
Master of Architecture

Graduate Handbook

Washington State University
School of Design + Construction
Carpenter Hall 114
Pullman, WA 99164-2220

TABLE OF CONTENTS

Introduction	2
Overview	3
1-Year Required Coursework	4
2-Year and 3-Year Coursework	5
Program Policies and Requirements	6
Reference Manuals	9
Scholarships and Assistantships	10
Program Contacts	11
Appendix A: Arch 580 Internship Forms	12
Appendix B: Admission Requirements (2-year, 3-year)	14
Appendix C: Admission Requirements (1-year accelerated)	15
Appendix D: Evaluation Rubric for ARCH 513	16
Appendix E: Miscellaneous Information for Students	17

INTRODUCTION

The following handbook describes the Master of Architecture program at Washington State University in the School of Design and Construction. In this handbook you will find information regarding our program requirements, curriculum structure, student standards and expectations, as well as guidelines for application and admission.

The Master of Architecture is our professional degree accredited by the National Architectural Accrediting Board (NAAB). We offer the program in 1-year (accelerated, open to qualified WSU architecture students only), 2-year, and 3-year tracks. Determination of eligibility for each track is based upon previous degrees, academic courses, and portfolio submission. All applications are reviewed by our graduate selection committee.

Our program is structured so that students explore topics in architecture that are current and germane to the critical issues facing our profession. Our students engage in design and scholarship that offer new insights in our culture and environment. Our students challenge existing conventions and develop innovative approaches to solving the design issues of today.

As you review this document please feel free to contact me with any questions that you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Cohen", with a long horizontal flourish extending to the right.

Matt Cohen
Professor of Architecture and
Graduate Program Head for Architecture
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OVERVIEW

The School of Design and Construction (SDC) offers a NAAB accredited Master of Architecture degree (M.Arch). Once completed, this degree allows graduates to participate in an architectural internship through the Intern Development Program (IDP) and eventually qualify for the Architect Registration Examination.

The M.Arch program provides students with opportunities to investigate critical issues facing the built environment in both studio and seminar based courses. Depending on educational background, students wishing to earn the professional M.Arch degree will be admitted to a one, two, or three year track. Applicants are evaluated individually in the admissions process.

1-year (accelerated) (2 semesters plus summer): for WSU students with a four-year, pre-professional undergraduate degree in architecture who have submitted application materials demonstrating a high level of design proficiency, and who have met all other admission conditions for the accelerated program by published deadlines (see Appendix C, page 15).

2-year (4 semesters plus summer): typically for students with an undergraduate degree in architecture, or for those with a degree in an allied design discipline who have submitted application materials demonstrating the need for additional design experience (sample program plan on page 5).

3-year (6 semesters plus summer): typically for students with a non-architecture undergraduate degree, or for those with a degree in an allied design discipline who have submitted application materials demonstrating the need for additional design experience beyond a two-year timeframe (sample program plan on page 5).

PATH TO THE ACCELERATED (1-YEAR) M.ARCH (FOR WSU STUDENTS)

120 minimum credits for B.S. Architectural Studies | 48 minimum credits for M.Arch

