Student Guidebook

New Jersey School of Architecture
2013 - 2014 Academic Year

image by Saif Haobsh, ARCH156 Modes of Communication, fall 2011
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General Information

Digital Culture

The goal of this document is to guide you in finding information you may need as an undergraduate and graduate student at the New Jersey School of Architecture. The first thing to remember is that the culture at NJIT is a digital one and that this document is the ‘tip of the iceberg.’ Much of the information you may seek the university and school host online. Here are some important links:

- NJIT Catalog: http://catalog.njit.edu/
- General NJIT information: http://www.njit.edu/currentstudents/

Communication

Email is the official means of communication at NJIT. This means that an administrator or teacher may inform you of critical information (like the time and place of an exam, a field trip, change in a due date for a project, etc.) via email and expect you to receive it. It is YOUR responsibility to monitor your “njit.edu” email address. Even if your professor communicates with you through a social network or any other means, this does not mean that you can ignore your NJIT EMAIL. You may forward the address to another email address, but **make sure you regularly monitor and respond to email coming to your official NJIT email address.**

The NJSOA is a professional school. We expect you to maintain a professional demeanor as a student that will set the tone for the rest of your careers. Use cell phones and other digital devises (including social networks) in a manner consistent with a professional office. If you play computer games in class when your instructor expects you to be working, **please consider how your employer would perceive this in a professional office.**

Unless being used in an examination, phones and other mobile devices should not be present during an examination. **You must turn them OFF (not just silent them).** Faculty may consider **the visible presence of a phone or communication device during an exam as evidence of cheating and have the authority to fail you for that test.**
Honor Code

At the NJSOA, we ask you to act honorably and professionally as together we collectively seek knowledge. In doing so, we must respect one another. You should treat others the same way you want to be treated. Respect what is yours and what is not yours. Never impede your classmates attempt to fulfill their academic requirements. If you borrow something – whether it is physical or virtual – do so only with expressed permission. Clean up after yourself. And use common sense: just because the school does not explicitly prohibited something, doesn’t mean you should do it.

Please know that NJIT holds you responsible for upholding the university’s academic integrity. We maintain a zero tolerance policy regarding cheating and plagiarism. This applies to design projects as well as written assignments. Please know that you are also responsible reporting any violation of academic integrity to the Office of the Dean of Students (doss@njit.edu). Your identity in filing the report will remain anonymous.

Please familiarize yourself with the University Code on Academic Integrity described at http://www.njit.edu/academics/pdf/academic-integrity-code.pdf

Attendance

Please. GO TO CLASS!

The NJSOA requires attendance of all students in classes that are not distance learning. NJIT policy maintains that for courses meeting at least twice per week, if you miss more than three classes with unexcused absences you will be penalized ½ grade on the final course grade for each additional absence in excess of three. In other words, if the final grade would have been an “A”, it results in a “B+”. A “B+” goes to a “B”, and so on. Courses that meet only once per week have a FULL GRADE penalty for each unexcused absence after the third absence (excluding recitation, review or lab sessions). This penalty is in addition to any grade reduction due to the inclusion of participation as a component of the grade, unsatisfactory performance as determined by the instructor or other grading criteria. While this policy only applies to NJIT undergraduates, we hope that all students respect its spirit. So for your own sake, please, GO TO CLASS!

Please. Go to class ON TIME!

Each individual instructor is at liberty to determine policies about lateness, and may consider those when computing both course attendance and participation. Tardiness for lectures is particularly disruptive and rude. Late arrivals may distract both the lecturer and other students. The need to compensate for late arrivals through the repetition of any material compromises the experience of other students in the class. Showing up, or merely “checking in” for studio and then leaving with or without having any work prepared does NOT constitute attendance. Similarly, faculty may consider a student’s late arrival to a class after the presentation of significant work as an absence.
Please note that participation is typically an explicit requirement for all students in any class for which you receive a grade. Some classes, including/especially seminars, may require participation as a significant portion of any grade. Participation is more than “just showing up” and includes one’s ability to demonstrate understanding and competencies in subject matter discussed in class. Faculty will regard distraction from unnecessary use of digital devices as a failure to participate.

In general, faculty may at their discretion grant an excused absence from class when students notify the instructor in advance either in person, by phone or email. You must accept whatever accommodations faculty may offer the student to keep pace with the class. The NJSOA frowns upon you informing faculty of your absence through one of your classmates. Instructors typically allow excused absences for medical and religious reasons. Students may observe whatever religion they like, but can only designate one religion per semester. This prevents students from requesting excused absences for all holidays of all religions. It is the responsibility of the student to know his or her religious calendar and inform the instructor of religious holidays that interfere with scheduled classes during the FIRST WEEK OF CLASSES. Faculty reserve the right to decline last minute requests about religious holidays for excused absences. Documented illnesses and accidents are also acceptable reasons for absences. However, the documentation must be from a licensed medical practitioner (including NJIT Health Services) and someone not related to the student. NJIT requires students to submit all official documentation regarding absences to the office of the Dean of Students for inclusion as part of the student’s permanent file.

