Master of Architecture

Graduate Handbook

for students entering

Fall 2026-Spring 2027

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Handbook Introduction

Overview

This handbook describes the Master of Architecture (M.Arch) 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, and guidelines for application and admission.

The Master of Architecture (M. Arch) degree program at Washington State University's School of Design and Construction is fully accredited by the National Architectural Accrediting Board (NAAB).

Our M. Arch program prepares students for practice-based design innovation and leadership in the architecture profession. Our M. Arch degree is a STEM-designated degree, formulated to give students the necessary skills to become working architects after graduation. Throughout the program, students engage in design practice and research that allows them to engage in the role architecture plays in advancing people and places, social and ecological resilience, and building science and technology. Within this context, our students assess existing conventions and offer innovative approaches to the critical issues for architecture and the world today.

We offer the program in a 1-year Track (open to qualified WSU architecture students in their 3rd year in the B.S. in Architecture Studies program only), a 2-year Track, and a 3-year Track. Eligibility for each track is based upon previous coursework, the M. ARCH program application, professional portfolio, persona statement, and recommendations by our M. Arch Admission Committee (MAAC).

Disclaimer

The M. Arch Handbook is updated yearly for publication in August. Unforeseen events sometimes call for changes to the Handbook to be made after publication. 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, remain up to date with changes, and communicate with advisors regularly. 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.

Program Contacts

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Program Policies and Requirements

Academic Requirements
The Master of Architecture program adheres to the WSU Graduate School's Academic Policies and Procedures Manual (e.g., course enrollment requirements, minimum GPA, probationary continuing enrollment, termination of enrollment, and reinstatement). Students should also be familiar with WSU'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.

Program Culture + Expectations
Students are admitted to our degree programs based on their strengths and prior academic performance, which allows students from any and all backgrounds to be considered. Rather than establishing diversity goals per se, we strive to create a culture and climate that enables all to thrive and fosters inclusivity and affirms the promotion of equity, justice, and belonging.

Washington State University is a public land-grant research university that is committed to the principles of practical education for all, scholarly inquiry that benefits society, and the sharing of expertise to positively impact the state and communities.

M. Arch students should expect academic rigor, staff and faculty support, up-to-date industry innovations, and a well-rounded preparatory experience for their career as an architect.

Academic Complaint Procedures
Academic complaint procedures are outlined in WSU's Academic Regulations. Adjunct Instructor complaints should be routed to the M. Arch Graduate Program Director, Omar Al-Hassawi.

Continuous Enrollment Policy
All degree-seeking graduate students must maintain continuous enrollment in the Graduate School. Continuous enrollment is maintained by registering for at least two graduate credits per semester (excluding the Summer Term). International students who enroll for fewer than ten credits must be approved by International Student, Scholar, and Faculty Services (ISSS), in consultation with the Graduate School, before enrolling part-time during the academic year.

WSU E-Mail Policy
All email contact between faculty, staff, and students 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. If a student earns a grade of "C-" or below, they must repeat the course (*note: each

course can only be repeated one time) and will not be able to take courses in which the previous course was a prerequisite, which may delay progress toward 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 WSU's Academic Regulations (item 90).

Exit Survey
WSU's Graduate School requires that all students participate in an exit survey before degree completion. A link to the digital survey will be provided to students at the end of their final semester. Submission of the exit survey is required to receive a final grade in ARCH 701.

Graduate School Deadlines
Each student must submit an Application for Degree, and other documents per the published deadlines. See the "Deadlines and Procedures" and "Forms" sections of the Graduate School website for comprehensive information. These requirements are facilitated in ARCH 701.

Cohort M. Arch Program of Study

Overview

The graduate program director, architecture program head, and graduate coordinator determine, document, and submit a program of study for each cohort in the M. Arch Program to WSU's Graduate School by the beginning of the student's final semester. All students in each cohort are required to complete the same core courses and at least 48 graduate credits to receive a degree (see page six for the list of core courses). If students are on the 2-year or 3-year track, they are also required to complete preparatory courses along with the core courses to earn their Master of Architecture degree. **The grouping of these core courses and 48 graduate credit requirements is called the Program of Study.**

- The Program of Study may not include courses graded P/F, 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.

Program Length

Depending on their educational background, students wishing to earn the professional M. Arch degree may be admitted to a one, two, or three-year track. Applicants are evaluated individually in the admissions process. Students are admitted to our degree programs based on their strengths and prior academic performance, which allows students from any and all backgrounds to be considered.

- **One-year accelerated track** (2 semesters plus summer) **48 credits**: for current WSU students with a four-year, preprofessional undergraduate degree in architecture who have met the criteria for acceptance.

- **Two-year track** (4 semesters plus summer) **63 credits**: 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.

- **Three-year track** (6 semesters plus summer) **99 credits**: 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.

Progress Reviews

I. 1-year track

a. Students on the 1-year track are highly encouraged to participate in the "3rd year review" near the end of their 3rd year in the B.S. of Architectural Studies program. This will involve students meeting with the graduate program director and the graduate coordinator to discuss academic progress, gain early feedback, and plan the next steps for admission into the M. Arch program.

b. Students on the 1-year track will undergo an evaluation if they are not making adequate progress (i.e., not progressing to complete the program within the expected time limit, repeating coursework, withdrawing from one or more courses, and/or having more than one incomplete on record). See the WSU Graduate School's Academic Policies and Procedures Manual for details on the evaluation.

II. 2-year and 3-year track

a. For 2-year track and 3-year track students, an academic review of progress is required at the midpoint of their program. See the WSU Graduate School's Academic Policies and Procedures Manual for details on the evaluation.

Core Courses

WASHINGTON STATE UNIVERSITY
M. ARCH PROGRAM OF STUDY

No matter which M. Arch track you're in—one-year, two-year, or three-year—all students are required to take the same core courses that will teach you the core competencies you will need as a future architect.

