

Studio Culture Policy

Department of Architecture and Environmental Design
Bowling Green State University

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Within this policy, five values are outlined to promote ideas that are critical in achieving a successful learning environment: **Optimism, Professional Conduct, Community, Time Management and Work-School-Life Balance, and Health and Well-being**. In addition to the five overarching values of the Department of Architecture and Environmental Design at Bowling Green State University, an understanding of the value for the facilities and campus policies are elaborated on, to ensure the safety and security of all students, faculty and staff. With both values and policies being outlined, this document ensures that the basis for a school to sustain community in an enriching and healthy environment will prove beneficial to students, faculty and staff members. For the validity of the document to hold its place, the representation and understanding of the worth of the student as well as faculty and staff must be recognized and valued.

The Bowling Green State University Department of Architecture and Environmental Design seeks to foster an environment of diversity, respect, and healthy work habits in the learning environment.

VALUES

Optimism

To create and maintain an environment that is rich in energy, passion, and idealism; faculty and students must work cooperatively in sharing the values and perspectives that each individual brings to the education process.

Students have the right to expect that the faculty member will value each student's contributions to the studio. The faculty member will endeavor to encourage students toward the achievement of both their progress in specific course assignments as well as professional career choices.

Faculty have the right to expect that students will promote a sense of optimism, with each valuing the efforts and contributions of other classmates.

Professional Conduct

For members of the BGSU Architecture learning community, interactions between students and faculty, as well as between students, are based on professional conduct that centers on open dialogue and respect for personal experiences. With an understanding of different relationship dynamics in a studio environment, professional conduct can thrive throughout and allow for a more immersive learning experience. The following relationships are critical for success within the architectural community's academic and professional conduct of the learning environment:

Faculty to Student Relationship: The students have the right to expect that the faculty will respect them as individuals and that critiques are made upon their abilities. The students should also expect the faculty to guide them towards a higher level of the understanding of architecture and to cultivate a passion for creating and perfecting the work of architecture. The students should expect the faculty to set fair and achievable work amounts within the course. The faculty should be understanding that students within the department have obligations

outside of the studio and should thus be respectful of the students' life outside of the architecture community.

Student to Faculty Relationship: The students must understand that the faculty members are part of the architectural community. Faculty members should be respected for their knowledge of architecture and their opinions within the architectural field. The students shall always display respect for the faculty. Students are expected to put their total effort into assignments that are given by the faculty and shall complete them within the appropriately given time frame. If a concern is displayed regarding the time frame, then the student shall discuss this with the appropriate faculty member prior to the assigned due date.

Student to Student Relationship: The student to student relationship is a multifaceted component that can be crucial to the success of professional and educational development. To maintain a positive learning environment within the studio, respect shall be displayed within the student to student relationships. To do so, students should support one another and provide constructive criticism when it is sought out by fellow students. Students must display respect for one another's background and culture. The students must respect each other's property and space. The students should strive to maintain a learning environment that is safe, clean, and respectful. The students shall practice self-respect methods in regards to time management; they should take particular caution if they have not slept for extended amount of time and should seek out consent from fellow students and faculty if they have any intentions of operating a motor vehicle.

- *For additional commentary regarding time management practices, please reference the "Time Management and Work-School-Life Balance " section.*
- *For additional commentary on the respect of student spaces, please reference the "Facilities" Section.*

Community

In addition to healthy relationship dynamics within the studio, healthy competition and collaboration are encouraged to ensure the pursuit of excellence and growth on intellectual and personal growth.

Collaboration: The BGSU Architecture community fosters a collegial and collaborative environment. This is nurtured through cooperative group course activities and the inclusive format of studio critiques. With the understanding of the relationship dynamics within our studio, students and faculty shall treat each other as respected colleagues and valuable members of the community.

Competition: The BGSU Architecture Community understands the inherently competitive nature of human endeavors and the benefits it may have on students. BGSU encourages the use of healthy competition within the studio environment to encourage students to pursue their best efforts.

Growth: The BGSU Architecture community fosters intellectual and personal growth by encouraging ideas and modes of expression developed both individually and in communication with the larger community. Course structure and student initiatives promote new individual and collaborative approaches.

Ingenuity: Creativity is the hallmark of the architecture learning experience. The architecture faculty encourages students to cultivate an environment in their studio that embraces the freedom of expressing intellectual and creative ideas as well as demonstrating innovation in their research and practices. Students are guided toward developing professional skills to bring these ideas to fruition with relevancy, expediency, safety and integrity.