The NJIT attendance policy for student athletes stipulates that the student athlete may only miss class when representing NJIT in intercollegiate competition. No student-athlete may miss any regularly scheduled class for practice activities. NJIT also places the responsibility on the student athlete to inform faculty well in advance of any allowable absences and make arrangements to complete or make up any assignments or exams in a timely manner. Participation in intercollegiate competitions (including post-season tournaments) is not, in general, an excuse to miss either a final examination or a semester-ending final review in studio. Student athletes must coordinate with the appropriate personnel in the athletic department and with their instructor(s) in order to reconcile any perceived conflict.

For additional information, see the Student Athlete Handbook at: http://www.njithighlanders.com/sports/2012/4/10/studentathletedevelop.aspx?tab=sadevelopment

Faculty are not required to provide make-up exams or extensions of due dates for non-excused absences. And in general, an unexcused absence during an exam or quiz will result in a grade of “zero” or “F” for that particular assessment. In the case of missing a submission deadline for an assignment, faculty - whether they be the studio coordinator or individual instructor - determine the policy for late and/or non-submission of work and may include grading penalties for an assignment. Even when a student is unprepared to submit a design project, attendance at studio design reviews is mandatory and a condition of receiving a passing grade for the project under review (even if submitted late with approval of the instructor). Faculty may or may not allow a student who enters a class late during an examination or quiz permission to take the test. In those instances when the instructor permits a late-arriving student to sit for a quiz or exam, they are under no obligation to provide extra time or, in the case of projected displays for questions, to repeat or review questions and/or instructions already presented.
Students with Disabilities

It is the school’s moral, ethical, and legal obligation to provide appropriate accommodations for all students with physical and/or learning disabilities. Freshmen or transfer students must provide the Disability Office their IEP (Independent Educational Plan) they had in high school and any medical and/or psychological documentation they have. Once documentation is complete, students should notify their instructors for EACH class as to the nature of required accommodations. The Student Disability Services will confirm these directly with the instructor during the semester. Continuing students or students with continuing disabilities must notify each instructor in each class every semester during the first week of class.

For temporary disabilities that are obvious (e.g. a broken arm, flu or pneumonia, etc.) you and your instructor can negotiate accommodations but remember to file all official documentation with the Office of Dean of Students. It is not the responsibility of the faculty to diagnose permanent disabilities nor should they be required to provide accommodations unless you document any and all disabilities with Student Disability Services within the Student Counseling Center at NJIT. In the absence of documentation during the semester, neither the university nor the instructor is obligated to provide any accommodation (including space or network connections) once the semester has ended.

Accommodations often consist of extra time for projects and assignments. Students with documented disabilities have a right to these accommodations. They also have the right to not take advantage of them, or only use them when they feel they need to. Faculty members should be sensitive to privacy issues associated with disabilities but the decision to utilize or not utilize accommodations rests with the student. Incompletes due to accommodations for disabilities do NOT constitute a waiver of pre- or co-requisites for courses.

Specific information is available online at: http://www.njit.edu/counseling/services/disabilities.php and from the Director of the Counseling Center, Dr. Phyllis Bolling whose office is in 205 Campbell Hall (973-596-3420 or phyllis.bolling@njit.edu).

Materials and Supplies

*Design involves making things.* As such, students will often be required to purchase tools and consumable supplies or print and submit work on/with physical media for studios and project-based courses. The nature and cost of these supplies will often vary from term to term and from discipline to discipline, and may sometimes be significant. Students must NOT use any hazardous or toxic materials in the creation of physical models or prototypes. If the use of a material is prohibited in the studio, do not circumvent the intent of the rule (protection of your health and well-being) by working outside of the building with these substances. Do not spray paint in studios – use the spray booth on the seventh floor. *Properly dispose of waste and trash.* (Do not just throw your garbage on the floor and expect others to clean up after you – it’s rude, unprofessional, and will not be tolerated.) Protect materials in studio that you want saved – but keep in mind that you cannot simply store supplies on the floor and expect them to be saved.
Intellectual Property | Publication | Publicity

As producers of intellectual property, designers, artists, and architects are acutely aware of the value held by products created by personal effort and ability. Students who intend to create intellectual property should be aware of the value of such property and the respect it should be accorded. However, ideas are not proprietary. In fact, much of the history of architecture, art, and design has examples of work built upon the ideas that came earlier. However, specific execution or interpretations of an idea are proprietary; these you should not copy. Unless stated otherwise as collaborative, **NJIT expects you to produce individually authored work.**

Consistent with many schools of architecture, art, and design, it is NJIT policy that the student and the university jointly own any work created using university facilities or used for degree (or certificate) credit. The College of Architecture and Design reserves the right to keep any and all original work created for the purpose of documenting student performance as mandated by the National Architecture Accrediting Board (NAAB). Furthermore, the School reserves the non-exclusive right to use images or likenesses of the work (as well as digitally modified examples) for publicity and display in print and electronic media as well as to submit such work for competitively reviewed exhibitions or to various award programs. Additionally, the School and/or its representatives (including faculty and teaching staff) have the non-exclusive copyright to use your work as illustrations in scholarly and/or technical publications or presentations. Wherever possible, we give credit to the student who produced the work. The NJSOA may display all student work online or locally in print/hard copy form at the school. Please know that nothing in these rights precludes your own work for other purposes while a student, or after separation from NJIT.