- NAAB requires students to complete at least 48 credits for licensing, which means that students need to earn a minimum of **48 graduate credits** to earn the Master of Architecture.
- Students who are on the one-year track complete the core courses (45 credits) and also take a supportive elective (3 credits).
- Two- and three-year students need to take preparatory courses before enrolling in some of the core classes. These courses are outlined in the sample plan, depending on your previous coursework.
- We provide a general guide and timeline of the core and preparatory courses, but each student will receive a personalized course plan depending on prior coursework designed to support their success as future architects. Please see the following pages for a sample plan that applies to you.
- All students are required to take a studio class each semester, as well as during the summer before the final year of coursework.

ALL STUDENTS ARE REQUIRED TO TAKE:

- ☑ **ARCH 510: Summer Studio (6 cr)**
- ☑ **ARCH 511: Studio IV (6 cr)**
- ☑ **ARCH 513: Studio V (6 cr)**
- ☑ **ARCH 521: Envelope Assemblies (3cr)**
- ☑ **ARCH 527: Site and Landscape Design (3 cr)**
- ☑ **ARCH 530: Philosophy/Theory of the Built Environment (3 cr)**
- ☑ **ARCH 531: Advanced Tectonics (3 cr)**
- ☑ **ARCH 540: Research Methods (3 cr)**
- ☑ **ARCH 542: Issues in Architecture (3 cr)**
- ☑ **ARCH 580: Architecture Practicum (4 cr)**
- ☑ **ARCH 701: Master's Capstone/Exam (2cr)**
- ☑ **SDC 473: Professional Practice (3 cr)**
- ☑ **Supportive Elective/Preparatory courses (3+ cr)**

=48+ credits

Select Course Descriptions

ARCH 510 Graduate Design Studio III

A Summer Studio is required the summer before Fall enrollment in the ARCH 511 studio. The studio is overseen by the graduate program director and the architecture program head to bring together innovative professional practices and students. The purpose of this studio is to immerse students in design projects that address topical issues for architecture practice in a context outside of Pullman. Offered in the Summer Session, Graduate Design Studio III could be situated in regional, national, or international locales depending on availability.

The studio is either held within a design firm and delivered by professionals in the firm or in collaboration with an architecture graduate faculty member. When multiple studio sections are offered, program leadership will seek to accommodate student preferences for one or another section; however, student preferences are not guaranteed.

Students should be prepared to reside in a location away from Pullman for the Summer Studio and are required to provide their own transportation and lodging.

ARCH 580 Architecture Practicum:

There are two options for satisfying the ARCH 580 Architecture Practicum Requirement. **Students must be enrolled in ARCH 580 while they are completing the practicum.**

I. Professional Internship (Highly Recommended):
Internships in professional practice under the supervision of a licensed architect or working with faculty engaged in a professional project fall under this option (Appendix B).

   a. Students need to complete a minimum of 180 hours (4 credits at 45 hours per credit)

   b. Students must complete the Option 1 Proposal Form (Appendix B) with a licensed architect in the professional office to define and agree on a practicum experience. Once completed, submit the proposal to the Canvas ARCH 580 "Proposal Form" module for review by the graduate program director for final approval and proceeding with the internship.

   c. The architect must agree to supervise the practicum and evaluate the student's performance. Upon practicum completion, the architect must complete the Option 1 Evaluation Form (Appendix B), and the student must upload the completed form to the Canvas ARCH 580 "Evaluation Form" module for review and final approval by the graduate program director.

d. 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.

II. A Supervised Activity Related to the Practice of Architecture.
There are many ways for students to match their educational and career training goals with a practicum experience (Appendix B). This can include research experience with a faculty member (SDC Research & Engagement labs), architectural design competition experience, community development and service experience, and travel-study.

a. Submit the Practicum Experience Proposal Form to the Canvas ARCH 580 "Proposal Form" module for review by the graduate program director before final approval is given (Appendix B).

b. Upon completion, the practicum supervisor must evaluate the student's performance using the Option 2 Evaluation Form (Appendix B), and the student must upload the completed form to the Canvas ARCH 580 "Evaluation Form" module for review and final approval by the graduate program director.

Elective Courses

Electives can be taken from a variety of departments across campus; these courses help create well-rounded students and allow students to explore their interests. If a student is interested in taking an elective from the SDC, please ask an advisor for the Supportive Elective List for the term.

ARCH 600 TA/Course Assistant for Credit

Students seeking a teaching assistantship for credit can take up to three credits of the "ARCH 600: Special Projects or Independent Study" course. Teaching assistantships count towards the supportive elective requirement only and cannot be considered as a substitution for any other courses. Students are allowed this opportunity once during their time in the M. Arch program.

ARCH 701 Master's Final Examination

The WSU Graduate School and Master of Architecture programs both require students to complete a capstone course. This course includes a final examination, committee evaluation, and other pre-degree coursework that needs to be completed.

I. Capstone Project
Students will complete a final capstone project as a representation of all they've learned in the M. Arch program. The details of the capstone project will be determined by the ARCH 701 Instructor, the graduate program director, the

architecture program head, and the graduate program coordinator and will be outlined to students in the course.

II. Final Examination

The course will include a final examination to establish that the degree candidate has met curricular requirements for the degree as outlined by the Program of Study.

a. Students in ARCH 701 will need to submit an Application for Degree to the WSU Graduate School and an Exit Survey to the M. Arch program.

b. The ARCH 701 student will then be evaluated by the Graduate Student Advisory Committee to determine if curricular objectives have been met. The committee will complete an initial review of each student using a rubric, and when all students complete their Application for Degree and Exit Survey, the committee will hold a Ballot Meeting.

   1. 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) Architecture Graduate Program faculty members, including the ARCH 513 instructor(s) and the ARCH 701 Capstone instructor. Students will meet with the committee at least once in the Spring semester for input and feedback regarding student progress on the ARCH 701 capstone project in preparation for the Final Examination in ARCH 701.

   2. In the Ballot Meeting, each committee member completes the Ballot Form based on a final examination rubric after discussing each candidate's documentation. Ballot results are delivered digitally to both the WSU Graduate School and candidates immediately following the Ballot Meeting.

c. To ensure student success in ARCH 701 and completion of the master's program, M. Arch students:

   1. must have completed or be enrolled in all the required coursework outlined in both the program of study and sample course plan.

