



# **Student Companion, 2023–24**

## College of Architecture and Design

## Lawrence Technological University

### **Contents**

**1.0** Studio Code: Intentions and Application

**2.0** Student Rights and Responsibilities

**3.0** Code of Conduct

**4.0** Course Policies

**5.0** Grades

**6.0** Academic Responsibilities



**Lawrence  
Technological  
University®**

## 1.0 Studio Code: Intentions and Application

The College of Architecture and Design's Statement of Purpose commits the school to be "Focused on Design, Immersed in Technology, and Grounded in Practice." The design studio is the place where the CoAD community—faculty, staff, and students—engages with that commitment. The College believes in the value of the design studio model for the education of architects and designers. The studio experience encourages peer-to-peer learning, dialogue, mentoring, intellectual rigor, innovation, and immersion in the design process through learning by doing.

Additionally, the studio provides a sense of community among students and faculty in which respect for one another, a sharing of ideas and collaboration are paramount. The collaborative environment, intended to echo the best aspects of the professional office, is a setting in which practice activities are much more likely to be the product of teamwork than of an isolated individual.

The College has adopted these rights and responsibilities for all of its programs.

## 2.0 Student Rights and Responsibilities

The RIGHT to collaborative creative inquiry.

The RESPONSIBILITY to respect the work of others, written, spoken and created.

The RESPONSIBILITY to routinely share the engagement of the creative process.

The RIGHT to be intellectually challenged.

The RESPONSIBILITY to initiate and pursue resources in order to support and expand inquiry.

The RESPONSIBILITY to engage and respect the objectives, outcomes, and measures of the course.

The RIGHT to use a safe and secure learning environment, 24/7.

The RESPONSIBILITY to abide by the safety codes established by LTU.

The RESPONSIBILITY to respect others and their space.

The RIGHT to access necessary technology, training and support.

The RESPONSIBILITY to respect and secure the technology provided.

The RESPONSIBILITY to work with faculty to actively pursue needed technology, training, and support.

The RIGHT to a respectful, open, and professional creative dialogue.

The RESPONSIBILITY to be open to diverse perspectives and maintain sensitivity to other's cultural differences.

The RESPONSIBILITY to conduct myself in a collegial and professional manner.

The RIGHT to learn through experimentation, risk-taking and failure.

The RESPONSIBILITY to produce and share knowledge gained through experimentation and failure.

The RESPONSIBILITY to manage time associated with experimentation and risk-taking in order to demonstrate achievement of course objectives.

The RIGHT to understand the University's use of student fees.

The RESPONSIBILITY to organize and pursue change.

The RIGHT to the efficient, relevant, and productive use of time.

The RESPONSIBILITY to be on time and respect the time scheduled for meetings and courses.

The RESPONSIBILITY to actively engage in course content.

The RIGHT to available, accessible, approachable, and accountable faculty.

The RESPONSIBILITY to the faculty's rationale and objectives.

The RESPONSIBILITY to communicate clearly his/her concerns to the faculty.

The RIGHT to be heard and respected.

The RESPONSIBILITY to listen carefully and communicate respectfully.

The RESPONSIBILITY to have respect for different points of view and learn through cultural, racial, and political difference.

## **3.0 Code of Conduct**

The University establishes specific rules and regulations regarding educational behavior. The rules address issues of academic misconduct and criminal and civil violations. Please refer to the [Universities Policies](#) and [University's Student Code of Conduct](#) for documentation of these policies, definitions, and procedures.

## **The Building and Facilities**

The Architecture Building and its facilities and the adjacent University Technology and Learning Center (UTLC) have supported several generations of students and will continue to do so in future years. To make our physical environment as comfortable as possible, it is important that all studio members take care of the building and its contents as if they were their own. Abuse of the building fabric, including graffiti and vandalism, cannot be permitted. Please take care of desks, stools, and chairs for the comfort of yourself and your colleagues. Careless activities may create problems of safety, access to decent equipment and facilities, as well as discomfort. Destruction or defacing of facilities could lead to the need for additional studio deposits for all students, a move we would prefer to avoid.

