
Master of Architecture

Graduate Handbook
for students entering
Fall 2022-Spring 2023

Washington State University
School of Design + Construction
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OVERVIEW

This handbook describes the [Master of Architecture](#) program at Washington State University in the [School of Design and Construction](#). Here you will find information regarding our program requirements, curriculum structure, student standards and expectations, estimating program costs, as well as guidelines for application and admission.

The Master of Architecture (M. Arch) degree program at Washington State University's School of Design and Construction is a [STEM designated degree](#) and fully accredited by the [National Architectural Accrediting Board \(NAAB\)](#). Throughout the program students engage in design and scholarship that offers new insights into the role of architecture in culture, civilization, and environment. Our curriculum provides opportunities to investigate critical issues in the built environment and explore innovative solutions to positively impact the world today.

We offer the program in a 1-year Track (open to qualified WSU architecture students only), a 2-year Track, and a 3-year Track. Eligibility for each track is based upon previous degrees, academic courses, and portfolio documentation with program application (refer to Appendix H for portfolio requirements and best practices). All applications are reviewed by our M. Arch Admission Committee (MAAC).

1-year Track (2 semesters plus summer): for WSU students with a four-year, pre-professional undergraduate degree in architecture who have met the criteria for guaranteed acceptance (see sample program plan on page 4).

- Refer to Appendix A for admission requirements

2-year Track (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 experience (sample program plan on page 5).

- Refer to Appendix B for admission requirements

3-year Track (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 experience beyond a two-year timeframe (sample program plan).

- Refer to Appendix B for admission requirements

DISCLAIMER

Every effort will be made to avoid changing the graduate handbook once it is published but the possibility exists that unforeseen events will make changes necessary. The Graduate Program Director for Architecture reserves the right to make changes as deemed necessary and will notify graduate students in a timely manner of any changes via WSU email. It is the student's responsibility to review WSU email regularly and remain up to date with any changes. In addition to regularly checking WSU email, students can reference the [SDC website](#) for news and events, and follow SDC social media channels [Facebook](#), [Instagram](#), and [Linked In](#) for timely announcements.

SAMPLE 1-YEAR TRACK M. ARCH PROGRAM PLAN

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 Construction	3	SDC 140 Foundational Studio	3
SDC 120 Foundation Drawing	3	HISTORY 105 Roots of Contemporary Issues [ROOTS]	3
ENGLISH 101 College Composition [WRTG]	3	FINE ARTS 101, 201, or 202 [ARTS]	3
PSYCH 105 or SOC 101 [SSCI]	3	COM 102 Public Speaking in the Digital Age [COMM]	3
Math UCORE [QUAN] ¹	3	PHYSICS 101 [PSCI] ²	4
Second Year Fall	Credits	Second Year Spring	Credits
ARCH 201 Architectural Design I	5	ARCH 203 Architectural Design II	5
ARCH 210 Digital Analysis & Representation	3	ARCH 209 Design Theory I	3
CSTM 201 Materials I	3	ARCH 215 Issues in Sustainable Architecture	3
SDC 250 Global History of Design I	3	CSTM 202 Materials II	3
SDC 300 Intro to Fabrication Labs	1	SDC 350 Global History of Design II	3
Third Year Fall	Credits	Third Year Spring	Credits
ARCH 301 Architectural Design III	5	ARCH 303 Architectural Design IV	5
ARCH 309 Modern Architecture & Theory [M]	3	ARCH 352 Architectural Structures II	3
ARCH 351 Architectural Structures I ³	3	CSTM 333 Building Science II	3
CSTM 332 Building Science I ⁴	3	Biological Science [BSCI]	3
Fourth Year Fall	Credits	Fourth Year Spring	Credits
ARCH 401 Architectural Design V	6	ARCH 403 Comprehensive Design Studio I [CAPS]	6
ARCH 451 BIM tools ⁵	3	Humanities UCORE [HUM]	3
I D 326 Codes ⁶	3	Supportive Elective ⁷	3
Diversity [DIVR]	3	Accelerated Program Application ⁸	
Reserve for Graduate Credit (1-year M.Arch) ⁹		Reserve for Graduate Credit (1-year M.Arch)	
ARCH 463 Structures III	3	ARCH 531 Advanced Tectonics	3
		SDC 473 Professional Practice	3
1-year M.Arch Graduate Fall	Credits	1-year M.Arch Graduate Spring	Credits
ARCH 511 Graduate Design Studio I	6	ARCH 513 Graduate Design Studio II	6
ARCH 530 Philosophy/Theory	3	ARCH 527 Site Planning	3
ARCH 542 Issues in Architecture	3	ARCH 540 Research Methods	3
ARCH 580 Architecture Practicum ¹⁰	4	ARCH 701 Master's Exam	2
		Travel experience credits ¹¹ or Supportive Elective	3
1-year M.Arch Graduate Summer II			
ARCH 510 Professional Summer Studio ¹²			

