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Welcome to the Department of Architecture. Our mission is to provide you with a range of educational experiences in preparation for a variety of professional pathways available. We offer learning environments for making, community engagement and collaborative research with award winning faculty. We are in an urban laboratory and are dedicated to the pursuit of excellence, innovation and social responsibility.

This year is not like past years. We face a global pandemic and the need to confront centuries of systematic racism and inequality. We must recognize the ways in which oppression is embedded in the built environment. And we must take action. We are the designers of the buildings that make up our cities, towns, and communities and we have an obligation to make necessary changes.

The purpose of this manual is to help acquaint you with a variety of terms, resources, policies, procedures, and people you will encounter during your time here as a graduate student. It is our hope that this Handbook, coupled with a superb facility and committed faculty and staff, will provide a framework for a rewarding and successful experience in the program.

The department, in partnership with the university, has taken steps to respond to the COVID crisis through social distancing practices and required face masks at all times in our building. Details of these new processes can be found in the Handbook.

If you can’t find an answer to a question you have in this handbook stop by the Graduate Advising office for assistance in AUP 225.

Kyle Reynolds
Department of Architecture Chair and Associate Professor

Tammy Taylor
Graduate Advisor
**GENERAL INFORMATION**

**One Stop Enrollment and Financial Services**

Centralized location where you can find information on enrollment, academic records, billing, financial aid and deadlines.

**ePanther ID and password**

All UWM students are assigned an ePanther Account with an ePantherID and password. Your account gives you access to web-based services including PAWS, Canvas, and campus email and calendar service. Your ePantherID and password also provide access to the computer labs and the campus wireless network. Students can use and access their network folder from every computer in the school.

**For IT assistance:**

Kurt Meingast
kurtm@uwm.edu

**The UWM PantherCard is your UWM photo ID and your electronic pass card for the AUP Building. It is necessary in order to use the Libraries, Klotsche Center and Pavilion, and many other campus services and facilities. The PantherCard also provides you with special rates to UWM athletic games and fine arts performances.**

**Gold Account**

Reload card
PantherCard Services
Union #161
Manage Gold Account online

**UWM ID**

Your UWM ID number is a 9-digit number with a 99x prefix, and can be found on your PantherCard. Learn this number and keep it accessible, as you will need it to enroll in classes, access your records and conduct other campus business.

**Campus Wireless Service**

Set up your device for UWMWiFi use

**UWMWiFi** is the secure option recommended for student use, wherever it’s available.

**PAWS (Panther Access to Web Services)**

PAWS provides access to change your address, review grades, check for "holds" (negative service indicators on your record) and enroll in classes. PAWS tutorials can be found under the "Students" menu at paws.uwm.edu.
GENERAL INFORMATION

Campus Email & Calendar
Microsoft Office365 email/calendar are web-based and accessible from any Internet connection from the UWM home page (uw.edu). An official UWM email will be sent to that account. Do not forward your Office 365 mail to another account, as some email providers block UWM email.

Canvas
Canvas is UWM’s digital learning environment. Instructors may use Canvas to have you access readings, watch videos, take quizzes, submit assignments, and participate in online discussions.

SARUP Communication
The Student Advising Office uses an email reflector for important announcements regarding scholarship and job opportunities, study abroad, school activities and events.

To make sure all correspondence comes to your inbox, deactivate the “Clutter” feature.
Go to the Web version of Office365. Under Mail, right-click on Clutter, and uncheck “Separate items identified as clutter.”

The UWM_DAR Instagram is one way the Department of Architecture shares important announcements regarding changes in building hours, job opportunities, events and school activities.

Studies/Keys
Each student enrolled in studio or thesis/project is assigned a room and provided a desk. Room keys are distributed the first week of each semester. Keys will be distributed by faculty on the first day of studio. Students are strongly recommended to keep their studio locked when unoccupied.

AUP Building
The AUP building is open from 7am-9pm, Monday-Thursday, 7am-7pm, Friday and limited hours on Saturday and Sunday during the school year. At other times, you will need your PantherCard to enter.
Card scanners are mounted outside the entrances to the building. A lost card must be reported to the AUP Main Office (AUP 260) immediately. Students who lose their card must go to the PantherCard Office (Union W198) to obtain a replacement card.

UWM Help Desk
The UWM Help Desk answers questions about ePantherIDs and passwords, campus technology services, PC and Mac computers, viruses and security, Microsoft Office Suite and campus wireless services.
SARUP RESOURCES & PEOPLE

STUDENT SERVICES

ADVISING OFFICE
AUP 225
414.229.4015
Tammy Taylor
Graduate Advisor
Resource for assistance with degree requirements, course registration, scholarship and career opportunities, navigating the university, and understanding student policies and procedures.