In addition, the College of Architecture and Design reserves the right to photograph studios and students on the NJIT campus and/or participating in NJIT-related activities for publication (electronic and/or print).

Lecture Series

The College of Architecture and Design holds five to eight public lectures per semester. Most lectures begin at 5:45 PM on Monday evenings in Weston Lecture Hall 1. The Chair of the CoAD Lecture Committee Chair organizes the series, inviting guest lecturers who are either professionals or academics with a variety of interests and backgrounds. Some lectures may be more pertinent for architects, interior designers, or digital or industrial designers. And some may have a general, “across-the-board” appeal. Regardless of the topic, **these lectures provide an extraordinary opportunity, exposing you to a wide range of topics relevant to your future professions.** An AIA typically hosts a sponsored lecture as part of the annual Design Showcase, held on a Thursday evening in mid-April.

Accreditation

**The National Architectural Accrediting Board (NAAB) will visit us this spring.** The NAAB accredits schools of architecture in the United States and requires extensive documentation in advance of a visit by an accrediting team. During their visit, the team reviews two years of work, carefully examining both exemplary and minimal examples. The window for work reviewed will be four semesters: Spring 2012, Fall 2012, Spring 2013 and Fall 2013. The Dean’s office will announce dates of the visit as soon as we know them.
The School of Art and Design (A+D), will also be receiving an accreditation visit this year from CIDA (Council for Interior Design Accreditation) October 19–22. This represents A+D’s initial effort for accreditation for the Interior Design program.

Please mark in your calendar both the CIDA dates above and once announced, the NAAB dates. During those periods, we ask that you make sure that the physical appearance of our facilities bespeaks who we are. And if you notice someone wandering the halls who looks like they might be part of the team, don’t be shy, go up and introduce yourself!

The NAAB expressly requests that we include the following Statement on NAAB-Accredited Degrees in all our guidebooks:

In the United States, most state 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 U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-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 consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

New Jersey Institute of Technology, New Jersey School of Architecture offers the following NAAB-accredited degree programs:

B. Arch. (164 undergraduate credits)
M. Arch. (non-pre-professional degree + 102 credits)
Next accreditation visit for all programs: 2014

Who’s Who at NJIT Administration

- Joel S. Bloom, President of NJIT
- Fadi P. Deek, Provost and Senior Executive Vice President
  - Judith D. Redling, Associate Provost for Academic Affairs
- Henry A. Maurermeyer, Senior Vice President for Administration and Treasurer
- Donald H. Sebastian, Senior Vice President for Research and Development
- Charles J. Fey, Vice President for Academic Support and Student Affairs
- Charles R. Dees, Jr., Vice President for Advancement
- Kay Turner, Vice President for Human Resources
- Henry J. Ross, Chief of Staff, Office of the President
- Holly Stern, General Counsel
- Stephen J. Tricamo, Associate Provost for Academic Affairs
- David F. Ullman, Associate Provost for Information Services & Technology and CIO
  - Phil Stickna, Interim Assistant Director Academic Computing Services (Laptop Distribution)
- Jack Gentul, Dean of Students
Who’s Who at CoAD

- **Urs P. Gauchat**, Dean of the College of Architecture and Design (CoAD)
- **John Cays**, Associate Dean for Academics in the College of Architecture and Design
- **Peggy Fitzpatrick**, Associate Dean for Administration in the College of Architecture and Design
- **Darius Sollohub**, Director of the New Jersey School of Architecture
- **Glenn Goldman**, Director of the School of Art + Design and Director of Imaging Laboratory
- **Jesse Lecavalier**, First Year Undergraduate Coordinator
- **Julio Garcia Figueroa**, Second Year Undergraduate Coordinator
- **Joy Siegel**, Third Year Undergraduate Coordinator
- **Richard Garber**, Fourth Year Undergraduate Coordinator
- **Thomas Navin**, Fifth Year Undergraduate Coordinator
- **Keith Krumwiede**, Director of the Graduate Architecture Program
- **Georgeen Theodore**, Director of the Master of Infrastructure Planning Program
- **Amada Belton**, Advisor to Undergraduate Architecture Students
- **Fred Little**, Manager of Graduate Programs
- **Sasha Corchado**, Special Assistant to the Dean and Advisor to Art + Design Students
- **Maya Gervits**, Director of the Littman Library
- **Michael Kehoe**, Manager of the CoAD Computing Resources
- **Manny Rodriguez**, PC Network Analyst
- **Richard O’Brien**, PC Network Analyst (Software Imaging)
- **Matt Gosser**, Curator of CoAD Gallery
- **Don Menke**, Model Shop Coordinator
- **Hope Allen**, Secretary to the Dean
- **Samanthea Jones**, Secretary
Coursework

General Grading Standards

NJIT maintains independent grading standards for undergraduate and graduate courses that you will find outlined below. Several practices are common to both. There are no “minus” grades and that there is no grade of “D+” or “A+”. Faculty can give a grade of I (Incomplete) when coursework cannot be completed because of special circumstances. A student must complete coursework no later than the end of the subsequent semester or an incomplete will revert to an F. Students nominated for financial awards must have incomplete grades resolved by the fourth week of the subsequent semester to allow a determination of their eligibility for the award. If you experience any deviation from the standards described below in courses offered at CoAD, you should contact your Year Coordinator, the Director, or Associate Dean for Academics.