¹ All freshmen must take the math placement exam. Prerequisites may be required depending on placement exam score.

² Course Prerequisite: MATH 108 with a C or better, minimum ALEKS math placement score 75%, or passing MATH 140, 171, 202, or 206.

³ Course Prerequisite: MATH 108 with a C or better, minimum ALEKS math placement score 75%, or passing MATH 140, 171, 202, or 206.

⁴ Course Pre-requisite: PHYSICS 101 with a C or better.

⁵ New requirement for students certified in Fall 2020 and beyond, recommended elective for all other students.

⁶ Counts towards undergraduate supportive elective and recommended for students entering M.Arch program.

⁷ Supportive elective options are available each semester. Students should work with advisor for selection of elective courses.

⁸ See appendix A for Admission Procedures and Requirements for the Accelerated 1-year program.

⁹ Credits are above and beyond 120 required for B.S. Architectural Studies. 9 credits max per reservation of graduate credit form.

¹⁰ Students must be enrolled in credits during completion of ARCH 580 (see pages 7-8).

¹¹ Travel experience options (see page 7). In the event that a travel experience is not available, students may choose a supportive elective.

¹² Completion of professional studio is required and can be completed in summer prior to entering 1-year Fall or after 1-year Spring.

SAMPLE 2-YEAR and 3-YEAR PROGRAM PLAN

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 Track

First Year Fall	CR	First Year Spring	CR
ARCH 501 ¹³ Advanced Architecture Studio I	6	ARCH 403 or Arch 503 ¹⁴ Adv. Architecture Studio II	6
ARCH 463 Structures III	3	ARCH 531 Advanced Tectonics	3
I D 326 Codes (if not already completed)	3	SDC 473 Professional Practice	3
ARCH 580 Architecture Practicum ¹⁵	2	Travel experience credits ¹⁶	3
Second Year Fall	CR	Second Year Spring	CR
ARCH 511 Graduate Design Studio I	6	ARCH 513 Graduate Design Studio II	6
ARCH 530 Philosophy/Theory	3	ARCH 527 Site Planning	3
ARCH 542 Issues in Architecture	3	ARCH 540 Research Methods	3
ARCH 580 Architecture Practicum ¹⁷	2	ARCH 701 (Master's Exam)	2
Summer	CR		
ARCH 510 Professional Summer Studio ¹⁸	6		

