
**department of
architecture**

Student Policies Manual

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THE UNIVERSITY OF
MEMPHIS[®]

Department of Architecture

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Student Policies Manual

Department of Architecture - The University of Memphis

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General Overview

Department of Architecture - The University of Memphis

The Department of Architecture is known for its community engagement activities, emphasis on the various elements of city building, and focus on sustainability. In addition to its academic programs, the Department is home to the Center for Sustainable Design and is a partner (with the Department of City + Regional Planning) in the University of Memphis Design Collaborative.

The Department is administratively housed within the College of Communication and Fine Arts which also includes the Department of Art, Department of Communication, Department of Journalism and Strategic Media, Department of Theatre and Dance, and the Rudi E. Scheidt School of Music. The College also houses the Art Museum of the University of Memphis and the Institute of Egyptian Art and Archeology.

Three degree programs are provided within the Department. These are the professional Master of Architecture degree, the pre-professional Bachelor of Fine Arts in Architecture degree, and the professional Bachelor of Fine Arts in Interior Architecture degree.

Mission and Goals

The mission of the Department of Architecture is to prepare graduates to enter the professional practice of architecture and/or interior design and to serve the Memphis and Mid-South region through research, engaged scholarship, interdisciplinary collaboration, and creative expression that contributes to sustainable, stable communities and enhances the quality of life for all citizens.

The goals and objectives of the Department are: to provide the highest quality professional education through a well-rounded discovery-based curriculum in both the art and science of design with emphasis on processes, professional standards, and the practical application of design and technology; to provide research opportunities for faculty and students with emphasis on "hands on" multi-disciplinary projects through which students gain valuable professional experience while providing services to the citizens of the region; and to expand opportunities for students in the Department by bringing them together with faculty and students in City Planning and other programs to address public issues, support stable and sustainable neighborhoods, and develop community visions throughout the region.

Faculty

To offer students a broad-based educational experience, full-time and adjunct faculty members teach courses throughout the curriculum. All faculty members hold the appropriate professional degree for their area of instruction and bring many years of professional practice and experience into the design studios and classrooms. Faculty interests include architectural design, interior architecture, urban design, building structural and mechanical systems, historic preservation, sustainable design, city planning, and history and theory of architecture, among others.

Program Facilities

The Department of Architecture is housed within Jones Hall near the center of campus. Space includes design studios, classrooms, computer labs, lighting lab, photography studio, resource library, imaging center, and support spaces. Students enrolled in a design studio course have 24-hour access to their dedicated space within the appropriate studio. The Department also operates a gallery and a model assembly workshop, both in Jones Hall.

Architecture Living Learning Community

The Architecture + Design House is a special community within the Centennial Place dorm intended for architecture and interior architecture students. The A+D House is part of the University of Memphis Living Learning Community program.

Honors

Many architecture and interior architecture students participate in the University Honors Program as well as the Department of Architecture Honors Program, earning Honors distinction on their diploma. In addition to university benefits and courses, special honors sections and courses within the department are offered each semester. Honors students receive priority in the selection of desks within the studios. The Department is also home to the Kappa Alpha Chapter of Tau Sigma Delta, the national honor society for architecture and design.

Student Organizations

The Department of Architecture is home to the American Institute of Architecture Students (AIAS), the Construction Specifications Institute Student Affiliate (CSI-S), the National Organization of Minority Architecture Students (NOMAS), and the International Interior Design Association Campus Center (IIDA). Participation in one or more of these is strongly encouraged.

Employment Opportunities

Graduates of the degree programs offered by the Department of Architecture are employed in a variety of positions. These include registered architects, architectural designers, interior designers, urban designers, city planners, developers, construction managers, and product representatives, among others.

Architecture Degrees

The department offers the Bachelor of Fine Arts degree with a major in Architecture and the Master of Architecture degree. Together, these degrees make up the "4+2" curriculum. The two-year professional M.Arch degree is fully accredited by the NAAB and meets the educational standards of the National Council of Architectural Registration Boards (NCARB) for registration as an architect in the USA. The BFA in Architecture is a pre-professional degree and therefore is not accredited by the National Architectural Accrediting Board (NAAB). Students already holding the BFA in Architecture from the University of Memphis or an appropriate degree from another institution may seek admittance into the M.Arch degree program.

Interior Architecture Degree

The department offers the Bachelor of Fine Arts degree with a major in Interior Architecture. This four-year degree is fully accredited by the Council for Interior Design Accreditation (CIDA).

Special Degree Program Requirements

Entrance Evaluation: All students seeking an undergraduate degree in the Department of Architecture must complete the Entrance Evaluation in addition to the standard admission requirements of the University of Memphis. Applicants are accepted on the basis of potential in the field of architecture and/or interior architecture.

Candidacy Review: All students must submit a Portfolio and be approved for full admission into the Architecture and/or Interior Architecture degree programs. This is done at the end of the fourth semester. Admission is selective and admission to the University and completion of the major core do not guarantee placement in the programs.

Degree Programs

Department of Architecture - The University of Memphis

At the University of Memphis, the study of architecture and interior architecture encompasses both the art and science of design. The focus is on the education of the individual student through a well-rounded approach in a sequence of foundation courses, design studios, and professional/technical courses. The program of study for each degree program is structured to engage students in the processes and professional standards of design and technology necessary for shaping the built environment. Students are placed at the center of discovery-based studies, and required to assume responsible participation in their studies.

Master of Architecture

The Master of Architecture is a professional degree fully accredited by the National Architectural Accrediting Board (NAAB) and meets the education requirements for registration as an architect. Please visit the page on accreditation for more information.

[Master of Architecture Information](#)

[Master of Architecture Courses](#)

[Master of Architecture Program of Study](#)

Bachelor of Fine Arts in Architecture

The BFA in Architecture is a pre-professional degree. Together the four-year BFA and the two-year M.Arch make up the professional "4+2" sequence.

[BFA in Architecture Information](#)

[BFA in Architecture Courses](#)

[BFA in Architecture Program of Study](#)

Bachelor of Fine Arts in Interior Architecture (formerly Interior Design)

The BFA in Interior Architecture is fully accredited by the Council for Interior Design Accreditation.

[BFA in Interior Architecture Information](#)

[BFA in Interior Architecture Courses](#)

[BFA in Interior Architecture Program of Study](#)

NOTE: The name of this major was changed from Interior Design to Interior Architecture to more accurately reflect the focus of the degree program and the content of the courses.

Bachelor of Fine Arts Dual Major (Architecture + Interior Architecture)

The Department of Architecture offers a special opportunity to major in both Architecture and Interior Architecture without adding significant time to the duration of the degree. In fact, this can be completed within the normal four-year time period to complete either degree separately. Please contact architecture@memphis.edu for details.

[BFA in Architecture + Interior Architecture DUAL Major Program of Study](#)

Accreditation Information

Department of Architecture - The University of Memphis

Architecture

The University of Memphis, Department of Architecture, offers the professional Master of Architecture (M.Arch) degree based on the national "4+2" model which consists of the pre-professional Bachelor of Fine Arts in Architecture degree and the professional M.Arch degree. The M.Arch degree is fully accredited by the National Architectural Accrediting Board (NAAB). The BFA in Architecture is a pre-professional degree and is therefore not accredited by the NAAB. Please see below for important information on accreditation.