(Plagiarism: Plagiarism is representing as one's own, in any academic exercise, the words or ideas of other people. This includes, but is not limited to, quoting or paraphrasing without proper citation. Cheating is defined as using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Cheating also includes submitting substantial portions of the same academic work more than once without permission. Penalties for plagiarism and cheating range from the failure of an assignment to full expulsion from Bowling Green State University. For a full definition and explanation of plagiarism and cheating as well as their consequences, please see the BGSU Student Handbook and reference the "Academic Code of Conduct".

<https://www.bgsu.edu/content/dam/BGSU/dean-of-students/Conduct/Academic-Code-of-Conduct-Chapter.pdf>

Pursuit of excellence: Excellence is demonstrated in the Architecture program through the breadth and depth of our intellectual inquiry as well as high-level craftsmanship and production. In addition to personal commitment to excellence, students have the reciprocal expectation of excellence in their peer group and collaborate to maintain and continually increase the quality of work and dialog within the department and university community.

Time Management and Work-School-Life Balance

The Department of Architecture and Environmental Design at Bowling Green State University endorses proper and efficient time management skills to ensure the quality of the student's health as well as the final representation of their work. In addition, faculty and students are expected to understand these practices to create an environment of healthy working habits and a true work-school-life balance.

Faculty and students should recognize the diversity of time management practices and be respectful of the different commitments of students and peers. In addition to the recognition of different time management practices, the respect of the diversity of time management should be promoted throughout the institution.

Students shall expect faculty members to respect the value of the student's time by adhering to fair and reasonable schedules for class time, activities, and assignments directed toward the efficiency of learning.

Faculty have the right to expect each student to meet course expectations and assignments in an efficient and timely manner. In addition, studio faculty, shall understand and be sensitive to the reality that students have other academic obligations and demanding responsibilities apart from the university to ensure a solid work-school-life balance. The amount of time that is reasonably necessary for the successful completion of assignments and achieving the learning objectives is to be consistent with the credit hours for the studio course.

While the BGSU Architecture department encourages the diversity of time management practices held by different students, the BGSU Architecture department does not endorse the practice of "All-nighters" and encourages students to work efficiently to avoid the necessity of that practice. In an extension of understanding healthy competition, faculty shall promote the idea that the "quality" of work takes precedent over "quantity" of work to ensure students do not assume the necessity of over producing unnecessary work and causing the time to be limited.

Health and Well-Being

The health and well-being of a student are crucial to the success of their academic career. The BGSU Architecture department promotes practices that ensure that the physical and mental health of students may remain intact.

Faculty shall promote healthy time management practices to reduce the necessity for "All-nighters". Further, faculty are encouraged to direct students to appropriate resources, such as guidance and counseling, when deemed necessary. Students are also encouraged to be a support system for one another and direct their peers to appropriate resources as needed.

FACILITIES

The BGSU Architecture department shall provide enough facilities to ensure that students and faculty can be as efficient as needed. The respect and upkeep of the facility components within the studio are expected from faculty, students and staff. This shall promote the security and quality of all spaces within the department.

Student Spaces: The provided studio space within the architecture building are a key component to the student's ability to produce quality work. Students shall respect the provided spaces by upkeeping the cleanliness and limit damage induced. Students shall understand that the provided spaces are shared among their peers and are expected to respect the belongings of their peers. Students shall not steal materials or other resources.

Review Spaces: These spaces are utilized through regular studio times. Review spaces at either end of the studio can be utilized for reviews at any time. The reviewing class needs to be respectful to the studio they are using and after the review, students and faculty shall leave the spaces better than found.

Student Materials: Studio spaces are intended for computing, drawing, and model making. When models require materials like plaster, concrete, wax and large pieces of wood, metal, or other unconventional material, then the work should be done under the supervision of qualified personnel in the approved area. Each student is responsible for promptly removing the resulting waste and spills from these endeavors. Absolutely no plaster or concrete can be poured into the sinks. Any media or material that produces fumes (paints, thinners, solvents, spray adhesives) must only be used in the Spray Booth in the Design Shop. Hazardous materials, such as resin, and metal are not permitted in the studio, including the Spray Booth.

Design Shop: All work produced in the Design Shop must be conducted in accordance with the shop manual. Safety rules are posted clearly in the Design Shop. The rules include standards for dress, alertness and state of mind, use of personal protective equipment, training, and safe equipment use practices. The Department of Architecture expects that all students will abide by the safety and health procedures posted. Major and minor infractions will be addressed immediately, and such violations can result in the student's access to the design shop being revoked.

- Only architecture students, faculty and staff have access to the Design Shop.
- No one is permitted to use the Design Studio's equipment without prior training.
- Always keep attention focused on the equipment and the operation being performed.
- Everyone must treat the equipment with extra caution to limit potential damage.
- Be alert and considerate with the safety of all students while working in the Design Shop.
- Running, fooling around, and other fast movements of the body may contribute to an accident.
- Report all accidents of any kind to the BGSU Architecture Department.
- Do not operate any equipment while under the influence of drugs, alcohol, or any medication.
- Always clean the work area after use.