3-year Track

First Year Fall	CR	First Year Spring	CR
ARCH 201 Architectural Design I	5	ARCH 303 Architectural Design IV	5
ARCH 210 Digital Representation	3	ARCH 215 Sustainable Architecture	3
ARCH 351 Architectural Structures I	3	ARCH 352 Architectural Structures II	3
CST M 201 Materials I	3	History/Theory Elective ¹⁹	3
SDC 300 Intro to Fab Labs	1	Travel experience credits ²⁰	3
Second Year Fall	CR	Second Year Spring	CR
ARCH 501 ²¹ Studio Advanced Arch Studio I	6	ARCH 403 ²² Comprehensive Design Studio I	6
I D 326 Codes for Interior Design	3	ARCH 531 Advanced Tectonics	3
CSTM 332 Building Science I	3	CSTM 333 Building Science II	3
BIM tools (Revit: Arch 451 or ID 397)	3	SDC 473 Professional Practice	3
Third Year Fall	CR	Third Year Spring	CR
ARCH 511 Graduate Design Studio I	6	ARCH 513 Graduate Design Studio II	6
ARCH 530 Philosophy/Theory	3	ARCH 527 Site Planning	3
ARCH 542 Issues in Architecture	3	ARCH 540 Research Methods	3
ARCH 463 Structures III	3	ARCH 701 (Master's Exam)	2
ARCH 580 Architecture Practicum ²³	2	ARCH 580 Architecture Practicum	2
Summer	CR		

¹³ Course number change to Arch 501

¹⁴ Course number change to Arch 503. Arch 403 Comprehensive Design Studio I is required for all students entering the degree program from other institutions. Arch 503 is required for all 2-Year track students who completed WSU's B.S. Arch Studies degree.

¹⁵ Students must be enrolled in credits during completion of ARCH 580 hours (see pages 7-8).

¹⁶ Travel experience options (see page 7).

¹⁷ Students must be enrolled in credits during completion of ARCH 580 hours (see pages 7-8).

¹⁸ Completion of professional studio is required and can be completed in summer prior to entering final year fall or after final year spring.

¹⁹ Choose from available courses in consultation with graduate academic coordinator.

²⁰ Travel experience options (see page 7).

²¹ Course number change to Arch 501

²² Arch 403 Comprehensive Design Studio I is required for all students entering the degree program from other institutions.

²³ Students must be enrolled in Arch 580 during the 180 hour (min) Practicum experience (see page 7 and Appendix C & D).

ARCH 510 Professional Summer Studio ²⁴	6
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²⁴ Completion of professional studio is required and can be completed in summer prior to entering final year fall or after final year spring.

PROGRAM POLICIES and REQUIREMENTS

Academic Requirements

This Handbook adheres to WSU Graduate School academic policies and procedures requirements. All WSU Graduate School 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 additional information. Students should also be familiar with 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 1-year Track students in good academic standing is *not required*. 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). 2-year Track and 3-year Track students an academic review of progress is required at the mid-point of their program. See the [WSU Graduate School Policies and Procedures manual Ch 6.B Academic Evaluation of Students](#) for details on the evaluation.

Travel Experience

A travel experience (and accompanying course/credits) is encouraged as part of the graduate program. Students may choose from a variety of experiences offered throughout the curriculum, such as:

- **SDC 555: Global Engagement in Design and Construction** is a supportive elective course 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, Oslo, Lisbon, Tokyo, and Jordan (typically during the spring semester).
- **SDC 444: Integrated Study Tour** is a supportive elective course where students visit a selected (domestic) location 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/or independent travel as approved by the graduate program head. (Specific course/credits will be determined by the experience).

ARCH 510 Professional Summer Studio

A professional engagement summer studio is required and overseen by the program to bring together innovative practices and students. 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. *When possible*, studios are held within a design firm and delivered by professionals within. 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 and are required to provide their own lodging and transportation in the chosen studio locations. Students can complete the professional summer studio before or after the final year of the program.

ARCH 580 Architecture Practicum

Students have two options for satisfying the ARCH 580 Architecture Practicum requirement, representing a minimum of 180 hours (4 credits at 45 hours per credit) in a professional internship or faculty supervised independent study related to the practice of architecture. We recommend every student participate in a professional internship experience (option 1). However, internships are not always available and in some other cases an alternate option for the Practicum better suits a student's learning goals (option 2).