First Year Fall	Credits	First Year Spring	Credits
SDC 100 World of Design and Const.	3	SDC 140 Foundation Studio	3
SDC 120 Foundational Drawing	3	History 105 [ROOT]	3
English 101 [WRITG]	3	Fine Arts 101, 201, or 202 [ARTS]	3
Math Pre-requisite (as needed)	3	Humanities [HUM]	3
Com 102 [COMM]	3	Social Science [SSCI]	3
	(15)		(15)
Second Year Fall	Credits	Second Year Spring	Credits
ARCH 201 Arch Design I	5	ARCH 203 Arch Design II	5
ARCH 210 Digital Analysis and Rep.	3	ARCH 209 Design Theory I	3
SDC 250 Global History of Design I	3	ARCH 215 Sustainable Arch	3
CSTM 201 Materials I	3	SDC 350 [M] Global History of Design II	3
	(14)	CSTM 202 Materials II	3
			(17)
Third Year Summer	Credits	<i>Summer studio or UCORE recommended.</i>	
ARCH 301 Arch Design III (Seattle)	5	<i>If ARCH 301 not completed, must be taken third year fall.</i>	
Third Year Fall	Credits	Third Year Spring	Credits
ARCH 351 Structures I	3	ARCH 303 Arch Design IV	5
ARCH 309 [M] Modern Arch/Theory	3	ARCH 352 Structures II	3
CSTM 332 Building Science I	3	CSTM 333 Building Science II	3
Math [QUAN]*	3	Physics 101 [PSCI]	4
Diversity [DIVR]	3		
	(15)		(15)
Fourth Year Fall +	Credits	Fourth Year Spring	Credits
ARCH 401 Arch Design V	6	ARCH 403 [CAPS] Comp Design Studio	6
ARCH 463 Structures III#	3	Biological Science [BSCI]	3
Supportive Elective	3	ARCH 531 Advanced Tectonics	3
Supportive Elective	3	ARCH 540 Research Methods	3
Apply for admission to accelerated M.Arch program by December 1.	(15)	(Reserve for graduate credit: must be in addition to BS degree requirements)	(9-15)
Enter Graduate School			
Master's Summer	Credits		
ARCH 510 Summer Studio	6		
ARCH 580 Practicum	4		
	(10)		
Master's Fall	Credits	Master's Spring	Credits
ARCH 511 Graduate Studio I	6	ARCH 513 Graduate Studio II	6
ARCH 530 Philosophy/Theory	3	ARCH 527 Site Planning	3
ARCH 542 Issues in Architecture	3	SDC 473 Professional Practice	3
Supportive Elective (or ARCH 463	3	SDC 555 or Supportive Elective	3
If not completed in BS degree)		ARCH 701 Master's Exam	2
	(15)		(17)
*Students take CPT S 111; ECON 335; MATH 171; MATH 202; PHIL 201; STAT 205 or 212 for QUAN requirement.			
+Study Abroad Option: Pre-approved programs are available in Ireland, Germany, Spain, or the Czech Republic.			
#Required for students continuing to M.Arch. Replace with additional elective for all other students.			

2-YEAR and 3-YEAR TRACKS

Students will be individually advised relative to their prior academic transcripts and demonstrated proficiencies. To ensure compliance with NAAB student performance criteria for the accredited M.Arch degree, other coursework may be required.

2-year Sample Plan

First Year Fall	Credits	First Year Spring	Credits
ARCH 570 Advanced Arch Studio I	6	ARCH 571 Advanced Arch Studio II	6
ARCH 530 Philosophy/Theory	3	ARCH 540 Research Methods	3
ARCH 463 Structures III	3	ARCH 531 Advanced Tectonics	3
	(12)	SDC 555 or Supportive Elective	3
			(15)
Second Year Summer	Credits		
ARCH 510 Summer Studio	6		
ARCH 580 Practicum	4		
	(10)		
Second Year Fall	Credits	Second Year Spring	Credits
ARCH 511 Graduate Studio I	6	ARCH 513 Graduate Studio II	6
ARCH 542 Issues in Architecture	3	ARCH 527 Site Planning	3
Supportive Elective	3	SDC 473 Professional Practice	3
	(12)	ARCH 701 Master's Exam	2
			(14)

3-year Sample Plan

First Year Fall	Credits	First Year Spring	Credits
ARCH 201 Arch Design I	5	ARCH 203 Arch Design II	5
ARCH 210 Digital Analysis and Rep	3	ARCH 209 Design Theory I	3
CSTM 201 Materials I	3	ARCH 215 Sustainable Architecture	3
SDC 250 Global History of Design I	3	CSTM 202 Materials II	3
	(14)	SDC 350 Global History of Design II	3
			(17)
Second Year Summer (recommended)	Credits	<i>If ARCH 301 not completed, take in second year fall instead of ARCH 570.</i>	
ARCH 301 Arch Design III (Seattle)	5		
Second Year Fall	Credits	Second Year Spring	Credits
ARCH 570 Advanced Arch Studio I	6	ARCH 571 Advanced Arch Studio II	6
ARCH 351 Structures I	3	ARCH 352 Structures II	3
CSTM 332 Building Science I	3	CSTM 333 Building Science II	3
ARCH 530 Philosophy/Theory	3	ARCH 540 Research Methods	3
	(15)	SDC 555 or Supportive Elective	3
			(18)
Third Year Summer	Credits		
ARCH 510 Summer Studio	6		
ARCH 580 Practicum	4		
	(10)		
Third Year Fall	Credits	Third Year Spring	Credits
ARCH 511 Graduate Studio I	6	ARCH 513 Graduate Studio II	6
ARCH 542 Issues in Architecture	3	ARCH 527 Site Planning	3
ARCH 463 Structures III	3	ARCH 531 Advanced Tectonics	3
	(12)	SDC 473 Professional Practice	3
		ARCH 701 Master's Exam	2
			(17)

PROGRAM POLICIES and REQUIREMENTS

Academic Requirements

Academic policies and procedures are set forth by the Graduate School in the policies and procedures manual, including course enrollment requirements, minimum GPA, probationary continuing enrollment, termination of enrollment, and reinstatement. Please refer to the [policies and procedures manual](#) for complete information.

