



**MASTER OF
ARCHITECTURE**
KNOWLTON SCHOOL

2019 WELCOME GUIDE

WELCOME

Dear Incoming Graduate Architecture Student,

Welcome to the Knowlton School Master of Architecture Program. While you will be among the hardest working groups on campus, through a unique set of opportunities from international travel to community assistance programs, Knowlton architecture graduate students are also among the most culturally aware, socially and politically engaged citizens of the world.

Here at Knowlton, you'll be creating like artists, executing like engineers, and making like craftspeople all while learning about the discipline and identifying your place within it. Improvisation mixed with rigor and diligence will be your guiding principles. Architecture is a highly synthetic pursuit that is exceptionally expansive rather than narrow in scope. You'll develop a complex mix of cultural awareness and aesthetic sensibility, and the ability to communicate ideas and intentions through writing, drawing, diagramming, modeling, and other media. The program will introduce you to broad knowledge of building technologies, materials, environmental concerns and methods of organization. Within a global communication culture where we are used to acquiring information quickly and directly, how do we understand the pursuit of a discipline that demands many years of focused study and whose primary output (buildings) are also years in the making?

There is no simple answer to this question, but we ask that you enter this year with an open mind. The culture of graduate architectural education is different from that which you may have encountered in previous academic settings. Success in the upcoming year will be determined by the expansion of your intellectual horizon, through all of your coursework, but most significantly through the studio. The studio is where all knowledge flows and gets synthesized, where students discuss ideas with their instructors but more importantly with their peers. It is where students practice technique and gain knowledge through the act of making itself, not in isolation, but in constant dialogue with a studio community. The studio fosters a form of practice where a complex dialogue between each student, their peers and the world at large unfolds.

We are looking forward to the journey ahead. Relax, enjoy your summer and get ready for the journey ahead.

Sincerely,

Beth Blostein
Architecture Graduate Studies Chair

Architecture Administrative Faculty + Staff (2018-2019)

Name	Title	Office	Phone	Email
Todd Gannon	Architecture Section Head	200E	614-292-3190	gannon.14@osu.edu
Beth Blostein	Graduate Studies Chair	273	614-292-7442	blostein.3@osu.edu
Jacquelyn Monnin	Graduate Programs Coordinator	100A	614-292-1404	monnin.69@osu.edu

Contact information for other Knowlton faculty and staff can be found on the [Knowlton website](#).

Section Head

The Architecture Section Head serves as the head of the Architecture program at Knowlton and handles the higher level administration of the undergraduate and graduate programs.

Graduate Studies Chair

The Graduate Studies Chair (GSC) serves as the head of the M.Arch program at Knowlton. Any forms and petitions including course substitutions, credit hour increases, are typically approved by the GSC.

Faculty Advisors

Faculty advisors are assigned at the beginning of Autumn Semester. Faculty advisors act as mentors to our students, assisting in the selection of electives and providing professional guidance.

Graduate Programs Coordinator

The Graduate Programs Coordinator is a useful resource for students in navigating the administration of the programs and clarifying program requirements in addition to policies and procedures.

Additional Resources

Knowlton School: knowlton.osu.edu

Ohio State University: osu.edu

Graduate School: gradsch.osu.edu

Buckeyelink (*Financial Aid, Bursar's Office, Registrar's Office*): buckeyelink.osu.edu

Housing: offcampus.osu.edu/off-campus-living

Transportation: ttm.osu.edu

Parking: campusparc.com/osu

Office of Disability Services: ods.osu.edu

Office of International Affairs: oia.osu.edu

Student Health Services: shc.osu.edu

NEXT STEPS

Admissions Provisions

If provisions were stated in your admission letter, make sure to complete them prior to the beginning of your first semester. A common provision is sending your official transcripts to OSU Graduate Admissions. You would be required to send an official transcript if you previously sent an unofficial copy for your application and/or if your transcripts were submitted prior to your degree completion. Questions regarding transcripts may be directed to the OSU Graduate Admissions Office and their contact information can be found on their [website](#).

New Student To-Do List

See the Graduate School's "[New Student CheckList](#)" with information regarding activating your OSU email account, scheduling classes, obtaining your OSU ID and paying fees.

