduate credit must be 3.0 or above.

If any action, including dismissal or academic probation, is taken against a student within the School of Architecture that the student deems unfair, the student may appeal the decision first to the Director of the Chair of the Graduate Architecture Program, then to the Dean of the College of Architecture and Design, and finally to the Dean of the Graduate School. The procedure is outlined further below, under **Appeals**.

Plagiarism is the most serious academic offense and may be the basis for dismissal from the graduate program. The penalties for violations of the

policies on plagiarism are outlined in *Hilltopics*, including the appeal process.

If a student enrolled in a graduate course is accused of plagiarism and drops the course in order to avoid suffering the consequences of a failing grade, the case of plagiarism remains an academic violation and the course of prosecution will continue. If the violation is confirmed, the student may be dismissed from the graduate program.

The grade of Incomplete ("I") changes to an "F" after a fixed period of time established by the Graduate School. Changing the F grade to a higher letter grade requires written justification submitted to the Chair of Graduate Architecture; the Chair of Graduate Architecture may then submit the grade change request to the Graduate School. The final decision whether to approve such a grade change rests with the Dean of the Graduate School.

## **Appeals**

Students have the right to appeal a grade, or any administrative disciplinary action. All appeals, ideally, begin with a discussion between the student and the faculty of record for the course. If necessary, a student may consult the program chair and submit a formal request for their grade in a specific course to be re-evaluated. The chair will then initiate the appropriate procedures. The Appeals Procedure is available on the Graduate School website at <http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>. Note: under no circumstances may an administrator submit an alternative letter grade for that assigned by a faculty of record. If,

*however, at a review of the grade assigned it is determined by the appropriate faculty committee, that a higher grade should have been assigned, and if the faculty of record does not concur, the administration has the authority to assign the grade of "Pass" for the course. This grade carries no Quality Points and hence will not affect a student's GPA.*

## **THESIS AND DIPLOMA REQUIREMENTS**

The master degree is evidence of successful completion of a body of course work, advanced understanding, and the ability to apply knowledge within a major field. As part of a master's degree, and in addition to a final comprehensive examination, a culminating (capstone) experience is expected. In the design discipline, the final comprehensive exam takes the form of a design review. In architecture, this culminating experience may be the Thesis or the Diploma Studio, depending on the track, student choice, and qualification. The graduate Thesis and Diploma Projects are the culmination of the Master of Architecture coursework. Through research and creative application, they are a celebration and confirmation of the skills and knowledge acquired in the program. The final project serves as a benchmark of the student's development as an architect as she/he enters the profession. All graduate theses are inherently self-directed works, with intellectual oversight from the Primary Thesis Advisor and input from the faculty on the Thesis Committee.

M. Arch students must conform to all graduate school policies: see [gradschool@utk.edu](mailto:gradschool@utk.edu)

Thesis and Diploma studios may also contribute to fulfilling the 12-credit minimum for certificates.

## **M. ARCH THESIS PROCEDURES**

### **OVERVIEW: CHECKLIST FOR THESIS YEAR**

#### **Fall Semester**

Register for ARC 580 (Thesis Prep).

Form Thesis Committee and meet with the committee to approve the thesis proposal.

Meet deadlines dates for forms per Grad School requirements (gradschool.utk.edu).

Register for Graduation (myutk.edu).

#### **Spring Semester**

Pending approval of the Arc 580 document by the Thesis Committee, register for ARC 500 (Thesis). The Graduate School permits a candidate to register for up to 15 credits of thesis within the published time limits for one's degree established by the Graduate School. Note the following Graduate School requirements:

- Candidates must register for 6 credits of thesis during the initial intended semester of graduation.
- While candidates may register for up to 15 credits of thesis, they can register for only a maximum of 6 credits of Thesis (500) at any one time, and only 6 credits will count towards the published total curricular requirements for graduation in each of graduate program's curricular paths.
- Candidates must meet published deadline dates for draft thesis submission/review by Grad School Thesis Consultant.
- Defend Thesis by date required by Graduate School.
- Submit approved thesis and associated forms to Grad School by required date.