GRIEVANCE OFFICER
AUP 283
Jim Wesley
Professor
wesley@uwm.edu

CAREERS & OPPORTUNITIES

CAREER RESOURCES
Sharadha Natraj
Special Librarian
snatraj@uwm.edu
Assistance with externship placement which provides a glimpse into professional practice, workshops that provide help in formatting resumes and cover letters, and in establishing professional networks; and personalized assistance for successfully navigating the application and interview process.

COMMUNITY DESIGN SOLUTIONS (CDS)
AUP 372
Carolyn Esswein
Director
A funded design center in the School of Architecture & Urban Planning (SARUP) that assists communities, agencies, civic groups, and campuses throughout Wisconsin.

MAIN OFFICE
AUP 260
Leila (Lee) Graham
Receptionist

DEPARTMENT OF ARCHITECTURE
AUP 266
Kyle Reynolds
Department Chair
Lisa DiSalvo
Administrative Assistant

DEPARTMENT OF URBAN PLANNING
AUP 264
Lingqian (Ivy) Hu
Department Chair
Janet Tibbetts
Administrative Assistant

LOST & FOUND
AUP 260
Leila (Lee) Graham
Receptionist

MAILBOXES
AUP 240/260 Corridor

MAIN OFFICE
AUP 260
Leila (Lee) Graham
Receptionist

GALLERY
AUP 126 (Marcus Commons)
A rotating exhibit of student work, research projects, and work of local architects, alumni, visiting design critics and lecturers.

MAILING BOXES
AUP 240/260 Corridor

MAKER SPACES

WOODWORKING SHOP
AUP 878A
Open 9am-6pm Monday-Thursday Hours vary and are subject to change.
William Krueger
Woodshop Manager
Professionally-equipped, 4000 square foot woodshop providing ample production space, access to power tools and an extensive array of hand tools. Individual instruction in tool use and safety is required, and is provided by staff and assistant technicians.

RAPID PROTOTYPING (RP) LAB
AUP 179: Laser Cutters & 3D Printers
AUP B95: CNC Lab
Open 9am-6pm Monday-Thursday
Hours vary and are subject to change.
Matt Mabee
RP Lab Manager
Steps to get your parts 3d printed
Steps to get your parts laser cut

DEPARTMENT OF URBAN PLANNING
AUP 264
Lingqian (Ivy) Hu
Department Chair
Janet Tibbetts
Administrative Assistant

DEAN’S OFFICE
AUP 240
Nancy Frank
Interim Dean
Sharadha Natraj
Executive Assistant to the Dean
Sue McDonald
Interim Assistant Dean, Business Operations

VENDING MACHINES
AUP 132 (Marcus Commons)

AXP ADVISOR
AUP 389
Brian Schermer
Associate Professor
bschermer@uwm.edu

AXP ADVISOR
AUP 283
Jim Wesley
Professor
wesley@uwm.edu

GRIEVANCE OFFICER
AUP 283
Jim Wesley
Professor
wesley@uwm.edu

SARUP RESOURCES & PEOPLE

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Executive Assistant to the Dean
Sue McDonald
Interim Assistant Dean, Business Operations

VENDING MACHINES
AUP 132 (Marcus Commons)
Norris Health Center
Email: nhc-help@uwm.edu
414.229.4716
8:00am to 4:45pm (Monday - Thursday)
9:00am to 4:45pm (Friday)

The experienced staff of licensed physicians, nurse practitioners, nurses, psychologists, counselors and health educators at the Norris Health Center provide students with general medical and mental health care. If you are currently enrolled for class credit at UWM and pay the student segregated fee, you may use most Norris Health Center services, including health care provider visits, at no cost. Fees are charged for some services, such as outside laboratory tests, pharmacy prescriptions and allergy injections. A summer user fee is charged for students not enrolled during the summer.

Emergency Number:
911 (from private phone)
9-911 (from campus phone)
Milwaukee County Crisis Line:
414.257.7222

For any medical or mental health emergency call 911 from a private phone or 9-911 from a campus phone. When Norris Health Center is closed, contact your private physician or go to an urgent care center or emergency room for urgent issues. Columbia St. Mary's Milwaukee is the nearest hospital, located 1.3 miles south of campus at 2323 N. Lake Drive. For emergency mental health needs, call the Milwaukee County Crisis line.

Student Health Insurance

Student health insurance is highly recommended for every student and should include coverage for accidents and injuries, hospitalizations, surgery, specialty care, prescriptions and radiology services. Health insurance information is available on the Affordable Care Act (ACA).

UWM Food Center and Pantry
Email: foodassist@uwm.edu
414.416.7574

Free and open to all UWM students, staff, and faculty. Please bring your UWM ID to verify that you are part of the UWM community. If you cannot access the pantry during hours posted, please go to the Dean of Students office, Inclusive Excellence Center, LGBT Resource Center or Student Association office to get key access.

