

DESIGN THESIS 2021-22

SCHEDULE + REQUIREMENTS

FALL

- Sept. 28, 3:45 pm Information meeting with all Design Thesis students—(online)
- Oct. 12 TITLE + ABSTRACT (300 words) due to Advisor + Terri.Fuglem@umanitoba.ca.
- Nov. 16 Tech-Prep Workshop for Design Thesis
- Nov. 29 *PROPOSAL draft due to Advisor for comments.
- Dec. 20, 3pm ***PROPOSAL** due to Advisor: PDF COPY of PROPOSAL & DIGITALLY SIGNED APPROVAL FORM due to: Tobi Hawkins (Tobi.Hawkins@umanitoba.ca); + Terri Fuglem (Terri.Fuglem@umanitoba.ca).
- **PANEL** Digital files (PDF + JPG Thumbnail) due to the Design Thesis “DROPBOX”.

WINTER

- Jan. 14 **WEBPAGE FILES** due to “ONEDRIVE” (see separate specs for submission).
- Jan. 14 Design Thesis Panels posted in ARCH 2 Building and on Department website.
NOTE: *Students who have not submitted their panel and an approved proposal by this date (for any reason) will not be eligible to participate in interim reviews.*
- Feb. 11 Thesis Chair Assignments posted.
- March 7 & 8** **INTERIM REVIEWS** (with Advisor and Thesis Chair).
—Advisor to submit Evaluation to student + Tobi Hawkins by March 15th
- March 29** **Final** Thesis Technology Report (ARCH 7080) due.
- April 26-29** **FINAL REVIEWS** with Advisor, Chair & External Examiner
—Advisor to notify student of evaluation status by May 2nd.
—Advisor to submit Evaluation to student + Tobi Hawkins by May 5th.
- May 5th 1:00 pm** **Online Meeting** (Website Exhibition & Final Submission reminders)
- May 20 by 3pm** ***** PORTFOLIO BOOK with digital PDF** (incorporating any “conditional extra work”) Due to Tobi Hawkins, (location tbd). Submission to include: one (1) spiral bound copy (for advisor) + receipt for one (1) hard-bound book (for the library) – actual hard-bound book is due by **June 17, 2022** (location tbd).
- Both soft + hard-bound copies must be submitted as a requirement for graduation.
- May 24, by 3pm** **WEBPAGE UPDATE** Your webpage must be updated with final versions of your abstract, panel and images as a requirement for graduation.

NOTE: *Students who do not meet the May deadlines—for any reason—will not be considered for awards. Failure to meet deadlines can result in a “Fail,” except in cases of personal illness, injury, or other acceptable excuse (like bereavement). Doctor’s notes must be submitted to the Graduate Student Advisor and extension requests must be made through your Advisor and approved by the Thesis Coordinator and Head.*

*Students are responsible for meeting all deadlines noted above. If extraordinary life circumstances make this impossible, then **August 22nd** is the absolute latest acceptable deadline for submission of ALL documents (including the hard-bound book) for October graduation.*

Oct. 2022 **Convocation**

* DESIGN THESIS PROPOSAL

See separate handouts: "Proposal Description" and "Proposal Approval Form".

**DESIGN THESIS PANEL (QUESTION ABOUT NECESSITY TO PRINT PANEL TO BE DISCUSSED)

This exhibition-worthy panel will be posted in the Architecture 2 Building, on the Department of Architecture's website, and at other venues in the city. The panel should be a single high-quality color image, 16 x 24 inches, landscape orientation.

Compose on this panel the following: your NAME; PROJECT TITLE; the name of your ADVISOR; a 300 word ABSTRACT summarizing your design thesis; KEY RESOURCES (where pertinent); and representative and revealing IMAGES of your own work with CAPTIONS.

DIGITAL SPECIFICATIONS: PDF (max 15MB) plus a JPG THUMBNAIL IMAGE (*See Specifications*) for the website link. Use the Design Thesis ONEDRIVE (link will be sent to you in December). Name the files *exactly* in this format (w/ your last name):
AR_DTpanel_Lastname.pdf;
AR_DTpanel_Lastname.jpg

See last year's panels and webpages for reference:

<http://umanitoba.ca/architecture/departement-architecture/student-work>

***DESIGN THESIS PORTFOLIO-BOOK (TWO PRINTED COPIES & PDF)

SIZE: minimum 10 x 10 inches; maximum 12 x 18 inches.

COVER PAGE: must minimally include your name, your project title, your graduation date (Oct. 2022), the name of your advisor, the University, Faculty and Department name.

BINDING: one portfolio must be a hard-bound book (for the library) with the student name on the spine; the second portfolio (for your advisor) may be spiral bound with a clear front and solid back.

PDF copy of your portfolio — must be submitted on May 20th (uploading instructions tbd).

CITATIONS: You must use proper citations for quotes and photos (if the images are not your own). We recommend the Chicago/Turabian style guide (which is available on our Library's website):
<http://libguides.lib.umanitoba.ca/c.php?g=298394&p=1988887>

GENERAL FORMAT: Review the guidelines for "regular style" thesis submission on the Faculty of Graduate Studies website. Note, however, that your Design Thesis Book is special, since it is a design document, not a written thesis. Nevertheless, the general Grad Studies guidelines for title pages, abstracts, table of contents, margins, page numbers, copyright, etc. are helpful:
<http://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>

OTHER REFERENCES: For general Design Thesis Portfolio specifications and guidelines see the 2021-22 Department of Architecture downloads:
<http://umanitoba.ca/faculties/architecture/programs/architecture/downloads.html>

You are encouraged to review the Design Thesis Books from previous years. These are available in the reference section of the architecture library.

2021-22 Design Thesis Committee: Terri Fuglem (Chair/Coordinator), Brian Rex & Brian Rex, with Tobi Hawkins, Graduate Student Advisor.