Students should also be familiar with the university's the [university's academic regulations](#). Should any discrepancies arise, the policies and procedures of the Graduate School, and academic regulations of Washington State University supersede those of the Master of Architecture program.

Academic Complaint Procedures

Academic complaint procedures are outlined in the [university's academic regulations](#). In the case of adjunct instructors, academic complaints should be directed to the graduate program head.

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students [must maintain continuous enrollment in the Graduate School](#), registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer). International students who enroll for fewer than 10 credits must be approved by the Office of International Students and Scholars (OISS), in consultation with the Graduate School, prior to part-time enrollment during the academic year.

Annual Review

An [annual evaluation](#) for students in good academic standing is *not required* in a professional master's degree program that takes one academic year or three academic semesters to complete. However, an [annual evaluation](#) will be performed if the student is not making adequate academic progress (i.e., not making progress to complete the program within the expected timeframe, repeating coursework, withdrawing from one or more courses, and/or having more than one incomplete on record). *All* graduating students will participate in an exit interview in their final semester.

If the program takes two academic years or longer to complete, the program must conduct, at a minimum, an [academic review of progress](#) toward degree of all graduate students at the mid-point of their program. The annual evaluation of those students considered deficient must be sent to the Dean of the Graduate School to be placed in the student's official file. If an annual review for a student is less than satisfactory, a written copy of that review should be forwarded to the Graduate School.

Travel Requirement

A [travel experience](#) is required as part of the graduate program. Students may choose from a variety of experiences offered throughout the curriculum:

- **SDC 555:** Global Engagement in Design and Construction is a three-credit supportive elective course where students delve into a particular issue (or issues) unique to a selected (international) location, and visit that location as part of the course. Destinations differ from year to year. Previous tours have visited Amsterdam, Barcelona, Berlin, Copenhagen, Tokyo, Oslo, and Lisbon (typically during the spring semester).
- **SDC 444:** Integrated Study Tour is a one credit supportive elective course where students visit a selected (domestic) location (5-7 days) as part of the course. Destinations differ from year to year. Previous tours have visited Chicago, New York, San Francisco, Washington D.C., and Boston.
- **Paris: A Designer's View:** This 10-day Parisian experience will provide an invaluable ability to consider multiple viewpoints from which to analyze issues and trends (summer).
- **Other:** Faculty-led domestic or international study tours and/or supervised travel as available and as approved by the graduate program head.

Any experience must be completed while enrolled as a graduate student. Prior completion as an undergraduate student does not fulfill the graduate program requirement. Additional experiences may qualify upon approval by the graduate program head.

ARCH 510 Summer Studio

A summer urban design studio is a requirement of the program. The intention of this studio is to immerse students in design projects that address prevailing issues in a particular context outside of the main location of the program in Pullman. Summer studio(s) could be situated in Spokane, Seattle, Vancouver, Portland, or other regional, and national locale(s) selected through the proposal process. Studios are typically held in the design professionals' offices or at other arranged facilities.

When multiple studio sections are offered, program administration will do its best to match students with their preferences. However, studios must also meet enrollment minimums and if necessary, students will be assigned to studios regardless of preference. Students should be prepared to enroll in a variety of locations for the summer studio with the understanding that program administrators will choose the best proposals each year in relation to the goals of the summer studio and the M.Arch program. Students will be required to provide their own lodging and transportation in the chosen studio locations.

ARCH 580 Architecture Practicum

Students have two options for satisfying the ARCH 580 requirement, representing a minimum of 180 hours (4 credits at 45 hours per credit) in an internship or supervised independent study related to the practice of architecture (examples may include *faculty supervised* design build projects, gallery exhibition work, graphic design work on campus, or independent research with a focus on the practice of architecture).

Independent studies and internships must be secured prior to enrollment in course credits with confirmation from the faculty supervisor and/or internship site e-mailed to the graduate program head. Enrollment may be spread across semesters; however, students must enroll in the appropriate number of credits *during* the period in which the experience is performed, and the requirements must be complete by the end of the final semester of enrollment in order to be eligible for graduation.