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a pre-professional undergraduate degree in architecture for admission. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The University of Memphis, Department of Architecture, offers the following NAAB-accredited degree program: M.Arch. (pre-professional degree + 60 graduate credits). Initial Candidacy: 2008; Continuation of Candidacy: 2010; Initial Accreditation: 2012; Continuing Accreditation: 2015; Next accreditation visit: 2023.

In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

Interior Architecture

The Department of Architecture offers the four-year professional Bachelor of Fine Arts degree with a major in Interior Architecture (formerly Interior Design). The degree is fully accredited by the Council for Interior Design Accreditation (CIDA) and meets the educational standards of the Council for Interior Design Qualification (CIDQ). The program was initially accredited in 2002 and granted continuing accreditation in 2008 and 2015. The next visit will be in 2021.

The practice of interior design varies greatly from state to state. In Tennessee, interior design is regulated by a title act, not a practice act. This means only qualified individuals may use the title Registered Interior Designer while the practice of interior design is not restricted. For more information, contact the Council for Interior Design Qualification (CIDQ). NOTE: The BFA in Interior Architecture degree does not meet the educational standards of the National Council of Architectural Registration Boards for registration as an architect.

Important Documents and Reports

Please visit the Department of Architecture website for access to accreditation-related documents and reports for Architecture and Interior Architecture.

Entrance Evaluation Guidelines & General Information

Department of Architecture - The University of Memphis

The Entrance Evaluation is required of all students wishing to major in Architecture and/or Interior Architecture at the University of Memphis. Applicants are accepted into Pre-Candidacy Review status on the basis of their potential for study in the field of Architecture and/or Interior Architecture. The Entrance Evaluation process must be successfully completed before enrolling in any courses in the Department of Architecture beyond ARCH 1120, Introduction to Architecture + Design.

The Entrance Evaluation consists of three parts bound in an 8.5"x11" portfolio format: the Information Form, the Essay, and the Representative Work. The portfolio must have your name and Department of Architecture Entrance Evaluation clearly visible on the cover. Include a key with numbers corresponding to numbers on the work, and a description of the objective of each work. Each part is described below.

Identification Form

Provide the following information on a single sheet of paper.

Full Name
Address

Telephone Number
UofM E-Mail

UofM U Number
High School / College

Essay

Write an essay describing something that is well designed (for example a three-dimensional object or two-dimensional work) and explain why the design is effective. This essay must include one page of narrative using a standard font size and double-spaced formatting and one page of sketches clarifying or expanding upon the essay. Arial 10 or 11 point is an example of an acceptable font and size.

Representative Work

Submit one original drawing each of a bicycle, a stair, and fallen/falling leaves. Each of these must be on 8.5"x11" plain paper. Use any media. In addition to these, submit two additional pieces that demonstrate your best creative ability. Do not submit AutoCAD work. Examples of two-dimensional work including work larger than 8.5"x11" must be submitted as high-quality photocopies or scans. Three-dimensional work must be submitted in the form of high quality photographs.

Due Date

New students must submit the Entrance Evaluation before noon on the Friday two weeks before Fall Break. Students reapplying for acceptance must submit the Evaluation before noon on the same date. **Evaluations not submitted in accordance with these guidelines and dates will be rejected.**

Submit your Entrance Evaluation to:

Department of Architecture
Jones Hall – Room 404
The University of Memphis
Memphis, TN 38152

All Entrance Evaluation portfolios will be retained by the Department of Architecture.

Submit questions via e-mail to architecture@memphis.edu.

NOTE: All new students are required to attend the Department of Architecture New Student Orientation. An additional essay and the Academic Characteristics Survey are required parts of Orientation. Additional information will be provided but you should be prepared to write an essay describing why you want to study Architecture and/or Interior Architecture at the University of Memphis. The essay must not exceed 500 words. Use a standard sans-serif font size and double-spaced formatting. Arial 10 or 11 point is an example of an acceptable font and size.

Candidacy Review Guidelines & General Information

Department of Architecture - The University of Memphis

Each student pursuing the BFA degree in Architecture and/or Interior Architecture at the University of Memphis must successfully complete the Department of Architecture Candidacy Review. In addition to completing all required core courses with a grade of C or better, a Portfolio serves as the primary means by which work and ability is demonstrated and evaluated.

Please note that passing required courses does not ensure being accepted into advanced standing in the degree programs. Admission is selective and therefore, the preparation of a Portfolio of the highest quality is essential.

The following provides general information on the Candidacy Review Portfolio. Students may use this as a guide for preparation of the Portfolio. However, consultation with a faculty advisor prior to or during the preparation of the Portfolio is strongly recommended.

WHO must submit a Portfolio at the close of the Spring semester?

All Pre-Candidacy Review students in the Department who have successfully completed the required courses in the first three semesters and are currently enrolled in the required fourth semester courses must participate in the Candidacy Review Process during the Spring term of Second Year. Students who have not completed these courses or are not currently enrolled in them may not participate in Candidacy Review until the course requirements are satisfied.

WHEN must the Portfolio be submitted?

The Portfolio must be submitted to the Chair of the Department of Architecture or his/her designee by noon on or before the last day of final exams in the spring semester. ***No Portfolios will be accepted after this date!***

Persons failing to submit a Portfolio in accordance with these guidelines will be removed from consideration and not permitted to move forward in the Department of Architecture. To continue, the Portfolio must be resubmitted in accordance with guidelines of the following year.

Will my Portfolio be RETURNED?

No. The Department of Architecture will retain all Portfolios submitted for review. Therefore, you should make a copy for yourself in addition to that which is submitted.

What are the CONSEQUENCES of a negative review?

If the review of the Portfolio results in a negative finding, several options are available. The Department of Architecture faculty may decide to recommend remedial work, to recommend the candidate re-take a course or courses, or to recommend the candidate not be permitted to continue in the BFA in Architecture and/or the BFA in Interior Architecture degree programs.

Additional information on these options may be obtained from your Department of Architecture faculty advisor.

Will there be any WORKSHOPS to help with the preparation of the Portfolio?

Information on the preparation of the Candidacy Review Portfolio is generally included in the ARCH 2612 Computer Applications in Design 2 offered in the spring semester in which the Portfolio is due.

Please consult a Department of Architecture faculty member or academic advisor for details.

What are the FORMAT requirements?

The Portfolio must comply with the following standards. The document must be 8.5"x11" in size and bound on the long side in a professional manner. No unusual design and construction elements that inhibit review of the materials contained in the Portfolio may be used. Pages must be of a quality as to not permit "bleed-through" of text or images. Vinyl "slip sheets" are not acceptable.

What sort of CONTENT is required?

At a minimum, the following must be included in the Portfolio: a statement of purpose and goals, evidence of design ability, evidence of an understanding of basic principles, a summary statement, and vitae. Each of these is described in the following section. In addition, a current transcript must be provided under separate cover. An unofficial copy is permitted.

Statement of Purpose & Goals

This may not exceed one page in length and must clearly represent your intentions and goals towards the study and practice of architecture or interior design. Describe why you should be accepted into the BFA in Architecture and/or BFA in Interior Architecture degree program and what you intend to do upon graduation (graduate school, professional practice, and so forth).

