
Master of Architecture

Graduate Handbook
for students entering
Fall 2020-Spring 2021

Washington State University
School of Design + Construction
Carpenter Hall 114
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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 (refer to Appendix H for portfolio requirements and best practices). 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.

COVID-19 STATEMENT

Washington State University continues to closely monitor the outbreak of "coronavirus disease 2019" (abbreviated "COVID-19"). This website <https://wsu.edu/covid-19/> serves as the university's central source of updates and information about COVID-19.

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 head 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 your responsibility to review your WSU email regularly and remain up to date with any changes.

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

Sincerely,

A handwritten signature in black ink, appearing to be 'Omar Al-Hassawi', written over a horizontal line.

Omar Al-Hassawi, Ph.D.
Assistant Professor and Graduate Program Head for Architecture

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 met the criteria for guaranteed acceptance (see sample program plan on page 4).

- Refer to Appendix A, page 13 for admission requirements

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).

- Refer to Appendix B, page 14 for admission requirements

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).

- Refer to Appendix B, page 14 for admission requirements

RECOMMENDED ACCELERATED 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 (Internship) 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. Students may reserve a maximum of 9 credits. Courses listed are recommended (other options may be available). All courses are approved by graduate program head per the [reservation of graduate credit form](#).

¹⁰ For internship completed over the summer and/or alternate experience during academic semester (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.

EXAMPLE 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 Sample Plan

First Year Fall	CR	First Year Spring	CR
ARCH 570 Advanced Architecture Studio I	6	ARCH 571 Advanced Architecture Studio II	6
ARCH 530 Philosophy/Theory	3	ARCH 531 Advanced Tectonics	3
ARCH 463 Structures III	3	Travel experience credits ¹³	3
I D 326 Codes (if not already completed)	3	SDC 473 Professional Practice	3
Second Year Fall			
Second Year Fall	CR	Second Year Spring	CR
ARCH 511 Graduate Design Studio I	6	ARCH 513 Graduate Design Studio II	6
ARCH 542 Issues in Architecture	3	ARCH 527 Site Planning	3
ARCH 580 Architecture Practicum ¹⁴	4	ARCH 540 Research Methods	3
Supportive Elective	3	ARCH 701 (Master's Exam)	2
Summer			
Summer	CR		
ARCH 510 Professional Summer Studio ¹⁵	6		

3-year Track Sample Plan

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	SDC 473 Professional Practice	3
History/Theory Elective ¹⁶	3	SDC 300 Fab Labs	1
Second Year Fall			
Second Year Fall	CR	Second Year Spring	CR
ARCH 570 Studio Advanced Arch Studio I	6	ARCH 571 Advanced Architectural Studio II	6
ARCH 530 Philosophy/Theory	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	Travel experience credits ¹⁷	3
Third Year Fall			
Third Year Fall	CR	Third Year Spring	CR
ARCH 511 Graduate Design Studio I	6	ARCH 513 Graduate Design Studio II	6
ARCH 542 Issues in Architecture	3	ARCH 527 Site Planning	3
ARCH 463 Structures III	3	ARCH 540 Research Methods	3
I D 326 Codes for Interior Design	3	ARCH 701 (Master's Exam)	2
ARCH 580 Architecture Practicum ¹⁸	2	ARCH 580 Architecture Practicum	2
Summer			
Summer	CR		
ARCH 510 Professional Summer Studio ¹⁹	6		

¹³ Travel experience options (see page 7).

¹⁴ For internship completed over the summer and/or alternate experience during academic year (see pages 7-8).

¹⁵ Completion of professional studio is required and can be completed in summer prior to entering final year fall or after final year spring.

¹⁶ Choose from available courses in consultation with graduate academic coordinator.

¹⁷ Travel experience options (see page 7).

¹⁸ For internship completed over the summer and/or alternate experience during academic year (see pages 7-8).

