

DEPARTMENT OF ARCHITECTURE GENERAL STUDIO & COURSE INFORMATION

Last Updated: July 17, 2021 / LC

SPACE + SAFETY

Studio Space

The Faculty of Architecture provides studio space for the purposes of Design Studio and related course work. All students are required to maintain a clean and equipped individual workspace, including drawing and model making materials. Students are advised to keep a locked cabinet for their computer, camera, and related valuables. All work carried out at any time of the day or night should be conducted in a safe and respectful manner. Music is restricted to headphone listening only. Bicycles and large personal furniture (like sofas and desks) are not permitted in studio. Common work areas and review spaces are for temporary individual use and must be cleared immediately after use. Students must completely clean out their studio spaces, storage cabinets and shelves by May each year. Any materials/work left beyond the May deadline, with the exception of approved work for accreditation purposes, will be discarded.

Large power tools are prohibited in studio, only drills may be used for short periods of time. Activities involving power tools or requiring ventilation must occur in the workshop or appropriate space outside of studio. Power sources must come directly from a wall outlet, desk mounted outlet, or surge protected power strip. Extension cords may not be used as a permanent power source.

Flammable liquids are prohibited in studio. All spray cans and any hazardous material must be stored in the red safety cabinets located in the Spray Booth (rm. 416, Arch2). Any spraying of paint or use of hazardous chemicals must occur in that room. All students and staff working with hazardous materials must comply with the Workplace Hazardous Materials Information System (WHMIS) and complete the on-line [WHMIS Training](#) module. Further information may be found on the UM [WHMIS website](#).

Vandalism

Vandalism to personal and/or University property, including library materials, is punishable under the University's [Student Discipline Bylaw, Non-Academic Misconduct](#), and the Criminal Code. Students are reminded that punishment can include expulsion from the University.

Personal Safety

Working responsibly in studio outside of designated class times is encouraged. However, working late at night is discouraged. Students should be aware of their surroundings at all times, inform friends of their work schedule, and be familiar with the University's [Working Alone](#) procedures and resources:

Campus Security: Security concerns should be reported immediately to Campus Security by calling **555** from any University phone; #555 from MTS or Rogers Wireless; or **204-474-9341** from all other phones. In emergency situations call **911**. Incidents should be reported to the Department Head, Associate Head and/or the Deans Office. For the Fort Garry Campus Safe Walk / Ride call: 204-474-9312.

TERM SCHEDULES

Fall and winter term general schedules for the Department of Architecture are prepared each year based on the [University of Manitoba's Academic Schedule](#). To avoid conflicts, instructors and students are advised to follow these general schedules for planning field trips, studio interim and final reviews, final studio portfolio submissions, etc. Deadlines for specific assignments are indicated on course outlines.

Any test or assignment with an aggregate value of more than 20% of the total value of the course may not normally be scheduled during the last two weeks of classes (14 days before the last UM day of class).

All students must exhibit selections of their work in the Faculty of Architecture **Year End Exhibition** (YEE). If it is possible for the YEE to take place in person, students are expected to participate in its set up and dismantling.

ATTENDANCE + CLASS POLICIES

Attendance in Class and Studio Reviews

Attendance during the entire scheduled class time for studio and courses is mandatory. A sign-in sheet or other form of attendance taking may be used. It is not enough to simply show up. Students must arrive prepared and participate in individual and group discussions. Students expecting to miss a class for extenuating circumstances should notify the instructor *prior* to the class. Missing more than 10% of classes will result in a grade of F, except for medical reasons or compassionate grounds (at the discretion of the instructor). All students must attend and participate in all Interim and Final studio reviews.

Class Communication

Students must obtain and use a University of Manitoba email account. All communication between students and instructors must comply with the [Electronic Communication with Student Policy](#).

Personal Computers and Mobile Devices

Cell phones and personal computers are normally to be turned off for the duration of classes (except studio), and during interim and final studio presentations.

Copyright of Course Material

Course instructors (UMFA members) hold copyright of course materials, presentations and lectures. No audio or video recording of lectures is allowed in any format, openly or surreptitiously, in whole or in part without permission of the instructor. Course materials (both paper and digital) are for the students' private study and research purposes only. Students should keep copies of course outlines for their personal records, and for showing course equivalency, as future needs may require (for certain graduate applications and/or degree validation in other countries).