Evidence of Design Ability and Evidence of Understanding of Principles

These go together and may be presented through several means. At a minimum, representative work from each of the courses listed under Formal and Required Items for Inclusion in the Candidacy Review Portfolio must be submitted.

Examples of other creative work must be included. This includes design competition entries, evidence of architectural and design-oriented travel, furniture design, and so forth.

In these categories, the sketches and presentation drawings should clearly demonstrate the project ideas and the manifestation of the ideas. Models must be represented through photographs. Slides are not permitted.

Summary Statement & Vitae

This statement may include other relevant information not contained elsewhere but must not exceed one page in length.

A standard Vitae (resume) must follow the Summary Statement.

Format and Required Items for Inclusion in the Candidacy Review Portfolio

The following format must be used and representative work from each course must be included in the Candidacy Review Portfolio. *For each course, list the course name and number, term taken, and professor. For each project, list the name, program, and solution.*

Front Cover

Statement of Purpose & Goals

Table of Contents

Foundations Courses

- Introduction to Architecture + Design
- Design Visualization
- Fundamentals of Design Studio
- Architecture Graphics Studio

Design Studio Courses

- Design Studio 1
- Design Studio 2

Professional/Technical Courses

- Computer Applications in Design 1
- Computer Applications in Design 2
- Building Technology 1
- Building Technology 2
- History of Architecture 1
- History of Architecture 2

Special Courses ¹

- Honors Courses
- Other Courses

Architectural Travel ²

(include sketches and photographs in this section)

Design Competitions ²

(include sketches, photographs, and awards in this section)

Other Items ²

(include furniture design, other creative work, and intern experience in this section)

Summary Statement

Vitae (including photograph of self)

Back Cover

¹ **NOTE:** Include Independent Study, Internship, and Special Topics courses in this section. Include ARCH Honors *elective courses* here, denote Honors *courses and contracts* under the appropriate studio, foundations, or Professional/Technical course.

² **NOTE:** If you do not have any work to show in these categories, insert a page with the words “No Representative Work” under the title.

Architecture Honor Code

Department of Architecture - The University of Memphis

The Honor Code of the University of Memphis Department of Architecture states:

"I will not lie, cheat, or steal nor tolerate those who do."

Because architecture and interior design are professions with a code of ethics governing professional conduct, similar rules and protocols are in effect in the design studios and classes as well as other education-related environments.

One of the most distinctive features of architectural and interior architecture education is the degree of trust which must exist among students as well as between students and faculty members. Students are responsible for themselves and for others.

No one affiliated with the Department of Architecture is exempt from the Honor Code and must abide by it at all times while on the campus of the University of Memphis, its extended locations, or while participating in any activity affiliated with the University of Memphis Department of Architecture.

Violating the Honor Code has serious implications. Depending upon the severity of the violation, penalties include: receiving a grade of F on the examination or assignment, receiving a grade of F in the course, loss of studio privileges, expulsion from the degree programs, or expulsion from the University of Memphis.

Students must also abide fully by the policies, rules, and regulations set forth in the various documents of the Department of Architecture and the University of Memphis Code of Student Rights and Responsibilities. The latter document and others may be found at <http://www.memphis.edu/studentconduct/index.htm>.

In addition, it is expected that all students and faculty will respect others and will act in a manner so as to deserve respect.

Studio Culture Policy

The faculty and students in the Department of Architecture understand and value the impact the design studio has on the overall educational experience. To enhance and preserve the effectiveness of the studio environment, the Department of Architecture Honor Code was developed and implemented. It has been in place since 1987.

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In addition, it is expected that all students and faculty will respect others and will act in a manner so as to deserve respect.

Violating the Honor Code has serious implications. Depending on the severity of the violation, penalties include: receiving a grade of F on the examination or assignment, receiving a grade of F in the course, loss of studio privileges, exclusion from the degree programs, or expulsion from the University of Memphis. Violation may also result in a report being submitted to the Office of Judicial and Ethical Programs under the Division of Student Affairs.

The Department of Architecture focuses on fostering a studio environment that enhances the ability of students to run parallel to the mission of the University of Memphis as a learner-centered metropolitan research university providing high quality educational experiences while pursuing new knowledge through research, creative expression, and interdisciplinary and engaged scholarship. By creating and maintaining an environment that is both positive and respectful, the creative process is much more likely to emerge and succeed.

In addition to the Honor Code, a set of rules, regulations, policies, and procedures have been developed and implemented. These are revised periodically to reflect changing conditions and needs of the students and faculty of the Department of Architecture. A complete set of policies may be found in the [Department of Architecture Policies Manual](#).

General Rules of Conduct

Architecture and interior design are professions with a code of ethics governing professional conduct. Similar rules and protocols are in effect in the design studios, labs, and classrooms.

- Students must arrive on time and ready to work. This means having all equipment and materials necessary to complete the current assignment. Research associated with a project should be conducted outside scheduled class meetings unless otherwise arranged. Except for a brief break (5-10 minute), students are expected to remain for the entire designated class period. Students departing early without permission will be counted as absent.
- The majority of all work on assigned projects must be performed in the design studio unless otherwise directed or approved.
- Unless stipulated, work in progress should be left on the drawing board at the end of the day to allow for faculty and peer-review.
- All active workstations must have at least two functioning desk lamps (CFL/LED bulbs) and the name of the student occupying the station must be prominently displayed.
- Never give the key fob, the combination to the lock on the doors, or the alarm codes to anyone or allow unauthorized persons into the studios or computer labs. ONLY students officially enrolled in a studio or designated classes taught in the Department of Architecture are permitted in the studio.

Rules of the Studio

The studio is a professional workplace – it should be treated as such. While the Department of Architecture provides every student enrolled in a studio course a designated place in the appropriate studio, this is a privilege, not a right, and the following rules must be followed.

- Respect others in the studio.
- Respect the work and workspace of others. Respect your own work and workspace.
- Do not borrow supplies or equipment from others without their knowledge and approval.
- Use only personal stereos with earphones – do not play music at a level that is distracting to others.
- Do not use a desk that is not assigned to you unless first given permission.
- Do not use spray fixative, spray adhesive, paint, stain or any similar materials on unprotected desktops, floors or other work surfaces in the studio, classrooms, corridors and/or stairways.
- Do not cut materials on an unprotected drawing board or work surface.
- Do not use the plastic edge of a parallel rule as a straightedge when cutting material.
- Clean up your workspace after you are finished for the day.
- Do not apply decals, stickers, or used tape or drafting dots to the equipment or furnishings. Properly dispose of chewing gum in trash receptacles.
- Do not otherwise deface or abuse the studio, equipment or its contents.
- Do not place personal locks on flat files drawers – use only combination locks provided by the Department. Unauthorized locks will be cut off.
- Do not wear excessive cologne or perfume (if others can smell it, it is excessive).
- Always be sure that the door to the studio is securely locked when you leave and turn on the alarm if you are the last to leave.
- All personal belongings and materials must be removed from the studio at the end of each semester. Workspaces must be left clean and in good working order. Students failing to do so may receive a grade of “Incomplete” until the workspaces are properly attended.
- Properly secure valuable personal belongings (laptops, cameras, calculators, personal electronics, etc.) when leaving the room. Neither the University of Memphis nor the Department of Architecture is responsible for loss due to theft.