Important Dates

Incoming students should plan to arrive on campus at least 2 weeks before the semester begins. All 3 year students, and those 2 year students from outside Knowlton will attend an intensive workshop from **August 5-16**. More information about this workshop will be sent in the summer. See below for details on the university's academic calendar and registration/fee deadlines. Classes begin **August 20, 2019**.

[OSU Welcome Week](#)

[OSU Academic Calendar](#)

[Registration and Fee Deadlines](#)

Financial Aid

If you are awarded a scholarship, the award will usually be posted to your account towards the end of July and you must be enrolled full-time in order for the aid to post. If you are awarded a Graduate Associateship (GA), you must be enrolled by the tuition and fee due date in order for benefits to post. Details regarding GA positions are typically sent out in the summer. If you were awarded a GA position, you will be required to be in Columbus at least two weeks prior to the start of classes in order to fill out your paperwork. Monitor your email as instructions will be sent regarding next steps. You can refer to our [Graduate Associateships page](#) on our website to get an initial idea of what's to come. Note that new employees are required to present documents as part of the Employment Eligibility Verification (I-9) form. See the last page of the [form](#) for a list of acceptable documents. Photocopies are not acceptable, so be sure to have your documents with you in August when you come to fill out your paperwork. For information regarding financial aid opportunities, refer to the school's [financial aid page](#).

Course Registration

[Buckeyelink](#) is the main website for students to access the schedule of classes, register for classes, and view their statement of account and financial aid, etc through their student center. For detailed instructions on how to use your student center, please refer to the following resources:

[Student Center Help](#) | [Knowlton School Course Scheduling](#) | [Graduate School Course Registration](#)

Course Registration and Curriculum

Students will be able to register for fall classes beginning at the end of March. After you have accepted your admission and gone through the matriculation process, it will take a few days for you to be assigned an enrollment appointment, which is the date and time when you are able to start enrolling in classes. When you have been assigned an appointment to begin enrolling, you'll be able to see it in your student center. Students can continue to register for classes through the first couple of weeks of the semester. See the guides above and the [Registrar's website](#) for details on deadlines and processes. Prior to registering for classes **each term**, you must complete a financial responsibility statement, which you will see in your student center. Until you complete this, you will have a hold on your account.

Curriculum sheets are available on the [Knowlton website](#). Read the curriculum sheet carefully and enroll in the courses listed for your first semester. Open electives can be any graduate level course at the University. 6000 level courses and above are graduate level. 5000 level courses are offered for both graduate and undergraduate credit, and graduate students should be sure to select the graduate section when enrolling. To search for only graduate level courses, select "graduate" as the course career in the search function. 4000 level courses outside of ARCH can be used towards degree requirements if taught by a lecturer or faculty member. See OSU's [Find People](#) database for instructor information. The [schedule of classes](#) on [Buckeyelink](#) can be used to search for all courses offered at OSU in specific, upcoming terms.

Course Waivers

Students who have previously completed coursework that is equivalent to a required course in our curriculum may request to waive out of that course requirement. Waivers are approved on a case by case basis by the instructor teaching the course. You should begin gathering your materials for any courses you will request to waive to submit for instructor review. Credits for a waived course must be made up with other graduate level coursework at OSU prior to graduation. You should register for the courses listed on the curriculum sheet, but if you expect to waive a course you might also begin looking for a class to replace it this fall. The process to have a course waived is as follows:

- 1) The student completes the [Course Waiver Form](#) (find it posted on the [Current Students](#) section of the Knowlton website). To find the instructor assigned to the course you are attempting to waive, you can check the OSU [Schedule of Classes](#).
- 2) The form is automatically sent to the instructor email address provided on the form the student completes. *For this reason, it is very important that you correctly list the instructor's OSU email address on the form. See contact information in the Knowlton [Faculty Directory](#).
- 3) The instructor forwards that form with their approval to the Graduate Programs Coordinator.

As part of an administrative process, students who have been granted advanced standing directly into the 2 year program will be required to provide syllabi for previous coursework. You should begin compiling syllabi for courses listed in our first year of the program. Please note that this process will not have an effect on your advanced standing.

International Students

Most international students are also required to take an English composition placement test upon arrival. Based on the test results, students may be required to complete 1-2 English as a Second Language (ESL) courses within their first year. Note that these courses are in addition to your degree requirements. See the Graduate School Handbook regarding [ESL Composition](#) and [Spoken English](#) requirements.