   2. have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for ARCH 701 in the semester or summer session in which the ballot meeting is to be scheduled.

   3. must submit the application for degree to the Graduate School and pay the graduation fee before the Ballot Meeting is scheduled (per Graduate School procedures and deadlines).

d. In the event of a failure of the Final Examination, a "U" grade is assigned. Students with a "U" grade must repeat ARCH 701 (including the final examination). Two "U" grades for ARCH 701 result in dismissal from the program.

Travel Electives

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:

I. **SDC 555: Global Engagement in Design and Construction** is a supportive elective course where students delve into 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).

II. **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.

III. **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 Term only).

Other: The director of the graduate program will evaluate and approve or deny faculty-led domestic or international study tours as well as independent travel for credit. The specific course or credits will be determined on a case-by-case basis.

5-Year Program (One-Year Accelerated Track)

Admission Policies + Procedures

Overview

Students enrolled in the B.S. in Architectural Studies program are automatically placed on the one-year accelerated track of the Master of Architecture (M. Arch) program. This is a 5-year combined program designed to provide a seamless transition from undergraduate into graduate-level architectural education.

During the third year of the B.S. program, each student will be sent an email with two Microsoft Forms. One form is for those who are eligible for the one-year accelerated track of the M. Arch program, and the other is for those who have been automatically opted out but are still interested in the M. Arch program at WSU.

3rd-Year Review

Each student is highly encouraged to participate in a Third-Year Review with the graduate program director and graduate coordinator to gain feedback before submitting materials for acceptance to the one-year accelerated track of the M. Arch program.

For students currently eligible for advancement, the meeting will include discussions about academic progress, portfolio and personal statement review, future goals, and next steps.

Eligibility

Students who are eligible for the one-year accelerated track of the M. Arch program will receive a Microsoft Form from the graduate coordinator. **Students must complete the form by May 1 to apply for admission.**

The form requires students to include:

- **A Personal statement (250-500 words)**: reasons for pursuing graduate study in architecture at WSU, personal values and beliefs regarding architecture, and how they expect to build upon their ideas through their graduate studies.

- **A one-page Professional Resume**: principal extracurricular activities in which the student actively participated; honors, awards, financial aid, publications, and professional organizations; employment during or since post-secondary schooling, with most recent listed first; list of travel and other notable experiences not included in employment record.

- **A Digital Portfolio** of design work with high-quality images and a brief narrative of each project representing the student's highest ability and skill in areas of design thinking, 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, the student must identify their specific involvement in the project. Please refer to Appendix A for portfolio requirements and best practices.

- An **In-Major GPA Calculator Worksheet,** which ensures students have at least a 3.5 GPA in all non-elective major courses 1st through 3rd year.

Automatic Opt-Out

A student will be automatically removed from the Accelerated 1-year M. Arch program track if any of the following conditions apply:

- The B.S. in Architectural Studies program GPA falls below 3.5 when factoring all non-elective major courses 1st through 3rd year. Courses included in this GPA are:
  - SDC: 100, 120, 140, 250, 350
  - CSTM: 201, 202, 332, 333
  - ARCH: 201, 203, 209, 210, 215, 301, 303, 309, 351, 352, 451

- A B- or lower is earned in any of the following studio courses:
  - ARCH 201, 203, 301, 303

- The student transferred to WSU through an Articulation Agreement with a community college and completed some of the above course equivalents elsewhere.

For 3rd Year students who were automatically opted out but would still like to be considered for the 1-year or 2-year M. Arch program, students must complete the following steps to apply through the Microsoft Form sent out in an email by the graduate coordinator by **May 1**.

The form requires students to include:

- **A Personal statement (250-500 words)**: reasons for pursuing graduate study in architecture at WSU, personal values and beliefs regarding architecture, and how they expect to build upon their ideas through their graduate studies.

- **One-page Professional Resume**: principal extracurricular activities in which the student actively participated; honors, awards, financial aid, publications, and professional organizations; employment during or since post-secondary schooling, with most recent listed first; list of travel and other notable experiences not included in employment record.

- **A Digital Portfolio** of design work with high-quality images and a brief narrative of each project representing the student's highest ability and skill in areas of design thinking, 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,

the student must identify their specific involvement in the project. Please refer to Appendix A for portfolio requirements and best practices.

- **Cumulative GPA**

Admission Decision

By **May 21st**, each eligible student will receive an admission decision letter from the sdc.march@wsu.edu email address. This letter will outline the admission decision and next steps. If recommended to the program, a form will be included in the email to accept or decline the admissions offer.

All admission decisions are final; however, students will have 14 calendar days to ask questions or request clarifications related to the admissions committee's decision on their application.

Final Admission to the 1-Year Program + WSU Graduate School

For final admission to the 1-year M. Arch program AND the Graduate School, students must

- Submit the 4+1 M. Arch Application by **January 11** of their 4th year in the B.S. of Architectural Studies program at WSU.
- Complete all requirements for the baccalaureate degree with a 3.0 or better GPA by May 2026
- Earn a "B" or better for the 9 credits of 400-500 level coursework that were reserved for graduate credit (i.e., ARCH 521, ARCH 531, and ARCH 540).
- Earn a "B" or better in the 4th year studios (i.e., ARCH 401 and ARCH 403).
- Show continued evidence of the maturity, professionalism, and commitment necessary to be successful in graduate school.
- Requirements may be added on a case-by-case basis.

Final admission decisions are at the full discretion of the architecture program.