Syllabi

The syllabus is an essential component of higher education pedagogy. It is a social contract between you, your instructor and the administration. It is university policy for students to receive a syllabus for each and every class taken at NJIT. All parties agree to its terms regarding requirements, expectations, performance and outcomes. It provides the code for how faculty and students proceed forward in a common endeavor.

Faculty must provide you a course syllabus on the first day of class and post them to Kepler3. Faculty may also post additional copies to, Moodle and/or distributed in printed hard copy. Syllabi posted for multi-section coordinated classes may use a common syllabus posted or distributed by the year coordinator.

Please note and put into your calendars the dates of all reviews and midterm or intermediate examinations. A syllabus can only list final exams and final reviews as “TBD” (to be determined) since the Registrar and the CoAD Associate Dean for Academics, respectively, schedule them after a semester begins. While the NJSOA faculty make every effort to coordinate review and exam schedules so as not to coincided, it is not always possible to avoid overlapping deadlines. You must ultimately be responsible for budgeting your time. An overlapping deadline is not a legitimate excuse from submitting on time. An instructor has no obligation to remind you of assignment deadlines. It is your responsibility to pay attention to assignments and maintain a pace that will facilitate timely completion and submission of work.

Please take note of deadlines listed on the syllabus and pay attention to any approved changes as an instructor may not re-issue a new syllabus after the introduction of approved changes.
### Undergraduate Grading Standards

- A 4.0 Superior
- B+ 3.5 Excellent
- B 3.0 Very Good
- C+ 2.5 Good
- C 2.0 Acceptable
- D 1.0 Minimum
- F 0.0 Inadequate
- I Incomplete

The University has established certain **UNDERGRADUATE** academic thresholds:

- Undergraduate students receive course credit with a grade of D.
- Undergraduate students must maintain a minimum cumulative GPA (grade point average) of 2.0 to avoid academic probation.
- Undergraduate students must earn a cumulative GPA of 2.0 in all courses listed in the catalog as **REQUIRED** to graduate.
- NJSOA undergraduate students must maintain a yearly 2.0 studio GPA to proceed to the next studio year.

For additional information on **UNDERGRADUATE** Grading, please reference the following link:  

### Graduate Grading Standards

- A 4.0 Excellent
- B+ 3.5 Good
- B 3.0 Acceptable
- C+ 2.5 Marginal Performance
- C 2.0 Minimum Performance
- F 0.0 Failure
- I Incomplete

The University has established certain **GRADUATE** academic thresholds:

- Graduate students must maintain a minimum cumulative GPA (grade point average) of 3.0 to avoid academic probation.
- Financial awards for graduate students vary. Students are responsible for checking regularly with the Office of Graduate Studies to determine these requirements.

For additional information on **GRADUATE** Grading, please reference the following link:  
Coursework Submission and Deadlines

NJIT requires faculty to return any project or work, including exams, turned in for a grade to you with a grade following these guidelines.

- The grading period should be within two weeks of the submission deadline.
- Early submissions do not require early returns.
- Faculty may return graded work in batches or in a single block.
- If an instructor accepts work submitted late, they may grade at their convenience unless the submission delay is due to either an excused absence (illness or religious holiday) or an accommodation for a documented disability.

Grade Appeals

Students have the right to appeal semester grades. The appeals process is as follows:

- The student should prepare a letter to the Dean that states succinctly, accurately and completely the cause for the appeal. The letter should also include: the name and number of the course; the grade given; the name of the instructor who taught the course; and whether the grade given prevents a student from advancing. The student should include a syllabus and any correspondence (to and from the instructor) that supports the appeal as attachments. The student should know that the administration will distribute the letter and all attachments to the Director, the panel and the student’s instructor. The student maintains the option to invite a faculty member of their choosing to hear their case.
- The Dean will forward the appeal and all materials to the NJSOA Director. The Director will convene a panel of three faculty members to hear the appeal and include a student’s designee as a fourth panelist if the student elects to choose one. Students should know that their panel designees attend by their own choosing and may be unavailable for whatever reason. A student can invite another faculty member if their first choice cannot attend.
- The NJSOA schedules appeals at the beginning of the fall, spring and summer semesters. Because the panel typically hears multiple appeals, the NJSOA limits the entire appeal process for one student to one hour.
- The Directors office will inform the student in advance of the hearing date. Three days prior, the office will inform the student of the place, the specific time the hearing will take place, and the names of the panelists.
- Once the panel begins at the prearranged time, the student will have approximately twenty minutes in private to summarize the contents of their submission and respond to questions from the panel. The NJSOA provides a student with a computer and projector to help in their presentations.
- The panel then excuses the student to hear the instructor’s remarks in private and to review the same work shown previously, also for approximately twenty minutes. The appeal process never obliges either the student or the instructor to encounter or respond to one another during the hearing. An instructor unable to attend may offer comments by phone.
- The panel reserves the rights to ask the student to return immediately after hearing the faculty member’s comments to respond to any further questions.
- The panel will reach a decision, which they will forward to the Dean. The Dean’s ruling on the appeal is final. When the result impacts registration, the Dean or Director may inform the student in an expedited manner for appropriate courses. Otherwise, the Dean informs the student via email within 15 days.
Student Evaluations of Teachers and Courses