- Following an unsuccessful thesis attempt:
  - a candidate must register for 3 credits of thesis in the semester in which they anticipate graduating.
  - if a candidate wishes to continue working on their thesis without registering for thesis, but use the School of Architecture facilities, they must register for Arc 502: Use of Facilities. This course number affords a candidate full use of SoA and CoAD facilities.
  - they need not register for classes continuously prior to the semester in which they anticipating graduating. However, once there is a lapse in registration, a candidate will automatically no longer be an active student in the graduate program. Prior to formally restarting one's thesis work (registering for 3 credits of Arc 500), one must re-apply to both the UTK Graduate School, and to the SoA Graduate Program. Prior to application and registration, one must re-establish contact with one's advisor and committee members and provide to the graduate program, in writing, proof that the committee members are willing to continue working with the candidate. Of course, candidates are free to change the composition of their committee at any time. There are forms for this procedure, available online or from the chair of the program.

### **Course Descriptions**

**ARC 580 Thesis Preparation** (3) Preparation of document under supervision of candidate's thesis advisory committee and in support of topic of candidate's thesis inquiry in 500 (Thesis).

**ARC 500 Thesis** (1-15) The student works independently but with his/her thesis committee, which reviews the work on a systematic basis at critical times during the project. The thesis with its associated issues is defined in the approved 580 Thesis Preparation document. The committee chair serves as the primary critic of the thesis and is responsible to assure that the requirements for the thesis are met. Grading Restriction: P/NP only. Repeatability: May be repeated.

### **ARC 500 Course Format**

ARC 500 is a studio format course and all students are expected to work in the studio during scheduled class time. In order to facilitate frequent interaction with classmates and faculty, students are expected to work in the Art + Architecture Building in the graduate studio area.

### **ARC 500 Course Coordinator**

The Course Coordinator is responsible for the administrative oversight of the graduate thesis, including scheduling, coordination, communication, and consistency in course expectations for the entire group of graduating M. Arch/MLA students and their committee members.

### **ARC 500 Course Schedule of Committee Meetings**

The Course Coordinator determines the semester schedule. (Please refer to [gradschool@utk.edu](mailto:gradschool@utk.edu) for specific college-wide deadline dates.)

### **Preliminary Review**

Overview of project and preliminary concepts:

At the beginning of the semester, students should be well prepared to present a clearly articulated thesis statement and a defined course of study supported by the appropriate context information, site documentation, site analysis, program analysis, and other suitable information. Site models should be complete. Even though the committee has read the 580 document, all relevant information should be presented at this time.

### **Intermediate Reviews**

Development of design ideas, consistent with thesis intent and proposition: While proposals may vary drastically with regard to programmatic, contextual and theoretical scope, students should make rapid progress in the development of written and visual arguments in a variety of representational forms. All relevant information to understand the project should be presented at each review. A draft of the Thesis Document should be submitted to the Thesis Committee for review prior to Intermediate Reviews. Consult Graduate School web site for the specific deadline for each semester. Note that the graduate program may have it's own, alternative deadline. Consult the graduate program web site for additional information. The graduate chair may also inform students directly, via electronic communication, with any possible changes in the deadline.

### **Defense Commitment**

Each student must agree in writing two weeks prior to the scheduled thesis defense that he or she will make a Thesis Defense at the scheduled times. A student does this by reserving a room for their defense and informing their committee members prior to the two-week deadline. While a



candidate may consult with faculty advisors and committee members regarding, but the decision is the student's own. The student must agree that he/she will make a defense presentation.

### **Second Deadline Option**

For students, who cannot defend their thesis by the Thesis Defense date for Spring graduation, the thesis defense will be scheduled for the Public Presentation date during Review Week. If the final copy of the thesis document (including the design project) is submitted and accepted by the date set by the grad school (typically the third week in May) students may graduate Summer 2007, but will not be required to register for thesis credit, provided they are properly registered during Spring term. Final thesis defense and all other procedures listed on the Graduate School schedule for thesis programs must be successfully completed before final submission. A new graduation application must be submitted for Summer graduation. (Please refer to Graduate School policies for more details).