Storage: There is no space for storing student work beyond the immediate work area. Work left in public spaces is vulnerable to being removed, misplaced, or damaged. Students should protect their work, back up files, and document all work. Do not store previous semester's work in studio unless given permission by the BGSU Architecture Department.

Furniture: The circulation corridor through and around each studio must always be maintained and clean. Each student is provided a desk, a storage cabinet, and a chair. Studio furniture must remain in the studio area but may be adjusted within the immediate area of the assigned space. Studio furniture is not students' personal property and should be left in the same condition as it was assigned to students. Do not paint or nail, bolt, or screw things to the assigned furniture or desk. Use a protective surface, such as a cutting mat, when cutting material. Students should post their name on their desk in clear view.

In order to maintain an orderly and unobstructed studio environment, students are required to receive permission to bring outside furniture into the studio. This applies to appliances such as refrigerators as well as other items such as chairs, side-tables, etc. Any such item must be placed and used in a manner that is respectful to adjacent students and other members of the studio/class/building. The College, the School, or the Department is not responsible for any furniture items that are brought into or left in the studio space/building.

Breaks and End of Semester Responsibilities: At the end of every semester each student is responsible for disposing all trash, unwanted models and drawings, and other discarded items. Any models and supplies left at the end of a semester are subject to removal by the Department for reuse purposes for the next semester. At the conclusion of each semester, students are to dismantle any models and their bases that they do not wish to take home. Models may not be stored in the building unless the design studio instructor has kept them for documentation. The College, the School, or the Department is not responsible for any items that are left in the studio space. Students and faculty are encouraged to utilize recycling bins as provided to promote sustainable practices of recycling and waste minimization.

During semester breaks students may leave their materials secured in their desks or studio area. They must clean up the surrounding areas and any loose materials must

be secured or placed underneath their desks to allow for appropriate cleaning during the breaks. Any models, materials, or supplies need to be securely placed on top of their desks. Supplies not on the desk should have their owners' name and course number placed upon them. Students are advised to lock personal possessions and valuable belongings for safety, particularly during nights, on weekends, and over breaks.

Security: To prevent theft, trespassing or vandalism, exterior doors must always be kept closed. The BGSU Department of Public Safety, located in 100 College Park Office Building, provides the campus with 24-hour police protection by a fully certified staff of police officers, detectives, and dispatchers. For emergency situations on campus, dial 9-1-1. For non-emergency situations, BGSU Police can be contacted at 419-372-2346.

First Aid: Two first-aid kits are available in the Park Avenue Building for the treatment of minor cuts and injuries. They are located near the East Exit door and next to the West Gallery. Report all injuries/incidences to the architectural office and to the Risk Management office via the link below. For serious injuries call 9-1-1. All injuries/incidents must be reported.

<https://www.bgsu.edu/environmental-health-and-safety/about-us/injury-and-illness-reporting.html>

Clean Air & Smoking Policy: The Board of Trustees approved smoke-free policy, and effective Jan. 1, 2014, Bowling Green State University will join many other universities in becoming a smoke-free campus. Please reference the "Clean Air Smoking Policy".

<https://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Clean-Air-Smoking-Policy.pdf>

Campus Sustainability: The faculty, staff, and students are committed to BGSU's "Climate Action Plan" to achieve institutional carbon-neutrality by the year 2040:

1. Reduction of Emissions through energy efficiency & renewables.
2. Waste reduction & resource conservation through recycling and re-use initiatives.
3. Education, Awareness, & Outreach through student involvement and programming.

Please reference the "Campus Sustainability".

<https://www.bgsu.edu/campus-sustainability.html>

IMPLEMENTATION

Ultimately, the goal of a highly positive studio culture can be achieved only by the stakeholders' full appreciation of the benefits of this shared interest, as well as a long-term commitment to the attainment of these objectives.

As such, this Policy document is not expected to remain static. At least once each academic year, the appropriate student organization will conduct an informal roundtable session on this Policy with interested students. This assembly will review the studio culture climate in the School, noting successes and shortcomings. Following this session, the Student Council is encouraged to develop specific recommendations/suggestions for both the implementation of various aspects of this document, as well as possible revisions.

Similarly, at least once each academic year the faculty and staff will devote meeting time for a similar review, discussion, and recommendations for revisions to the School's Studio Culture Policy. In this manner, the faculty, students, and staff in conjunction with administrative support will address implementation strategies.