NJIT asks you to complete standard online evaluation forms for each and every class taught at NJIT during the academic year. While it is not possible to “force” you to complete these forms, it is in both your interest and that of the school to perform this task and do so with care. Please fill out the ranking portion and make sure to include written comments. Teachers and administrators read these forms, which offer a way for instructors to improve and for administrators to facilitate improvement in the program. Evaluations are most valuable when they are objective rather than personal. If your evaluations are overly personal, frivolous, or merely “whiney” they don’t do much good, whether expressing praise or criticism of an instructor. In general, unless there is something inappropriate (e.g. harassment) in the actions of the instructor, try to be helpful, objective, clear, and do not jump to unsubstantiated conclusions.

Teaching and Teachers: Roles and Responsibilities

There are three types of positions available at NJIT (and most schools). They are adjunct instructors; university lecturer (called Professor of Practice at some other design schools); and tenured/tenure track faculty.

Approximately two thirds of our instructional staff is comprised of adjunct instructors. The administration hires these individuals by the semester and course. There is no long-term commitment between the school and the individual teacher although it is not uncommon for adjuncts to be associated with schools for a very long time. The Associate Dean for Academics (John Cays) has responsibility for hiring all adjuncts in the College of Architecture and Design. Adjuncts are required to teach only; the university does not compensate adjuncts for anything beyond teaching a specified course or courses. Although they may participate in the administrative life of the school by serving on committees, helping with exhibits, and so on – they are neither required nor paid to do so. Those adjuncts who participate (and many do) in extracurricular activities do so as generous volunteers.

The University Lecturer and Senior University Lecturer are nominally full-time positions with many also maintaining some level of professional practice. The university hires Lecturers to teach and participate in the administrative life of the school (i.e. service) without any requirement to produce scholarly work. NJIT often hires University Lecturers from the ranks of adjunct faculty through appointment directly by the Dean when positions become available.

Tenured and tenure-track positions maintain a long-term commitment to NJIT. As a research university, NJIT seeks tenured and tenure-track faculty who are capable of successfully initiating, leading, and completing funded research projects. Tenured/tenure-track faculty members fulfill tasks in three categories: (1) teaching; (2) conducting research/scholarly activity and disseminating the work (publishing); and (3) providing service to the school and profession. Service includes all the work that keeps schools running as well as participating as contributing members of professional and academic societies/organizations.
Facilities

Studios

The term studio extends beyond a description of a physical space; it lies at the heart of architectural education. It is a place where designers develop ideas and exchange knowledge. It is both sanctuary and arena. NJIT provides each student with a desk with a lockable compartment; a stool and a high-speed ethernet connection. CoAD maintains studios in Weston, Campbell and Colton Halls. The lower level of the NJIT Parking Deck and the Guttenberg Information Center also host studios. The NAAB requires that schools of architecture maintain a Studio Culture Policy. You can find NJSOA’s Studio Policy Document on the Kepler3 home page at: http://kepler3.njit.edu/courses/SitePages/Home.aspx

Your desk gives you the privilege of being part of a studio. Given NJSOA’s digital culture, it is both podium and locker for technological tools. Treat your desk and the space around it with the respect you would expect from others. As designers, you should always make sure that your studio is a place that is pleasing to work in. This means keeping it clean and presentable.

You have the right to occupy your studio 24/7 during any academic term (including summer). You should move in on the first day of classes. The administration will notified you via email and by posted signs when you must vacate. Please know that the day to vacate is a HARD DEADLINE. NJIT maintenance will discard all your affects – including any models that you have invested countless hours producing. Please also know that a studio filled with productive students is a natural deterrent to theft and vandalism. As a semester winds down and studios become less populated, they become more vulnerable. It is always a good idea to move out at your earliest convenience and not wait until the last day.

City of Newark Fire Code does not allow even the suggestion of residential occupancy in a studio space. This prohibits couches, cooking facilities and anything hanging from pipes, mechanical systems, etc. An inspector will also sanction NJIT for tampering with electrical lighting, blocked exits and the stockpiling of combustible materials. As a student, NJIT binds you to obey all local laws.

Combination lock entries protect CoAD studios and labs. Faculty give combinations only to those students (and associated faculty/teaching staff) registered or assigned to a particular space. Do NOT give these out to friends or acquaintances. Once someone breaches security, it becomes more difficult to maintain control and accountability. This is for YOUR protection and the protection of YOUR EQUIPMENT. If the access code needs to be changed, request that your instructor contact the Administration. Please know that CoAD Administration and IT (information technology) support personnel also have access to all studios.