- **Option 1:** Internships in professional practice or working with faculty engaged in a professional project fall under this option. Use the Option 1 Proposal form (Appendix C for proposal form) to define and agree on a Practicum experience with a licensed architect in the professional office. The architect must agree to supervise your practicum at the office and evaluate performance upon completion of the practicum (Appendix C for evaluation form). Share the proposal with the Graduate Program Director for Architecture for input before final agreement with your architect-supervisor. Announcements for internships and full-time positions are sent to the architecture student e-mail listserv and posted outside the main office in Carpenter Hall 118, in addition to positions posted directly by employers on [Handshake](#). *Refer to Appendix C for proposal and evaluation form.*
- **Option 2:** Independent studies under faculty supervision. This can include research, teaching experience, or entry into an architectural design competition. All experiences must be approved by the Graduate Program Director for Architecture. *Refer to Appendix D for proposal and evaluation form.*

Students must be enrolled in ARCH 580 credits during completion of Practicum hours (e.g., for summer internship, enrollment in Arch 580 summer session is required). All hours/credits must be complete by the end of the semester or summer session of enrollment.

Program of Study

The Academic Program Manager, Jaime Rice, coordinates with the Architecture Program Head and the Graduate Program Director for Architecture to determine and document The Program of Study for each student in each track of the M. Arch Program. 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 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. Review Appendix A or Appendix B depending on your Program Track and begin with the Academic Program Manager, Jaime Rice, and then the Graduate Program Director for Architecture on questions about the Program of Study. In the last year of the Program of Study, a final Program of Study form must be submitted to the Graduate School by the Academic Program Manager at the beginning of the semester the student takes a final exam, see [Deadlines and Procedures for Master's Degree published by the Graduate School](#).

Graduate Student Advisory Committee

The Graduate Student Advisory Committee will be predetermined for each cohort in the final year of their Program of Study. The committee will be composed of a minimum of three (3) SDC faculty members, including the ARCH 513 instructor(s) and the ARCH 701 capstone project instructor (Graduate Program Director for Architecture or another Faculty). Students will meet with the committee a minimum of one time in the Spring semester in association with ARCH 701 for input and feedback regarding student progress on ARCH 701 capstone project documentation in preparation for a balloted Final Examination in ARCH 701 (see ARCH 701 Master's Final Examination below).

Graduate School Deadlines

In addition to the Program of Study, each student 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. These requirements are facilitated in ARCH 701.

ARCH 701 Master's Final Examination

ARCH 701 is the capstone course for the M. Arch program degree. A capstone course and a Final Examination are requirements of the WSU Graduate School and the M. Arch Program. Course objectives focus on a Final Examination in the first or second week of April, to establish that the degree candidate has met curricular requirements for the degree as outlined by the Program of Study. In this course, each student must also complete and submit an [Application for Degree](#) to the WSU Graduate School, and an Exit Survey to the M. Arch program. In the ARCH 701 Final Examination, the Graduate Student Advisory Committee applies a Ballot Rubric to evaluate the student's documentation to determine if curricular objectives have been met. The Graduate Program Director for Architecture will review Graduate School policy with the Graduate Student Advisory Committee. After receiving documentation from all candidates; after preliminary evaluation of documentation; and after oral presentations, a Graduate Student Advisory Committee Ballot Meeting is held (scheduled by the Graduate Program Director for Architecture). In the Ballot Meeting, each committee member completes the Ballot Form with Final Examination Ballot Rubric after discussing each candidate's documentation and oral presentation. Ballot results are delivered digitally to the WSU Graduate School and to candidates immediately following the Ballot Meeting.

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 must be submitted to the Graduate School and the graduation fee must be paid before the Ballot Meeting is scheduled (per Graduate School procedures and deadlines). 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 Final Examination requirements.

WSU E-Mail Policy: 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.

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).

Exit Survey

All graduating students must participate in an exit survey for evaluation and assessment requirements of the Graduate School. A link to the online survey will be distributed via e-mail at the end of the final semester. Submission of the exit survey is necessary in order to receive a final grade in ARCH 701.