¹⁹ 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

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 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 survey/interview in their final semester. See bottom of page 9 for more information.**

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 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 summer 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 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 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. The program's desire is to have every student participate in a professional internship experience (option 1). However, it is understood that internships may not be readily available and/or an alternate option 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. Hours may be finalized prior to enrollment in course credits with confirmation from the internship site supervisor e-mailed to the graduate program head. 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 may include research and teaching experience, or entry into an architectural design competition; however, all experiences must be approved by the graduate program head. Refer to Appendix D for proposal and evaluation form.

All hours/credits must be complete by the end of the final semester of enrollment.

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) SDC faculty members, including the studio professor(s) teaching ARCH 513 and the graduate program head. 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 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 F for evaluation rubric).

ARCH 701 Master's Final Examination (Ballot Meeting)

In conjunction with ARCH 513 and completion of the final studio 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 studio 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.

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. Note, students in the accelerated program who are reserving 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).

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**
<http://sdc.wsu.edu/>
- **Center for Community Standards**
<https://communitystandards.wsu.edu/>
- **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)
 - <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.

- 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. Application information is posted to the SDC website once available each term.

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

PROGRAM CONTACTS

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Appendix A

Admission Procedures and Requirements (Accelerated 1-year)

GUARANTEED ACCEPTANCE

In order to qualify for guaranteed acceptance into the accelerated (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
- Submission of portfolio by **May 31, 2021**. Please refer to Appendix H for portfolio requirements and best practices.

All eligible students will be confirmed by **June 15, 2021**. Once confirmed, students must complete [reservation of graduate credit paperwork](#) in order to enroll in graduate courses during the fourth year. Students also need to apply online to the [Graduate School](#) by **January 10, 2022**. (Note: If the application deadline falls on a weekend or holiday, the deadline is the following business day.) Final admission to the accelerated M. Arch program and the Graduate School is contingent upon completion of all requirements for the baccalaureate degree by May 2022, and completion of up to 9 credits of 400-500 level coursework (reserved for graduate credit) with a grade of B or better [ARCH 463 (fall) and ARCH 531, SDC 473 (spring)].

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 still apply for the accelerated (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 for review by the admissions committee no later than **May 31, 2021**.

Applicants for traditional admission will be notified of decisions via e-mail by **June 15, 2021**. Students not accepted into the accelerated program or who are unable to complete accelerated 1-year admission requirements may apply to the 2-year program.

TRANSFER STUDENTS

Students matriculating from an approved articulation transfer agreement (Clover Park Technical College, Lake Washington Institute of Technology, or Spokane Community College) who have completed transfer 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” or apply to the 2-year program.

Appendix B

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

The M.Arch program at the SDC operates on a rolling admissions basis between September 15 and December 15 for the upcoming fall semester (the program does not accept spring semester admissions). Applications are reviewed monthly during the rolling admissions period. Applications received between December 15 and April 1 will be considered on a case-by-case basis (as space permits). All admission decisions will be sent via e-mail from SDC.Info@wsu.edu. Paper copy admission letters are not issued by the department. (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)
 - TOEFL (minimum 80 internet-based test) or IELTS (minimum 7.0) test 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: The following materials must be submitted to SDC.Info@wsu.edu with subject line "M.Arch Application."

1. Personal statement (250-500 words): reasons for pursuing graduate study in architecture at WSU, personal values and beliefs regarding architecture, and how you expect to build upon your ideas through your graduate studies.
2. Resume: 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. Digital 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. 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. Please refer to Appendix H for portfolio requirements and best practices.
4. Scanned copy of transcripts (unofficial is acceptable) and English language test scores (TOEFL or IELTS if applicable).

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 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.

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
<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	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
 School of Design and Construction
 Architecture 580: Architecture Practicum
 Option 1

Student: _____
 Supervisor: _____
 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, 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 knowledge. Some hours/experiences may be 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 faculty supervisor for approval.
2. Maintain a daily training log of tasks, duties, and responsibilities per [AXP documentation and credit](#).
3. Provide faculty 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.
2. Provide agreed upon experience while exercising direct supervision over your candidate and providing coaching and instruction throughout a project, followed by reviewing your candidate's experience reports.
3. Submit the ARCH 580 evaluation form to the graduate program head for architecture at the School of Design and Construction.