HOUSING + TRANSPORTATION



Explore Columbus!

[Experience Columbus](#) | [Columbus Alive](#) | [Columbus Underground](#) | [Live Work Play](#) | [OSU Campus Map](#)

Housing

Though there is graduate housing on campus, many of our graduate students live north, south or west of campus. There are many advantages to living close to Knowlton. See below for maps and websites.

[Columbus Neighborhoods Info](#) | [On-campus Housing](#) | [Off-campus Housing](#) | [Downtown Housing](#)
[Arena District Housing](#) | [Metro Rentals](#)

Residency

After 12 months of living in Ohio, students who establish Ohio residency can drastically reduce their tuition and fees. See the [Registrar's website](#) for details on the requirements and process of applying. Also note that Ohio established a provision called "*Forever Buckeye*" which allows students to establish in-state residency if they graduated from an Ohio high school. If you want to establish residency, you should review the procedure and plan to move to Ohio accordingly.

Transportation and Parking

Buses

[COTA](#): Central Ohio bus system; All OSU students are required to pay a COTA fee, which is about \$14 per semester, and is included in the tuition and fees. This fee allows students to ride the COTA bus an unlimited amount of times by swiping their OSU ID. [CABS](#): OSU bus system, which is free for everyone.

Biking

Biking can also be an efficient way to get around the campus and the city. A bike trail runs along the Olentangy River from downtown northward for over twelve miles going past campus up to the suburb Worthington. There are also bike routes and racks throughout the campus area. [Ohio Bikeways](#)

Parking

Parking on campus requires a parking pass, which can be purchased through [CampusParc](#). Different lots and garages can be accessed with the different types of passes, which can range anywhere from \$20 a year to \$700 a year depending on your level of access.

PREPARATION + FACILITIES

Preparation

Students should be versed in general Windows operations, and have a good working knowledge of Microsoft Word, Excel and PowerPoint. More significant to studio work are the visual representation programs. Familiarity with the suite of Adobe programs including Photoshop, Illustrator and InDesign is critical to studio work. Finally, there are a number of core drafting and modeling programs with which students should be familiar, such as AutoCAD, Rhino 3D, SketchUp and 3DS Max (up to instructor). Temporary demo copies are typically available from the software providers and there are a wide range of free tutorial sites online to get you started like designreform.net and lynda.com. The OSU [Digital Union](#) also provides workshops for various software and the University offers a variety of public domain, bulk purchase, and site-licensed software to the OSU community. All programs are installed in the Knowlton computer labs and studio desks, but for students interested in purchasing software, we recommend [techHUB](#) or [Wexner Center for the Arts Store](#). Instruction in these programs will be offered within the studio environment but it is important to get a jump start on these programs on your own.

In order to support new students with a smooth transition, the school will be offering an introduction to the basics of architectural representation. Students who participated last year have said that the workshops were invaluable preparation for the program. Students admitted to the 3 year program are required to attend, while those admitted to the 2 year are highly encouraged to do so. Jacquelyn Monnin will collect RSVP information for those who will attend.

The class that we are offering will be free and will run from August 5-16. Sessions will be Monday-Friday during regular business hours. The class will be a two week, ten session, workshop covering the conceptual and practical basis of architectural drawing and communication. It will include a basic outline of the tools necessary to begin the Knowlton School's Master of Architecture curriculum and it will provide a brief conceptual overview of the implication of representation techniques within the discipline. Sessions will concentrate on both the theoretical foundations of architectural representation and the practical techniques used directly in the studio environment.

The workshop will outline the basic forms of architectural projection and their meaning and will offer practical lessons on their application using digital software. Techniques covered will include: the basics of orthographic projection, descriptive geometry, 3D projections and some limited discussion of advanced parametric modeling systems and techniques of digital to physical translation. Basic compositing and image manipulation will also be covered including the techniques of moving data between three dimensional systems of modeling and two dimensional systems of graphic display and communication. Thus the basics of drafting, modeling and compositing will be presented in such a way so as to jump start the work in the design studio this Autumn.

Facilities

Our MArch studios provide one computer for every graduate student and Knowlton Hall has two computer labs. Students will have access to the Knowlton network drives for storage, but it is recommended that you bring an external hard drive. Extensive manual and digital shop facilities are located in the lower level of Knowlton and in the studio space. Students are required to attend an orientation session to the facilities. The Architecture Library is located on the fourth floor of Knowlton Hall and contains more than 50,000 volumes as well as access to numerous other libraries through OhioLINK.