### **Thesis Defense**

Students graduating in the spring semester must successfully defend their thesis project on the Thesis Defense date. Typically in mid-April, the thesis design project must be complete at the Thesis Defense (see requirements). The thesis defense includes a completed, comprehensive oral and graphic presentation of the thesis design project to the Thesis Committee, Graduate Program Chair, Course Coordinator and members of the Graduate Program Committee.

## **Thesis Defense Requirements**

By the time one becomes a thesis “candidate,” one will have completed all of the required coursework with the design curriculum, to fulfill the NAAB requirements. Hence, while the normative subject for a thesis in our discipline is an architectural project that has, as its final goal, the design of a building, this is not, perforce, required. The specifics of what defines each candidate’s thesis is a subject for discussion and deliberation with one’s advisor and committee members. That said, understanding that each thesis project is unique, typical requirements at the thesis defense include (but are not limited to):

- Verbal presentation of a carefully crafted and articulate thesis statement. Background information that may include context information, site documentation, and analytical methods that define but are not limited to site, program, and precedent.
- All relevant study models and process information.
- A well-developed final architectural design including all drawings necessary to understand the project.
- Three-dimensional representation of the design, either with a digital model, or physical model. Ideally both would be presented.
- Minimum one finished presentation drawing.
- Mock-up of the final presentation layout.

**All thesis defenses are open to the public and should be well advertised within the college community.**

## **Evaluation at Defense**

**Progress:** A pass indicates the student work is complete and the student will make a Public Presentation (Review Week) before the graduation date.

**No Progress:** If the Thesis Committee judges that the student presentation at the Thesis Defense is insufficient to fulfill the project as outlined in the Arc 580 document, the candidate may receive a No Progress grade for their thesis. In this case, the candidate may re-defend by the “second defense date” published by the UTK Graduate School. The result for the second thesis defense is final – a student cannot defend for a third time and cannot complete the degree after two failed defenses. The second defense may occur at any point in the time limit for the completion of a candidate’s degree requirements published by the UTK Graduate School.

It is a University Policy that the Thesis Committee must sign an approval form for the Graduate School at the time of the Thesis Defense. “Pass” or “Fail” at the Thesis Defense is determined as a consensus of the Thesis Committee. (This form, and the Pass/Fail grading of the defense, should not be confused with the grading of Arc 500, which is either “Progress,” or “No Progress.”) The advisor may consult the Graduate Program Chair, Thesis Coordinator, and members of the Graduate Program Committee present at the Thesis Defense. Students may make minor revisions to their project after the Thesis Defense and before the Public Presentation, typically in refining the graphics and in composing the final presentation format. For all intents and purposes, however, the project should be considered complete at the thesis defense.

**Unsatisfactory Work**

Students will not pass the thesis defense if the work presented is unsatisfactory. Examples for unsatisfactory work are:

- Incomplete representation of the project solution, which includes two-dimensional drawings and three-dimensional representation for the project type.
- Insufficient level of project development and/or design resolution for a thesis project.

**Public Presentation**

The public presentation takes place during the Final Review Week in the School. This is the final public presentation of all thesis work, with invited reviewers in addition to the Thesis Committee. Although each thesis project is unique, the Public Presentation should include all of the typical requirements listed above for the thesis defense.

There are several prizes awarded as a result of the thesis defense. These prizes are limited to thesis work only, and not to the Diploma Studio projects. The prizes include:

Tau Sigma Delta Bronze Medal

Robert B. Church III Memorial Thesis Prize

**Final Document Submission**

The final thesis document must be prepared according to the most recent Guide to the Preparation of Theses and Dissertations, available at <http://web.utk/~thesis>, and be approved by the student's committee prior to final preparation of the thesis. Accompanying approval sheets, signed by the members of the master's committee must accompany the

electronic copy of the thesis. The approval sheets reflect the final content for submission. The approval sheets certify that the committee members have examined the final copy of the thesis and have found that its form and content are satisfactory as per Graduate Catalog. The graduate school assigns each student a thesis/dissertation consultant to check thesis formatting. All thesis documents should be reviewed by thesis consultant per deadline dates @ [gradschool.utk.edu](http://gradschool.utk.edu). Draft and final versions of the thesis document are uploaded for review and final submission on TRACE (<http://www.trace.tennessee.edu/>). The candidate is responsible to meet all deadlines posted on the Graduate School website.