Klotsche Center and Pavilion

A multipurpose recreation, athletic and instructional complex. Within the complex are numerous activity areas and services for recreation and fitness needs.

Technology Resources

Campus technology services and resources including WiFi, Office 365, Canvas, UWM Help Desk and online learning.

Parking and Transportation
Union WG25

P Kennedy

Parking for automobiles is available to students in any public pay lot on campus and is subject to posted time restrictions and payment of the parking fee. Because parking on or near campus is extremely limited, use of alternative transportation is strongly encouraged. Motorcycles, motorbikes, and scooters may park in designated areas only. An annual motorcycle permit is required. Bicycles and mopeds may park at any bicycle rack on campus. They should not be brought into any building. Moped users who want to use a designated motorcycle parking area must purchase a permit.

Bus schedules, route maps, and parking information are also available.
B.O.S.S. is a non-emergency service designed to provide a safe ride around the UW-Milwaukee campus. B.O.S.S. runs seven days a week when school is in session and there is no cost at the point of use for currently enrolled UWM students. The service area is Brady Street in the south to Capital Drive in the north-west, Glendale Avenue in the north-east, and from North Dr. Martin Luther King Drive in the west to Lincoln Memorial Drive/Lake Drive in the east.

SAFEWALK provides walking escorts around campus and within a few blocks of campus. SAFEWALK teams are available seven days a week between 6pm – 2am. Call 414-229-4627 to request a SAFEWALK.

Bublr Bikes is a low-cost bicycle sharing network that provides a convenient way to get around campus and the City of Milwaukee. Stations serve UWM directly, while also connecting to the larger bike share network across the city. UWM students are able to receive a special, very deeply discounted rate for a Bublr “fob” (pass) for all 60 minute (or less) rides.

UPARK offers free off-street parking and frequent shuttle bus service to UWM Monday through Friday during the fall and spring semesters. The lot is located at Capitol-Humboldt, just north of E. Capitol Drive on N. Humboldt Boulevard.

UPASS is a free University Bus Pass (UPASS). The UPASS can be used on any day, including weekends, holidays, and during UWM breaks. Passes are available beginning Monday, one week before classes start each semester. The UPASS enables students to ride any Milwaukee County Transit System (MCTS) bus.

University Police is located in the Sandburg West tower, enter from Maryland Ave. In an emergency, dial 9-911 from any campus phone. The UWM Police Department has uniformed police officers, detectives, security officers and S.A.F.E. walkers patrolling the campus and surrounding neighborhood, and works closely with the Shorewood and Milwaukee Police Departments.

Lost & Found is located in the Union Information Center, Union ground floor (street level). Items are kept one month. Valuables are immediately turned over to the University Police. The Golda Meir Library also maintains a “Lost and Found.”
CREDIT LOAD
A full-time credit load for graduate students is a minimum of 8 credits and a maximum of 15 credits.

CHANGES IN REGISTRATION
You may add and/or drop courses or withdraw from all classes via PAWS (paws.uwm.edu) until the deadlines posted on One Stop Enrollment and Financial Services: www.uwm.edu/onestop/.

If you wish to add a course that has been filled, get an add slip from the Student Advising Office (Room 225) or online on One Stop, then see the instructor and/or attend the first class to request a signature allowing you to add the course. Once you get the signature, return the form to Mellencamp 274.

Adds and drops, or withdrawal from all classes after the deadline will require you to file a “Request for Exception” (RFE) with the Graduate School. The RFE form can be found at uwm.edu/graduateschool/exceptions-graduate-school-policy/. Fill out Part I of the RFE, along with your justification for requesting a late change. Poor performance in a course will not by itself be accepted as a reason for dropping that course after the deadline. Medical issues or major personal problems or emergencies that have a significant effect on your academic performance may be accepted as a reason for dropping a course after the tenth week of the semester. Return the form to the Graduate Advisor, AUP 225.
**Satisfactory Grade Point Average (GPA)**

As a graduate student, you must maintain a minimum cumulative GPA of 3.00 to be in good standing, and to graduate. A cumulative GPA that falls below 3.00 will trigger a Graduate Dean’s OK Required to Continue, and you will be prevented from further registration unless you petition the Graduate School and receive a positive recommendation from the M.Arch Program.

**Design Studio Grades**

The minimum passing grade for a studio is a “B”. Students who achieve a “B-” or lower in a studio (excluding ARCH 810 & 820) are required to take an additional studio.

**Other Course Grades**

The minimum passing grade for any other graduate-level course is a “C-”. Grades below a “C-” may not be used toward meeting degree requirements. You may not register for a course on a credit/no credit basis, except when a course is offered only for credit/no credit.