Combined 5-Year Program: B.S. Arch Studies + M. Arch Sample 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
HD 205 or COM 102 [COMM]	3	PSYCH 105, SOC 101 or 102 [SSCI]	3
MATH UCORE [QUAN][1]	3	PHYSICS 101 and 111 [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	[UCORE Inquiry][5]	3
ARCH 451 BIM tools	3	Apply for one-year track admission at end of semester	
Fourth Year Fall	**Credits**	**Fourth Year Spring**[8]	**Credits**
ARCH 401 Architectural Design V	6	ARCH 403 Comprehensive Design Studio I [CAPS]	6
[UCORE Inquiry]	3	[UCORE Inquiry]	3
Supportive Elective[6]	3	Supportive Elective	3
Reserve & Complete for Graduate Cr (1-year M. Arch) [7]		**Reserve & Complete for Graduate Cr (1-year M. Arch)**	
ARCH 521 Envelope Assemblies	3	ARCH 531 Advanced Tectonics	3
		ARCH 540 Research Methods	3
1-year M. Arch Graduate Summer			
ARCH 510 Graduate Design Studio III[8]			
1-year M. Arch Graduate Fall	**Credits**	**1-year M. Arch Graduate Spring**	**Credits**
ARCH 511 Graduate Design Studio IV	6	ARCH 513 Graduate Design Studio V	6
ARCH 530 Philosophy/Theory	3	ARCH 542 Issues in Architecture	3
ARCH 527 Site Planning	3	SDC 473 Professional Practice	3
ARCH 580 Architecture Practicum[9]	4	ARCH 701 Master's Exam	2
		Travel experience credits[10] or Supportive Elective[11]	3

[1] All first-year students 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] Beginning fall 2023, students are required to complete 6 of 7 UCOREs in these designations: ARTS, BSCI, DIVR, EQJS, HUM, PSCI, SSCI, and complete one lab science (BSCI or PSCI), unless otherwise specified by the program.
[6] Supportive elective options are available each semester. Students should work with the advisor for selection of elective courses.
[7] Required for 1-year Track M. Arch, not for B.S. Architectural Studies. Reserve these course credits with Reservation of Graduate Credit form (9 credits max).
[8] Required. Complete in summer prior to entering one-year Track Fall semester.
[9] Students must be enrolled in credits during completion of ARCH 580 (see page 8). Students can split up the Arch 580 credits between semesters.
[10] Not required. Travel experience options (see pages 7 and 8).
[11] The supportive elective can be taken in either Fall or Spring semester.

One-Year (Accelerated Track) Graduate Course Sample Plan

Use this sample plan to keep track of the courses you need to take for the M. Arch degree if you are on the one-year track. Work with your graduate coordinator for your exact course plan. Once you've completed a class, check it off the list!

Year 4 of B.S. of Arch Studies Program

FALL

- ☐ ARCH 521: Envelope Assemblies (3 cr)

=3 Credits

SPRING

- ☐ ARCH 531: Advanced Tectonics (3 cr)
- ☐ ARCH 540: Research Methods (3 cr)

=6 Credits

1-Year M. Arch Graduate

SUMMER

- ☐ ARCH 510: Graduate Design Studio III (6 cr)
- Complete in summer prior to entering 1-Year Track Fall Semester

=6 credits

FALL

- ☐ ARCH 511: Graduate Design Studio IV (6 cr)
- ☐ ARCH 530: Phil./Theory of Built Env. (3 cr)
- ☐ ARCH 527: Site and Landscape Design (3 cr)
- ☐ ARCH 580: Architecture Practicum (4 cr)

=16 Credits

SPRING

- ☐ ARCH 513: Graduate Design Studio V (6 cr)
- ☐ ARCH 542: Issues in Architecture (3 cr)
- ☐ ARCH 701: Master's Capstone/Exam (2 cr)
- ☐ SDC 473: Professional Practice (3 cr)
- ☐ Supportive Elective (3 credits)

=17 Credits

*The ARCH 580 Practicum credits can be split between multiple semesters
*The Supportive Elective can be taken in either semester

M. Arch 2-year and 3-year Track

Admission Policies and Procedures

Overview

Applications for the 2-year and 3-year tracks are for:

- 3rd Year Students who considered the one-year accelerated track of the Master of Architecture (M. Arch) program but received a recommendation to apply to the two-year track.
- Students who qualified for the 1-year Accelerated Master's program but want a slower pace to complete their coursework.
- Students who earned an Architecture bachelor's degree from somewhere other than WSU.
- Students who earned a non-Architecture bachelor's degree.

The Admissions Process

- The M. Arch program accepts applications for each Fall semester through the priority deadline of **January 11.** Applications may be accepted after that date on a space-available basis.
- All materials for the graduate school and the M. Arch program need to be submitted through GradCAS.
- Applications will be assessed individually by each member of the Master of Architecture Admissions Committee (MAAC) using this evaluation form. Individual evaluations are then compiled in this form, and final decisions are made through committee deliberation.
- Admission decisions will be sent out by March 15 (or the following business day) via e-mail from sdc.march@wsu.edu.
- The Master of Architecture Admissions Committee (MAAC) will have the final say on admitted students' length to degree.
- All admission decisions are final and at the full discretion of the architecture program. Students will have 14 calendar days from the day they receive their decision to ask questions or request clarifications related to the admissions committee's decision on their application.

Graduate School Application Requirements:

The following items must be submitted directly to the WSU Graduate School in GradCAS.

- Complete the online application and pay the non-refundable application fee ($90). *Please note, the M. Arch program is not able to provide fee waivers for the application fee.*
- Submit transcripts.
  - Domestic Students
  - International Students
- Submit International student documents (if applicable)
  - TOEFL (minimum 80 internet-based test) or IELTS (minimum 7.0) test scores
  - Financial verification

GRE scores are ***not*** required for this program.

Master of Architecture Application Requirements: This will also be submitted through GradCAS as a part of the general application. The application requires students to include

- **A Personal statement (250-500 words)**: reasons for pursuing graduate study in architecture at WSU, personal values and beliefs regarding architecture, and how they expect to build upon their ideas through their graduate studies.

- **One-page Professional Resume**: principal extracurricular activities in which the student actively participated; honors, awards, financial aid, publications, and professional organizations; employment during or since post-secondary schooling, with most recent listed first; list of travel and other notable experiences not included in employment record.