Student Accessibility Services

The University of Manitoba is committed to providing an accessible academic community. Student Accessibility Services (SAS) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

520 University Centre | Phone: (204) 474-7423 | Email: Student_accessibility@umanitoba.ca

VOLUNTARY WITHDRAWAL

VW dates for regular classes and studios:

Fall Term: November 22, 2021

Winter Term: March 30, 2022

VW dates for 5-week Graduate Topics Courses are BEFORE the 4th week of class:

Fall Term: Session 1: Tuesday, October 5, 2021 Session 2: Tuesday, November 23, 2021

Winter Term: Session 1: Tuesday, February 8, 2022 Session 2: Tuesday, March 22, 2022

See the [University of Manitoba Voluntary Withdrawal / Refund policy for irregular classes](#).

Instructors must provide written evaluative feedback to students of concern before the VW date. Students concerned about their progress are advised to seek an appointment with the course instructor to discuss their individual performance prior to the withdrawal date. Students are responsible for initiating Voluntary Withdrawal. Neither a verbal request nor discontinuance from class attendance will suffice. Graduate students may not VW from a course without approval of their advisor, head or graduate chair and FGS. Students should refer to the General Calendar and/or [Registrar's Office website](#) for procedures.

STUDIO PORTFOLIOS + GRADING

Studio and Technology Portfolios

A portfolio is the primary means of evaluation for studio and most technology courses. Assessment is based on all process work shown in the portfolio, not just the final project. Hard copies and digital copies must be submitted. Digital work must be presented in the portfolio (for instance, videos and/or virtual models must be shown as select stills). A portfolio may be required for studio interviews at the start of the year. For more information see the “[Studio & Technology Portfolio Guidelines](#)” on the Department of Architecture [Student Reference Material](#) website:

Studio Interim Evaluation

Each studio typically runs for two distinct yet consecutive terms under the direction of a single studio instructor. Each term, following interim reviews and before the Voluntary Withdrawal date, students should receive detailed written and/or verbal feedback on the development of their work and an interim evaluation, ranked as follows: *High – Medium – Low – Unacceptable*

These are not grades, as such, but assessments of a student’s ongoing performance and development. Final letter grade assessments are determined at the end of each term in a Portfolio Review process

Studio Final Grading and Portfolio Review Process

At the end of each term portfolios are reviewed in a collegial grading process by a Portfolio Review Grading Team. This team is comprised of architecture studio instructors and provides a broader grading context and perspective, as well as a grading process that endeavours to ensure a fair and consistent treatment for grading student portfolios in all studios in the Department. The Portfolio Review Grading Team typically consists of the Department Head, a faculty member (appointed by the Head) who attends all Portfolio Review Grading sessions, and the studio instructors whose students’ portfolios are being evaluated that day. A proposed grade is put forward by the studio instructor and the Portfolio Review Grading Team discusses and ultimately decides on the final grade based on a comparison with portfolios from the same studio group, as well as a comparison with students at a similar level within the program.

All interim evaluations given during the term by the studio instructor are to be understood as performance and development indicators, not grades. The final grade, determined by the Portfolio Review Grading Team, is the only grade put forward for the student for the studio. The Department Head and/or the appointed faculty member (who attends all sessions) will record the Team’s decisions; however, the studio instructor is responsible for submitting the final grade. In the majority of cases during grading discussions, the Portfolio Review Grading Team supports the grades proposed by the studio instructor, but there are occasions when the Portfolio Review Grading Team considers the proposed grades for either an individual student or a whole studio are at an inconsistent level (either too high or too low) in comparison with those at a similar level across the Department. The objectives and requirements of each studio are fully taken into account in the portfolio review grading sessions. The Portfolio Review Grading Team values process work undertaken during the term, as well as the final resolution of the work. It is therefore possible that a student who might appear to be working at a satisfactory level up to and at the VW date (and therefore not receive a VW letter) may in the end not receive a passing grade due to the quality, quantity and standard of work between the VW date and the portfolio review.

Interim evaluations and final letter grade assessments will be based on the following general criteria:

- Breadth:** range and extent of search through explorations, observations, research and analysis
- Depth:** thoughtful and critical design development, interpretation, evaluation, understanding, reflection and judgment of explorations, observations, research and analysis
- Clarity:** organization, documentation, articulation, craft and completeness of work submitted, including quality of visual and verbal presentations

Criteria are considered in view of the student's individual project and upon comparison:

- (1) with other students in the course; and/or
- (2) with students who have previously taken the course;
- (3) with stated topics and objectives of the studio, and instructor expectations and expertise.

