Master of Architecture

Graduate Handbook

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

TABLE OF CONTENTS

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,

Matt Cohen
Professor of Architecture and
Graduate Program Head for Architecture
Carpenter Hall 114
509-335-8196
cohenm@wsu.edu

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 Architectural Experience Program (AXP) 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 a) met the criteria for guaranteed acceptance; or b) 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 M. ARCH (FOR WSU STUDENTS)

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

First Year Fall	Credits	Grade	First Year Spring	Credits	Grade
SDC 100 [ARTS]	3		SDC 140	3	
SDC 120	3		Fine Arts 101, 201, or 202	3	
English 101[WRTG]	3		Humanities [HUM]	3	
Com 102 [COMM]	3		Math pre-requisite (as needed)	3	
History 105 [ROOTS]	3		Psych 105 or SOC 101 [SSCI]	3	
	(15)			(15)	
Second Year Fall	**Credits**		**Second Year Spring**	**Credits**	
ARCH 201	5		ARCH 203	5	
ARCH 210	3		ARCH 209	3	
SDC 250	3		ARCH 215	3	
CST M 201	3		SDC 350 [M]	3	
Math [QUAN]	2		CST M 202	3	
	(16)			(17)	
Third Year Fall	**Credits**		**Third Year Spring**	**Credits**	
ARCH 301[1]	5		ARCH 303	5	
ARCH 309 [M] [2]	3		ARCH 352	3	
ARCH 351	3		CST M 333	3	
CST M 332	3		Physics 101 [PSCI]	4	
Diversity [DIVR]	3				
	(17)			(15)	
Fourth Year Fall[3]	**Credits**		**Fourth Year Spring**	**Credits**	
ARCH 401	6		ARCH 403 [CAPS]	6	
ARCH 463[4]	3		Biological Science [BSCI]	3 or 4	
Supportive Elective	3		SDC 473 Professional Practice	3	
			ARCH 531[5] and ARCH 577	*6*	
	(12)			(12)	
Graduate Summer	**Credits**				
ARCH 510	6				
ARCH 580	4				
Graduate Fifth Year Fall	**Credits**		**Graduate Fifth Year Spring**	**Credits**	
ARCH 511	6		ARCH 513	6	
ARCH 530	3		ARCH 527	3	
ARCH 542	3		ARCH 540	3	
ARCH 463 or elective[6]	3		Supportive elective	3	
			ARCH 701 (Exam)	2	
	(15)			(17)	

[1] Completion of ARCH 301 is an option in summer session between second and third year (Seattle studio).

[2] Includes study tour and course fee for travel

[3] Consider study abroad option; pre-approved programs in Ireland, Germany, Spain, or Czech Republic.

[4] ARCH 463 required for graduate program; may be replaced with elective if study abroad and taken during graduate (fifth year) fall semester.

[5] ARCH 531 and ARCH 577 taken and reserved for graduate credit beyond B.S. requirements; grade of "B" or better required.

[6] Supportive electives are 400 or 500 level ARCH, CST_M, I_D, LND_ARCH, or SDC as approved by advisor and as available each semester or summer session. Suggested: ARCH 520, 560; CST_M 451, 370, 462; I_D 460, 594, or 598; LND_ARCH 450 or 491; SDC 495 or 498.

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 531 Advanced Tectonics	3
ARCH 463 Structures III	3	SDC 473 Pro Practice	3
	(12)		(12)
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	ARCH 540 Research Methods	3
		ARCH 701 Final Exam	2
	(12)		(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 215 Sustainable Architecture	3
CST_M 201 Materials I	3	CST_M 202 Materials II	3
SDC 250 Global History of Design I	3	SDC 350 Global History of Design II	3
	(14)		(14)
Second Year Summer (recommended)	**Credits**		
ARCH 301 Arch Design III (Seattle)	5		
Second Year Fall	**Credits**	**Second Year Spring**	**Credits**
ARCH 401 Advanced Arch Studio I	6	ARCH 571 Advanced Arch Studio II	6
ARCH 351 Structures I	3	ARCH 352 Structures II	3
CST_M 332 Building Science I	3	CST_M 333 Building Science II	3
ARCH 309 Modern Arch & Theory	3	SDC 473 Pro Practice	3
	(15)		(15)
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
ARCH 530 Philosophy/Theory	3	ARCH 540 Research Methods	3
		ARCH 701 Final Exam	2
	(15)		(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 course (that fulfills both the travel requirement and supportive elective credits) where students delve into an 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/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.