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 Head for Architecture, 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 Head for Architecture, 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 Omar Al-Hassawi, graduate program head, and Jaime Rice, academic program manager. Their offices are in Carpenter Hall 114 and Daggy 301, 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 (Carpenter Hall 118), 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](#). 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 SDC 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 \$85/semester (\$170/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 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 \$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.

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

Evaluation Rubric: Master of Architecture
ARCH 513 Final Studio Project (Drawings, 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: _____
 Date: _____

Evaluator: _____
 Average Score (sum/9=): _____

Thesis Statement (Research Question and Explanation)						
<i>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.</i>						
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)						
<i>Reviews the literature related to research question demonstrating a comprehensive understanding of and a critical perspective on the literature.</i>						
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)						
<i>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.</i>						
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 & comparisons		

Methodology (Transition from Theory to Design)						
<i>Demonstrates an understanding of research and research methods appropriate to inquiry in the field of architectural design and/or design thinking.</i>						
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 (Conceptual Maturity) <i>Provides an original, creative contribution to design and/or design thinking, and demonstrates mastery of fundamental architectural concepts and skills.</i>						
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) <i>Has successfully mastered and applied professional communication techniques.</i>						
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)			

Tectonics (understanding and application in design) <i>Has successfully and creatively developed the tectonics in the proposed design.</i>						
Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Project lacks basic understanding of tectonics and assemblies			Project demonstrates consistency in architectural intents from the overall design to the small assembly details			
Project lacks differentiation between the different construction types and requirements for the different envelope assemblies			Project clearly understands the requirements associated with the different construction types and each building assembly			

Systems (understanding and application in design) <i>Has successfully implemented primary building systems (structural and environmental control).</i>						
Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Project lacks basic implementation of structural and environmental control systems			Project demonstrates clear understanding and integration of structural and environmental control systems			
Project does not demonstrate the understanding of environmental control system types and cycles			Project implements proper environmental control systems and clearly understands their cycles			

Codes (understanding and application in design) <i>Demonstrates an understanding of building codes and implementing it in the design.</i>						
Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Project lacks understanding of basic code requirements			Project demonstrates a clear understanding in code requirements in line with project context			
Project does not implement life safety requirements			Project clearly implements requirements related to life safety, egress, ...			

Appendix G

Student Learning 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.

Student Learning 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:
 - Multiple opportunities to interact with professionals as a required component of their educational experience.
 - A diversity of experiences in cultural and social conditions that inform the built environment.
 - Be engaged in critical discourses in divergent professions and disciplines that have direct influences on the built environment.
 - Have educational experiences that develop leadership skills on multiple scales.
 - Students will be encouraged to engage in national discourses through membership in professional student organizations.
 - Be imbued with a sense of responsibility for teaching and instilling in others the value of architecture on the lives of people.
 - 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 rigorous graduate admissions process will admit students who are likely to succeed academically and make other positive contributions to the program.
 - Students must meet a selective series of benchmarks to ensure graduation.
 - Students will be required to develop materials that illustrate the fundamentals of professional publication, in both graphic and verbal forms.
 - 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:
 - Students will have available to them communication forums with practicing architects that facilitate feedback regarding the capabilities of graduates.
 - Graduate students will participate in a comprehensive exit interview process at the successful completion of the program.
 - The Architecture program will maintain communication with other programs regarding policies and issues affecting architectural education.
 - The Architecture program will maintain an active forum where professionals and educators can discuss issues of shared concern.

Appendix H

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 professional cameras rather than cell phones, test different light exposures, remove any distractions from the background and focus on shadows.
12. **Review examples.** Good sources available online include Issuu/Behance in addition to your senior classmates.
13. **Spell check all your text!**