Do not leave studios unattended with doors propped open. Even when you are in studio, it is generally best to keep the doors shut. If someone wants to visit, you have the option of letting them in or not.

Review Spaces

Review spaces serve as stages for architectural discourse. CoAD studios use review spaces throughout NJIT. In some cases, they are dedicated rooms with flat screen monitors designed to hold a limited number of people; in
other cases, they are pop-up spaces in corridors or lounges. These spaces support presentations using hardcopy
printouts pinned to a wall, large scale models, digital images either projected or viewed on a screen or a
combination of all. **Reviews are theater; you will likely experience your most indelible memories participating in them.** Try to budget your time so you can see other student’s reviews. You
won’t regret it. Critics often invite well-known designers as jurors; their insights are worth hearing and
remembering. Just ask around to know which will be exciting reviews.

The Dean’s secretary schedules all review spaces based on coordinator or faculty requests, even the pop-up
corridors spaces. Consult you instructor as to where your review will be located. In some cases, such as in the
gallery, several reviews occur next to one another separated only by a partition. In such circumstances, respect
the acoustical integrity of your neighbor’s discussions. Some review spaces double as seminar rooms; please
remove all your affects (including your garbage) upon leaving. Leaving drawings or models behind is
disrespectful to others and shows a troubling disregard for your own work; don’t do it.

**Computer Labs**

NJIT maintains computer labs throughout its campus for student use. CoAD maintains its own labs within
Weston, Campbell and Colton Halls with considerably more robust machines. CoAD restricts lab access to only
those students enrolled in specific classes taught there. These students are allowed access during class time and
also at times free of scheduled courses on a first come first serve basis. Only those enrolled students (and
authorized faculty, students and staff) have access to those labs.

Students using labs must adhere to the following:

- Never bring food or water into a lab. Computer hardware is highly sensitive. Eating in studio or spilling
  water on a device can cause severe damage.
- Never facilitate unauthorized use of the lab by either providing entry to the space or giving out the
  combination.
- Never use your credentials to enable a student not enrolled in an authorized class to enter.
- An enrolled student is the only person allowed in a lab. *This means no guests outside of class time
  without faculty present. If you need to meet someone – do so out of the room.*
- Under no circumstances whatsoever lock up a computer to prevent others from using them.
- You may NOT work independently in a lab when there is a regularly scheduled class in progress or when
  authorized faculty or staff hold special meetings or presentations. When a class enters the lab or an
  instructor enters to start setting up for a class, please take that time to leave.
- Do not build physical/traditional media models in any computer lab.
- Never use the lab projectors for anything other than authorized presentations and lectures. All
  projectors have expensive bulbs that have a limited lifespan.
- Do not move or take equipment out of a lab unless instructed to do so by IT staff or faculty authorized
  by the administration.
- NJIT will consider any unauthorized removal of lab equipment as theft and will prosecute any
  unauthorized attempt to do so.
NON-COMPLIANCE WITH ANY OF THE ABOVE REGULATIONS MAY RESULT IN PENALTIES THAT RANGE FROM DENIAL OF LOGON PRIVILEGES IN THE LAB TO A COMPLETE AND INDEFINITE SUSPENSION OF CoAD NETWORK PRIVILEGES.

Please keep doors to the labs shut. Some (like Weston 650) need positive pressure (i.e. pull hard) to make sure the door is closed and locked. When leaving the room even for a short time, make sure you allow the door to close and lock. Individuals responsible for leaving a room unattended with the door(s) open/unlocked are subject to disciplinary action. Please also know that computer labs have multiple cameras that IT staff monitor and archive records from. NJIT considers tampering or occluding cameras vandalism.

Printroom

NJIT’s student chapter of the American Institute of Architects (AIAS) operates a print room located in room 561 Weston Hall. AIAS operates it according to a schedule they post on the door and on Kepler3 just after the beginning of each semester. Please also follow their rules. It is a cash-free operation with payment through credit card only. Do not use your own ink or paper for use in the print room as problems have occurred in the past with privately supplied materials. Student volunteers will allow you to use ONLY material stocked by the print room.

The Print Room is NOT a 24/7 operation. Your classmates provide these facilities as a courtesy and convenience. As a volunteer operation, run by students who have the same approximate due dates for projects as you do, it is inevitable that the facilities may not be available when you need them. Keep in mind that if all of your classmates wait to print until the last minute, some (and often many) of you will not have work printed in time for presentations. It your responsibility to allow sufficient time to print for presentations and to run test prints on a regular basis. You cannot use complications with printing as an excuse for incomplete presentations. This is part of being in a professional school; remember to print well in advance of your presentations. You should always know that you have many commercial facilities to choose from outside the NJSOA if you cannot organize yourself to use the print room effectively.

Model Shop and Laser Lab

The CoAD maintains a model shop, laser lab and spray booth on the 7th floor of Weston Hall. Equipped with traditional woodworking machines, the model shop also provides tables for assembly. The laser lab across the hall has four state-of-the-art laser cutters and a milling machine. The lab charges a nominal charge per minute to laser cut, with revenue supporting new lenses and upkeep of machines. The laser lab and model shop keep different schedules; please find these posted on the doors and on Kepler 3. The spray booth is open 24/7 and unstaffed but self-explanatory. The college limits shop use to currently enrolled COAD students for COAD class assignments and prohibits the making of personal gifts, outside work, fraternity paddles, sorority knick-knacks, etc. NJIT employs shop staff help translate your designs and class assignments into a three-dimensional form.