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](#)
- [Center for Community Standards](#)
- [Academic Regulations](#)
- [Graduate School Policies and Procedures](#)

ESTIMATING PROGRAM COSTS

Tuition, Fees, and Living Expenses

The WSU office of Student Financial Services provides a customizable tool for estimating the cost of graduate education including items such as tuition, mandatory fees, room and board, books, miscellaneous living expenses, and transportation. Students can select the year(s) of enrollment, campus location, and career path as appropriate.

- Estimated Cost of Attendance at WSU (online)
<https://financialaid.wsu.edu/tuition-expenses/>

SDC Laptop Requirement, Computing Fee, and Shop Fee

In the interest of student success, the SDC requires all students to have a laptop computer that meets a set of defined specifications. A computing fee and shop fee are also mandatory for all students. These fees allow us to provide access to a suite of analog and digital tools supporting design pedagogy. To assist in budgeting, detailed information on laptop specifications and costs associated with the computing and shop fees are provided.

- Laptop requirement, computing fee, and shop fee (online)
<https://sdc.wsu.edu/student-resources/laptop-requirement/>

Special Course Fees

The courses listed below include a special course fee to be paid by the student. Special course fees are used to benefit all students enrolled in the course(s) and are applied to items such as course-related travel expenses, procuring materials required to complete class projects, and other goods and/or services deemed appropriate to advancing course learning objectives. For Arch 351 and SDC 100, 120, and 140, special course fees may be used to support teaching assistants specific to those courses. Review your program of study to verify which of these courses you are required to complete to determine total special course fee costs.

- Graduate-level Special Course Fees: Arch 501 (\$100), Arch 503 (\$100), Arch 511 (\$100), Arch 513 (\$100), Arch 527 (\$40), Arch 531 (\$45)
- Undergraduate-level Special Course Fees: Arch 210 (\$25), Arch 301 (80\$), Arch 351 (\$25), Arch 401 (\$90), Arch 403 (\$90), SDC 100 (\$35), SDC 120 (\$55), SDC 140 (\$55), SDC 444 (\$1050) travel for domestic study tour.

Specialized Materials

To support learning objectives in the graduate program, faculty may assign work that requires students to purchase specialized tools, materials, software and/or equipment. The most common example is in design studios classes, where students are often required to construct both digital and physical models; illustrate their design projects using graphic tools of the trade (analog and digital); and/or create and print graphic posters communicating their work. Costs per class for specialized items will vary depending on learning objectives and instructor pedagogy. For cost estimating purposes, a good rule of thumb is to budget \$50 for each studio-based class in your program of study.

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)
<https://www.applyweb.com/apply/wsunivss/>
- Eligible students should complete the FAFSA application (online)
<http://www.fafsa.ed.gov/>

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

- Award recipients will be sent an official letter by the end of the spring term, 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 (e.g., 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. Application information is posted to the SDC website once available each term.

- <https://sdc.wsu.edu/scholarships-assistantships/>

PROGRAM CONTACTS

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Graduate Program Director for Architecture

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Appendix A

Admission Procedures and Requirements (1-year)

GUARANTEED ACCEPTANCE

In order to qualify for guaranteed acceptance into the 1-year Master of Architecture program, students must meet the following requirements:

- Current enrollment in the third year of the B.S. Architectural Studies program.
- Minimum GPA of 3.5 factoring all non-elective major courses 1st through 3rd year:
 - SDC 100, 120, 140, 250, 350.
 - CSTM 201, 202, 332, 333.
 - ARCH 201, 203, 209, 210, 215, 301, 303, 309, 351, 352
- Minimum grade of B in all studio courses:
 - ARCH 201, 203, 301, 303
- Students who meet these criteria and want to confirm for the 1-year program must submit the GPA worksheet and a portfolio by **5:00 pm on Wednesday, May 10, 2023, to SDC.Info@wsu.edu.**