Rules of Critique Etiquette

The formal and informal critique is an inherent and integral part of the evaluation process in design education. Faculty and invited reviewers are encouraged to deliver criticism constructively when engaging students and others in the review of student work. Design studios are inherently places

of exchange, and studio projects are common ground for open discussion and creative design exploration. All studio participants are encouraged to exchange ideas, opinions, and experiences in a collegial manner.

- Be prepared and present with confidence.
- Pin-up in a timely manner and take the work down when finished (unless otherwise instructed) so that others may use the space. Assist your colleagues in setting up and taking down work.
- Respect the person presenting at all times.
- Offer constructive criticism only of the work; your comments should never be structured as a criticism of an individual.
- Give your full attention to the person and work being presented; do not engage in distracting collateral conversations or activities.
- Do not leave the room if you are a member of the studio presenting. If the jury is in the room you should be in the room listening and taking notes.
- Respect persons who lose their composure while presenting, it may happen to you too.

It is expected that all students enrolled in the design studio courses and guests visiting the studios will abide by these rules. Failure to abide by these rules may result in the violator being asked to leave the studio and a grade of "F" assigned to the work in question or for the course.

Studio Desk Assignments and Pin-Up Spaces

Assignment of desks in all studios and classrooms is at the discretion of the instructor. However, historically studio assignments have been made based on the following.

- Students in the Tau Sigma Delta Honor Society, University Honors Program and/or Department of Architecture Honors Program, and officers in the registered student organizations within the Department (AIAS, CSI-S, IIDA-CC, and NOMAS) may select their desk in advance of the move-in date. Selection is in the order listed.
- Students not falling into the categories above may select their desk on the designated move-in date on a first come first served basis.
- Faculty teaching first year studios generally place the students according to studio needs and conditions and may or may not chose to follow the early selection procedure.

This process rewards students who have taken the initiative to enhance their educational experiences by excelling academically and being involved in appropriate professional activities.

Each student in the third and fourth floor studios except in the first year studio area is provided with a personal pin-up space. These should contain items relevant to the study of architecture or interior architecture and should be professional in appearance.

The studio perimeter walls covered in Homasote are for use by faculty and may contain items relevant to projects being undertaken within the studios. These may also be used for critiques and pin-ups. These are not intended for personal student use unless otherwise noted (example, the graduate studio perimeter wall are intended for student use).

Time Management

Time management is critical to success in architecture and design school. Students are encouraged to work in an efficient manner during regular studio hours and a reasonable amount of additional time, rather than working throughout the overnight hours. In addition to the amount of time a student spends in studio, time management must also be practiced to effectively balance schoolwork, extra-curricular activities, and personal time. "All-Nighters" are strongly discouraged!

Interdisciplinary Collaboration

The Department has established a “Culture of Engagement” which results in virtually every design studio having a real, community partner on at least one studio project. This benefits the students by providing valuable experience and benefits the community as well. This culture has become accepted and expected by students in the department.

To gain the necessary knowledge and experience for students to be prepared to enter the design profession, collaboration with other disciplines is a necessary addition to design education. Students are given opportunities throughout their academic career to collaborate with many different fields of study including City and Regional Planning, Anthropology, Real Estate Development, and others. This also includes the option of working on community-based research and design projects where students can gain a broad range of ability and understanding.

Diversity

The Department of Architecture supports active, open dialogue and the studio must be a place where diverse life experiences and opinions are shared and valued. A culture of respect and open inquiry supports the life-long learning process that begins in architecture and design school. As well as promoting social diversity, the Department also encourages students of different academic levels to collaborate with one another to participate in educational exercises.

Grievances and Conflict Resolution

In design education, conflicts and other issues requiring formal resolution may occur. While many issues may be resolved at the Department level, issues such as grade disputes, behavioral issues, and others may be pursued to the University level (see University of Memphis Policies). The recommended path towards resolution is faculty member, Director, Chair, and if unresolved within the Department, the University. To facilitate open interaction with students, all faculty members including administrators have posted office hours. The Chair also maintains an “open door” policy for students.

The AIAS Studio Representatives are elected to represent all of the students in each academic year (First Year has two representatives). These seven representatives may bring issues to the administration from their studio or collectively from the student body. This process is intended to keep administrators informed of concerns as well as to create a process by which a student who may not wish to talk with an administrator personally still has a pathway to the administrator.

University of Memphis Policies

All students are bound by the University of Memphis policies on academic dishonesty, disruptive behavior, and other policies in the University of Memphis Code of Student Rights and Responsibilities. Students violating these policies may be subject to disciplinary action. For more information, please visit the website of the Office of Student Conduct. References to these and other websites are contained in the syllabus of all courses taught within the Department.

Updates and Revisions

To ensure the effectiveness and implementation of the Department of Architecture Studio Culture Policy, it will be reviewed and updated every other year. The body that is responsible for this will be a representative committee comprised of the faculty (full-time and adjunct) and students (leaders from TSD and the registered student organizations AIAS, CSI-S, IIDA-CC, and NOMAS).

The Studio Culture Policy was developed by the University of Memphis Chapter of the American Institute of Architecture Students in partnership with the faculty of the Department of Architecture.

Attendance & Participation Policy

Department of Architecture - The University of Memphis

Attendance – General

Architecture and Interior Architecture education demands the full involvement of students. Therefore, it is the policy of the Department of Architecture that attendance is mandatory and participation in discussions and exercises is required in all courses.

The Department of Architecture Attendance and Participation Policy incorporate the class attendance policy described in the University of Memphis undergraduate bulletin. The following conditions are specific to the Department of Architecture and applicable to all courses taught within the Department.

Unexcused Absences

An unexcused absence from class will result in a grade of “F” being assigned for any work due for that class meeting. In studio courses (and other classes at the discretion of the instructor), the student may be required to complete the assignment but the grade of “F” will remain.

An unexcused absence by a student who misses a quiz, mid-term, final examination, or project due date; will receive a grade of “F” on the work.

Three unexcused absences will result in the loss of a letter grade after final grading for the semester (i.e., if a student earns a “C” but has three unexcused absences, the final grade for the course will be dropped to a “D”).

Three late arrivals and/or early departures constitute one unexcused absence (i.e., arriving late two times and leaving early one time will result in one unexcused absence). For the purpose of this policy “late” is defined as arriving after the start of instruction, and “leaving early” is defined as leaving the classroom or studio prior to the end of the designated class meeting time without the permission of the instructor.

Cellular telephones and pagers must be turned off if brought into the classroom or studio. Anyone disturbing the class by having their telephone ring during class time may be required to leave the room and receive an unexcused absence for that day.

Excused Absences

In certain situations a student may receive an excused absence. These situations are enumerated below. The student is responsible for collecting information and assignments and making up all work missed. It is the student’s responsibility to contact the instructor as soon as possible upon returning to class to schedule make-up quizzes and examinations.