The SDC maintains a [job board](#) for internship and full-time positions. Review the job board on a regular basis to find out which companies are hiring and/or conducting interviews on-campus. See Appendix A for internship requirements and evaluation form.

Program of Study

Submitted by the end of the first week of fall semester of the final year, the [Program of Study](#) is a record of course work completed and proposed that will guide the fulfillment of degree requirements. The Program of Study also establishes the Master's Committee ([Faculty Advisory Committee](#)) for ARCH 701 in the final semester.

The Program of Study may not include courses graded P/F or S/U; courses not approved for graduate credit; or courses that are audited. Any course included in the Program of Study in which a grade of "C-" or below is earned must be repeated for graded credit. Courses taken in prior graduate level programs (transfer credit) or as an undergraduate student for [reservation of graduate credit](#) (if deemed appropriate by the M.Arch program and the Graduate School), may be entered into the Program of Study if a grade of "B" or better has been earned.

Master's Committee (Faculty Advisory Committee)

The master's committee will be predetermined for each cohort. The committee will be composed of a minimum of three (3) WSU faculty members, including the graduate program head who will serve as chair and who will determine each year which faculty will comprise the master's committee. Students will schedule a meeting with their committee members a minimum of one time each semester. Committees will also have other scheduled contacts in association with studio projects (e.g. mid-reviews, final reviews, ballot meeting) to review and provide feedback relative to student progress.

Graduate School Deadlines

In addition to the Program of Study, students must submit an [Application for Degree](#), and other documents per the published deadlines. See the [Deadlines and Procedures](#) and [Forms](#) section of the [Graduate School website](#) for complete information.

ARCH 513 Graduate Design Studio II

A directed studio (capstone) project will be conducted in the final spring semester. All final project and final presentation materials will satisfy the requirements of the studio instructor and the master's committee (see Appendix D for evaluation rubric).

ARCH 701 Master's Final Examination (Ballot Meeting)

In conjunction with ARCH 513 and completion of the capstone project, students will enroll in 2 credits of ARCH 701 during their final semester in order for the master's committee to hold a pass/fail ballot meeting. The pass/fail ballot meeting is required for all professional master's candidates to determine if the student has satisfactorily met all of the program requirements.

M.Arch students must have completed or be enrolled in all the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for ARCH 701 the semester or summer session in which the ballot meeting is to be scheduled. The application for degree form must be submitted to the Graduate School and the graduation fee must be paid before the ballot meeting is scheduled. The M.Arch program will schedule multiple students at the ballot meeting per Graduate School procedures and deadlines.

If a student does not complete the capstone project, he/she will receive an "I" in ARCH 513, and an X for the examination in ARCH 701. In the event of a failure of the final examination, a U grade will be assigned. Two U grades for 701 credits will result in dismissal from the program.

Student Contact Format

All email contact between faculty, staff, and student will use the student's WSU email address only. It is the student's responsibility to check this account regularly.

REFERENCE MANUALS

Each student is also responsible for familiarizing him/herself with policies and procedures as outlined by the School of Design and Construction, Washington State University, and the Graduate School.

- **School of Design and Construction**
<http://sdc.wsu.edu/overview/sdc-documents/>
- **Student Conduct**
<http://www.conduct.wsu.edu/policies>
- **Academic Regulations**
<http://registrar.wsu.edu/academic-regulations/>
- **Graduate School Policies and Procedures**
<http://gradschool.wsu.edu/policies-procedures/>

SCHOLARSHIPS

Scholarship Application Process

All students who are interested in being considered for School of Design and Construction scholarships must complete the following:

- General WSU Scholarship Application.
 - <https://www.applyweb.com/apply/wsunivss/>
- Eligible students should complete the FAFSA application.
 - <http://www.fafsa.ed.gov/>
- Electronic submission of portfolio and essay (to graduate academic coordinator).

The due date for submission of all materials is January 31.

- The School of Design and Construction Scholarship Committee will be chosen to review all applications, and with input from the graduate program head and the school's director, will determine the award recipients.
- Award recipients will be sent an official letter by late March notifying the award recipient of their awards and any expectations and deadlines (thank you letter, completion of award accept/decline form, etc.).

ASSISTANTSHIPS

Description and Requirements

In the School of Design and Construction, graduate students on assistantships (TAs) aid in course delivery under the supervision of the instructor for a course, or provide assistance in designated areas of academic support (i.e. Fabrication Labs). TA positions are full-time (20 hours/week) or part-time (10 hours/week). Position types are determined by the nature of the assignment and the hours per week of work. All TA positions are awarded competitively, and on a limited basis, each semester.