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 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 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 ARCH 580 forms.

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 project will be conducted parallel to and in conjunction with ARCH 540 (Research Methods) 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 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 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. Students must enroll in a minimum of 2 credits of ARCH 701 in a future semester to complete ARCH 513 and for the master's committee to conduct the ballot meeting.

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.

C Policy
Students must earn a C or better in all courses required for their program track for the degree of Master of Architecture. Students receiving a C- or below must repeat the course. Students may repeat courses in which they have received a grade of C- or below one time. If students receive a grade of C- or below, they will not be able to take courses in which the previous course was a prerequisite. This may delay progress towards degree completion. Note, students in the accelerated program who are reserving ARCH 531 and ARCH 577 for graduate credit must earn a minimum grade of B, per Graduate School policy. If a student does not receive a minimum grade, their master's committee activity will be suspended until such a time that the requisite course(s) have been retaken and satisfactory grade(s) have been earned.

I, X, Policy
Students will not be allowed to continue in courses for which a previous course is a prerequisite if the previous grade is an "I" or an "X." The "I" or "X" must be completed before advancement can continue. The university defines circumstances appropriate for a student to receive an "I" or "X" grade in academic regulations (item 90).

REFERENCE MANUALS

Each student is responsible for reading and understanding 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 (online)
  o https://www.applyweb.com/apply/wsunivss/

- Eligible students should complete the FAFSA application (online)
  o http://www.fafsa.ed.gov/

- Electronic submission of portfolio and essay (to jlrice@wsu.edu)
  o Students who would like consideration for the Miller Hull Scholarship and Internship must indicate this in the essay: http://millerhull.com/connect/
  o Students awarded the Miller Hull Internship will delay completion of ARCH 510 to the summer after their final spring semester.

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 assist 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.

Award Periods
For fall semester awards, application information will be posted to the SDC website by April 1. For spring semester awards, Application information will be posted to the SDC website by November 1.

PROGRAM CONTACTS

Matthew Cohen, Ph.D., AIA
Professor of Architecture
Graduate program head
Carpenter Hall 114
509-335-8196
cohenm@wsu.edu

Jaime Rice, Ed.M.
Academic Program Manager
Carpenter Hall 121
509-335-5318
jlrice@wsu.edu

Laurie Byers-Brown
Administrative Manager
Carpenter Hall 118
509-335-7886
byersbro@wsu.edu

Wesley Underhill, M.A.
Administrative Assistant II
Carpenter Hall 118
509-335-5539
Wesley.underhill@wsu.edu

Appendix A

Washington State University │ School of Design and Construction
Architecture 580: Architecture Practicum

<u>Objectives and Responsibilities:</u>
The Arch 580 Architecture Practicum equals 4 credit hours (45 hours/credit) involving an internship or independent study related to the field of architecture. Based on the [Architectural Experience Program™](#) (AXP™) developed by NCARB, Arch 580 credits provide a framework to guide you through gaining and recording your professional knowledge. With broad experience areas that reflect the current phases of practice, the program prepares you for everything from site design to project management.

All experiences will be completed in settings A or O and reported/approved in accordance with AXP guidelines. Prior to engaging in ARCH 580 credits, students should familiarize themselves with how to report and submit hours as indicated on the [NCARB website](#). Download a PDF copy of the [AXP Guidelines here.](#)

Student Responsibilities
1. Complete the ARCH 580 proposal form and submit to your supervisor for approval.
2. Maintain a daily training log of tasks, duties, and responsibilities per [AXP documentation and credit](#).
3. Provide supervisor with the ARCH 580 evaluation form and instructions for completion and submission.
4. Submit required materials to the graduate program head for architecture.