Final Letter Grades and ranking equivalents are as follows:

Grade	G.P.A.	Range	Percentage	Assessment
A+	4.5	4.26-4.50	90 - 100	Exceptional
A	4.0	3.76-4.25	80 – 89	Excellent
B+	3.5	3.26-3.75	75 – 79	Very Good
B	3.0	2.76-3.25	70 – 74	Good
C+	2.5	2.26-2.75	65 – 69	Satisfactory
C	2.0	1.90-2.25	60 – 64	Adequate (Undergrad); Failure (Grad)
D	1.0	1.00-1.89	50 – 59	Marginal (Failure)
F	0	0	0 – 49	Failure

C+ is the lowest passing grade in a Graduate course.

C is the lowest passing grade in an Undergraduate course in the Faculty of Architecture.

Graduate Students:

To continue in the Faculty of Graduate Studies, students must maintain a minimum degree GPA of 3.0. Students who fail to maintain the specified grades will be required to withdraw unless a remedial action is recommended (such as repeating a course). Supplemental exams are not permitted. For further graduate student regulations, see the FGS [Master of Architecture Supplemental Regulations](#).

Undergraduate Students:

To maintain good standing undergraduate students must maintain a minimum GPA of 2.0. For more information, see the [Faculty Academic Regulations](#) in the Undergraduate Calendar.

Note: Since a D requires a course be repeated, some may think a D and F are the same. They are not. First, a D indicates marginal performance, rather than a fail. Second, a successful appeal on a D-grade will normally result in a C (a passing grade), whereas it would be exceptional for an F to be changed to a C on appeal. Third, a D gives the student 1 grade point in calculating GPA whereas an F gives 0.

LATE or INCOMPLETE SUBMISSIONS + APPEALS

All assignments must be submitted at the time and date specified. If there are extenuating circumstances students must first speak to the Instructor in advance of the deadline, or as soon as possible (no later than 7 days past the deadline). Medical notes must be promptly handed-in to the General Office. Deferral requests are to be submitted to the General Office, for circulation to the Course Instructor.

Late Submissions

Unexcused late submissions will be reduced by a full letter grade, for instance a B would become a C. Unexcused late submissions – received 7 or more days after the due date – will receive an F.

Incomplete

Students who are unable to complete the term's work must contact the Instructor prior to the end of the course for consideration of an Incomplete Grade and time extension. Approval is not automatic and will depend on the assessment of circumstances. An incomplete grade will not be assigned except for medical reasons (with doctor's note) or compassionate grounds (such as bereavement) at the discretion of the Course Instructor. All courses that have outstanding course work will be given a letter grade with an "I" to indicate an extension has been granted. If outstanding work is not submitted, or if more than 3 months pass, the "I" will automatically be removed, and the letter grade will stand.

The following maximum time extensions are allowed for Incomplete Courses:

- August 1st for courses terminated in April.
- December 1st for courses terminated in May/August.
- April 1st for courses terminated in December.

All registration, and registration revisions, must be completed in Aurora by the student through the University of Manitoba website registration before the stipulated deadlines.

Appeals

Term Work: Students may appeal a grade received for term work provided that the matter has been discussed with the instructor and Department Head in an attempt to resolve the issue, without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Final Grades: If a student has good reason to believe a mistake has been made in the assignment of a grade, an appeal may be made. Every effort must be made to discuss the matter with the instructor first in an attempt to resolve the issue before resorting to the appeal process. Deadlines are as follows:

Fall term: 15 working days after the University reopens in January

Winter term: 15 working days following Victoria Day

Summer term: 30 workings after the end of the applicable exam period

For appeals of both Term Work and Final Grades, there is a charge per appeal, which is refundable if the grade is raised. No grade may be lowered as a result of filing an appeal.

University Procedures and forms pertaining to Grade Appeals may be found on the website of [Student Affairs, Registrar's Office](#).

ACADEMIC INTEGRITY

The University of Manitoba takes academic integrity seriously. As a member of the International Centre for Academic Integrity, the University defines academic integrity as a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage. (International Centre for Academic Integrity, 2014)

To help students understand the expectations of the University of Manitoba, definitions for the types of prohibited behaviours are in the [Student Academic Misconduct Procedure](#) and provided below.

"Academic Misconduct" means any conduct that has, or might reasonably be seen to have, an adverse effect on the academic integrity of the University, including but not limited to:

- (a) **Plagiarism** – the presentation or use of information, ideas, images, sentences, findings, etc. as one's own without appropriate attribution in a written assignment, test or final examination.
- (b) **Cheating** on Quizzes, Tests, or Final Examinations – the circumventing of fair testing procedures or contravention of exam regulations. Such acts may be premeditated/planned or may be unintentional or opportunistic.
- (c) **Inappropriate Collaboration** – when a student and any other person work together on assignments, projects, tests, labs or other work unless authorized by the course instructor.
- (d) **Duplicate Submission** – cheating where a student submits a paper/assignment/test in full or in part, for more than one course without the permission of the course instructor.
- (e) **Personation** – writing an assignment, lab, test, or examination for another student, or the unauthorized use of another person's signature or identification in order to impersonate someone else. Personation includes both the personator and the person initiating the personation.
- (f) **Academic Fraud** – falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations.