ADDITIONAL OPPORTUNITIES



Events

The Knowlton School offers numerous opportunities for students to learn outside of the classroom and to interact with professionals in the various disciplines through our annual lecture series, conferences, competitions, charrettes, workshops, and other experiences throughout the year. We also like to have fun with our annual Fashion Schau, Beaux Arts Ball and other events! Take a look at the [Knowlton website](#) to see the types of events you have to look forward to! There is always something going on around campus and you can check out the calendar of events on the [OSU website](#) and the OSU [Student Union website](#) for details on Union sponsored events and our discount ticket program.

Student Organizations

At Knowlton we have 7 student organizations, including the American Institute of Architecture Students (AIAS). There are also over 1,000 student organizations at OSU and you can even create your own! Such a large university has something for everyone. Check out our [website](#) for more information on our student organizations.

Travel Programs

The school is very proud to host a wide range of domestic and international travel opportunities. In addition, students may pursue independent travel opportunities relating to research projects. Check out the [travel page](#) of the Knowlton website for details. The University also hosts many travel programs via the [Office of International Affairs](#).

Minors and Dual Degrees

It is also possible to receive a graduate minor along with your degree and within the Knowlton School. More information on graduate minors can be found on the [Graduate School website](#). Through the Knowlton School we offer a graduate minor in City and Regional Planning and details can be seen on our [website](#). Courses taken towards these requirements may count as open electives towards your M.Arch degree. For details, see Knowlton Graduate Programs Coordinator, Jacquelyn Monnin.



MASTER OF ARCHITECTURE

The Master of Architecture (MArch) curriculum couples advanced professional knowledge with a speculative disciplinary agenda. The G1 year is the foundation year, which develops a student's critical, technical and aesthetic sensibilities. The G2 year grounds students in professional competency, while the third year cultivates disciplinary expertise through advanced research. Students admitted with advanced standing bypass the G1 year curriculum unless otherwise notified.

G1 AUTUMN

ARCH 6410	Accelerated Arch Design I	6	
ARCH 5110	History of Architecture I	4	
ARCH 7210	Architectural Theory I	3	
ARCH 5510	Construction I	3	16

G1 SPRING

ARCH 6420	Accelerated Arch Design II	6	
ARCH 5120	History of Architecture II	4	
ARCH 5810	Systems I	3	
ARCH 5520	Construction II	3	16

G2 AUTUMN

ARCH 7410	Advanced Arch Design I	6	
ARCH 5710	Structures I *	4	
ARCH 6810	Systems II	3	
ARCH 5130	History of Architecture III	3	16

G2 SPRING

ARCH 7420	Advanced Arch Design II	8	
ARCH 7220	Architectural Theory II	3	
ARCH 6710	Structures II	3	
ELECTIVE	Elective	3	17

G3 AUTUMN

ARCH 8410	Advanced Arch Design III	8	
ARCH 8210	Master Practitioner Seminar	3	
ARCH 8220	Master Project Prep	3	
ELECTIVE	Elective	3	17

G3 SPRING

ARCH 8420	Advanced Arch Design IV	8	
ARCH 7310	Professional Practice	3	
ELECTIVE	Elective	3	14

TOTAL CREDIT HOURS REQUIRED TO GRADUATE:

STANDARD ADMISSION (G1/G2/G3):	96
WITH ADVANCED STANDING (G2/G3):	63

* Students entering G2 with advanced placement are waived of ARCH 5710 and replace the credits with elective hours.

ELECTIVES

Architectural Electives

Students must complete a minimum of **6 credit hours** of architectural seminar electives. Each seminar is 3 credit hours and is repeatable. The two seminar course numbers are ARCH 5290 Topics in Architectural Theory and ARCH 5590 Topics in Building Technology.

Open Electives

Open electives can be any graduate-level coursework taken across the university and may include additional arch electives. Courses within architecture must be 5000 level and above (graduate section). Courses outside of architecture may be 4000 level and above if taught by a lecturer or professor. If any course is waived, the credit hours must be replaced with open elective hours prior to graduation in order to reach the total minimum required credit hours for the degree.