Death in the family

Death in the immediate family includes parents, siblings, spouses and children. Extended family members (grandparents, in-laws, etc.) may be included at the discretion of the instructor. The instructor may require documentation confirming the relationship of the student to the deceased (obituary specifically naming student as a family member, memorial card, death certificate, etc.).

Conditions requiring medical attention

Injuries and illnesses that require medical attention may be considered excused absences. An original document verifying the visit from the office of the medical care-provider is required to receive an excused absence. Elective and non-emergency medical and dental appointments should be scheduled so as not to conflict with the student’s academic schedule.

Attendance & Participation Policy (continued)

Legal obligations

Absences due to legal obligations may, under certain conditions, be excused. An original document from the court, attesting to the necessity of the absence, is required. Jury duty and court appearances mandated by a subpoena or court order (witness, etc.) will be considered excused absences. Court appearances resulting from traffic violations or criminal action are not excused.

University-sponsored activities and events

Absences due to participation in certain university-sponsored activities may be excused. Eligible activities include university-sponsored athletic events when participating as a team member, field trips taken as part of a Department of Architecture course, and events and activities associated with approved student organizations related to the Department of Architecture (AIAS, CSI, IIDA, NOMAS, TSD, etc.). Notification of planned absences must be given to the instructor as far in advance as possible.

Religious observances

Students must inform the instructor at the beginning of the term of any religious holidays, events and/or other observances that will conflict with student's participation in the class. Accommodations will be made to reschedule missed assignments, quizzes, test, etc. only if arrangements have been made with the instructor prior to the event.

Military service

Students who are members of military reserve programs will need to provide documentation provided by their commanding officer when required to report for active duty or when participating in training exercises that will cause them to be absent from regularly scheduled programs.

Participation

Active participation is expected of all students enrolled in Department of Architecture courses. For the purpose of this policy, participation is described below.

At a minimum, students are expected to:

- Give their full attention to instructors, guest and other students making presentations.
- Contribute to discussions by presenting information and/or asking questions germane to the subject under consideration.
- Share and contribute equally in the work when participating in a group or team assignment.
- Exhibit professionalism at all times including, but not limited to, remaining attentive and not sleeping during class time, talking while others are presenting, remaining present in the classroom or studio and not leaving before the designated end of the class session, being courteous and not being disruptive in any manner.
- Exhibiting professionalism while participating in activities sponsored by the Department of Architecture or others entities of the University of Memphis.

E-mail Policy

Students must obtain and utilize an official e-mail account from the University of Memphis (i.e. one that ends with "memphis.edu"). The University has designated e-mail as the official means of communication for the institution, therefore students should regularly check their e-mail (a least once per day) to receive information, announcements and course updates.

Attendance & Participation Policy (continued)

Textbook Policy

It is the policy of the Department of Architecture that students retain the textbooks that are required for courses within the major (i.e. those classes with an ARCH or IDES prefix) rather than re-sell them. There are several reasons for this:

- These texts are frequently reference books that will prove useful throughout a professional career -- every architect develops a personal library.
- The books will be of use later when studying for the Architect Registration Examination (ARE) or the National Council for Interior Design Qualification (NCIDQ) examination, the tests required to become a professional.
- Being able to produce copies of course texts may be useful when applying for advanced standing or attempting to have courses waived in graduate school. For this reason, students should also keep record copies of course syllabi, assignments and projects for every undergraduate course they take.

Studio Desk / Key FOB Policy

All studio desks are inspected at the start of each semester and a detailed report on the condition produced. Any damage to the desk, desk cover, parallel bar, and so forth is the responsibility of the student to whom the desk is assigned. Failure to repair or replace damaged items will result in a hold being placed on the record of the student until such remedy is made.

Each student issued a key fob must return the fob at the end of each semester (or upon leaving the degree programs offered in the Department of Architecture if sooner than the end of the semester). Failure to do so will result in the assessment of a replacement fee and a hold placed on the record of the student until such payment is made.

Applicability

The Attendance and Participation Policy is in effect in all courses offered by the Department of Architecture at the University of Memphis. This includes design studios, foundation studios, computer courses, technical support courses, internships, and electives.

Students are also expected to abide by the appropriate rules and regulations established by instructors in all courses within the program of study for the Architecture and Interior Architecture degrees.

Safety Procedures

Department of Architecture - The University of Memphis

678-4357 (678-HELP)

(Elevator “emergency” buttons (inside the cabin) are connected directly to campus security office and provide another source to contact police.)

for the following:

- ambulance
- fire
- medical situation
- suspicious person
- suspicious object
- possible hazardous material release
- power outage
- personal escort (after Tiger Patrol Hours)
- downed power line

in addition:

- (after hours)
- broken windows/door locks
- burst pipe
- leaking roof
- water leaks in restroom
- Elevator malfunction
- backed-up toilet
- Admit/Secure studio and other rooms

Safety Procedures

Department of Architecture - The University of Memphis

Details and additional information (from U of M web page)

<http://bf.memphis.edu/crisis/chart.pdf>

SEVERE WEATHER/TORNADO

If INDOORS:

- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
- Move to the lowest levels using stairways, NOT elevators
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls
- Do NOT go outdoors.

If OUTDOORS:

- Get inside if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 911 or 4357(HELP) from a campus phone; 911 or 678.4357(HELP) from a cell phone

Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Do **NOT** use a cell phone!
- Call 911 or 4357(HELP) from a campus phone; or if available in the lobby, use the red emergency phone.
- Notify you instructor.
- Be prepared to evacuate.

EARTHQUAKE

- "Drop, Cover, and Hold" under a table or desk or against an inside wall, not in a doorway, until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate the building.
- Do not leave the area/ campus without reporting your status to your instructor.

FIRE

Remain Calm.

Activate the nearest fire alarm pull station and call 911 or 4357/HELP from a campus phone; call 911 from a cell phone; or if available in the lobby, use the red emergency phone.

Evacuate the Building.

Do **NOT** use the elevators!

Do **NOT** enter the building until authorized by emergency personnel.

When the fire alarm is heard, leave the building via the nearest exit and travel a safe distance from the building. Assist all persons with impaired mobility to the nearest illuminated exit or stairwell to await rescue by trained personnel. Faculty and Staff should notify Police Services of any known student or visitor with impaired mobility who is unable to independently exit the building.

EVERY ALARM SHOULD BE TREATED AS A POTENTIAL FIRE.

State and local regulations require all occupants to leave the building if a fire alarm occurs.

Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit and also an alternate exit, should the primary one be blocked. Ensure that the path out is clear of any obstructions and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

IN THE EVENT OF A FIRE:

- Rescue any person in immediate danger.
- Sound the fire alarm. Pull stations are near each exit on each floor.
- Call Police Services at 4357 or 911. **(If you are calling from on campus, do not dial '9' and then 911.)** Stay on the phone until the Memphis Fire Department and Police Services obtain all information.
- When the fire alarm sounds, evacuate the building immediately, using the nearest exit. As you exit, close as many doors as possible between you and the fire. Move a safe distance away from the building (at least 50 feet).
- Before opening any door, feel it with the back of your hand. **If it is hot, do not open it!** If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.
- If the closest exit is blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but watch for broken glass.

