



4.2 Classroom and Studio Conduct

The following represent attitudes, responsibilities, and appropriate behavior that are expected in all facilities in the Washington State University (WSU) School of Design and Construction (SDC). It is assumed that all students within the SDC are here for the pursuit of knowledge and a desire to learn their respective professions. Adherence to the outlined policies will facilitate access and opportunity for success.

Respect for Physical and Personal Property

In all cases, students are to use the physical facilities of the SDC with respect and care. All corridors, classrooms, conference rooms, seminar rooms, design studios, the Fabrication Labs, restrooms, interior public areas and outside areas adjacent to all SDC buildings are to be left free of personal items and debris. When not in immediate view of your own property, items should be stored and locked. Any theft of property should be reported to the administrative manager and appropriate authorities.

Whiteboards must be cleaned after use (unless material is marked to be retained by SDC personnel). All cutting and project construction should not damage the equipment provided in the facility or the facility itself. All cutting must be done on a cutting mat, regardless of desktop quality. Violations of this general policy or negligence leading to property damage may result in further action.

Safety

The health and safety of the student body represents a major priority for the faculty and administrative leadership in the SDC. Only sanctioned materials that do not represent a health risk to the students are permitted. Clear safety policies and procedures associated with the use of materials and equipment in the school are outlined below and in SDCPPM 4.5. Failure to comply with the school's strict safety codes may result in administrative action.

Prohibited

Offensive behavior, including, but not limited to, sexual harassment; discriminatory behavior; disruptive behavior; threatening students, faculty, or staff members; theft; and willful property damage will not be tolerated. Personal conduct deemed harmful to the university, the school, or personal conduct that prevents adequate educational development or proper participation in the school, will be reported immediately and is subject to disciplinary action.

Building Access

Carpenter Hall and Daggy Hall, within which the entire SDC is located, is open 24 hours a day with card access. Doors are locked to the public on designated weekend and evening hours. Persons without access cards should not be permitted entry, and propping open exterior doors is strictly prohibited. Students are responsible for their visitors and the behavior exhibited during their time in the building. Returning home at night should be done in groups. Students who intend to go home alone after hours and would prefer an escort are encouraged to call Campus Safety Services—a service which is available at no cost. Please dial (509) 335-8548 or 5-8548 from campus to obtain an escort and allow fifteen to twenty minutes for your escort to arrive. WSU Police are activated through local dispatch by contacting 9-1-1. For non-emergency services, call 509-335-8548.

Ownership and Usage

All equipment is the property of the SDC. Personalization of work areas may occur as long as it can be removed without damage to the property and it is not offensive. Any improvements must formally be presented/proposed to the entire school and be approved by the appropriate authority. Work and models are to be displayed throughout the building. This allows students to see the work of their peers and for the greater WSU community to see the work of the SDC. Work is to be kept in proper conditions and stored for future exhibitions. If faculty or students do not want work, the appropriate material must be recycled and/or discarded.

Fabrication facilities, digital resources, and presentation equipment at the school are maintained and regularly upgraded to support the school's academic programs. These resources are primarily designated for coursework, which includes direct student use for projects and assignments as well as faculty use for the development and support of courses. Use of these facilities and equipment beyond the scope of course activities is permitted only upon prior approval from the administration. Proposals for such use should be submitted in writing to the director stating the intended use and its support of the overarching pedagogical agenda of the school. Proposals will be evaluated in relation to a project's relevance to the activities of the school, as well as with respect of resource availability and management.

Cleanliness

The primary function of SDC facilities is work production and professional interaction. Due to high occupancy hours food consumption is inevitable; however, the disposal of food promptly and efficiently is required. Students are to be mindful that the janitorial staff does not operate during the weekend and that foods are to be disposed of outside of the building. At the conclusion of each workday, areas should be cleaned and materials should be discarded properly. It is not the responsibility of the janitorial or SDC staff to dispose of your waste, nor is it the responsibility of your peers. Maintaining a clean environment at all times is expected.

SDC spaces are to be completely cleaned at the end of the academic semester/year and all personal property and material is to be removed. Students will be notified of deadlines and procedures to remove personal property and materials in anticipation of moving and cleaning.

Design Studios

Studio-based learning is the center of design education at the SDC. It is where a broad range of insight concerning the synthesis of history/theory, design, technology, and best building practices specific to the education of the designer is acquired and rigorously tested from one semester to the next. Studios are also where the primary guiding principles concerning collaborative teamwork and ethical conduct essential to the profession are honed and practiced.

Studios are furnished and equipped to promote teaching and learning between students and faculty at the scale of one-on-one critiques as well as group discussions. Sufficient space is allocated throughout the school for individual as well as collaborative projects. The studio setting is interpreted as a broad and diverse nurturing community in support of open dialog, courteous manners, self-expression, and peer-to-peer learning.

In order to ensure the health and wellness of the learning environment and its occupants, the following guidelines must be strictly followed:

- The use of paint, adhesives, or other materials producing any chemical off-gassing must be used in spray booths or other ventilated areas away from enclosed studio spaces.
- Posted content of a derogatory nature will not be tolerated and may be subject to removal, with the potential for disciplinary consequences.
- Offensive comments towards others will not be tolerated.
- Students must recycle waste material into the proper bins.
- Students must keep work areas clean and free from trash.
- Consumption of any alcohol or possession of a controlled substance is expressly forbidden, and students may be reported to the authorities.
- Music must be listened to through headphones only.

Classrooms and Seminar Rooms

Classrooms and seminar rooms located adjacent to the studios and within Carpenter Hall and Daggy Hall are intended to be places for group work and interaction; they are not individual work areas.