Supervisor Responsibilities
1. Sign your approval on the ARCH 580 proposal form and familiarize yourself with the [responsibilities of an AXP supervisor](#).
2. Provide agreed upon experience while exercising direct supervision over your candidate; helping your candidate create a strategy to gain the experience needed to complete the AXP; and providing coaching and instruction throughout a project, followed by reviewing your candidate's experience reports.
3. Submit the ARCH 580 evaluation form along with additional verification of the training time and a brief assessment of the student's performance to the graduate program head for architecture at the School of Design and Construction.

Washington State University　　　　　**Student:** _____
School of Design and Construction　　**Supervisor:** _____
Architecture 580: Architecture Practicum　**Date:** _____

PROPOSAL FORM_____

Complete the proposal form by describing your intended experience in the setting and type of work categories listed below. This proposal form is to be completed by you, the student, and NOT the supervisor. Submit completed forms to the graduate program head for architecture.

A. EXPERIENCE SETTING (circle one)	A	O	
A: you must be employed by a firm engaged in the lawful practice of architecture with your work supervised by an architect licensed to practice in the United States or Canada. **O**: covers other types of experience that qualify for the AXP™. There are several opportunities in setting O, and each has its own requirements regarding your credentials and your candidate's employment status. https://www.ncarb.org/gain-axp-experience/experience-requirements			

Type of Work	Description
Practice Management focuses on running an architecture firm (experience managing a business, marketing your firm, securing projects, working with clients, and sustaining a positive and professional work environment.	
Project Management includes delivering projects that meet your contractual requirements (budget, coordination and execution).	
Programming & Analysis focuses on the first phase of a project, often referred to as pre-design (researching and evaluating client requirements, building code and zoning regulations, and site data).	
Project Planning & Design focuses on the schematic design phase of a project (lay out building designs, review building codes and regulations, coordinate schematics, and communicate design concepts).	
Project Development & Documentation focuses on projects after the schematic design has been approved (preparing construction documents and coordinating with regulatory authorities for approvals).	
Construction & Evaluation focuses on the construction administration and post-construction phases of a project (being on the job site; meeting with contractors, clients, and building officials; and punching lists).	
Community-based design center/collaborative includes volunteer service in support of a charitable organization. See the roster of approved organizations.	
Design competition (must be outside of employment and/or coursework).	
Other (please explain)	
Number of credit hours to be completed	
Contact Information for Supervisor	
Name of firm for internship/or title of practicum experience	

Washington State University　　　　　　**Student:** _____
School of Design and Construction　　　**Supervisor:** _____
Architecture 580: Architecture Practicum　**Date:** _____

EVALUATION FORM
The student's experience is evaluated relative to the degree of exposure to the activities listed below and in relation to qualification of the supervisor. The four levels are: **N/A:** no exposure; **Aware:** minimum exposure; **Informed**: moderate exposure; and **Understand:** maximum exposure.

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

A. EXPERIENCE SETTING (circle)	A	O	
A: you must be employed by a firm engaged in the lawful practice of architecture with your work supervised by an architect licensed to practice in the United States or Canada. **O**: covers other types of experience that qualify for the AXP™. There are several opportunities in setting O, and each has its own requirements regarding your credentials and your candidate's employment status. https://www.ncarb.org/gain-axp-experience/experience-requirements			