- **A Digital Portfolio** of design work with high-quality images and a brief narrative of each project representing the student's highest ability and skill in areas of design thinking, 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, the student must identify their specific involvement in the project. Please refer to Appendix A for portfolio requirements and best practices.

- **A minimum of two letters of recommendation** from academic/ professional references**.** This applies to candidates internal to WSU as well as external candidates applying to the 2+3-year paths of the M.Arch program.

2-Year Graduate Course Sample Plans

Earned B.S. in Architectural Studies from WSU

WASHINGTON STATE UNIVERSITY

M. ARCH SAMPLE PROGRAM PLAN
2-YEAR TRACK

Use this sample plan to keep track of the courses you need to take for the M. Arch degree following the two-year track. This plan is for those who completed their B.S. in Arch Studies from WSU. Once you've completed a class, check it off the list!

Year 1

FALL

- ☐ ARCH 501: Graduate Design Studio I (6 cr)
- ☐ ARCH 521: Envelope Assemblies (3 cr)
- ☐ Supportive Elective (3 cr)

=12 Credits

SPRING

- ☐ ARCH 503: Graduate Design Studio III (6 cr)
- ☐ ARCH 531: Advanced Tectonics (3 cr)
- ☐ ARCH 540: Research Methods (3 cr)
- ☐ Supportive Elective (3 cr)

=15 Credits

SUMMER

- ☐ ARCH 510: Graduate Design Studio III (6 cr)
- Complete in summer prior to entering 1-Year Track Fall Semester

Year 2

FALL

- ☐ ARCH 511: Graduate Design Studio IV (6 cr)
- ☐ ARCH 530: Phil./Theory of Built Env. (3 cr)
- ☐ ARCH 527: Site and Landscape Design (3 cr)
- ☐ ARCH 580: Architecture Practicum (4 cr)

=16 Credits

SPRING

- ☐ ARCH 513: Graduate Design Studio V (6 cr)
- ☐ ARCH 542: Issues in Architecture (3 cr)
- ☐ ARCH 701: Master's Capstone/Exam (2 cr)
- ☐ SDC 473: Professional Practice (3 cr)

=14 Credits

*The Arch 580 Practicum credits can be split between multiple semesters.

Earned Non-WSU Bachelor of Architecture

WASHINGTON STATE UNIVERSITY

M. ARCH SAMPLE PROGRAM PLAN
TWO-YEAR TRACK

Use this sample plan to keep track of the courses you need to take for the M. Arch degree following the two-year track. This plan is for those who completed their B.S. in Arch Studies somewhere other than WSU. Once you've completed a class, check it off the list!

*If you have a course history in one of the below concepts, other courses can be identified to replace them (based on the graduate director's discretion)

Year 1

FALL

- ☐ ARCH 501: Graduate Design Studio I (6 cr)
- ☐ ARCH 351: Structures I (3 cr)
- ☐ CSTM 332: Building Science (3 cr)
- ☐ ARCH 521: Envelope Assemblies (3 credits)

=15 Credits

SPRING

- ☐ ARCH 403: Graduate Design Studio III (6 cr)
- ☐ ARCH 352: Structures I (3 cr)
- ☐ CSTM 333: Building Science II (3 cr)
- ☐ ARCH 531: Advanced Tectonics (3 cr)
- ☐ ARCH 540: Research Methods (3 cr)

=18 Credits

SUMMER

- ☐ ARCH 510: Graduate Design Studio III (6 cr)
  - Complete in summer prior to entering 1-Year Track Fall Semester

Year 2

FALL

- ☐ ARCH 511: Graduate Design Studio IV (6 cr)
- ☐ ARCH 530: Phil./Theory of Built Env. (3 cr)
- ☐ ARCH 527: Site and Landscape Design (3 cr)
- ☐ ARCH 580: Architecture Practicum (4 cr)

=16 Credits

SPRING

- ☐ ARCH 513: Graduate Design Studio V (6 cr)
- ☐ ARCH 542: Issues in Architecture (3 cr)
- ☐ ARCH 701: Master's Capstone/Exam (2 cr)
- ☐ SDC 473: Professional Practice (3 cr)
- ☐ Supportive Elective (3 credits)

=17 Credits

*The Arch 580 Practicum credits can be split between multiple semesters.

Earned B.A. in ID or BLA from WSU

WASHINGTON STATE UNIVERSITY

M. ARCH SAMPLE PROGRAM PLAN
TWO-YEAR TRACK

Use this sample plan to keep track of the courses you need to take for the M. Arch degree following the two-year track. This plan is for those who completed their B.A. in ID or BLA from WSU. Once you've completed a class, check it off the list!

Year 1

FALL

- ☐ ARCH 501: Graduate Design Studio I (6 cr)
- ☐ ARCH 351: Structures I (3 cr)
- ☐ CSTM 332: Building Science (3 cr)
- ☐ ARCH 521: Envelope Assemblies (3 credits)

=15 Credits

SPRING

- ☐ ARCH 403: Graduate Design Studio III (6 cr)
- ☐ ARCH 352: Structures I (3 cr)
- ☐ CSTM 333: Building Science II (3 cr)
- ☐ ARCH 531: Advanced Tectonics (3 cr)
- ☐ ARCH 540: Research Methods (3 cr)

=18 Credits

SUMMER

- ☐ ARCH 510: Graduate Design Studio III (6 cr)
  - Complete in summer prior to entering 1-Year Track Fall Semester

Year 2

FALL

- ☐ ARCH 511: Graduate Design Studio IV (6 cr)
- ☐ ARCH 530: Phil./Theory of Built Env. (3 cr)
- ☐ ARCH 527: Site and Landscape Design (3 cr)
- ☐ ARCH 580: Architecture Practicum (4 cr)