**Complaint Procedures**

Students are strongly encouraged to discuss any complaints about the conduct/content of a course with the instructor. Students may also direct complaints to the Department Chair.

**Incompletes**

If you do not complete all the requirements for a course on schedule, and you can work out an agreement for completion of that work on a timely basis, an instructor can give you a grade of “I” (Incomplete) for that semester. However, all work for that course must be completed within one year, or the grade will be changed automatically from an “I” to a “PI” (Permanent Incomplete). A grade of “I” is appropriate only when the following conditions are present:

01. You have done satisfactory work in a substantial amount of the course requirements prior to grading time and provide the instructor with evidence of potential success in completing the remaining work.

02. Extraordinary circumstances, not related to class performance, such as illness or family emergency, have prevented you from finishing the course requirements on time. An Incomplete will not be given to enable you to do additional work to improve a grade.

**Course Waivers**

If you have already completed course work that is largely duplicated by a required graduate-level course, you may be eligible for a course waiver. You still need to complete the minimum number of credits for your degree program, but you would be able to choose graduate electives to fill in for the number of credits that were waived.

**Questions**

Tammy Taylor
Graduate Advisor
AUP 225
414.229.4015
ttaylor@uwm.edu
### COURSES, DISTRIBUTION AREAS & SAMPLE STUDY PLANS

#### DESIGN STUDIOS - 18 CREDITS
- ARCH 825: Comprehensive Design Studio
- ARCH 850: Advanced Design Studio
- ARCH 850: Advanced Design Studio

#### PRACTICE - 6 CREDITS
- ARCH 581: Law and Professional Practice
- Additional 3 credits from:
  - ARCH 362: Intro to BIM Modeling
  - ARCH 583: Landscape Architecture
  - ARCH 586: Programming for Architectural Design
  - ARCH 749: Urban Design as Public Policy
  - ARCH 780: The Built Environment & Real Estate Development
  - ARCH 788: Green Building Seminar
  - ARCH 790: Special Topics: Portfolio Design
  - ARCH 797: Study Abroad (practice)
  - URBPLAN 857: Urban Design as Public Policy

#### TECHNOLOGY - 9 CREDITS
- ARCH 510: Structural Analysis and Design
- ARCH 516: Building Construction
- ARCH 520: Illumination & Thermal Comfort
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

#### THEORY - 6 CREDITS
- ARCH 533: Topics in Architectural Theory
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

#### ELECTIVES - 12 CREDITS
- Additional courses from previous areas, graduate ARCH courses not listed above, or graduate courses from other areas.
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

#### CAPSTONE - 9 CREDITS
- ARCH Elective, 500-level or higher
- ARCH 850: Advanced Design Studio

### NOTE
- Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes.

### YEAR PROGRAM

#### YEAR 1: FALL
- ARCH 850: Advanced Design Studio - 6 CREDITS
- ARCH 581: Law and Professional Practice - 3 CREDITS
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

#### YEAR 2: FALL
- ARCH 850: Advanced Design Studio - 6 CREDITS
- Additional 3 credits from previous areas, graduate ARCH courses not listed above, or graduate courses from other areas.
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

#### YEAR 1: SPRING
- ARCH 850: Advanced Design Studio - 6 CREDITS
- Additional 3 credits from previous areas, graduate ARCH courses not listed above, or graduate courses from other areas.
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

#### YEAR 2: SPRING
- ARCH 850: Advanced Design Studio - 6 CREDITS
- Additional 3 credits from previous areas, graduate ARCH courses not listed above, or graduate courses from other areas.
- Additional 3 credits from:
  - ARCH 300: Architectural History & Theory
  - ARCH 304: Contemporary Criticism & Urbanism
  - ARCH 340: Urban Design
  - ARCH 533: Topics in Architectural Theory
  - ARCH 534: Field Study
  - ARCH 550: Seminar in Building Types & Settings
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 554: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - URBPLAN 751: Introduction to Urban Design and Physical Planning
## COURSES, DISTRIBUTION AREAS & SAMPLE STUDY PLANS

### Master of Architecture

#### COURSE DISTRIBUTION

<table>
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<th>Year Program</th>
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<tr>
<td>YR 01: FALL</td>
<td>YR 02: FALL</td>
<td>YR 03: FALL</td>
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</table>

#### ELECTIVES - 12 CREDITS

- Additional courses from previous areas, graduate ARCH courses not listed above, or graduate courses from other areas.