IF YOU BECOME TRAPPED BY THE FIRE:

- Stay calm; fire fighters are on the way.
- Move as far away from the fire as you can, closing every door between you and the fire.
- Hang or wave an object from a window or outside the door to attract the attention of rescuers.
- If smoke enters under the door or around vents, stuff the opening with towels, drapes, or anything available. Soak them with water if possible.
- Crack open the window at the top to let heat and smoke out and at the bottom to let in fresh air. Stay as close to the floor as possible. Crawl if necessary.

HAZARDOUS MATERIALS RELEASE

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, call Physical Plant at 678-2075.

EVACUATION

- Remain calm.
- Evacuate using the nearest safe stairs and safe exit.
- Do **NOT** use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Go to identified assembly points at least 500 feet from the affected building.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.

If there is time:

- Turn off all electronics including computers (except in cases of leaking gas or other flammable substances).
- Secure any hazardous materials or equipment before leaving.

EMERGENCY CARE (from U of M web page)

Call University Campus Police 678-4357 (678-HELP)

In the event of injury or emergency occurring in the classroom or on campus please call Campus Police. Be prepared to give your name, your exact location, and the nature of the injury or illness. Campus Police will respond to the scene and evaluate whether the patient needs to be transported by ambulance to an emergency facility, or referred to Student Health Services.

Campus Security Phones

<http://www.memphis.edu/sacscompliance/docs/cr63/safetyphones.pdf>

Emergency telephones are located in a number of places on campus. These may be found by the blue light mounted atop the phone. For a map of locations, see the website above.

After Hours Emergencies

678- 4357 (HELP)

When Student Health Services is not open, help for emergency medical conditions will be coordinated by the University Campus Police at 678- 4357. The patient may be transferred to a local medical facility, if conditions warrant. The patient will be responsible for the cost of transfer and care at that facility.

Tiger Patrol (from U of M web page)

<http://www.memphis.edu/police/tigerpatrol.php>

Tiger Patrol is a personal escort program staffed by students to enhance the safety of persons on campus in the evening. There is no need to walk alone and we heavily encourage use of Tiger Patrol if you aren't walking in a group. Normal hours for the Fall and Spring semesters are 6:00 p.m. until 2:00 a.m. seven days a week. To request an escort you should call 678-4663 (678-HOME).

All students who are members of Tiger Patrol have had a criminal background check and are in good standing with the University. When they arrive by foot or golf cart, you should notice a multicolored lanyard holding an ID that says Tiger Patrol under the persons' name.

After Tiger Patrol hours, Police Services provides escorts until dawn, however response time may be dependent upon officer availability. (Note: Use of the escort program as a "taxi" for convenience rather than safety is discouraged, e.g. multiple people wanting a ride because it is raining. Use in this manner detracts from our ability to provide other services. Please do NOT call for an escort after dawn, as our normal duties restrict us from providing service after that time.)

STUDIO POLICIES

A First Aid kit is located in each studio. *This is for minor injuries only!* In case of major injuries or when in doubt follow the procedures above.

HEALTH SAFETY, RULES AND REGULATIONS ACKNOWLEDGEMENT FORM

Art + Architecture Shop / Architecture Model Assembly Lab

I certify I have read and understand all Safety Policies, Rules and Regulations pertaining to the use of the University of Memphis Art + Architecture Shop and understand these also apply to the Department of Architecture Model Assembly Lab. I also certify I have received proper training in the use of the equipment and tools.

Furthermore, I agree to abide by said policies, rules, and regulations and understand my failure to do so may result in the loss of Lab and Shop privileges.

Name (please print): _____

Signature: _____

Course Name / Section: _____

Instructor: _____

Faculty - Please submit a copy of this form to Margaret Cook, Department of Architecture, and retain a copy for your files.

THE UNIVERSITY OF MEMPHIS ART + ARCHITECTURE SHOP

Rules & Regulations

1. This shop has designated work hours. Please refrain from using the shop when it is occupied by a scheduled class.
2. Two People must be present to work at all times. NEVER WORK ALONE!
3. Personal Protection Equipment (PPE) including eye protection must be utilized at all times. Proper footwear is required, no open shoes or bare feet.
4. No Smoking - All University Buildings are smoke-free zones.
5. No Tools are loaned. No tools may be taken from this shop without permission of the instructor, or shop technician.
6. You must clean your work area before leaving. No items may be stored in common work areas. Please return all tools to their proper place of storage.
7. DO NOT misuse tools. Use the correct tool for your work. Please report damaged tools and equipment to the shop technician or your instructor immediately.
8. DO NOT remove any guards or safety equipment from any tools.
9. DO NOT use power tools or equipment that you have not had adequate instruction for use.
10. Pets and children are prohibited.
11. A binder containing all shop MSDS (Material Safety Data Sheets) is located next to the main door of room 113, by the First Aid cabinet.

IN CASE OF AN EMERGENCY

Pick up the red phone in the hallway outside the shop door, or call 678-HELP (678-4357). In the case of a fire alarm, immediately evacuate to the East parking lot. (next to the dumpsters by the physical plant). A First Aid Cabinet is located by the main door of room 113.

All students must abide by the safety and health procedures outlined in these rules and regulations and those in the safety manual. Major and minor infractions will be addressed immediately, and such violations will become part of the student's record and could lead to the revocation of shop privileges.

THE UNIVERSITY OF MEMPHIS

ART + ARCHITECTURE SHOP

Safety Policies

WOOD, METAL, PLASTER, CLAY, MULTI-MEDIA

GENERAL RULES

These rules are applicable to all students using the Art + Architecture Shop. Students are responsible for knowing safety requirements of Wood, Metals, and Ceramics/Clay, as referenced in the University of Memphis Safety Manual.

1. Students from all disciplines are welcome to use the Art + Architecture Shop. However, no one is allowed to use the shop or the equipment in it without first obtaining permission from the appropriate representative of the Department of Architecture or the Department of Art. The shop technician will establish a list of students who are qualified to work in the shop. All other students may only work in the shop when their class is in session or when an instructor or monitor is available to supervise them. Anyone who has not been certified must check in with an instructor or monitor before beginning work in the shop.
2. All students are required to read, discuss and ask any questions they might have about safety procedures, rules and regulations for the Art + Architecture Shop. Upon completion of this reading the student must sign an acknowledgment form stating they understand the policies and procedures of the shop. This form can be acquired from the shop technician or your instructor.
3. No one may work alone in the shop at night, and students should not operate machinery at any time unless at least one other person is present in the shop.
4. Use the shop only when alert, rested and focused. To do otherwise is to expose yourself and others to risk. Under no circumstances attempt to use machinery when your judgment is impaired or you are ill, under the effects of medication, drugs or alcohol, or sleep deprivation. No smoking or eating is allowed in the shop.
5. Prepare yourself for the use of machinery by securing your clothing, hair and jewelry. Also outfit yourself with appropriate hearing protection, gloves, goggles and **Personal Protective Equipment**. See to it that all necessary aids, such as push sticks, saw horses, hold-downs, guide fences, or someone to help are within reach or in their proper place. **ALL GUARDS MUST BE USED**. Safety eyeglasses or goggles must also be worn when doing some bench work such as chipping stone or wood, filing metal or cutting wood, or when working with materials corrosive to eyes such as plaster, solvents, varnishes, or hardeners.
6. Dust collection, welding ventilation and plaster/clay ventilation have been provided for your protection. You must engage these systems when working on projects. Inhaling foreign substances is one of the biggest health hazards in the shop. Be sure you have adequate ventilation for either dust or fumes before proceeding with a project.