=16 Credits

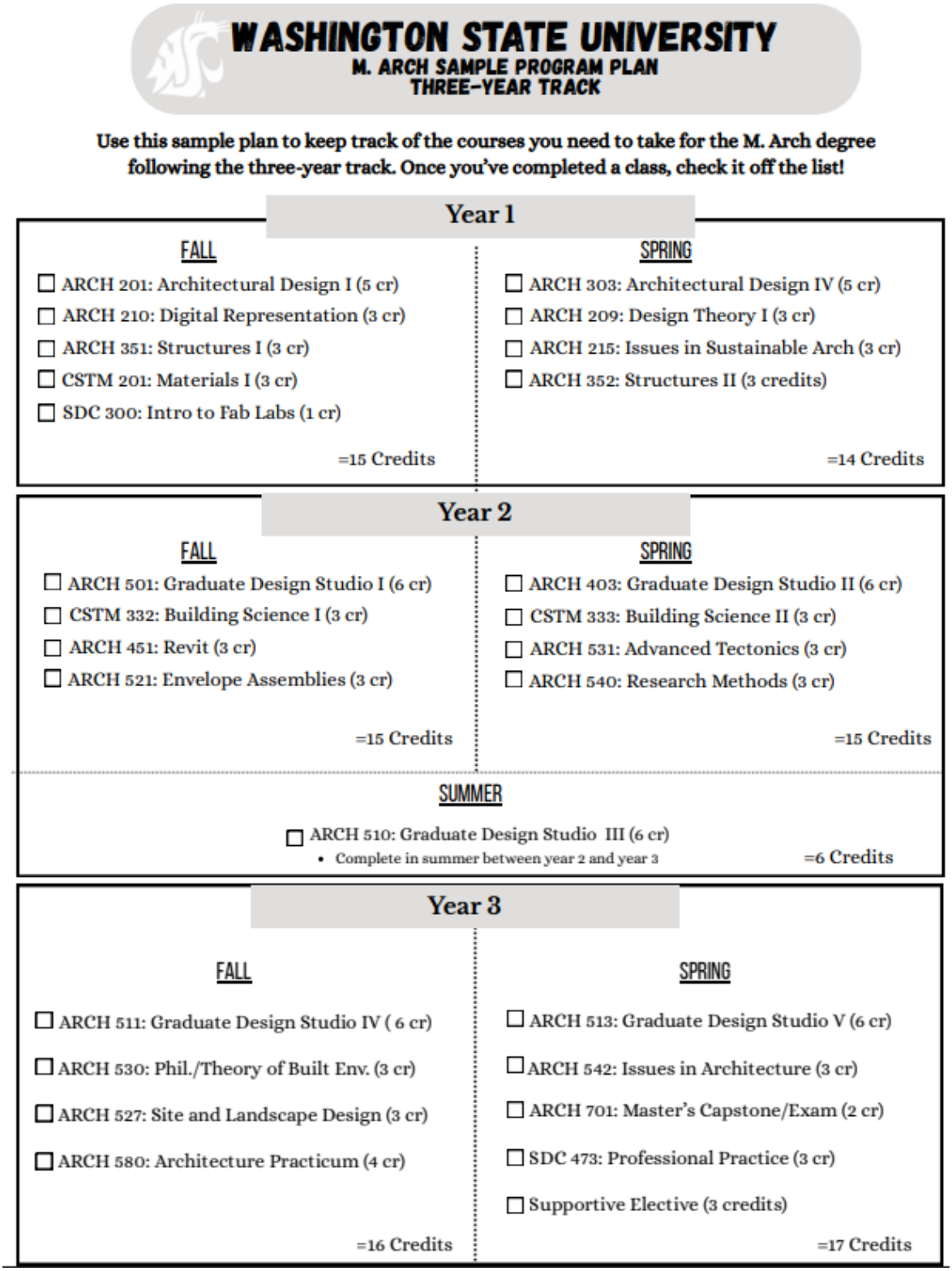
SPRING

- ☐ ARCH 513: Graduate Design Studio V (6 cr)
- ☐ ARCH 542: Issues in Architecture (3 cr)
- ☐ ARCH 701: Master's Capstone/Exam (2 cr)
- ☐ SDC 473: Professional Practice (3 cr)
- ☐ Supportive Elective (3 credits)

=17 Credits

*The Arch 580 Practicum credits can be split between multiple semesters.

3-Year Graduate Course Sample Plan



WASHINGTON STATE UNIVERSITY
M. ARCH SAMPLE PROGRAM PLAN
THREE-YEAR TRACK

Use this sample plan to keep track of the courses you need to take for the M. Arch degree following the three-year track. Once you've completed a class, check it off the list!

Year 1

FALL

- ☐ ARCH 201: Architectural Design I (5 cr)
- ☐ ARCH 210: Digital Representation (3 cr)
- ☐ ARCH 351: Structures I (3 cr)
- ☐ CSTM 201: Materials I (3 cr)
- ☐ SDC 300: Intro to Fab Labs (1 cr)

=15 Credits

SPRING

- ☐ ARCH 303: Architectural Design IV (5 cr)
- ☐ ARCH 209: Design Theory I (3 cr)
- ☐ ARCH 215: Issues in Sustainable Arch (3 cr)
- ☐ ARCH 352: Structures II (3 credits)

=14 Credits

Year 2

FALL

- ☐ ARCH 501: Graduate Design Studio I (6 cr)
- ☐ CSTM 332: Building Science I (3 cr)
- ☐ ARCH 451: Revit (3 cr)
- ☐ ARCH 521: Envelope Assemblies (3 cr)

=15 Credits

SPRING

- ☐ ARCH 403: Graduate Design Studio II (6 cr)
- ☐ CSTM 333: Building Science II (3 cr)
- ☐ ARCH 531: Advanced Tectonics (3 cr)
- ☐ ARCH 540: Research Methods (3 cr)

=15 Credits

SUMMER

- ☐ ARCH 510: Graduate Design Studio III (6 cr)
  - Complete in summer between year 2 and year 3

=6 Credits

Year 3

FALL

- ☐ ARCH 511: Graduate Design Studio IV (6 cr)
- ☐ ARCH 530: Phil./Theory of Built Env. (3 cr)
- ☐ ARCH 527: Site and Landscape Design (3 cr)
- ☐ ARCH 580: Architecture Practicum (4 cr)

=16 Credits

SPRING

- ☐ ARCH 513: Graduate Design Studio V (6 cr)
- ☐ ARCH 542: Issues in Architecture (3 cr)
- ☐ ARCH 701: Master's Capstone/Exam (2 cr)
- ☐ SDC 473: Professional Practice (3 cr)
- ☐ Supportive Elective (3 credits)

=17 Credits

*The Arch 580 Practicum credits can be split between multiple semesters.