Fall Semester Awards

Application information will be posted to the [SDC website](#) by April 1. Application materials must be submitted by April 15. Students will be notified by May 1 if they have been offered a TA position, and will have until May 15 to accept or decline the offer.

Spring Semester Awards

Application information will be posted to the [SDC website](#) by November 1. Application materials must be submitted by November 15. Students will be notified by December 1 if they have been offered a TA position, and will have until December 15 to accept or decline the offer.

PROGRAM CONTACTS

Matthew Cohen, Ph.D.

Professor of Architecture
Graduate program head
Carpenter Hall 114
(509) 335-5539
cohenm@wsu.edu

Jaime Rice, Ed.M.

Academic Program Manager
Carpenter Hall 121
509-335-5318
jrice@wsu.edu

Julie Miller

Graduate Academic Coordinator
Carpenter Hall 121
509-335-4118
julie.miller3@wsu.edu

Jeffrey Bowman

Administrative Manager
Carpenter Hall 118
509-335-5318

Appendix A

**Washington State University
School of Design and Construction
Architecture 580 INTERNSHIP OPTION**

Objectives and Responsibilities:

The Arch 580 internship option equals 4 credit hours (45 hours/credit) involving a hands-on, in-office architectural training experience. The success of this option is dependent on the availability of architectural firms that are willing to provide student employment opportunities in a supervised professional training environment.

- A. Course Objectives:
 - 1. Acquire and reinforce the discipline, integrity, judgment, skills, knowledge and quest for learning in the broad aspects of architectural practice.
 - 2. Develop awareness about internship responsibilities and professional issues and opportunities.
 - 3. Form a partnership between academia and the profession in identifying key issues in the education, training and preparation of competent architects.

- B. Student Responsibilities:
 - 1. Provide supervisor with this evaluation form and instructions for completion and submission.
 - 2. Maintain consistent and diligent prescribed office hours throughout the training period.
 - 3. Maintain a daily training log of tasks, duties and responsibilities throughout the employment experience for IDP (Intern Development Program) credit.

- C. Firm Responsibilities:
 - 1. Provide an intern-level training period of at least 180 hours of office employment.
 - 2. Provide an intern training experience similar to the model used by IDP (Intern Development Program) under the direct supervision of a licensed architect within the firm. In accordance with IDP, the training may involve a body of knowledge in two major categories: (a) Design and Construction Documents, and (b) Construction Administration.
 - 3. Submit a cover letter (on firm's letterhead) with verification of the training time period and a brief assessment of the student's performance; and the architectural internship evaluation form. Documents should be submitted to the Graduate program head for Architecture at the School of Design and Construction.

ARCHITECTURAL INTERNSHIP EVALUATION FORM

The student intern's experience is evaluated relative to the degree of exposure to the activities listed below. The four levels are: **N/A**: no exposure; **Aware**: minimum exposure; **Informed**: moderate exposure; and **Understand**: maximum exposure. Please mark an "X" in the appropriate box and circle the overall performance grade at the bottom.

Please return to: Graduate Program Head for Architecture, School of Design and Construction; Washington State University; PO Box 642220; Pullman, WA 99164-2220.

A. Design & Construction Documents	N/A	Aware	Informed	Understand	Comments
1. Programming					
2. Site & Environmental Analysis					
3. Schematic Design					
4. Code Research					
5. Design Development					
6. Construction Documents					
7. Specifications & Material Research					
8. Document Check & Coordination					
9. Other					
10. Other					
11. Other					
12. Other					
B. Construction Administration					
1. Construction – Office					
2. Construction – Observation					
3. Other					
4. Other					
5. Other					

Overall Performance	Excellent	Good	Average	Below Average	
Overall Course Grade	A	B	C	D	

Firm Name: _____

Supervising Architect: _____

Phone Number: _____

Signature: _____

Appendix B

Admission Procedures and Requirements (NON WSU 2-year and 3-year tracks)

Admission is made during the spring semester with initial coursework beginning the following fall semester. All applicants must submit required materials by **January 10**, to both the Graduate School and the M.Arch program. Applicants will be notified of admission decisions via e-mail by March 15.

Graduate School Application Requirements

The following documents are required. Please see <http://gradschool.wsu.edu/apply/> for detailed information and submission instructions.