By **May 31, 2023**, eligible students will receive an admission recommendation letter outlining criteria and next steps for final admission. **All academic communication is via the WSU email address.** Final admission to the 1-year M. Arch program and the Graduate School requires submission of the [General Application](#) (by January 10, 2024); is contingent upon completion of all requirements for the baccalaureate degree with a 3.0 or better GPA by May 2024; and includes up to 9 credits of 400-500 level coursework (reserved for graduate credit) with a grade of B or better [typically, ARCH 463 (fall) and ARCH 531, SDC 473 (spring)]. Students must also earn a letter grade of B or better in ARCH 401 and ARCH 403, and show continued evidence of the maturity, professionalism, and commitment necessary to be successful in graduate school.

TRADITIONAL ACCEPTANCE

Students completing the spring semester of the third year of the B.S. Architectural Studies program who do not meet the criteria for guaranteed admission may apply for the 1-year program. All applicants must have a minimum 3.0 cumulative GPA and submit a personal statement (250-500 words describing your reasons for pursuing graduate study in architecture at WSU), resume, and portfolio by **5:00 pm on Wednesday, May 10, 2023, to SDC.Info@wsu.edu.**

Notification of decisions for traditional acceptance will be via e-mail by **May 31, 2023.** **All academic communication is via the WSU email address** Students not accepted into the 1-year program or who are unable to complete 1-year admission requirements may apply to the 2-year program.

TRANSFER STUDENTS

Transfer students who have completed equivalents for the SDC, CSTM, and ARCH courses listed above are *not eligible for guaranteed acceptance*. However, transfer students may apply to the 1-year program by submitting the materials outlined under "**traditional acceptance**" above or apply directly to the 2-year program (see Appendix B for 2-year application procedures and deadlines).

Appendix B

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

The M. Arch program accepts applications for the upcoming fall semester through January 10. Applications may be accepted after that date on a space available basis. The program does not accept spring semester admissions. All admission decisions will be sent via e-mail by March 15 from SDC.Info@wsu.edu. (Note: If the application deadline falls on a weekend or holiday the deadline is the following business day.)

Graduate School Application Requirements: The following items must be submitted directly to the [WSU Graduate School](#).

1. Online application and application fee (\$75)
2. Official transcripts
3. Contact information for three academic /professional references
4. International student documents (if applicable)
 - English language proficiency scores
 - Financial verification
5. GRE scores are *not* required for this program.
6. Additional information for [international applicants](#) or [domestic applicants](#).

M. Arch Program Application Requirements: Please refer to application requirements as posted on the [program website](#).

Appendix C

Washington State University | School of Design and Construction

Architecture 580: Architecture Practicum (Option 1): For internships in professional practice or working with faculty engaged in a professional project.

Objectives and Responsibilities:

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 experience. With broad experience areas that reflect the current phases of practice, the program prepares you for everything from site design to project management.

Arch 580 Option 1 corresponds with NCARB AXP experience setting "A." Option 2 corresponds with NCARB AXP experience setting "O." Not all experiences that can be completed in Option 2 will match AXP guidelines for experience setting O. That is because Arch 580 supports a wider range of professional experiences than AXP. Prior to proposing an ARCH 580 Practicum, students should familiarize themselves with the AXP guidelines, how to report experience 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 and the Arch 580 Instructor (Graduate Program Director for Architecture) for approval.
2. Enroll in ARCH 580 during completion of hours (summer or semester).
3. Maintain a daily training log of tasks, duties, and responsibilities per [AXP documentation and credit](#).
4. Provide supervisor with the ARCH 580 evaluation form and instructions for completion and submission.
5. Submit the ARCH 580 evaluation form signed by your supervisor to the Graduate Program Director for Architecture for final grading and course credit.

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 student. The student then submits the evaluation form to the Graduate Program Director for Architecture for final grading and course credit.