Students must upload the final electronic version of the thesis document to TRACE no later than the date and time listed on the graduate school list of deadline dates.

The Thesis / Dissertation Consultant of the UT Graduate School should be notified when the final document has been uploaded. Verification of thesis acceptance will be sent via email once the consultant has reviewed the final document for formatting errors. Students should not assume the final thesis document has been accepted until the confirmation email is received.

Committee should have signed approval sheet and student should have submitted the Thesis document to TRACE several days before grad school deadline (if possible) to allow time for grad school to review for formatting errors (which may be fixed after committee signs approval sheet as long as no content is edited – only format).

For M. Arch. students, the Thesis Document typically includes:

- A narrative describing and supporting the thesis statement (based on the work produced in ARC 580.)
- A narrative regarding the design project (site, program) explaining how it meets the thesis intent.
- Documentation of the final design project.
- Documentation of the design process as appropriate to understand the design concept and thesis intent.

A draft of the text must be made available to the Thesis Committee so they have time to review and comment before the final submission according to their preferences and schedules. The timetable for the submission of the document to the committee will be set by the chair of the graduate program committee in accord with UTK Graduate School guidelines.

### **Evaluation in ARC 500**

During each scheduled committee review, all committee members are strongly encouraged to give written feed back to each student, particularly if the committee member feels there are serious deficiencies. Because each student project is unique, the specific expectations of the student should be clearly communicated, especially in the case of weaknesses in the student design. In the case of serious deficiencies at each of the reviews, the committee should communicate its concern in writing, either individually or through the Faculty Advisor. The Course Coordinator should coordinate the collection of all written comments at each review. The Course Coordinator attends reviews as needed and

advises faculty about consistency in expectations for student work. The Primary Thesis Advisor gives the final course grade, with input from the Thesis Committee and the Course Coordinator. Thesis (ARC 500) will be graded P or NP. According to the Graduate Catalog this means the grade “carries credit hours, but no quality points. P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.”

### **Responsibility of the Student**

The thesis is a student-initiated project and thus the responsibility for its realization ultimately rests with the student. Each student is expected to work in the A+A Building and to be present in the studio during all class times, even when advisor meetings are not scheduled. Each student should develop a work schedule during the first week. Each student must schedule meetings with the Primary Thesis Advisor, typically on a weekly basis. All relevant information to understand the project should be presented at each review. Each student must be well prepared for each review. Each student must submit in writing a Defense Commitment, indicating the scheduling of the Thesis Defense at appropriate deadlines.

### **Diploma Studio**

The Diploma Studio (599) has several topical options with opportunities for students to guide the nature of the project and/or site. It is instructor-led “vertical studio” consisting of Bachelor of Architecture students in their final semester and other M.Arch students who are not completing a thesis.

## **FELLOWSHIPS, SCHOLARSHIPS, AND ASSISTANTSHIPS**

Financial support in the CoAD is awarded primarily on the basis of merit and is intended to allow a graduate student to excel in the program. There are several forms of support available, including fellowships, scholarships and research and teaching assistantships.

### **Chancellor's Fellowships**

Beginning in the 2012-13 academic year, the graduate programs in architecture and landscape architecture have been awarding fellowships to incoming students typically assigned at the time of one's acceptance. The fellowships vary in size and nomenclature, but may be up to \$36,000 dispersed over the course of three years. These funds, made available by the Office of the Chancellor, are intended to attract the highest performing students to our graduate programs. As fellowships, they carry no stipulations other than that the one must be enrolled as a full-time student in order to receive the funds (which are transferred directly to one's UTK account). Chancellor's Fellowships, and Chancellor's Grants do not supersede any other financial gifts or Graduate Assistantships.