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.

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 a shop fee are also mandatory for all students. These fees allow us to provide access to a suite of analog and digital tools that support design pedagogy.

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 the program of study and sample course plan to verify which of these courses are required to determine the 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).

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.

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)
  https://studentaid.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 acceptance/decline form, etc.).

Assistantships

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 they are available each term.

Appendix A: Portfolio Guidelines

Formatting

- Use a total of 10 pages double-sided (20 pages total) to document projects. This page count excludes the cover page, table of contents, and resume (if included).

- Use a page size and orientation suitable for PC viewing. Little or no zooming should be needed to view all content. A 16:9 aspect ratio for each page is suitable for PC screen viewing.

- No greater than 25 megabytes in size.

- PDF format and displayed either as individual or facing pages.

- Show the best projects first, which may result in a layout that is not in chronological or reverse chronological order.

- Clearly indicate which projects have been completed individually and which have been completed as part of a team. For team projects, the applicant should specify all their contributions.

Content

- **Graphic consistency.** An organizational grid and professional font used consistently to place drawings, diagrams, photos, and text help maintain consistency throughout the entire document. Locating similar types of information in similar places from page to page and from project to project in the portfolio helps reviewers navigate and understand the work documented and the merits of the work. This also demonstrates professional communication and documentation skills.

- **Hierarchy & negative space.** Document page layout that balances content, hierarchy, and negative space (margins, empty areas, gaps, 'white space') to support visual navigation from primary to secondary information on each page.

- **Editing.** Edit previous work (studio course work) to fit the portfolio format. Edit line weights- weights on large-scale posters for studio presentations do not translate well to smaller portfolio pages for PC screen viewing. Reorganize project material as needed to fit the portfolio format. Edit text and annotations as needed. Maintain the correct original proportions of drawings and images when editing. Check spelling and grammar.

- **Diverse skillsets.** Students should document their range of skill sets (model making, diagraming, sketching, conventional drawings, digital software skills, computational design, digital fabrication, graphic design, information visualization, annotation, photography, others).

- **Architectural drawings.** Document high-quality architectural drawings that the student has created. The drawings are conventionally used to communicate design proposals: plan, section, elevation, site plans, and axonometric rendering. High-quality drawings for professional practice are clear, easily readable, and convey foreground and background relationships with proper line weights.

- **Communication and narrative.** Document insightful use of annotations, diagrams, drawings, photos, etc., to communicate a design process & results, signpost the design challenges, opportunities, and parameters that influenced design decisions.

- **Projects.** The students should document their best work, not necessarily all work related to any particular project, e.g., not all four elevation drawings of a project. Document a range of projects from small-scale to large-scale in a range of physical and social contexts. Clearly signpost the project goals, performance objectives, program, materials, context, and the design and design strategies to achieve goals & objectives.

- **Integrative design with systems**. Document coordination and integration of building systems and organizational and compositional techniques for integrative design e.g., space planning grid, structural grid, construction materials, building envelope, HVAC, accessibility, life safety and egress, building codes, regulations, system performance, benchmarking (the impacts of project design and the built environment on human and ecological health and wellbeing.

- **Photographs.** Document high-resolution photographic images (300PPI, about 14" X 9" max size image) that balance light and shade, and that establish visual focus, e.g., on an idea or material relationship.

Appendix B: ARCH 580

Option 1

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.

Course Objectives and Requirements:

The Arch 580 Architecture Practicum Option 1 requires 4 credit hours (45 hours/credit). Option 1 involves an internship supervised by a licensed architect, based on the Architectural Experience Program™ (AXP™) developed by NCARB. ARCH 580 Option 1 corresponds with the NCARB AXP experience setting "A." ARCH 580 Option 1 supports gaining and recording professional experience that can count toward architecture licensure in the US and Canada. With broad experience areas that reflect the current phases of practice, the AXP program prepares interns for practice from site design to project management. Prior to proposing an ARCH 580 Practicum, students should familiarize themselves with the AXP guidelines and learn how to report experience hours as indicated on the NCARB website. Download a PDF copy of the AXP Guidelines here.

Student Responsibilities

1. Discuss and complete the ARCH 580 proposal form with a potential supervisor, a licensed architect. Define and draft a schedule of tasks, duties, responsibilities, and hours to be worked weekly. Record this on the proposal form. Review the AXP documentation and credit instructions.
2. Submit a draft of the proposal to the ARCH 580 Instructor (Graduate Program Director for Architecture) for input and approval.
3. Be enrolled in ARCH 580 **during the practicum & for completion of the practicum.**
4. At the end of the practicum semester, the students should provide their supervisors with the ARCH 580 evaluation form. The supervisor should complete the form, sign it, and return it to their mentee.
5. Submit the ARCH 580 evaluation form signed by the supervisor to the ARCH 580 Instructor for final grading and course credit.

Supervisor Responsibilities

1. Approve the project with a signature on the ARCH 580 proposal form and read about the responsibilities of an AXP supervisor.
2. Provide agreed-upon experience while exercising direct supervision over the candidate; helping the candidate create a strategy to gain the experience needed to complete the AXP; and providing coaching and instruction throughout a project, followed by reviewing the candidate's experience reports.
3. At the end of the practicum semester, complete the ARCH 580 evaluation form. Provide 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 ARCH 580 instructor for final grading and course credit.

Important Note: Completion of proposal form is recommended prior to the start of the fall and spring semesters **and required two weeks prior to student enrollment in the summer term**.

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

Student: _____
Supervisor: _____
Date: _____

Option 1 Proposal Form (pre-enrollment)

The student should complete the proposal form by describing the intended experience in the "setting" and "type of work" categories listed below. Meet with your intended project advisor/mentor before completing the form to discuss & agree on which intended experiences listed on the form shall be the basis of the experience.