They are talented and knowledgeable; treat them as you would your professors.
Information Technology

University Policies

Students should familiarize themselves with the *NJIT Acceptable Use Policy for Cyber Resources* (http://www.njit.edu/policies/policy_computingresources.php). Among the topics discussed are “University-Related Use Only”, “Abuse of Computer Time & Resources”, and “Account Security”.

Network Access

NJIT maintains multiple accounts to which you may have access. The UCID is a university-wide identification you will use for general administrative requirements. It will become the account to use for access CoAD resources. You will need to log onto any connected computer with your “ACADEMIC” credentials. For lab access, type “academic\UCID” as the username.

The College of Architecture and Design has joined the university-wide network with servers physically located outside of our building. The old NJSOA legacy no longer exists. While students may use the UCID for access, group permissions that allow access to COAD software or logon privileges in labs remains restricted. Please note that you are likely to see references to the Imaging Lab network or the licenses held by the *Imaging Lab at NJIT*. The Imaging Lab is a decentralized facility that includes all network and laboratory facilities within the College of Architecture and Design. It is the umbrella organization that establishes, monitors, and maintains some of the IT facilities at the College of Architecture and Design. There is no single Imaging Lab in a room – it is a college-wide facility. Personnel involved in the maintenance and management of these facilities still have offices on the sixth floor of Weston Hall.

NJIT provides all students with a “njit.edu” email account and access to Highlander Pipeline via UCID.

Studio Computers

As most of you know, you have already or will be required to purchase a specific computer for use in the design studio. The selection of the specified computers is based on a variety of factors that include capabilities available and needed for current generation design and analysis software applications, price, warranty and service, reliability of vendor and commitment to maintain parts and components for expected five-year life of computer, etc. As NJSOA students, we require that you purchase this specific computer upon matriculation. In order to facilitate service and imaging, students do not have a choice in computers – only in predetermined upgrades. The College of Architecture and Design standardizes a desktop model that students must keep in design studio for a few reasons: (1) it allows us to provide students with legally acquired licenses at minimal cost to them while protecting the intellectual property of the software producers; (2) it reinforces the studio culture by promoting work in studio and in collaboration with one another; (3) it provides a platform that can be upgraded
at a later date if you wish; (4) it allows for local maintenance and service with component-level diagnosis and replacement; and (5) with the base machine priced just under $2,100, it provides the best value for the money spent.

Please find links to various FAQ pages dealing with the computer purchase at

http://ist.njit.edu/compreq/current_fall/index.php

Please know NJIT staff cannot support non-standard computers of any type in any way. It is simply to overwhelming a task to image them or diagnose problems with hardware or software. If you choose to work on a non-standard computer, you will be required to obtain legal copies of all software needed for completion of academic work. Faculty can make no accommodations in academic requirements due to your use of a non-specified computer in studio in lieu of the required and specified desktop. Please know that there are no “equivalents” – the image provided is machine and component specific and custom images do not apply to other computers.

Software Availability

NJIT and the College of Architecture and Design provide some software applications available for “take-home” use by NJIT students. You may download some software, like Microsoft Office 2007 or 2010, from the university download website: http://ist.njit.edu/software/softlinks.php.

Another link shows you where to get “free” software like GIMP, or AVG Anti-Virus, etc. http://ist.njit.edu/software/free_software.php?fsw_os=fsw_win.php

Once you have an “njit.edu” email address, you will be able to download a number of applications directly from Autodesk at no cost to you for use exclusively off site. The list of available applications includes AutoCAD, AutoCAD Architecture, Autodesk Green Building Studio, Inventor Professional, Revit, Showcase, SketchBook Pro, Softimage, Maya, “MotionBuilder, Mudbox, Alias Design, 3D Studio MAX Design, and more. You can join the Autodesk Design Community at http://students.autodesk.com

Please also know that Autodesk reserves the right to discontinue access to any and all software applications without notice. Since there is no fee paid to Autodesk for access, there is no control or contract that guarantees continuity of availability.

Note: do not download AUTODESK applications on a computer used on the COAD/imaging lab network at school. These applications are available at school. If you add a personal or educational version onto your workstation you run the risk that neither version will work!

The College of Architecture and Design has also worked out an arrangement with Corel Corporation for a very steep discount for their software applications: $10 (and another $10 +/- for two-year download insurance if desired) per downloaded application – Corel Draw Graphics Suite x6, Corel Painter x3, and Corel Paint Shop Pro x5. Please contact Glenn Goldman (glenn.goldman@njit.edu) directly via email if interested in purchasing any of these applications to receive the links and discount code. Please understand that Corel Corporation may
terminate at any time and without notice this particular agreement. All three Corel products are on the standard studio and lab image for Fall 2013.