Type of Work	N/A	Aware	Informed	Understand
Practice Management focuses on running an architecture firm (experience managing a business, marketing your firm, securing projects, working with clients, and sustaining a positive and professional work environment.				
Project Management includes delivering projects that meet your contractual requirements (budget, coordination and execution).				
Programming & Analysis focuses on the first phase of a project, often referred to as pre-design (researching and evaluating client requirements, building code and zoning regulations, and site data).				
Project Planning & Design focuses on the schematic design phase of a project (lay out building designs, review building codes and regulations, coordinate schematics, and communicate design concepts).				
Project Development & Documentation focuses on projects after the schematic design has been approved (preparing construction documents and coordinating with regulatory authorities for approvals).				
Construction & Evaluation focuses on the construction administration and post-construction phases of a project (being on the job site; meeting with contractors, clients, and building officials; and punching lists).				
Community-based design center/collaborative includes volunteer service in support of a charitable organization. See the roster of approved organizations.				
Design competition (must be outside of employment and/or coursework).				
Other (please explain)				

Overall Performance	Excellent		Good		Average	Poor
Overall Course Grade (circle one)	A		B		C	D
Supervisor Name and Signature						
Contact Information						
Comments						
Hours completed (circle one)	45	90	135	180	Other :	

Appendix B

Admission Procedures and Requirements (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. *Late, incomplete, and/or applications that do not meet the minimum requirements or follow the submission instructions will not be accepted.*

Graduate School Application Requirements: The following items must be submitted directly to the WSU Graduate School. See http://gradschool.wsu.edu/apply/ for detailed information and instructions:

1. Online application and application fee ($75)
2. Official transcripts
3. Contact information for three academic /professional references
4. 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: The following materials must be e-mailed (PDF) directly to Jaime Rice: jlrice@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 (Accelerated 1-year)[7]

Guaranteed admission: Students with an overall GPA of 3.0 or above and a grade of B or better in all required courses for the B.S. in Architectural Studies degree at WSU will be granted automatic acceptance into the accelerated track of the M. Arch program to begin in the summer following completion of the fourth year. Eligible students need only apply online to the Graduate School by **January 10**. Final admission to the M. Arch program and the Graduate School is contingent upon completion of all requirements for the baccalaureate degree, and completion of Arch 531 and Arch 577 (reserved for graduate credit with a grade of B or above). Guaranteed acceptance applies only to applicants currently enrolled and may not be deferred. *Note: there are no exceptions to the minimum 3.0 GPA and B course grade requirements for guaranteed admission.*

Traditional admission: Students in the fall semester of the fourth year of the B.S. Architectural Studies program who do not meet the criteria for guaranteed admission may still apply for the accelerated program. All applicants must meet the following minimum requirements and submit application materials for review by the admissions committee no later than **December 1**:

1) GPA of 3.0 or above in last 60 semester credits;
2) Personal statement (250-500 words) describing your reasons for pursuing graduate study in architecture at WSU.
3) 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; travel, etc.
4) Portfolio of design work using high-quality images and a brief narrative of each project representing highest ability and skill in areas of design, drawing and representation, model making, freehand drawing, diagramming, and overall creativity. If professional work is submitted, identify your specific involvement in the project. Maximum 10 pages double sided (20 pages total).

Applicants for traditional admission will be notified of decisions via e-mail by December 15. Students who are recommended for admission must apply online to the Graduate School no later than January 10. Final admission will be contingent upon successful completion/reservation of graduate credit of ARCH 531 and ARCH 577 with a grade of "B" or higher and all other 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 on a case-by-case basis.

---

[7] Admission to the 1-year program is available only to current students in the B.S Architectural Studies 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

Miscellaneous Information for Students

Key People

When you first arrive in Pullman you should introduce yourself to Matt Cohen, graduate program head and Jaime Rice, academic program manager. Their offices are 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 Laurie Byers-Brown, 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/stntpay/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 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 several 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 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. [Cougar Health 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 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 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 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.

Appendix F
Student Learning Outcomes

Objectives
1. To educate students with the skills and theoretical foundations that will prepare students for leadership and other productive positions in the profession of architecture.
2. To prepare students to challenge conventions through innovative thinking and technology.
3. To build upon the western regional reputation of the program as a leader in architectural education.