- Small shared lounge areas for students have been developed throughout the UTLC and Architecture Building. Please keep these areas clean by disposing of all trash in the trash or recycling containers, for everyone's benefit.
- Extraneous items such as punching bags, hammocks, internal combustion engines, and bicycles may not be brought into the studio as they interfere with studio workspace and safe egress within, to, and from the building. Sofas, reading chairs, and other furniture for gathering are provided; microwave ovens and refrigerators, however, are not allowed.
- The College reserves the right to remove any items that are dangerous or identified above. If you ride a bicycle, which of course we encourage, please use the bike racks, located outside the buildings.
- The BuildLab for woodworking and metal fabrication is located on the ground floor of the UTLC. Students should use this facility for the building of models and other items. Power tools (of any kind) such as power saws, routers, band saws, welding or soldering tools or anything that creates a flame, Dremel tools, spray painting, etc. are not allowed in the studios or corridors for safety reasons.
- For plaster and concrete work, ask your studio instructor for the appropriate procedures. Under NO circumstances should concrete or plaster be disposed of using restroom sinks.
- Desks and chairs are to be treated properly and with care. Studio desks may be moved to conform to the needs, each semester, but only with care and under the supervision of the studio instructor. Care must be taken with the moving of desks and for the computer cables and power cords. There is to be no cutting directly on desktops; for model-making on desks cut only with a thick cardboard cutting surface or a manufactured synthetic cutting board as an underlayment. There is to be no cutting on chairs.
- Spray adhesives and paint of any kind (spray cans, brushes or rollers) are not allowed and will not be used in the studios, in the hallways, on the bridges, or in other classroom or critique areas. Spray adhesives and paint should only be used in the designated spray booth area.
- Freestanding installations or displays of work may be erected provided that there are no restrictions to corridor widths or heights. Project installations must receive prior approval by CoAD Administration prior to their erection by submitting a list of materials, drawings of the installation, and details of the assembly. Invasive fasteners (physical connections) to walls, floor, ceilings, beams, and columns are not allowed.
- The UTLC and the Architecture Building are typically open to students, staff, and faculty 24 hours each day, seven days each week. For security and safety, propping doors open or otherwise prohibiting doors from locking is prohibited.
- Using knives to cut on the drafting tables or other furniture is not permitted. Cutting boards should be used for cutting. Students are encouraged to purchase their own cutting mats.

## Care of Laptop Computers

A laptop computer will be provided to each student at the beginning of each semester and will continue for each semester in all undergraduate architecture and design programs. Lawrence Tech provides laptop computers and a full suite of current software to assure that all students are well prepared and positioned to take full advantage of learning opportunities, access to educational resources, and ultimately, to achieve a competitive edge in the workplace.

Never leave your computer unattended. Students are responsible for maintaining at least one backup copy of coursework as a measure against losing critical information. Loss of a computer or a computer crash will not be considered to be valid excuses for late or incomplete work.

The Help Desk (248-204-2330) provides computer assistance and on-the-spot exchange, advice, and repairs if problems occur. Additional laptop information is available on LTU's [Help Desk](#) website.

## Saving Computer Work

Each student is individually responsible for creating and saving multiple backup copies of digital work by any one or several available technologies. Loss of or damage to a computer will not be considered an excuse for submitting late or incomplete work.

## Academic Honor Code

Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. All LTU students are required to have knowledge of and abide by the [Academic Honor Code](#).

## Grievance Policy and Grade Disputes

### *Grievance Policy*

At times, students need to express frustrations; often they will want action that addresses their complaints. In response, the College of Architecture and Design provides an open office policy and a compassionate attitude.

### *Grade Disputes*

Students wishing to dispute a grade should visit the [Registrar's website](#) and read the "Dispute of Grades" section for information on disputing a course grade.





## 4.0 Course Policies

### Attendance

The College of Architecture and Design attendance policy is designed to support University policies described in the Student Handbook and with an understanding that architecture and design course content cannot be easily or completely packaged and retrieved for review by a student at their convenience. Course discussions and direction cannot be easily recreated; only class attendance puts students in a position to participate fully in course activities and to maximize academic success. Attendance supports the acquisition of individual course learning objectives, course information, and specific skills. It is the policy of the College of Architecture and Design that students are expected to attend all class sessions, to be in class on time, prepared, with work completed, and ready to participate in class activities. If a student is absent from class or late to arrive, for any reason, it is the responsibility of that student to collect all course content that may have been missed, to catch up with course progress, and to submit work on time.

With reference to the policy described here, please note that **individual instructors are permitted to institute more rigorous policies** if needed to support the course learning objectives. If those more restrictive policies are necessary, they will be described in the course syllabus, at the end of this section on attendance. However, in any given semester, every student in every class will be permitted at least one absence in courses that meet once each week and two absences in courses that meet twice each week, for any reason and with no requirement for documentation, but with the provision that students are still responsible for any class work or activity on missed days.

### Late Arrival, Late Work, Absence, Attendance, Participation

#### *Making Up Late Work*

*Course policies for the submission of late work and the effect of late submittals on project and course grades will be defined in individual course syllabi, but in all cases, no work may be submitted for credit more than seven days after the original due date and time. The only exceptions to this provision are described in the provisions for Incomplete ("I") grades, which can be found in the [Undergraduate](#) and [Graduate Catalogs](#).*

#### *Arriving Late to Class*

*Students who arrive twenty minutes late or leave twenty minutes early for a class of two hours or more in length, and those who arrive ten minutes late or leave ten minutes early for a one-hour to one-and-a-half-hour course will be considered to have missed that course session.*

#### *Absence from Class*

*If a student has more than six unexcused absences in a class that meets twice each week or more than three unexcused absences of a class that meets once each week, the student will fail the course, and receive a grade of F. If the date for dropping with a W has not passed, the student will have the option to request the W. This policy takes effect at the first scheduled class meeting of the semester,*

regardless of when a student registers for the course or initiates attendance.