- **Additional 3 credits from:**
  - ARCH 300: Architectural History & Theory
  - ARCH 301: Architecture Systems 1
  - ARCH 534: Field Study
  - ARCH 551: Vernacular Architecture
  - ARCH 552: Vernacular Buildings and Groupings
  - ARCH 584: Urban Landscape Architecture
  - ARCH 751: Theories of Environmental Design Research
  - ARCH 760: History of Building Technology
  - ARCH 787: Study Abroad (Theory)
  - URBPLAN 751: Introduction to Urban Design and Physical Planning

### FOUNDATION COURSES

Required foundation credits may be waived based on previous academic work.

- ARCH 300: Architectural History & Theory
- ARCH 301: Architecture Systems 1
- ARCH 762: Visualization 1
- ARCH 810: Architectural Design I
- ARCH 830: Architecture & Human Behavior
- ARCH 873: Visualization 2
- ARCH 820: Architectural Design II

### PRACTICE - 6 CREDITS

- ARCH 581: Law and Professional Practice
- ARCH 382: Intro to BIM Modeling
- ARCH 383: Landscape Architecture
- ARCH 580: Introduction to Historic Preservation
- ARCH 581: Measured Drawing for Architects
- ARCH 583: Emerging Digital Technology
- ARCH 585: Research Methods in Architecture
- ARCH 586: Programming for Architectural Design
- ARCH 749: Urban Design as Public Policy
- ARCH 760: The Built Environment & Real Estate Development
- ARCH 786: Green Building Seminar
- ARCH 099: Special Topics: Portfolio Design
- ARCH 797: Study Abroad (practice)

### DESIGN STUDIOS - 18 CREDITS

- ARCH 825: Comprehensive Design Studio
- ARCH 850: Advanced Design Studio

### TECHNOLOGY - 9 CREDITS

- ARCH 510: Structural Analysis and Design
- ARCH 516: Building Construction
- ARCH 520: Illumination & Thermal Comfort

### THEORY - 6 CREDITS

- ARCH 533: Topics in Architectural Theory

**NOTE:** Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes.
### COURSES, DISTRIBUTION AREAS & SAMPLE STUDY PLANS

**Master of Architecture**  
**Master of Urban Planning**  
**Coordinated Degree**

#### COURSE DISTRIBUTION

<table>
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<th>Master of Architecture</th>
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#### MUP REQUIREMENTS
- URBPLAN 701 Introduction to Land Use Planning  
- URBPLAN 702 Introduction to Planning Law  
- URBPLAN 711 Planning Theories and Practice  
- URBPLAN 723 Applied Planning Methods  
- URBPLAN 751 Urban Design and Physical Planning  
- URBPLAN 810 Planning Policy Analysis  
- URBPLAN 857 Urban Design as Public  
- URBPLAN 720 Urban Development Theory and Planning  
- URBPLAN 740 Data Analysis Methods I  
- URBPLAN 858 Studio in Urban Design and Physical Planning  
- URBPLAN 811 Applied Planning Workshop

Summer (after completion of URBPLAN 701, 702, 711, 720, & 740) - Urban Planning Comprehensive Examination

#### DESIGN STUDIOS - 18 CREDITS
- ARCH 825: Comprehensive Design Studio  
- ARCH 850: Advanced Design Studio  
- URBPLAN 858 Studio in Urban Design & Physical Planning

#### TECHNOLOGY - 9 CREDITS
- ARCH 510: Structural Analysis and Design  
- ARCH 516: Building Construction  
- ARCH 520: Illumination & Thermal Comfort

#### THEORY - 6 CREDITS
- ARCH 533: Topics in Architectural Theory  
- URBPLAN 751: Introduction to Urban Design and Physical Planning

#### ELECTIVES - 12 CREDITS
- A minimum of 6 credits must be in ARCH. Remaining electives may be graduate courses from any area.

#### CAPSTONE - 9 CREDITS
- ARCH Elective, 500-level or higher  
- ARCH 850 Advanced Design Studio

**NOTE:** Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes

#### PRACTICE - 6 CREDITS
- ARCH 581: Law and Professional Practice  
- URBPLAN 857 Urban Design as Public Policy

### COURSES, DISTRIBUTION AREAS & SAMPLE STUDY PLANS

<table>
<thead>
<tr>
<th>Master of Architecture</th>
<th>Master of Urban Planning</th>
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<tr>
<td><strong>YEAR PROGRAM</strong></td>
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#### UP 701: Introduction to Land Use Planning  
#### UP 702: Introduction to Planning Law  
#### UP 711: Planning Theories and Practice  
#### UP 721: Applied Planning Methods  
#### UP 751: Urban Design and Physical Planning

or UP 857: Design as Public Policy  
ARCH xxx (Architecture Elective)