### **Scholarships**

Each spring term the School of Architecture's Scholarships and Awards committee disperses financial awards to undergraduate and graduate students based on academic performance. Each scholarship carries its own requirements for student qualification. Graduate students must complete an application for scholarships in order to be considered by the committee. Consult college web site for the necessary form.



## **Graduate Assistants**

Assignments for graduate assistantships are determined by program chair in consultation with Director. Graduate Assistantships are of three types: Graduate Assistant (assists with administrative duties); Graduate Teaching Assistant (assists directly with course material, grading, and teaching/tutoring); Graduate Research Assistant (assists on faculty-led research projects). In all cases, these three types of appointments carry a cash stipend in addition to tuition remission and health insurance for the term of one's appointment. (Often, graduate students are hired by faculty, or by the administration, to work on an hourly basis, at a fixed hourly rate. These types of jobs should not be conflated with Graduate Assistantships.)

- During the academic year, graduate students with appointments may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled 'The 50 Percent Rule' under the policies on appointments on the Graduate School web site.

## **Qualifications**

Graduate Assistants (GA) must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse), have a minimum 3.0 grade-point average, and have no more than two Incomplete grades in graduate courses on the transcript. GAs must be clear of disciplinary probations based on the Code of Student Conduct.

Note: Students for whom English is a second language and do not hold a Bachelor's degree from an institution in the United States must demonstrate oral English proficiency to be appointed as a TA. Information on requirements can be found on the UTK Graduate School web site.

### **Applications**

Applications for Graduate Assistant positions are accepted by a deadline during the spring term published each year. Consult the Graduate Program web site for more information. All graduate students will be informed about upcoming deadlines by the program via electronic communication.

GA positions are generally granted during the student's second academic year in the program, though exceptional cases academic assistantships may be awarded during the time of acceptance for the first academic year.

### **Teach Assistant Responsibilities**

Teaching Assistants (TAs) may not be enrolled in the course for which they are appointed. In each case TA responsibilities must be discussed with the professor to whom the student is assigned within the following guidelines:

- The appointee is not solely responsible for instructional content of the course, selection of assignments, planning of exams, or for determination of course grades, but may assist in these tasks in collaboration with the instructor of record who has final authority.
- The TA may be assigned responsibility for assigning grades with the guidance of the course instructor, holding office hours and participation in development of quizzes.

- TAs may be asked to lead discussion sections or labs or instruction of prescribed course content, under the active direction and supervision of a faculty member who has final responsibility for the course's entire instruction and for the performance of TAs.

### **Research Assistant Responsibilities**

Research Assistants (RAs) perform research broadly related to their degree programs in an academic department or research unit under the direction of a mentoring faculty member or authorized Principal Investigator. RAs may not be assigned teaching, administrative, or general assistance duties. This is not intended to exclude research-related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of organizing research units, such design built projects, lab maintenance, etc.

### **Program and Faculty responsibilities to Graduate Assistants**

All graduate students who assist in teaching and research require faculty supervision. The faculty of record is the mentor of their graduate assistant. Faculty supervision and preparation of TAs and RAs improves the preparation of graduate students for their professional future. The important role that TAs and RAs play in education on this campus also means that effective preparation of TAs and RAs will improve the quality of education at UT.

At the beginning of the semester, the faculty member responsible for the course is required to meet with TAs and RAs to review the course syllabus, to clarify one's responsibilities in the course. In the architecture graduate

program graduate assistantship, typically, are not active until the second year in the program. Even if awarded an assistantship at admission students must apply every spring for a place.

### **Annual Evaluations of Graduate Assistants**

Faculty are responsible for providing evaluations annually.

Departmental reviews should also include an assessment of TA and RA mentorship in their assessment of faculty teaching performance.

### **STUDIO CULTURE POLICY**

(Consult CoAD web site)

### **STUDENT ORGANIZATIONS**

(Consult CoAD web site)