Outcomes
1. Students will have the professional skills and theoretical foundations to prepare them for leadership and other productive positions in the profession of architecture. The following educational experiences within the curriculum seek to achieve this goal:
    a. Students will have multiple opportunities to interact with professionals as a required component of their educational experience.
    b. Students will have a diversity of experiences in cultural and social conditions that inform the built environment.
    c. Students will be engaged in critical discourses in divergent professions and disciplines that have direct influences on the built environment.
    d. Students will have educational experiences that develop leadership skills on multiple scales.
    e. Students will be encouraged to engage in national discourses through membership in professional student organizations.
    f. Students will be imbued with a sense of responsibility for teaching and instilling in others the value of architecture on the lives of people.
    g. The quality of student work will achieve nationally-recognized standards.

2. Students will be prepared to challenge conventions through innovative thinking and technology based upon a curriculum requiring specific milestones.
    a. A rigorous graduate admissions process will admit only those students who are likely to succeed academically and make other positive contributions to the program.
    b. Students must meet a selective series of benchmarks to ensure graduation from the program.
    c. Students will be required to develop materials that illustrate the fundamentals of professional publication, in both graphic and verbal forms.
    d. Students will be required to demonstrate a clear and definitive methodology for presenting their research proposals and findings, specifically including the ability to develop a clear thesis statement for each project.

3. Continued enhancement of the western regional reputation of the program as a leader in architectural education through outreach and assessment from the profession.
    a. Students will have available to them communication forums with practicing architects that facilitate feedback regarding the capabilities of graduates.
    b. Graduate students will participate in a comprehensive exit interview process at the successful completion of the program.
    c. The Architecture program will maintain communication with other programs regarding policies and issues affecting architectural education.
    d. The Architecture program will maintain an active forum where professionals and educators can discuss issues of shared concern.

Appendix G: Architecture Program Exit Survey

WSU Architecture Program
Survey for graduating students in either the BS
Arch or M. Arch

Please respond to the questions below, taking as much space as you want.

Your name: _____

The semester and year you plan to graduate _____

The degree you will earn _____

How many years did it take you to earn your degree at WSU? _____

Regarding the accelerated M. Arch program:

If you are earning a BS Arch, are you staying on for the M. Arch? Yes   No   Track: 1yr   2yr

If you are earning an M. Arch, were you in the accelerated track?   Yes   No

Please share any comments you have about the accelerated program:

Do you already have an architectural job after graduation?   Yes   No   Your degree _____

Are you actively looking for an architectural job now?   Yes   No

Are you currently enrolled in AXP?   Yes   No

Have you already worked in an architecture office?   Yes   No

Do you have a professional mentor, or someone
who can relate to you in that capacity?   Yes   No

Are you aware of the entry-level salary range
for graduating architects?   Yes   No   If yes: _____ /yr.

If you already have a job offer, please indicate your salary range _____ and the
name/location of the firm _____.

If you are earning a BS Arch but are not staying on for the M. Arch at WSU, please explain why with as
much detail as you can:
_____
_____.

What Architecture (or SDC) courses helped you the most, and why?

What can the Architecture program do better for future graduates?

Would you be interested in promoting WSU Architecture after you graduate?   Yes   No

If yes, please check what you would be interested in doing:

- ❑ Be the go-to person for networking with graduates of your class on behalf of WSU Architecture
- ❑ Help in developing a social network of architecture graduates in your area (for example, there are many in Seattle, but we do not have a go-to network)
- ❑ Help us recruit in high schools in your area
- ❑ Come to Carpenter Hall occasionally as a reviewer for design presentations
- ❑ Host a visit by WSU architecture students to your office
- ❑ Connect your firm with various WSU Architecture initiatives such as Mentor Day
- ❑ Sponsor a student or alumni event either in Pullman or in your area
- ❑ Act as a liaison with or member of the Architecture Advisory Board
- ❑ Your ideas:

  _____

  _____

  _____

Thank you.