Please return to your ARCH 580 instructor through Canvas by the second week of the semester for approval.

A. EXPERIENCE SETTING (circle one)	A	O	
A: You must be employed by a firm engaged in the lawful practice of architecture with your work supervised by an architect licensed to practice in the United States or Canada. **O**: covers other types of experience that qualify for the AXP™. There are several opportunities in setting O, and each has its own requirements regarding your credentials and your candidate's employment status. https://www.ncarb.org/gain-axp-experience/experience-requirements			
Type of Work	Description		
Practice Management focuses on running an architecture firm (experience managing a business, marketing your firm, securing projects, working with clients, and sustaining a positive and professional work environment.			
Project Management includes delivering projects that meet your contractual requirements (budget, coordination, and execution).			
Programming & Analysis focuses on the first phase of a project, often referred to as pre-design (researching and evaluating client requirements, building code and zoning regulations, and site data).			
Project Planning & Design focuses on the schematic design phase of a project (lay out building designs, review building codes and regulations, coordinate schematics, and communicate design concepts).			
Project Development & Documentation focuses on projects after the schematic design has been approved (preparing construction documents and coordinating with regulatory authorities for approvals).			
Construction & Evaluation focuses on the construction administration and post-construction phases of a project (being on the job site; meeting with contractors, clients, and building officials, and punching lists).			
Community-based design center/collaborative includes volunteer service in support of a charitable organization. See the roster of approved organizations.			
Design competition (must be outside of employment and/or coursework).			
Other (please explain)			
Number of credit hours to be completed			
Contact Information for Supervisor			
Name of firm for internship/or title of practicum experience			

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

Student: _____
Supervisor: _____
Date: _____

Option 1: Evaluation Form

This evaluation form should be completed by the project mentor/advisor. The project supervisor should evaluate the student's experience by the degree of exposure the student had to the activities listed below throughout the experience.
N/A: no exposure; **Aware:** minimum exposure; **Informed:** moderate exposure; and **Understand:** maximum exposure.

Please return to your ARCH 580 instructor through Canvas by Monday of finals week.

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

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

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

Option 2

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 assistance, entry into an architectural design competition, and travel-study.

Course Objectives and Requirements:

The ARCH 580 Architecture Practicum Option 2 equals four credit hours (45 hours/credit) involving a supervised practicum or independent research project related to the field of architecture. ARCH 580 Option 2 could provide a framework to gain and record professional experience. Some hours/experiences may be reported/approved in accordance with AXP guidelines, though that is not a requirement for Option 2. 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 and how to report experience hours as indicated on the NCARB website. Download a PDF copy of the AXP Guidelines here.

Student Responsibilities

1. Discuss and complete the ARCH 580 Option 2 proposal form with a potential supervisor. Define and draft the goals and objectives, expected outcomes, a schedule, list of tasks, duties, responsibilities, and hours to be worked weekly. Review the AXP documentation and credit instructions.
2. Submit a draft of the proposal to the Arch 580 Instructor (Graduate Program Director for Architecture) for input and approval.
3. Be enrolled in ARCH 580 **during the practicum & for completion of the practicum**.
4. At the end of the practicum semester, the students should provide their supervisors with the ARCH 580 evaluation form. The supervisor should complete the form, sign it, and return it to their candidate.
5. Submit the ARCH 580 evaluation form signed by the supervisor to the ARCH 580 Instructor for final grading and course credit.

Supervisor Responsibilities

1. Approve the project with a signature on the ARCH 580 proposal form.
2. Provide agreed-upon experience while exercising direct supervision and provide coaching and instruction. Review the student's progress and experience regularly during the practicum. Provide feedback and input as needed.
3. At the end of the practicum semester, complete the ARCH 580 evaluation form. Provide the student with the evaluation form (or a copy) and review the assessment of the student's performance with the student. The student should then submit the evaluation form to the ARCH 580 instructor through Canvas for final grading and course credit.

Important Note: Completion of proposal form is recommended prior to the start of the fall and spring semesters **and required two weeks prior to student enrollment in the summer term**. Special consideration and thorough coordination are required for any/ all summer term enrollments in ARCH 580 not related to internship experience. This is to ensure both students and faculty can realistically dedicate time and/ resources needed for successful completion of course credits.

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

Student: _____
Faculty: _____
Date: _____

Option 2: Proposal Form (pre-enrollment)

The student should complete the proposal form by describing the intended experience for the practicum. The proposal should be as specific and detailed as possible.

Please return to your ARCH 580 instructor through Canvas by the second week of the fall/ spring and two weeks prior to the summer term for approval.

A. EXPERIENCE SETTING (overview)
B. GOALS AND OBJECTIVES
C. TASKS AND RESPONSIBILITIES

D. EXPECTED OUTCOMES
E. SCHEDULE

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

Student: _____
Faculty: _____
Date: _____

Option 2: Evaluation Form

This evaluation form should be completed by the faculty mentor/ supervisor by evaluating the students' experience through their performance in the categories listed below.

Please return to your ARCH 580 instructor through Canvas by Monday of finals week.

A. STUDENT PERFORMANCE (summarize)

Criteria	Exceeds	Acceptable	Unsatisfactory	N/A
Quality of Work: Accuracy, completeness & correctness of work reflect work ethic & 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 in writing)				
Assessment: Receptive to direction and constructive criticism				
Other criteria:				
Other criteria:				

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

Appendix C: Miscellaneous Information for Students

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 on the bottom floor of Daggy. Digital fabrication services (CNC milling, laser cutting, 3D printing) are provided by trained shop technicians. All SDC students are charged a shop fee which provides student 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.

Counseling Services

Beginning in the Fall of 2025, VCEA is opening a Wellness Center and offering a space to relieve stress and focus on self-care to its students in Daggy 100.

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.

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.

Appendix D: 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 Policies and Procedures
- Center for Community Standards
- Academic Regulations
- Graduate School Policies and Procedures