#### UP 810: Planning Policy Analysis (PPA)  
#### UP 857: Urban Design as Public Policy

or UP 751: Urb. Design & Physical Planning  
ARCH 516: Building Construction

**NOTE:** Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes

#### UP 811: Applied Planning Workshop (APW)  
#### ARCH 850: Advanced Design Studio

or ARCH 825: Comprehensive Design Studio  
ARCH 520: Illumination & Thermal Comfort  
Graduate Elective

### DESIGN STUDIOS - 18 CREDITS
- ARCH 825: Comprehensive Design Studio  
- ARCH 850: Advanced Design Studio  
- URBPLAN 858 Studio in Urban Design & Physical Planning

### TECHNOLOGY - 9 CREDITS
- ARCH 510: Structural Analysis and Design  
- ARCH 516: Building Construction  
- ARCH 520: Illumination & Thermal Comfort

### THEORY - 6 CREDITS
- ARCH 533: Topics in Architectural Theory  
- URBPLAN 751: Introduction to Urban Design and Physical Planning

### ELECTIVES - 12 CREDITS
- A minimum of 6 credits must be in ARCH. Remaining electives may be graduate courses from any area.

### CAPSTONE - 9 CREDITS
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**NOTE:** Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes

### PRACTICE - 6 CREDITS
- ARCH 581: Law and Professional Practice  
- URBPLAN 857 Urban Design as Public Policy
# MUP Requirements

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<tr>
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<tr>
<td>URBPLAN 701</td>
<td>Introduction to Land Use Planning</td>
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<tr>
<td>URBPLAN 711</td>
<td>Planning Theories and Practice</td>
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<td>URBPLAN 721</td>
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<td>Urban Design and Physical Planning</td>
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<td>URBPLAN 810</td>
<td>Planning Policy Analysis</td>
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<tr>
<td>URBPLAN 857</td>
<td>Urban Design as Public</td>
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<tr>
<td>URBPLAN 720</td>
<td>Urban Development Theory and Planning</td>
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<tr>
<td>URBPLAN 740</td>
<td>Data Analysis Methods I</td>
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<tr>
<td>URBPLAN 858</td>
<td>Studio in Urban Design and Physical Planning</td>
</tr>
<tr>
<td>URBPLAN 811</td>
<td>Applied Planning Workshop</td>
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Summers (after completion of URBPLAN 701, 702, 711, 720, 721 & 740) - Urban Planning Comprehensive Examination

## Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ARCH 300</td>
<td>Architectural History &amp; Theory</td>
</tr>
<tr>
<td>ARCH 301</td>
<td>Architecture Systems 1</td>
</tr>
<tr>
<td>ARCH 782</td>
<td>Visualization 1</td>
</tr>
<tr>
<td>ARCH 810</td>
<td>Architectural Design I</td>
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<tr>
<td>ARCH 830</td>
<td>Architecture &amp; Human Behavior</td>
</tr>
<tr>
<td>ARCH 833</td>
<td>Advanced Design Studio</td>
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<tr>
<td>ARCH 850</td>
<td>Architecture Systems 2</td>
</tr>
<tr>
<td>ARCH 783</td>
<td>Visualization 2</td>
</tr>
<tr>
<td>ARCH 820</td>
<td>Architectural Design II</td>
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</table>

## Design Studios - 18 Credits

<table>
<thead>
<tr>
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<tr>
<td>ARCH 825</td>
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<td>Studio in Urban Design &amp; Physical Planning</td>
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## Practice - 6 Credits

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Law and Professional Practice</td>
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<td>URBPLAN 857</td>
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## Technology - 9 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARCH 510</td>
<td>Structural Analysis and Design</td>
</tr>
<tr>
<td>ARCH 511</td>
<td>Building Construction</td>
</tr>
<tr>
<td>ARCH 520</td>
<td>Illumination &amp; Thermal Comfort</td>
</tr>
</tbody>
</table>

## Electives - 12 Credits

A minimum of 6 credits must be in ARCH. Remaining electives may be graduate courses from any area.

## Capstone - 9 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARCH Elective, 500-level or higher</td>
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<tr>
<td>ARCH 850</td>
<td>Advanced Design Studio</td>
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</table>

## Theory - 6 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARCH 533</td>
<td>Topics in Architectural Theory</td>
</tr>
<tr>
<td>URBPLAN 751</td>
<td>Introduction to Urban Design and Physical Planning</td>
</tr>
</tbody>
</table>

## Note

Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes.
Degree Concentrations

Within the M.Arch Program, students can choose to further customize their education by selecting a degree concentration in ecological design, historic preservation studies or real estate development. Each concentration can be completed within the requirements of the degree. If you plan to pursue a concentration, please contact the Graduate Advisor.