7. Approach any wood, metal, stone machine, hand-held or stationary equipment, with respect, which begins with a thorough examination of the equipment before using it.
8. Keep your attention focused on both the machine and on the operation you wish to perform with it.
9. Never distract or talk to someone who is welding, cutting metal or operating a machine, or allow them to distract or talk to you while you are in the process of using equipment. If you must pass by someone using equipment, approach them head-on so they may see you coming and not be startled.
10. Be alert for any unusual sounds, loose parts, dull blades, poor adjustments, when turning on or operating a machine. Correct the situation before continuing to use the machine. Never force a machine to do work. Report any gas, electrical or mechanical hazards immediately.
11. Clean up scrap wood, sawdust, metal cutoffs, plaster, clay or other scrap materials when finished with an operation. Return the machine to a state of readiness for the next person to use. Also return all hand-held machines to their proper storage area, clean off all workbenches of foreign or scrap material. Dispose of them properly.
12. If you have any question about the use of any material or operation of a machine, ask for assistance before going ahead with your work.
13. All students must clean their work area before leaving the shop. All students must assume responsibility in this important matter. Scrap materials including wax, plaster, saw dust, metal, clay, fabric etc. generated by both machines and handwork is a health and fire hazard, and should be cleaned up daily.
14. All flammables and hazardous solvents must be used in a well-ventilated area. They must be stored in the facilities provided in the shop. Solvent soaked rags should be placed in an approved, self-closing waste disposal can which is emptied on a regular basis.
15. Students must familiarize themselves with all materials they are using, and take suitable precautions. Stripping, painting, grinding, melting and finishing, for example involve a wide variety of materials which must be treated with respect. The solvent benzene, for example, is a known carcinogen and may not be used in any form.
16. The patina of metals involves the use of several toxic chemicals. Special ventilation and caution shall be exercised during this process.
17. Many skin conditions and allergies can be caused by wood glues and adhesives such as epoxy and phenol-formaldehyde-resin glues. Glues and cements which contain solvents can dry and defat the skin making it more subject to infection. Safe use of the more hazardous adhesives (which might contain, for example, hexane, naphtha, mineral spirits, and methyl chloroform) requires avoiding skin contact, sparing and careful use, keeping containers closed as much as possible during application, and good general shop ventilation. Water-based contact adhesives, casein glues, hide glues, white glue (polyvinyl acetate), and other water-based adhesives are slightly toxic through skin contact. Dry casein glues are highly toxic by inhalation or ingestion and moderately toxic by skin contact since they often contain large amounts of sodium fluoride and strong alkalis. The safe use of wax demands constant ventilation as does all welding fumes and dust created by the mixing of plaster and clay or silica based materials. Silica must be ventilated.

18. Vibrating tools can cause health problems with extended use. Get instruction in the proper use of such tools from the instructor before use.
19. Certain woods, especially those of an exotic nature, and/or wood treated with pesticides, may be irritants or cause allergic responses. Students should be aware of these potential hazards, and seek information from their instructors.
20. A Fire and Emergency list of telephone numbers and procedures is posted in the adjacent Sculpture Studios and should be consulted in the event of any mishap. All accidents, large or small, must be reported immediately to the instructor or person in charge.
21. A locker of First Aid equipment is provided in the shop Rm. 113. The shop technician is responsible for keeping it replenished.
22. Should symptoms of a health problem or illness appear and persist, report the matter to your instructor and go to the Health Office for an exam.
23. As the nature of materials used in art and architecture projects becomes inclusive of almost any material. Before work can be started with materials that are not provided by your Program, all materials must be approved by the instructor or shop technician.
24. Ventilation must be used when working with wood, metals, wax, clay, plaster.
25. Certain metals, stones, plastics may be hazardous and must be inspected before their use is allowed.
26. Use of the shop requires the use of different techniques, tools and materials and all procedures should be done in specifically designated areas.

POLICY FOR VIOLATIONS OF SAFETY PROCEDURES

All persons using the Art + Architecture Shop must abide by the safety and health procedures outlined in this manual. Major and minor infractions will be addressed immediately, and such violations will become part of the student's record.

The instructor or shop technician shall:

1. Identify the nature of the violation to the student.
2. Inform the student of the correct procedure, and observe the student performing the procedure in a proper manner.
3. A violation may result in a student not being allowed to engage in a specific procedure unless supervised.
4. A Violation Form shall be signed and dated by both the instructor and the student and placed in the student's file. A copy shall be given to the student.
5. Violations may result in the loss of shop privileges. The instructor and chair or director of the academic unit involved will meet with the student and make a recommendation relative to penalties.

SAFETY REGULATIONS FOR SPECIFIC EQUIPMENT

TABLE SAW

1. It is the responsibility of those using the table saw to first determine if this machine is the safest way to accomplish the desired task.
2. Always wear safety goggles, hearing protection, and use the dust collection system. Do not wear loose or dangling clothing and jewelry.
3. Clean the table of the machine and the floor around the saw before beginning work, and then again when you are finished.
4. Position the saw guard, splitter and anti-kickback device before turning the saw on. Always lock out power before changing the saw guard or servicing the machine in any way.
5. Use only new stock that is free of dirt, paint, nails, loose knots, splits and warps. Attempting to rip short, narrow or thin pieces invites trouble.
6. Stock should be surfaced on one side and one edge jointed before being cut on the saw.
7. Make sure that any necessary aids such as a push stick, push blocks, or rollers to catch outgoing pieces are ready before beginning an operation. If a person is going to help you cut a large piece of stock, be sure they only support the stock and do not attempt to push or pull it. YOU, the operator, must control the feed and direction of the cut.
8. Be certain the blade to be used is sharp and the proper type for the operation.
9. Adjust the height of the blade to no more than one-eighth inch above the stock to be cut.
10. Stand to one side of the blade, and never reach across, behind or beyond the blade while cutting. Again, your hands should never be IN LINE with the cutting blade. Maintain a four-inch margin of safety: do not let your hands come closer than four inches from the blade. USE the push stick.
11. Be sure no one is standing in a direct line behind the saw.
12. Always use either the rip fence or the miter gauge when cutting. NEVER CUT STOCK FREEHAND. When setting the rip fence, make sure that the fence locks parallel to the blade. Otherwise the stock can bind and kick back. Never use the miter gauge in combination with the rip fence unless a clearance block is used. Never try to support both pieces on opposing sides of the saw blade when using the miter gauge; support the portion positioned against the gauge side only. When ripping, always support the portion of your piece that is in between the rip fence and the blade.
13. If you tilt the blade or change the miter gauge, return them to their original position after using the saw. When changing blades always be sure that the washer and lock-nut are tight to the blade.
14. When making a cut, make sure you pass the stock completely past the blade as you finish your cut. NEVER BACK UP STOCK ONCE YOU HAVE PROCEEDED WITH A CUT. If

need be, stop, and shut the machine down. Always turn the saw off before attempting to remove scrap.

