DESIGN THESIS 2023-24
SCHEDULE + REQUIREMENTS

FALL

Sept. 12, 2:30 pm	Information meeting with all Design Thesis students -- (in person)
Oct. 10	TITLE + ABSTRACT (300 words) <u>due to Advisor + Terri.Fuglem@umanitoba.ca</u>.
Nov. 27	*PROPOSAL <u>draft due to Advisor</u> for comments.
Dec. 12-15	Studio Reviews (all levels including Research Studio).
Dec. 18, 3pm	***PROPOSAL** due to Advisor: PDF COPY of PROPOSAL & DIGITALLY SIGNED APPROVAL FORM due to: Tobi Hawkins (<u>Tobi.Hawkins@umanitoba.ca</u>); + Terri Fuglem (<u>Terri.Fuglem@umanitoba.ca</u>).
	**PANEL Digital files (PDF + JPG Thumbnail) uploaded to Design Thesis "OneDrive"

WINTER

Jan. 8	**WEBPAGE FILES** due to "OneDrivw (see separate specs for submission).
Jan. 8	Design Thesis Panels posted in ARCH 2 Building and on Department website. NOTE: <u>*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*</u>.
Jan. 22	Thesis Chair Assignments posted.
Feb 26 & 27	**INTERIM REVIEWS** (with Advisor, Thesis Chair & "guest" reviewer). —*Advisor to submit Evaluation to student + Tobi Hawkins by Feb 28th*
March tbd	**Final** Thesis Technology Report (ARCH 7080) due.
April 23-24	**FINAL REVIEWS** with Advisor, Thesis Chair & External Examiner —*Advisor to notify student of evaluation status by April 29th* —*Advisor to submit Evaluation to student + Tobi Hawkins by May 1st*
April 25 1:00 pm	**Meeting** (Discussion of Website, Exhibition & Final Submissions)
May 15	**Design Thesis Book FINAL DRAFT (PDF)** (incorporating any "conditional extra work") **due to Advisor for Review, Comments & Approval**
May 22 by 3pm	*** **PORTFOLIO BOOK with digital PDF** <u>due to Tobi Hawkins</u>. 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 18, 2024** (location tbd). <u>Both soft + hard-bound copies must be submitted as a requirement for graduation.</u>
May 24, by 3pm	**WEBPAGE UPDATE** <u>Your webpage must be updated with final versions of your abstract, panel and images as a requirement for graduation.</u>

NOTE: <u>*Students who do not meet the May deadlines—for any reason—will not be considered for awards*</u>. *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 must meet all deadlines noted above. If extraordinary life circumstances make this impossible, then **July 31st** is the absolute latest deadline for submission of ALL documents (including the hard-bound book) for October graduation.*

Oct. 2024	**Convocation**

APPENDIX

* DESIGN THESIS PROPOSAL
See separate handouts: "Proposal Description" *and* "Proposal Approval Form".

**DESIGN THESIS PANEL
This exhibition-worthy panel will be posted in the Arch2 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** in PDF Format, *printed at CADLab, and brought to Rm 212, John A. Russell Building to be mounted and displayed.*

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:
https://umanitoba.ca/architecture/2022-2023design-thesis-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. 2024), 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 — these must be submitted on May 22nd (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 2023-
           24 Department of Architecture downloads:
           https://umanitoba.ca/architecture/sites/architecture/files/2020-08/ar_2020-21_stutechport.pdf

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

2023-24 Design Thesis Committee: Terri Fuglem (Chair/Coordinator), Brian Rex & Ralph Stern, with Tobi Hawkins, Graduate Student Advisor.