Special Course Opportunities

DIRECTED RESEARCH
Directed Research (ARCH 791) consists of student participation in research projects under faculty supervision. A directed research proposal should be developed jointly between faculty member and student. Obtain a proposal form from the Student Advising Office, Room 225. Describe your directed research, including a general statement of subject matter; a description of your activities; and how your research will be evaluated. Have the faculty member review and sign the form, then submit to the Student Advising Office, no later than the deadline to add a course on PAWS. A maximum of 3 credits is allowed.

INDEPENDENT STUDY
Independent Study (ARCH 792) involves independent investigation of issues related to architecture. An independent study proposal should be developed jointly between a student and faculty member. Obtain a proposal form from the Student Advising Office, Room 225. Describe your independent study, including a general statement of subject matter; a description of your activities; and how you will be evaluated. Have the faculty member review and sign the form, then submit to the Student Advising Office, no later than the deadline to add a course on PAWS. A maximum of 3 credits is allowed.

STUDY ABROAD
A variety of opportunities are offered for students to travel both abroad and to other cities in the U.S. Programs are typically offered over the UWinterM session and summer. Past destinations have included Cuba, Japan, Paris and London, and Scandinavia. Watch for announcements throughout the year about upcoming trips.
## ECOLOGICAL DESIGN - 21 credits

<table>
<thead>
<tr>
<th>Core Course: 3 credits</th>
<th>ARCH 723 Fundamentals of Ecological Architecture</th>
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</thead>
<tbody>
<tr>
<td>Ecological Electives: 9 credits</td>
<td>(3 credits minimum outside architecture)</td>
</tr>
<tr>
<td>ANTHRO 448 Cultural and Human Ecology</td>
<td>BIO SCI 505 Conservation Biology</td>
</tr>
<tr>
<td>ARCH 520 Illumination and Thermal Comfort</td>
<td>GEOG 411 Physical Climatology</td>
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<tr>
<td>ARCH 584 Urban Landscape Architecture</td>
<td>CES 461 The Politics and Policy of Sustainability</td>
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<tr>
<td>ARCH 585 Research Methods in Architecture</td>
<td>GEOG 455 Applied Climatology</td>
</tr>
<tr>
<td>ARCH 788 Green Building Seminar</td>
<td>CES 471 Practicum in Natural Resources Management</td>
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<tr>
<td>ARCH 790 Special Topics</td>
<td>GEOG 480 Globalization and the City</td>
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<tr>
<td>ARCH 791 Master’s Level Directed Research</td>
<td>CES 490 Transportation Engineering</td>
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<tr>
<td>ARCH 792 Master’s Level Independent Studies and Research</td>
<td>GEOG 475 Geography of Soils</td>
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<tr>
<td>BUSADM 490 Environmental Impact Assessment</td>
<td>CES 506 Environmental Health of Freshwater Ecosystems</td>
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<tr>
<td>BUSADM 492 Environmental Impact Assessment</td>
<td>PHIL 324 Philosophy of Science</td>
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<td>BUSADM 495 Freshwater and Water Resources Planning</td>
<td>BUSADM 506 Environmental Ethics</td>
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<td>BUSADM 570 Environmental Justice and Equity</td>
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<td>BUSADM 580 Environmental Economics and Policy</td>
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<td>BUSADM 620 Environmental Education and Outreach</td>
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<td>BUSADM 640 Environmental Justice and Equity</td>
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<td>BUSADM 780 Environmental Policy and Management</td>
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**Final Year Requirement:**
- 9 credits (ecological design focus)
- ARCH 794 Pre-Thesis or Master’s Thesis + ARCH 891 Master’s Thesis OR ARCH 890 Master’s Project + ARCH 800-level ecological focus studio

All credits must be completed as a graduate student. Other courses may be approved by faculty advisor.

## PRESERVATION STUDIES - 21 credits

| Core Courses: 12 credits | ARCH 560 Introduction to Historic Preservation |
|-------------------------| ARCH 760 History of Building Technology |
|                         | ARCH 850 Historic Preservation Studio |
| Preservation Elective: 3 credits | ARCH 534 Field Study |
|                         | ARCH 791 Master’s Level Directed Research |
|                         | HIST 450 Growth of Metropolitan Milwaukee |
|                         | ARCH 551 American Vernacular Architecture |
|                         | ARCH 792 Master’s Level Independent Studies and Research |
|                         | HIST 451 History of Wisconsin |
|                         | ARCH 561 Measured Drawing for Architects |
|                         | ARCH 797 Study Abroad |
|                         | HIST 463 History of the American City |
|                         | ARCH 562 Preservation Technology Laboratory |
|                         | ARTHIST 458 A Comparative History of Architecture and Urbanism |
|                         | HIST 700 Introduction to Public History |
|                         | ARCH 780 Built Environment & Real Estate Development |
|                         | ARTHIST 459 American Architecture |
|                         | HIST 713 Historical Research Methods |
|                         | ARCH 790 Special Topics |
|                         | ARTHIST 462 Frank Lloyd Wright |
|                         | HIST 715 Research Methods in Local History |