- Online application and application fee (\$75)
- Official transcripts
- Contact information for three academic /professional references
- International student documents (if applicable)
 - TOEFL (minimum 80 internet based test) or IELTS (minimum 7.0) test scores
 - Financial verification
- GRE scores are *not* required for this program
- Additional information for [international applicants](#)
- Additional Information for [domestic applicants](#)

M.Arch Program Application Requirements

Materials must be submitted electronically (PDF) to grad.programs@sdsc.wsu.edu.

1. Personal statement (250-500 words) describing your reasons for pursuing graduate study in architecture at Washington State University. Discuss your personal values and beliefs regarding architecture and how you expect to build upon your ideas through your graduate studies.
2. Resume that includes principal extra-curricular activities in which you actively participated and offices held, if any; honors, awards, financial aid, publications, and professional organizations and licensure; employment during or since post-secondary schooling, with most recent listed first; list of travel and other notable experiences not included in employment record.
3. Portfolio of design work using high-quality images and a brief narrative of each project representing the applicant's highest ability and skill in areas of design, drawing and representation, model making, freehand drawing, diagramming, and overall creativity. Painting, sculpture, watercolor, creative writing, photography or other fine arts may be included. If professional work is submitted, identify your specific involvement in the project. Maximum 10 pages double sided (20 pages total).
4. Scanned copy of transcripts (unofficial is acceptable) and English language test scores (TOEFL or IELTS if applicable).

Appendix C

Admission Procedures and Requirements (WSU, Accelerated 1-year)

Qualified students (those in their fall semester of the fourth year of the WSU Bachelor of Science in Architectural Studies program with a cumulative GPA of 3.0 or above) interested in pursuing the accelerated 1-year program must make application by **December 1**.

Graduate School Application Requirements

The following documents are required. Please see <http://gradschool.wsu.edu/apply/> for detailed information and submission instructions.

- Online application and application fee (\$75)—choose summer entrance
- Contact information for three academic /professional references
- International student documents (if applicable)

M.Arch Program Application Requirements

Materials must be submitted electronically (PDF) to grad.programs@sd.c.wsu.edu.

1. Personal statement (250-500 words) describing your reasons for pursuing graduate study in architecture at Washington State University. Discuss your personal values and beliefs regarding architecture and how you expect to build upon your ideas through your graduate studies.
2. Resume that includes principal extra-curricular activities in which you actively participated and offices held, if any; honors, awards, financial aid, publications, and professional organizations and licensure; employment during or since post-secondary schooling, with most recent listed first; list of travel and other notable experiences not included in employment record.
3. Portfolio of design work using high-quality images and a brief narrative of each project representing the applicant's highest ability and skill in areas of design, drawing and representation, model making, freehand drawing, diagramming, and overall creativity. Painting, sculpture, watercolor, creative writing, photography or other fine arts may be included. If professional work is submitted, identify your specific involvement in the project. Maximum 10 pages double sided (20 pages total).

Applicants will be notified of admission decisions via e-mail by December 15. Final admission into both the accelerated M.Arch program and the Graduate School will be contingent upon successful completion of ARCH 531, ARCH 540 (with a grade of "B" or higher) and all requirements for the baccalaureate degree with a cumulative GPA of 3.0 or above by the end of spring semester. Students not accepted into the accelerated program or who are unable to complete accelerated 1-year admission requirements may be considered for admission to the 2 year program.

Appendix D

Evaluation Rubric: Master of Architecture
ARCH 513 Capstone Project (Written Statement and Oral Presentation)
Washington State University: School of Design and Construction

For each of the criteria below, **circle key phrases** or words that describe the work. Items circled under absent and developing indicate areas that are below standard. **Circle one number for each of the categories.** An average score lower than 3.0 indicates the student's work toward a master's degree is below standard.

Student Name: _____

Evaluator: _____

Date: _____

Average Score (sum/6=): _____

Thesis Statement (Research Question)

Proposes a thesis statement (research question) that identifies a specific area of study that holds promise for leading to a significant contribution to the field of architecture

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Overly general or otherwise unclear				Clear, concise, appropriate in scope		
Not relevant to a proposed area of architectural intervention				Clearly relevant to proposed area of architectural intervention		
Thesis statement unlikely to lead to a significant contribution to the field of architecture				Thesis statement could lead to a significant contribution to the field of architecture		

Literature Review (Annotated Bibliography)

Reviews the literature related to research question demonstrating a comprehensive understanding of and a critical perspective on the literature

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Review of the literature is absent, overly general, not in the student's own words				Review of the literature is thorough, relevant to the research questions, and original		
Literature reviewed is inadequate to demonstrate understanding of the required scholarly areas				Literature reviewed is comprehensive and demonstrates understanding of the required scholarly areas		