Note that the above applies to written, visual, and spatial assignments as well as oral presentations.

Students will be subject to Disciplinary Action for any instance of Academic Misconduct.

The University of Manitoba wants to help students be successful, this includes providing the knowledge and tools to support decisions to act with academic integrity. If students have questions or are uncertain about what is expected, there are several options:

- Ask your professor, instructor, or teaching assistant for assistance or clarification.
- Get support from the [Academic Learning Centre](#) or [Libraries](#):
- Visit the [Academic Integrity site](#) for information and tools to help you understand academic integrity: for [Students](#), see also the [University Student Guide](#); and for [Academic Staff](#).
- Make an appointment with the [Student Advocacy](#) office, which helps students understand their rights and responsibilities and supports students who have received an allegation of academic misconduct.

Referencing

All assignments (and course outlines), including presentations and portfolios, must credit sources of material (visual, verbal and written) that is not the student's/instructor's own. This includes images, maps, tables and diagrams. The Department of Architecture recommends the Chicago/Turabian Style Guide for referencing. This and other resources for referencing may be found on the Library's "[Using Sources](#)" guide, or the [Chicago Manual of Style Online](#).

GENERAL REGULATIONS AND POLICIES

Students and staff are responsible for familiarizing themselves with General Academic Regulations and Policies, as described in the current Undergraduate and Graduate Calendar: <http://umanitoba.ca/calendar>

If students have any questions or concerns about their coursework or any aspect of university life, they are encouraged to speak to their Course Instructor, Department Head, Associate Head, Associate Deans, and/or Student Advisors. Additional resources are provided below.

ROASS (Responsibilities of Academic Staff with Regard to Students)

The University of Manitoba requires the following – "Schedule A" – be provided to students within the first week of classes. Further information may be found on the [CATL website](#).

a) WRITING AND LEARNING SUPPORT

Academic Learning Centre

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, visit the Academic Learning Centre website, call 204-480-1481, or visiting 201 Tier Building.

[University of Manitoba Libraries](#)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found [by subject](#) or [name](#). In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. See the Libraries' homepage for a [listing of libraries](#) and the Ask-a-Librarian chat, through which can receive help online.

b) MENTAL AND PHYSICAL HEALTH SUPPORT:

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

[Student Counselling Centre](#)

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling: 474 University Centre or S207 Medical Services; (204) 474-8592.

[Student Support Case Management](#)

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team: 520 University Centre; (204) 474-7423.

[University Health Service](#)

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. 104 University Centre, Fort Garry Campus; (204) 474-8411 (Business hours or after hours/urgent calls)

[Health and Wellness](#)

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault: 469 University Centre; (204) 295-9032

[Live Well](#)

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM.

c) COPYRIGHT

All students are required to respect copyright as per Canada's Copyright Act. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Instructors and students must follow the [University of Manitoba Copyright Guidelines](#). For information on Copyright, Fair Dealing and the Canadian Copyright Act see the [UM Copyright Office](#) website.

d) RIGHTS AND RESPONSIBILITIES

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

[Academic Calendar](#)

The Academic Calendar is one important source of information, especially the sections *University Policies and Procedures*, and *General Academic Regulations*. While all information in these two sections is important, the following is highlighted.

[Grade Appeals](#)

If you have questions about your grades, talk to your instructor. There is a process for term work and final grade appeals. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form

[Academic Integrity](#)

You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the Academic Integrity regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. For tools and support, see the [Academic Integrity Site](#), the [Student Academic Misconduct Procedure](#) and [FAQs](#).

Respectful Work and Learning Environment (RWLE)

The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner.

Policies governing behavior include the following:

- [Intellectual Property](#) (rights and responsibilities)
- [Respectful Work and Learning Environment](#)
- [Student Discipline](#)
- [Violent or Threatening Behaviour](#)
- [Sexual Assault](#)

If you experience Sexual Assault or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. More resources can be found at the [Sexual Assault site](#).

[Student Advocacy](#)

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns: 520 University Centre | 204 474 7423 | student_advocacy@umanitoba.ca

MORE INFORMATION

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site <http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>