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. Meet with your intended experience setting advisor or mentor before completing the form to discuss & agree on which intended experiences listed on the form shall be the basis of the experience. Submit completed forms to the Graduate Program Director for Architecture.

A. EXPERIENCE SETTING (circle one)	A	O	
<p>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 AXPTM. 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</p>			
Type of Work	Description		
<p>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).</p>			
<p>Project Management includes delivering projects that meet your contractual requirements (budget, coordination and execution).</p>			
<p>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).</p>			
<p>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).</p>			
<p>Project Development & Documentation focuses on projects after the schematic design has been approved (preparing construction documents and coordinating with regulatory authorities for approvals).</p>			
<p>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).</p>			
<p>Community-based design center/collaborative includes volunteer service in support of a charitable organization. See the roster of approved organizations.</p>			
<p>Design competition (must be outside of employment and/or coursework).</p>			
<p>Other (please explain)</p>			
<p>Number of credit hours to be completed</p>			
<p>Contact Information for Supervisor</p>			
<p>Name of firm for internship/or title of practicum experience</p>			

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 Director for Architecture at SDC.Info@wsu.edu

A. EXPERIENCE SETTING (circle)	A	O		
<p>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</p>				
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 D

Washington State University | School of Design and Construction

Architecture 580: Architecture Practicum (Option 2): Independent studies under faculty supervision may include (but are not limited to) experiences such as research/teaching assistance, or entry into an architectural design competition.

Objectives and Responsibilities:

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 experience. Some hours/experiences may be reported/approved in accordance with AXP guidelines, though that is not a requirement for this option. Prior to proposing an Option 2 experience, students should familiarize themselves with AXP guidelines for experience that counts toward licensure, how to report, and when to report hours as indicated on the [NCARB website](#), and in the [AXP Guidelines here](#).

Student Responsibilities

1. Complete the ARCH 580 proposal form and submit to your supervisor and the Arch 580 Instructor (Graduate Program Director for Architecture) for approval.
2. Enroll in ARCH 580 during completion of hours (summer or semester).
3. Maintain a daily training log of tasks, duties, and responsibilities. See [AXP documentation and credit](#).
4. Provide faculty supervisor with the ARCH 580 evaluation form and instructions for completion and submission.
5. Submit the ARCH 580 evaluation form signed by your supervisor to the Graduate Program Director for Architecture for final grading and course credit.

Supervisor Responsibilities

1. Sign your approval on the ARCH 580 proposal form.
2. Provide agreed upon experience while exercising direct supervision and provide coaching and instruction throughout a project, followed by reviewing your student's experience reports.
3. Submit the ARCH 580 evaluation form after verification of the training hours. Go over your assessment of the student's performance with the student. The student then submits the evaluation form to the Graduate Program Director for Architecture for final grading and course credit.

Washington State University
School of Design and Construction
Architecture 580: Architecture Practicum
Option 2

Student:
Faculty Supervisor:
Date:

PROPOSAL FORM

Complete the proposal form by describing your intended experience below. This proposal form is to be completed by you, the student, and NOT the faculty supervisor.

Please return to: Graduate Program Director for Architecture at SDC.Info@wsu.edu

A. EXPERIENCE SETTING (summarize)	
Type of Work	Description
Number of credit hours to be completed	
Contact Information for Faculty Supervisor	

Washington State University
 School of Design and Construction
 Architecture 580: Architecture Practicum
 Option 2

Student:
 Faculty Supervisor:
 Date:

EVALUATION FORM

The student's performance is evaluated in relation to the activities listed below (Exceeds, Acceptable, Unsatisfactory, N/A).