Design Precedent Review (Verbal and Annotated Graphic Analysis)

Demonstrates an understanding of relevant design precedents from the recent and distant past, and an ability to reflect critically on them to identify underlying principles

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Precedent selections are inappropriate or illogical				Precedent selections follow rigorous criteria		
Graphic materials show minimal annotations or critical reflection				Graphic materials are annotated or redrawn, and accompanied by original diagrams and comparisons		

Methodology

Demonstrates an understanding of research and research methods appropriate to inquiry in the field of architectural design and/or design thinking

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Methodological approach is unclear				Methodological approach is clearly articulated		
Understanding of research and its processes and methods is not demonstrated				Understanding of research and its processes and methods is clearly demonstrated		
Methodological approach is inappropriate to the proposed inquiry				Methodological approach and scope are appropriate to the proposed inquiry		

Project Outcome (Graphic and Conceptual)

Provides an original, creative contribution to design and/or design thinking, and demonstrates mastery of fundamental architectural concepts and skills.

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Project lacks reflection and critical analysis				Project shows original, critical thinking		
Project demonstrates poor aesthetic sensibility, and/or disinterest in contemporary design culture				Project demonstrates keen aesthetic sense and awareness of contemporary design culture		
Project lacks compelling narrative content				Project includes compelling and appropriate narrative content tied to fundamental design features		

Communication (Graphic and Oral)

Has successfully mastered and applied professional communication techniques

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Verbal communication lacks clarity, organization, and/or does not convey intent				Verbal communication is clear, organized, and accurately conveys intent		
Graphic communication is unprofessional and hinders understanding of intent (including legibility, spelling, grammar, and aesthetic sensibility)				Graphic communication skill is professional and accurately conveys intent (including good legibility, proper spelling, grammar, and excellent aesthetic sensibility)		

Appendix E

Key People

When you first arrive in Pullman you should introduce yourself to Matt Cohen, graduate program head; Jaime Rice, academic program manager; and Julie Miller, graduate academic coordinator. Their offices are located in Carpenter Hall rooms 114 and 121, respectively. They are here to help you get a good start and aid you with any issues regarding the graduate program. Also, if you have a TA assignment you will need to meet with Jeffrey Bowman, administrative manager, to ensure your employment paperwork is in order. Familiarize yourself with other faculty members and their research and teaching interests by stopping by their office and talking with other graduate students. The more you know about the faculty, the better you will be able to take advantage of research or other professional growth opportunities.

Key Places on Campus

- Bookstores: The “Bookie,” located in the CUB, and “Crimson and Gray,” located on Bishop Ave, are where you will buy most of your textbooks.
- The CUB: On Terrell Mall, you will find many places to eat, relax, and hang out in between classes.
- French Administration Building: “French Ad” is home to the various University Administration Offices, including” The Graduate School, Financial Aid, The Registrar’s Office and Personnel Offices (e.g., for information on paychecks, insurance, etc.).
- Health & Wellness Services: Washington building, NE Washington St., includes counseling services.
- Libraries: Holland/Terrell Library is the main library on campus located on Glen Terrell Mall by the CUB. Owen Science and Engineering Library is located adjacent to Carpenter and Daggy at 185 Veterans Way.
- Lighty Building: Connected to French Ad; this is a good place to get a quick snack, lunch, and Starbucks Coffee.

Key Experiences

One of the best ways to make the most of your graduate experience is to get involved! Students who gain experience on committees, working with research projects, teaching in the classroom, and generally socializing with other graduate students will benefit most from the opportunities available to them and the intellectual exchange of ideas surrounding them. The school has several professional student clubs such as the [Masters of Design](#) group (MoD). MoD works to further the best interests and enrich the education and overall collegiate experience of the graduate students at the SDC.

Automatic Payroll Deposit/Deductions

It is highly recommended that you set up automatic payroll deposit. The form is available from the Payroll Office in the French Administration Building or online at: <http://www.wsu.edu/payroll/stntp/directdep/enroll.htm>. You will need a voided check or a preprinted deposit ticket and other items listed on the website. Graduate students on assistantships may authorize Payroll Services to deduct the total amount of

their tuition and fees owed over eight (8) pay cycles beginning the second pay date of the semester. Deductions may be authorized for 1) full operating fee or residual operating fee, 2) service/activity/building fees, and 3) spouse and/or dependent medical insurance (fees vary). Payroll deduction is an optional service provided at a fee of \$8.00. Forms must be completed each semester and must be submitted before the last date to pay tuition before late fees accrue (to avoid paying late fees).

