

ARCH, CRP AND LARCH 1100: KNOWLTON SURVEY

FALL 2014 SYLLABUS

1 CREDIT HOUR

Instructor and Course Information:

Instructor: Christine Meadows, M.Ed., Academic Counselor, Knowlton School of Architecture

Instructor email: meadows.241@osu.edu

Office Hours: By appointment; please go to KSAadvising.genbook.com or call 614.292.1012

Location: 120 Caldwell Lab

Class meetings: Mondays from 12:40pm to 1:35pm

Graded: Letter

Course Overview:

The course is designed to introduce you to the Bachelor of Science degrees in Architecture, City and Regional Planning and Landscape Architecture at Ohio State, as well as the university and Knowlton School of Architecture academic policies and procedures. The course is a graduation requirement for the university. It is expected that all new first year students complete this course in their first semester at Ohio State.

This course will meet once a week for lecture on Mondays from 12:40pm to 1:35pm in 120 Caldwell Lab. Course work for this class will involve reading, writing, and research-both through texts and explorations, and a final examination. Information will be presented by the instructor as well as guest speakers.

All course material can be found online through the course website, www.carmen.osu.edu.

Course Objectives:

Upon successful completion of this course, students will:

- Develop awareness of what to expect from your undergraduate experience and process to obtain a degree.
- Understand the different degrees and curriculum offered at the Knowlton School of Architecture and the General Education(GE) Curriculum: purpose, content/requirements and structure.
- Develop an understanding of university dates/deadlines and other policies.
- Become familiar with the university's academic policies, resources and support services.
- Use technology resources effectively in academic planning, especially with course planning and course registration.
- Establish a relationship with the Knowlton School of Architecture Students Services Staff.
- Explore different career paths one can take within all three undergraduate degrees.

Knowlton School of Architecture

The Knowlton School of Architecture is an administrative unit within the College of Engineering at The Ohio State University. The School is comprised of three academic sections: Architecture, Landscape Architecture, and City and Regional Planning. Each section offers undergraduate and graduate programs of study to a combined student population of nearly 900 students.

The Mission of Knowlton

- Educate future architects, planners, and landscape architects;
- Shape, as well as serve, the professions of Architecture, City and Regional Planning, and Landscape Architecture;
- Contribute to the intellectual and creative purposes of the University;
- Promote the improvement of environmental quality and design on the campus and elsewhere.

Required Texts and Availability

All course readings will be available on the class website, www.carmen.osu.edu. Additional reading materials and articles will be distributed in class.

- *The Glass Castle* by Jeannette Walls (which you should have received during your Freshman Orientation this summer) ISBN: 074324754X

Students can access textbook information via the Barnes & Noble bookstore website: www.shopOhioState.com. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books on line.

Web Resources

Knowlton School of Architecture: <http://knowlton.osu.edu/>

Carmen: www.carmen.osu.edu

Buckeye Link: www.buckeyelink.osu.edu

First Year Experience: www.fye.osu.edu

Academic Honesty Policy

As members of a University community, students are expected to uphold the highest standards of academic honesty in all course work. Penalties for plagiarism, cheating, or other acts of academic dishonesty may include receiving a failing grade, dismissal from the University, or revocation of degree.

From: <http://oaa.osu.edu/coamfaqs.html#academicmisconductstatement>

The Ohio State University and the **Committee on Academic Misconduct (COAM)** expect that all students read and understand the University's [Code of Student Conduct](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Failure to follow the rules and guidelines established in the University's Code of Student Conduct may constitute "Academic Misconduct." Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

In the Ohio State University's [Code of Student Conduct](#), Section 3335-23-04 defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's [Code of Student Conduct](#) is never considered an "excuse" for academic misconduct.

Other sources of information on academic misconduct (integrity) to which you can refer include

- The Committee on Academic Misconduct web page: <http://oaa.osu.edu/coam.html>

- *Ten Suggestions for Preserving Academic Integrity:* <http://oaa.osu.edu/coamtensuggestions.html>
- *Eight Cardinal Rules of Academic Integrity:* www.northwestern.edu/uacc/8cards.html

Disability Statement

Students who have documented any learning disabilities with the Office of Disability Services are encouraged to meet with the course instructors to discuss arrangements for any approved accommodations. **“Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.”**

Please contact the Office of Disability Services if you have any questions. Students requiring modified versions of written materials (large print, Braille, tape, etc.), class modifications (e.g. American Sign Language), or an alternate format for submission of written materials, please privately contact one of the instructors. Every effort will be made to work with you to accommodate your specific learning needs.

Non-Discrimination Policy

The Ohio State University does not tolerate discrimination. This includes discrimination based on race, religion, ethnicity, sexual orientation, gender identity, age, sex, ability or additional categories not listed here. If you witness discrimination against yourself or another, please report this to the instructor as soon as possible.