Please return to: Graduate Program Director for Architecture at SDC.Info@wsu.edu

A. EXPERIENCE SETTING (summarize)					
Type of Work	Exceeds	Acceptable	Unsatisfactory	N/A	
Quality of Work: Accuracy, completeness & correctness of work reflects work ethic and integrity					
Dependability: Ability to do required tasks w/ minimum supervision					
Professionalism: The manner in which the student interacts and treats others					
Attendance/Punctuality: Student complies w/ attendance and punctuality					
Communication Skills: Communicates effectively (technically, orally, and writing)					
Assessment: Receptive to direction and constructive criticism					
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 E

Miscellaneous Information for Students

Key People

When you first arrive in Pullman you should introduce yourself to John Abell, Graduate Program Director for Architecture, and Jaime Rice, Academic Program Manager. Their offices are in Carpenter Hall 114 and Daggy 301, respectively. You might find it easier to email them about meeting because they are often away from their desks for meetings & teaching. They can help you get a good start and progress through the graduate program. Also, if you have a TA assignment you will need to meet with the administrative manager (Kate Barnes, Carpenter Hall 118) to ensure your employment paperwork is in order. Familiarize yourself with faculty members and their research and teaching interests by talking with them and 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 that work 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](#). 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. 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. 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 makerspace, 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. 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 [SDC 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 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.

Sexual Harassment and Discrimination Training

Familiarize yourself with the [SDC Statement on Equity, Justice, and Belonging](#). 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 (intentionally blank)

Appendix G

Portfolio Requirements for Application to the M. Arch Program

Your portfolio must meet the following requirements:

1. Use a total of 10 pages double sided (20 pages total) for your projects. This excludes the cover page, table of contents, and resume (if included).
2. Use a page size and orientation adequate for screen proportions with minimum zooming required. Page sizes no greater than 11"x17" are generally good for screen viewing.
3. Be no greater than 20 megabytes in size.
4. Be in PDF format and displayed either as individual or facing pages.
5. Clearly indicate which projects you have completed individually, and which completed in a team.

Portfolio Best Practices

1. **Be consistent.** Have a standard grid and professional font that you follow in the placement of your drawings, diagrams, photos, ... to maintain consistency throughout the entire document. Set yourself some rules, for example, the full-page images are placed on the right-hand side pages consistently.
2. **Show a diverse skillset.** Communicate as many of your skills as possible (model making, diagraming, sketching, conventional drawings, ...)
3. **Properly show conventional architectural drawings.** Demonstrate that you can create conventional architectural drawings such as plans, sections, site plans, ... that are clear, easily readable, have depth, and apply proper line weights.
4. **Communicate your narrative.** Communicate the thought process that resulted in your design. Explain the challenges/opportunities of the project as well as the different site/contextual parameters impacting your design decisions. Consider using different types of diagrams, drawings, model photos, ... in addition to text.
5. **Describe your project.** Clearly describe your project goals and objectives as well as the strategies you used to achieve them.
6. **Dedicate time to editing your drawing line weights.** Edit your class work to fit your portfolio format because line weights on large scale pages do not translate well on smaller pages.
7. **Demonstrate a clear understanding of systems.** This is important for structural systems and how structural systems are applied to your building designs.
8. **Design the negative/white space.** Pages with excess information that lack hierarchy are challenging for the reviewer to understand and direct attention towards what is important on a page. Thus, design the white space as much as you design the pictures.
9. **Be selective.** Show your best work and place some thought on what drawings you are placing in your portfolio. For example: if you have four elevations of your project and some are showing overlapping information, consider showing the most important and work on their representation to be compatible with the format of your portfolio.
10. **Maintain proportions.** Pay attention as you place your drawings, photos, or renders on your pages. Make sure proportions are maintained as you scale them on your portfolios.
11. **Practice taking proper photographs.** Photographs are extremely important, especially for physical models which are an essential part of architecture design. Use only high resolution photographic images, (300PPI, about 14" X 9" max size image), test different light exposures to balance light and shade, remove any distractions from the background, position the camera to establish visual focus on an idea or material relationship.
12. **Review examples.** Good sources of examples available online include Issuu/Behance.
13. **Spell check all your text!**