Although Adobe products (CS6) are on lab computers, these applications are NOT on the student computer studio image for Fall 2013. Adobe has moved to a new subscription model for individual use of their software. Adobe now sells/leases directly (http://www.adobe.com/index.edu.html) the “Adobe Creative Cloud Student and Teacher Edition” for about $20/month on a yearly basis. This will include Photoshop CC, Illustrator CC, InDesign CC, and more. Please note: If you choose to subscribe, do so after staff image your computer and make sure that there is a way to either save the files or re-connect if/when your computer is re-imaged. Corel products provide alternatives to some of the Adobe products.

The College of Architecture and Design does NOT image or provide software installation services for personal machines or laptops. This is individual software on individual computers. We can offer advice for independent student purchases, but students are solely responsible for this equipment and data.

You must not illegally distribute or install software applications in studio or assist other students in the copying or distribution of software to which they do not have rights.

All students should familiarize themselves with the NJIT Acceptable Use Policy for Cyber Resources (http://www.njit.edu/policies/policy_computingresources.php). Among the topics discussed are “University-Related Use Only”, “Abuse of Computer Time & Resources”, and “Account Security”.

Digital Archiving

The Kepler3 System is an internally developed and proprietary application of Microsoft SharePoint that serves as a communication tool, classroom management system, and archive of student work. Academic accounts for students (and NJITDM accounts for faculty) are required to log on to Kepler3. You may find Kepler at http://kepler3.njit.edu/SitePages/Home.aspx or just type kepler3.njit.edu in Internet Explorer. Please note that this is a Microsoft product optimized for a Microsoft platform that works best on Internet Explorer. (At this time, we recommend IE 9 as the most stable solution for Kepler3.) You will NOT be able to access all screens or features if you use Mozilla Firefox, Google Chrome, or Apple Safari.

We require you to submit and archive all work digitally - even work created with traditional media. This means that you must photograph physical models and photograph or scan traditional media. You will be given a specific format and submission requirements in each class. If you submit low-resolution files for general visual archiving, we will ask you to submit high-resolution files via DVD or a specified online/network share in order to maintain full documentation.

The submission and placement of all work for archiving is a separate requirement of ALL courses at the NJSOA. We do not consider course requirements fulfilled without the submission, regardless of other course submissions. Failure to upload or properly submit work may result in a grade of “F” until such time as the work is uploaded or submitted, at which point your instructor will change the grade appropriately.
The student archives on Kepler3 allow the NJSOA to have evidence of student outcomes for accreditation visits by NAAB, and they provide a record of student accomplishment for the student and faculty alike. They also allow faculty and administration to transparently review what is going on in any given course with the idea that open dialog can improve our programmatic offerings.

Any student who cannot log on to the Kepler3 system or has trouble accessing a specific class in the system must contact the University Computing Helpdesk in order to troubleshoot and resolve the issue. You can contact the Helpdesk by phone at 973-596-2900 or through: http://ist.njit.edu/support/helpdesk.php. Once you receive an incident number, the appropriate technical staff will investigate and work to resolve it as expeditiously as possible. In many cases simple password problems cause accessibility issues and can be diagnosed immediately.

**Back up all of your work!!!!** The NJSOA does NOT back up individual files. Hard drives have mechanical components and they DO fail. You are responsible for your work. Invest in a spindle of blank recordable DVDs (DVD-R) and/or USB flash memory and/or external USB hard drive to maintain duplicate copies of your work on at least two different physical drives. You will be required to turn in files and projects on CD or DVD as well as online or on network shares. We cannot accept “losing one’s files” as an excuse for not completing work.

**IT Support**

NJIT has a general help desk and a significant amount of online information. A good source to check for general university-level information is: http://ist.njit.edu/.

The first place to get information or submit requests for assistance is through the NJIT HelpDesk at http://ist.njit.edu/support/helpdesk.php. HelpDesk support is NOT available 24/7 and results are NOT going to be instantaneous. You can also contact the Helpdesk by phone at 973-596-2900. You will need to use your **UCID to send in a request** and the more specific the request, the more likely it will be routed to the appropriate persons. Assistance with viruses, logins/passwords, accounts, software malfunctions, computer imaging requirements, hardware malfunction, etc. must **ALL go to HelpDesk** before anyone can help. Requests for use of specific facilities, installation of software, questions about software version **ALL go to HelpDesk**.

Your student machines often need different levels of care. Ultimately, if you have a computer with hardware problems and need parts, you must pursue the warranty work directly with Dell. IT staff may assist in diagnosis of some problems but you must make arrangements to bring your computer to the sixth floor of Weston Hall and drop it off AFTER you have made a request to HelpDesk. If you need parts ordered, IT staff may offer to assist you in ordering the appropriate component from Dell, if they can fit it in their schedule, but it may be more expeditious to proceed on your own, especially if you have assignments pending. Please note that the NJIT cannot provide any type of support for out-of-warranty Dell equipment owned by you. The default warranty is three years but please note that you may extend your warranty up to five years by purchasing an extension. Also know that warranties are NOT transferrable; if you purchase a studio computer from another student, that computer is no longer under warranty and any parts you may need you must buy directly from Dell.