#### *Class Attendance and Participation*

*Instructors may, at their discretion, also institute a class policy, in support of learning objectives, for students to earn a portion of the final class grade for participation in class activity. The evaluation of participation may include attendance criteria. All criteria for the evaluation of student academic performance, including participation, will be defined in the course syllabus.*

#### *Studio Review Attendance and Participation*

*The final review for a project is a culminating and discursive moment in the design process. Students are expected to present their work at a project review and semester final review. Failure to present work may result in failing the course.*

#### *Warning of Attendance Deficiencies*

*Instructors will warn students by email and, if appropriate, in person when students' attendance is likely to jeopardize class performance. Email warnings will be by @ltu.edu email addresses assigned by the University to students, faculty, and staff.*

This will take place in three stages.

1. If a student is absent four of the six allowable absences in classes that meet twice each week or two of three allowable absences in courses that meet once each week, the instructor will issue a warning to the student in question. Students are then expected to contact the instructor to acknowledge the warning.
2. Instructors will similarly inform students when they reach the maximum allowable absences with a reminder that more such absences will result in a failing grade. A copy of this warning will be sent to the Course Coordinator. Students are again expected to contact the instructor and acknowledge the warning.
3. Instructors will inform students when they exceed the maximum allowable absences and reach the automatic threshold for a failing grade. A copy of this warning will be sent to the faculty course coordinator and the Chair of Architecture or the Chair of Design.

### **Instructor Variations in Attendance Policies**

Instructors whose policies are more restrictive than those outlined here are required to craft and publish a similar warning procedure in their class syllabi.



## 5.0 Grades

Instructors are responsible for issuing course assignments, which clearly state the objectives, specific work product required, and submittal deadlines. Instructors are also responsible for issuing grades for course assignments in written form, for example in the Grade Center section of Canvas. Grades are to be issued by instructors in a timely manner, throughout the semester so that students are fully informed as to their performance.

Explanations of the LTU Grading System, Incomplete Grades, Change of Grades can be found in the [Undergraduate](#) and [Graduate Catalogs](#).

### Student Academic Probation and Dismissal

Policies regarding academic probation can be found in the [Undergraduate](#) and [Graduate Catalogs](#) from the [Office of the Registrar](#).









## 6.0 Academic Responsibilities

### LTU Academic Honor Code

All College of Architecture and Design students are responsible for knowing and following the [LTU Academic Honor Code](#), which includes both undergraduate and graduate student pledges.

### Use of Generative AI

The College of Architecture and Design (CoAD) views generative artificial intelligence (AI) as having the potential to bring about significant benefits, such as increased productivity, improved decision-making, enhanced creativity, and innovations in teaching and learning. As a technological institution that prepares students for the future, CoAD students are expected to actively develop AI literacy by critically engaging with generative AI tools. CoAD will maintain its collaborative efforts to share best practices as AI technology continues to develop.

To uphold academic integrity with the use of AI, students must:

- Use AI critically and ethically, considering both the benefits and limitations of the tools. This includes concern for bias, incomplete or inaccurate information, plagiarism, and data privacy. Students are ultimately responsible for all information that they present that is generated in any capacity from AI tools.
- Cite the use of AI.
- Resources for developing citations are as follows:
  - <https://style.mla.org/citing-generative-ai/>
  - <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
  - <https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html>

It is the student's responsibility to ensure that the above guidelines are followed. Students who violate these guidelines may be subject to academic sanctions. Students should feel empowered to ask questions and discuss appropriate uses of AI as they navigate its use.

### Graduate Student Commitment to Coursework

We schedule graduate courses, during the evenings and online so that students can complete their coursework while involved in their professional and personal lives, but there are limits to how much any one person can do and do well in a given period of time. Students must be realistic about their various time commitments as they schedule their graduate course and recognize that their demands outside of school are not acceptable excuses for not completing

coursework.

We encourage students to take a limited number of courses in a semester, if necessary. No one is rushed through the program; we'd rather our students did good work than fast work. We discourage students from taking courses, particularly design courses, when it is known that the rigorous coursework will coincide with important life events. If students are planning weddings, having children, planning vacations, engaged in significant employment responsibilities, or involved in other foreseeable and demanding events, then they should not be enrolled in design courses or in a full load of courses at that time.

Please consult with your academic advisor or Graduate Student Services Coordinator, Greg Sikora (gsikora@ltu.edu), if you need help planning your coursework.