****It is the discretion of the instructor to ask a student to leave class if they are disrespectful and/or disruptive to those around them (including me); no exceptions.** The incident will be documented and shared with appropriate offices on campus, including the Office on Student Conduct(<http://studentconduct.osu.edu/page.asp?id=33>) .

Grading

Grading for this course will follow University guidelines and utilized (+) and (-) grading. Final grades are determined at the discretion of the instructor. The ultimate concern is a working understanding of The Ohio State University and field of study.

Work turned in late will not be accepted; no exceptions. Any work not turned in by stated deadline will receive a zero.

<u>Letter</u>	<u>Points</u>	<u>GPA</u>
A	250-233	4.0
A-	232-225	3.67
B+	224-218	3.33
B	217-208	3.0
B-	207-200	2.67
C+	199-193	2.33
C	192-183	2.0
C-	182-175	1.67
D	174-150	1.0
E	149-0	0.0

Assignments

All assignments will be turned in by class time(12:40pm) via Carmen Drop Box or via email to meadows.241@osu.edu, unless otherwise stated.

Item	Points	Due
Class Attendance	30 Points	Ongoing
Campus Resource Assignment	10 Points	Week 5: Monday, September 22 nd at 12:40pm via Carmen Drop Box
FYE Success Series(2 required; 1 must be related to the Summer Reading Book)	10 Points	Week: 13: November 21 st ---sign up early!
Summer Reading Trivia Questions	10 Points	Week 5: Monday, September 22 nd at 12:40pm via Carmen Drop Box
In Class Book Discussion	10 Points	Week 6: Monday, September 29 th
Degree Audit	5 Points	Week 8: Monday, October 13 th : bring a copy to class
Degree Plan and Class Projection	20 Points	Due: during required advising appointment weeks 8-15
Advising Appointment	25 Points	Please schedule the appointment during weeks 8-15 through KSAadvising.genbook.com
Career Assignment	20 points	Week 13: Monday, November 17 th at 12:40pm via Carmen Drop Box or email to meadows.241@osu.edu
Explore Columbus Book	50 Points	Week 14: Monday, November 24 th at 12:40pm via Carmen Drop Box
Take Home Final	60 Points	Monday, December 8 th at 12:40pm via Carmen Drop Box or email to meadows.241@osu.edu
Total	250 points	

Description of Assignments

Class Attendance and Participation: 30 points

Class attendance is required, and consists of the following expectations:

- Attendance at each class session for the entire class meeting period.
- Completion of reading assignments prior to the class for which they are assigned.
- Contribution to class discussions, including participation in class activities.

According to university policy, any student with 3 or more unexcused absences will fail.

Absences may be excused if advanced consent is given, doctor's note is presented, etc.

Using electronic devices for non-class related topics, will result in loss of full attendance/participation points per class.

Campus Resource Assignment: 10 points

There are many resources available to you on campus—inside and outside of the classroom. This assignment is designed to familiarize you with some of them; it is a “scavenger hunt” of sorts. The assignment is due **Monday, September 22nd by 12:40pm via Carmen Drop Box**. If the assignment is turned in after the deadline, it will be considered late and you will receive a zero for this assignment.

First Year Experience Success Series: 10 points

You will attend **two** First Year Experience Success Series on any of a variety of issues important to student success; one must be related to the Buckeye Book Community summer reading. The autumn semester Success Series runs from **September 15^h through November 21st**. Please plan on completing the FYE assignment early in the semester, as many sessions fill up quickly. The FYE Web Address to sign up for the sessions is:

www.fye.osu.edu/successseries.html. ****Note: in order to earn credit for your participation in an FYE event, you must stay for the duration of the session, complete the proper registration and online reflection in a timely fashion.****

Extra credit: 1 additional FYE Success Event = 5 points.

Select **only one additional** FYE Success Series event that strikes your interest for extra credit. Try to make the most out of this by choosing a topic you are unfamiliar with. Please note: in order to earn credit for your participation in an FYE event, you must stay for the duration of the session, complete the proper registration and online reflection in a timely fashion.

Buckeye Book Community; Book Discussion: 10 points

The Buckeye Book Community is an opportunity for first-year students to share in a significant academic experience with their classmates. This year, you will be reading *The Glass Castle* by Jeannette Walls. The Office of First Year Experience is planning several events around this book, Ms. Walls will be coming to campus on September 23rd to the Mershon Auditorium. You will participate in a **book discussion on Monday, September 29th** in your survey class and are required to participate in a First Year Experience Success Series related to the book.