15. Never talk to anyone or let them distract you while the saw is running. Keep your attention focused on your work.

BANDSAW

1. Always wear safety goggles, hearing protection, and use the dust collection system. Secure all loose clothing, hair and hanging jewelry.
2. Clean the table and the area around the bandsaw before beginning work and when you are finished.
3. Saw only stock which is free of dirt, paint, nails, splits, warps and loose knots.
4. Make all adjustments to the machine before turning it on. Never open the wheel enclosure doors while the machine is in operation. Adjust the upper guide post so that it is no more than one-quarter inch above the work.
5. If the blade is not tracking properly or needs adjustment stop the machine and see the instructor or shop technician. Do not use a dull blade.
6. Be extremely cautious of the exposed blade. Keep fingers clear. Never allow your hands or fingers to be IN LINE with the blade. Make sure your fingers are out of the way as you near the end of a cut.
7. Avoid backing out of saw cuts. You could pull the blade off the wheel.
8. If a blade breaks, step back quickly, turn off the saw, and report to the instructor or shop technician.
9. Clean up the machine and immediate area after use.

SINGLE SURFACE PLANER

1. Always wear safety goggles, hearing protection, and use the dust collection system. Secure hair, loose clothing, dangling jewelry.
2. Stock should be at least 15 inches long, and never thinner than 1/4inch. Do not attempt to take more than a 1/16th inch cut (one revolution of the wheel).
3. Surface only new lumber that is free of loose knots, dirt, paint, nails. True up stock on the jointer before surfacing it on the planer.
4. Plane WITH the grain, never cross grain.
5. Stand to one side of the work being fed through the planer.
6. Never look into the throat of the planer while it is running.
7. Do not attempt to feed stock of different thicknesses side by side through the machine.

8. Only handle stock as it passes before and after the machine table. If the machine is set and running correctly you have no reason to have your hands on or above the table of the machine.
9. If the machine is not working properly, shut it down at once and inform the instructor or shop technician.
10. Clean up the machine and immediate area after use.

OTHER MACHINES AND TOOLS

The Art + Architecture Shop has many other machines, such as lathes, drill presses, router tables and sanders, many hand-held power tools, such as the biscuit joiner, portable rotary saw, drills, routers, grinders and sanders, as well as many potentially dangerous hand tools such as chisels, saws, carving tools, and knives.

1. Students may not use any of these tools without instruction and supervision. See faculty or shop technician for instruction and supervision before use.
2. All of the Art + Architecture Shop general rules and procedures apply to these tools and machines.

SAFETY REGULATIONS FOR SPECIFIC SCULPTURE AREAS AND EQUIPMENT

Some of these areas are restricted to students enrolled in specific courses within the Department of Art. Architecture students may enroll in these courses with the proper pre-requisites, if applicable. Others are open to architecture students with appropriate faculty supervision. Please check with your instructor for details.

FOUNDRY AREA

1. Foundry includes the processes of mold making, clay modeling, wax casting and construction, metal casting and metal chasing and patination.
2. Only students enrolled in sculpture classes are allowed in the foundry area with the permission of sculpture faculty.
3. All plaster and clay work must be done in designated areas and with proper ventilation.
4. All wax work must be done in designated area and an inspected and an approved fire extinguisher must be present at all times along with a source of water.
5. Metal casting includes the use of a high temperature furnace and gas kiln. Both furnace and kiln may only be operated by sculpture faculty and faculty must be present during foundry operation. Students may never turn on gas for any reason.
6. Proper clothing for foundry work is provided by the sculpture program and must be worn at all times during foundry operation.

7. Chemicals for the patina of metals must be clearly labeled and stored in a fire proof cabinet. Any chemical patination must be done with proper ventilation and under the guidance of sculpture faculty.
8. Eye and ear protection are mandatory when using foundry related equipment.
9. Personal protective equipment use is mandatory when melting, pouring and grinding cast metals.
10. When working with wax, all fire precautions should be taken. The melting of wax creates hazardous fumes and must be properly ventilated. Wax may only be melted in an approved wax melting pot or an approved double boiler.
11. Hazards in foundry work result primarily from dust and fumes and from the handling of molten metal during casting.
12. Studio organization, maintenance and cleaning is mandatory and must be done after any foundry work.

WELDING

1. The welding studio includes both gas and electric welding equipment. Only students enrolled in art or architecture classes with faculty approval may use welding equipment.
1. All gas welding tanks must be properly secured to carts or chained to walls in designated areas. All empty and full tanks must be labeled and properly stored.
2. Students must wear proper fire resistant clothing including approved aprons, gloves, and proper eye protection.
3. Welding and cutting metal and general metal work must be done in designated areas only. Proper pressure for gas gauges should be clearly stated in the welding area along with proper procedures for turning on and off gas welding tanks.
4. All related metal working machinery or hand tools requires the use of eye, ear and personal protective equipment protection.
5. Electric welding must be done in designated areas free of any flammable materials or water which may cause electric shock.
6. Arc welding (electric) is electrical, watch for wet hands or wet work which can cause shock. Light produced by arc will seriously damage the retina of the eye. Over exposure can cause skin cancer. Face and eye protection and ventilation over work must always be in place before applying electricity. Always work behind welding screens and watch out for others around you.
7. Any metal used in the welding area must be approved by faculty or shop technician.
8. Metals maintenance, organization and cleaning is mandatory and must be done after any welding activity. Metal scraps and residue must be removed after studio use.

CLAY/PLASTER AREA

1. The clay and plaster studio includes materials which may contain silica and proper ventilation must be used.
 2. Only students enrolled in art or architecture classes may use the clay/plaster studio with permission from designated faculty.
 3. All clay material must be properly stored in rolling clay bins with proper covers.
 4. Studio maintenance and daily cleaning is mandatory because of the nature of clay and related silica concerns.
 5. Plaster and clay must be mixed and used in designated areas with proper ventilation.
 6. Proper clothing must be worn when modeling clay and casting plaster and should not be brought out of the studio environment.
 7. Proper personal protective equipment use and eye protection is required when using clay and plaster.
 8. Silica in clay dust (silica dioxide) is present in dry clay and in many glaze materials either as a component or contaminant. Inhalation may result in silicosis, permanent scarring of the lungs, which may incubate for 15-20 years. Personal protective equipment use is mandatory.
1. Plaster must be kept packaged and away from any source of moisture.

MULTI-MEDIA AREA

1. The combination of various materials has become common place in art and architecture. All materials which are brought into the shop must be examined and approved before they can be used by students.
2. The combination of various materials and methods used to secure them may pose hazardous conditions for both the user and studio environment. Extreme caution must be used when using various glues, adhesives or unorthodox methods of combining materials. Approval from art or architecture faculty or the shop technician is mandatory

Honor Code

The Department of Architecture Honor Code is in effect at all times. Students using the Art + Architecture Shop are bound by all provisions of the Code whether or not an actual class is in session.

Certification**Department of Architecture - The University of Memphis**

I, _____, do hereby certify that I have reviewed the Department of Architecture Student Policies Manual described during the Department of Architecture New Student Orientation and the Introduction to Architecture + Design course. I further certify that I understand I am responsible for the information contained therein.

Signature

Date

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