Technology

The Information Technology room is located in Carpenter Hall 425 and operating hours are posted on the door and on the [website](#). Any certified student enrolled in an SDC major (ID, LA, Arch, CM) can get a computer account. An SDC computer account is required to print and scan. Students are charged a student computing fee of \$80/semester (\$160/year). Fees are applied to student accounts at the beginning of each semester and support the cloud-based software and computing environment at the SDC. The fee reduces personal computing software and hardware requirement costs incurred by students.

Fabrication Labs

The SDC offers 3500 square feet of maker-space, conveniently located next to Carpenter Hall. Digital fabrication services (CNC milling, laser cutting, 3D printing) are provided by trained shop technicians. Students are charged a shop fee of \$55/semester (\$110/year). Fees are applied to student accounts at the beginning of each semester and provide access to high-quality equipment and supplies for both digital and traditional model-making, prototyping, and large-scale fabrications. More information is available on the [website](#).

Cougar Card

A Cougar Card is required to gain entrance to a number of buildings on campus, charge items to your student account, access Pullman Transit for free and many other things. New students may obtain their Cougar Card in the [Cougar Card Center](#) located in the Compton Union Building (CUB), room 60. Returning students will continue to use their previously issued card. The Cougar Card Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. A \$10.00 replacement fee is charged for replacement cards. For any information or to report lost or found ID cards, call 335-CARD or visit their website.

Counseling Services

The WSU Counseling Services office offers free and confidential assistance to students with personal, social, and vocational problems. Stop by the Washington Building, NE Washington St., call 5-4511, or visit their [website](#). If you have a crisis situation after regular office hours, call: (509) 335-2159.

Insurance

Graduate students on a full (.50 FTE) assistantship who maintain a 3.0 grade point average and are enrolled for a minimum of 10 credit hours are entitled to the [Graduate Student Health Insurance Medical Plan](#). Graduate students who are not eligible for this plan may enroll in the [Student Medical Insurance Plan](#), but they must pay the premium.

Dependents such as spouse and/or children may be added to the insurance policy but the student is responsible for the additional premiums. [Health & Wellness Services](#) administers the WSU student health insurance plan. For student health needs covered by Health and Wellness, an appointment can be made by calling 335-3575. Health and Wellness facilities are located in the Washington Building on the WSU campus (intersection of Stadium Way and Nevada & Washington Streets).

International Programs/SEVIS Information

The [International Programs Office](#) (International Students & Scholars) is located in Bryan Hall, room 108 (phone (509) 335-4508, or email ip.admin@wsu.edu). Students are responsible for maintaining their legal status within the country. All SEVIS information, including required entry and departure documents, is available through the International Programs office. All international students on teaching assistantships must complete the [English Language Assessment of International Teaching Assistants](#) (ITAs) before receiving their teaching assignments. Student must set up an appointment at the Intensive American Language Center (IALC): by registering online before their evaluation. The evaluation must be complete before the beginning of school if possible.

Mail (United States Postal Service [USPS] and Federal Express Mailing)

There is a USPS mail drop box in front of the French Administration building. Personal mailboxes are available only at the Post Office located on Grand Avenue. The U.S. Postal Service sorts mail electronically. For the quickest delivery, the complete address should be in capital letters with no punctuation.

Setting up Your WSU Email

To obtain a Network ID, visit www.wsu.edu/Nid/nid.html and follow the link to create your Network ID (you will need your WSU ID number for this). Once you have created your Network ID you will have access to myWSU. Once you have logged in, follow the directions for setting up your new WSU email account.

Sexual Harassment and Discrimination Training

Sexual harassment and other forms of discrimination compromise the integrity of the University and destroy the trust and respect expected in the workplace. Eradicating discrimination and sexual harassment requires an ongoing, demonstrated commitment from all members of the University community. A truly respectful workplace involves cooperation and support from each and every employee of the institution. To achieve this goal, Human Resource Services (HRS), in collaboration with the Office for Equal Opportunity (OEO), has developed the [required online training specific for WSU](#). You may also obtain answers to common questions and resource information at this site.

Visitors

The school hosts several visitors throughout the year. Students are expected to actively participate and attend receptions, lectures, workshops, and seminars for these visitors. These events may be hosted in the evenings and on weekends. Announcements will be sent in advance so that students may play accordingly.