The Trivia Game about *The Glass Castle*: 10 Points

We will have a lively discussion about *The Glass Castle* along with a Trivia Game about the book. Students will be required to submit 5 trivia questions about the book **by Monday, September 22nd at 12:40pm via Carmen Drop Box**. Questions can be multiple choice, true/false, etc. If the assignment is turned in after the deadline, it will be considered late and you will receive a zero for this assignment. .

Degree Audit Report (DARS): 5 points

For this assignment, print off a copy of your Degree Audit Report (DARS)—an important degree-planning tool—and **bring it to class on Monday, October 13th**. Go to www.buckeyelink.osu.edu, select the “Grades and Advising” tab, and click on “Degree Audit Report.” Follow the prompts. If the assignment is turned in after the deadline, it will be considered late and you will receive a zero for this assignment.

Career Assignment: 20 points

As a Knowlton student, it is not only important to learn about your discipline (what requirements you need to complete, professional career opportunities), but to learn about the other programs offered at the Knowlton. The purpose of the assignment is to

- a) learn about your own program: what specific requirements you need to complete to be admitted to the major and graduate,
- b) learn about what career opportunities you can pursue after graduation (what additional schooling may or may not be required, list one traditional career path and one alternative career path, licensure/certification requirements, etc)
- c) learn about 1 other major program offered at Knowlton and their specific requirements to apply to that major and graduate and

d) learn about what career opportunities you can pursue in that major after graduation(what additional schooling may or may not be required, list one traditional career path and one alternative career path, licensure/certification requirements, etc).

This assignment must be **two pages double spaced plus a works cited/reference page**, 12 size font Times New Roman, margins 1 inch around. Make sure you address each point that was outlined in the description of the assignment and cite your sources. This assignment is due **by Monday, November 17th at 12:40pm via Carmen Drop Box or email to meadows.241@osu.edu**. If the assignment is turned in after the deadline, it will be considered late and you will receive a zero for this assignment. To learn more on how to cite or create a reference page, please go here: <https://owl.english.purdue.edu/owl/resource/747/1/> .

Bachelor of Science Degree Academic Plan and Course Projection: 20 points

Upon reading the degree planning materials available on the course website, use the “Degree Plan” to map out the courses you plan to take to complete the General Education, your major and other courses. **To complete the assignment, you must meet individually with an advisor, bring your completed degree plan and completed course projection to be reviewed during weeks 8-15.** You will also be responsible for planning out your schedule for the next two semesters. To schedule an appointment, please go to KSAadvising.genbook.com or call 614.292.1012. Please note that advising appointments fill quickly. **Plan a head!**

Advising Appointment:25 points

You must schedule an appointment with a Knowlton School of Architecture Counselor to go over your degree plan and two semester projection. Please go to KSAadvising.genbook.com or call 614.292.1012 to schedule the appointment. Remember to schedule an appointment early, as counselors’ schedules fill quickly.

Explore Columbus Book: 50 points

As a student at the Knowlton School of Architecture, it is important to engage yourself with people and activities on the Ohio State campus and the local community. These interactions will help frame your time as an Ohio State student and as a professional. The purpose of this assignment is to start connecting you to those people and activities.

Over the course of the semester, you will need to participate each of the categories below:

1. Socialization(i.e. participate in a student organization activity, residence hall meeting, etc)
2. Culture(i.e. go to a local museum, participate in a festival or gallery hop, etc)
3. Athletics (i.e. attend an Ohio State, Columbus or collegiate athletic event)

If you don’t know what to choose, think of something you would do for fun in your hometown or country and try to find something similar in Columbus. All topics are at the student’s discretion. Proof of your attendance is a MUST: i.e. ticket stubs, picture, brochure, etc.

Along with exploring Ohio State and Columbus, you will need to create an Explore Columbus Book(using Adobe Illustrator) to represent each of your exploration activities. You are more than welcome to work in groups (no more than 3 students per group) or by yourself.

If you work by yourself:

- There will be a total of 3 events, with 1 spread per event(2 facing pages). Please explain what you did, where it took place, and why it was a significant experience in

your understanding of Ohio State, Columbus or both. These are not book reports, so do not explain what Wikipedia says about your given topic. Try to illustrate the day, express insight, emotion, observation. All events are to take place within Metropolitan Columbus. **A minimum of a 500 word description per event.**

- **Projects submitted without proof will not be accepted and will receive a zero.**
- You must include a table of contents, and a proper front-your name should be listed here and back cover
- Total pages: 9 pages(including front and back page)

If you work with a group with a total of 3 people:

- There will be a total of 9 events(3 per student), with 1 spread per event(2 facing pages). If students have overlapping events, it must be expanded to a 2 page spread. Please explain what you did, where it took place, and why it was a significant experience in your understanding of Ohio State, Columbus or both. These are not book reports, so do not explain what Wikipedia says about your given topic Try to illustrate the day, express insight, emotion, observation. All events are to take place within Metropolitan Columbus. **A minimum of a 500 word description per event;** each individual student needs to list their name at the top of the page of the event they participated in.
- **Projects submitted without proof will not be accepted and will receive a zero.**
- You must include a table of contents, and a proper front-names should be list here and back cover
- Total pages: 21 pages**(including front and back page)
** maybe more if there are overlapping events

Graphic representation is left to your discretion, but will be a critical part of the grade. This exercise is to help you become familiar with the KSA facilities and software available to you as student. Projects which appear to have been created in Power Point will get an automatic one letter grade reduction---I know what Power Point projects look like! There will be two training lab dates for students on how to learn Adobe InDesign for this project. The labs will be run by upper classmen at Knowlton If you go to any of the training labs you will receive an additional 5 bonus points for each day you go to:

- **Thursday, October 23rd from 5:30pm-7:30pm**
- **Sunday, October 26th from 10-12pm**

This assignment is due Monday, November 24th via Carmen Drop-Box by 12:40pm. If the assignment is turned in after the deadline, it will be considered late and you will receive a zero for this assignment.

Take Home Final

The take home final will serve as your “final exam” for Survey. You are responsible for completing the entire worksheet for course credit. Please answer each and every question to the best of your ability. You will find the answers as you explore the links and readings located on the class website and become familiar with the Knowlton School of Architecture. **This assignment is due Monday, December 8th by 12:40pm via Carmen Drop-Box or via email to meadows.241@osu.edu** . If the assignment is turned in after the deadline, it will be considered late and you will receive a zero for this assignment.

Class Schedule

Week	Date	Topic	Readings/Assignment Due
1	8/25/14	<ul style="list-style-type: none"> • Introduction to Survey 	
2	9/1/14	NO CLASS LABOR DAY!	
3	9/08/14	<ul style="list-style-type: none"> • Review Syllabus • Introduce Carmen! • Assign Campus Resource Assignment and Trivia Question Assignment 	<ul style="list-style-type: none"> • <i>Role of the Advisor.</i>
4	9/15/14	<ul style="list-style-type: none"> • KSA Library Overview • Review of University Deadlines 	
5	9/22/14	<ul style="list-style-type: none"> • Academic Policies Overview • Academic Integrity and Online Etiquette 	<ul style="list-style-type: none"> • <i>Read university policies found on Carmen.</i> • Campus Resource Assignment and Trivia Questions Due via Carmen Drop Box
6	9/29/14	<ul style="list-style-type: none"> • Summer Reading Book Discussion • Assign Explore Columbus Assignment 	<ul style="list-style-type: none"> • <i>Summer Reading Trivia Game</i>
7	10/6/14	<ul style="list-style-type: none"> • Curriculum Overview • Assign Advising Assignment and Degree Audit 	
8	10/13/14	<ul style="list-style-type: none"> • Curriculum Continued 	<ul style="list-style-type: none"> • Bring a copy of Degree Audit to Class • <i>Required Advising Appointments Start</i>
9	10/20/14	<ul style="list-style-type: none"> • In class work on Advising Assignment • Assign Questions for Group Panel 	<ul style="list-style-type: none"> • Adobe In Design Training Labs: <ul style="list-style-type: none"> - Thursday, October 23rd from 5:30pm-7:30pm in KN 430 - Sunday, October 26th from 10am-12pm in KN 430
10	10/27/14	<ul style="list-style-type: none"> • Co-Curricular Group Discussion 	<ul style="list-style-type: none"> • <i>Student Panel</i>
11	11/3/14	<ul style="list-style-type: none"> • Career Exploration Discussion • Assign Career Assignment 	<ul style="list-style-type: none"> • <i>What Can I Do With This Major?</i> • <i>Career Values Inventory</i>
12	11/10/14	NO CLASS!	<ul style="list-style-type: none"> • Use this time to work on the Career and Explore Columbus Assignments
13	11/17/14	<ul style="list-style-type: none"> • Professional Development in the Disciplines. 	<ul style="list-style-type: none"> • Career Assignment due at 12:40pm via Carmen Drop Box or via email
14	11/24/14	<ul style="list-style-type: none"> • LAST DAY OF CLASS • Assign Final Exam 	<ul style="list-style-type: none"> • Explore Columbus Assignment due at 12:40pm via Carmen Drop Box
15	12/1/14	NO CLASS	<ul style="list-style-type: none"> • <i>Last week of Required Appointments</i>
16	12/8/14	Take home final due at 12:40pm via Carmen Drop Box or via email	