**Final Year Requirement:**
- 6 credits (preservation focus)
- ARCH 890 Master’s Thesis OR ARCH 891 Master’s Project OR ARCH 800-level preservation focus studio

## REAL ESTATE DEVELOPMENT - 21 credits

| Core Courses: 8 credits | ARCH 780 Built Environment & Real Estate Development |
|-------------------------| BUSADM 481 Real Estate Finance or BUSADM 483 Property Development and Management |
| Real Estate Electives: 9 credits | ARCH 560 Introduction to Historic Preservation |
|                         | ARCH 794 Pre-Thesis or Master’s Project Research |
|                         | URBPLAN 762 Housing Markets and Public Policy |
|                         | ARCH 749 Urban Design as Public Policy |
|                         | BUSADM 482 Valuation of Real Estate |
|                         | URBPLAN 771 Transportation Policy and Planning |
|                         | ARCH 791 Master’s Level Directed Research |
|                         | URBPLAN 651 Land Use Planning Practice |
|                         | URBPLAN 857 Urban Design as Public Policy |
|                         | URBPLAN 862 Land Use Planning for Urban Redevelopment |
|                         | URBPLAN 858 Urban Design Studio |
|                         | URBPLAN 868 Planning Local Economic Development |
|                         | URBPLAN 991 Legislative/Administrative Agency Internship |
|                         | URBPLAN 892 Special Topics in Urban Planning |
|                         | URBPLAN 999 Independent Study |

**Final Year Requirement:**
- 6 credits (preservation focus)
- ARCH 890 Master’s Thesis OR ARCH 891 Master’s Project OR ARCH 800-level real estate focus studio
FUNDING AND GRADUATION STEPS

Assistantship Application

**Application Deadline:** January 15 (digital portfolio required with application)

Approximately 10-12 **assistantships** are available each year for new and continuing M.Arch students. Applicants are screened on the basis of GPA, previous education and experience, portfolio, and departmental needs. Graduate assistants are typically appointed for a 9-month contract at 33% (13.3 hrs/wk). In addition to receiving a monthly stipend, graduate assistants are eligible for a remission of tuition. Current stipend rates can be found on the [Graduate School website](#).

Graduate Fellowship Application

**Application Deadline:** January 1

**Distinguished Graduate Student Fellowships (DGSF)** are awarded annually to exceptional UWM graduate students. They are highly competitive and based on an assessment of academic achievement and potential. Selection criteria include undergraduate and graduate grade point averages; two letters of recommendation; departmental assessment of academic achievements and potential; standardized test scores; and scholarly progress, e.g. publications, presentations, creative activities.

**Advanced Opportunity Program (AOP) Fellowships** are awarded annually to qualified students who are members of groups underrepresented in graduate study or are otherwise disadvantaged. They are highly competitive and are based on an assessment of academic achievement and potential. Selection criteria include undergraduate and graduate grade point averages; two letters of recommendation; departmental assessment of academic achievements and potential; and written responses to application questions.

Scholarships

The School of Architecture and Urban Planning offers a number of architecture scholarships. Students may apply for scholarships beginning November 1 of each year through the UWM Panther Scholarship Portal.

Steps to Graduation

**Commencement Information**

[Secretary of the University Office](#)

**Steps to Graduation**

During the semester you expect to graduate, you must be enrolled in a minimum of 1 credit.

**Apply for graduation** by the posted deadline for the semester in which you intend to graduate. Degrees are conferred in May (Spring), August (Summer) or December (Fall). Requirements must be completed by the last day of the term to be eligible to graduate in that term. Complete the Master’s Graduation Application on PAWS. Applications do not carry forward; you must re-apply if you did not graduate in the semester you anticipated.

The Bursar’s Office bills the **$40 graduation application fee** during the term you expect to receive your degree.

**Awarding of a degree** is contingent upon the successful completion of all program requirements prior to the last day of the term. This includes requirements for Incompletes. If coursework or other requirements are not completed by the last day of the term, you are no longer eligible for graduation for that term and must notify the Graduate School.

**Obtain commencement information** from the Secretary of the University website or contact them directly. Ceremonies are optional and are held in May and December; August graduates are invited to the December ceremony. You can order graduation regalia on the website as well.

If you want your name to appear in the commencement bulletin, be sure that your directory information with the University is not restricted. If you restricted the release of your address, phone number, and other limited information, contact the Department of Enrollment Services Information Center, Mellencamp 274. This should be done by the second week of the semester in which you expect to graduate to ensure that your name will appear in the bulletin. Removal of the restriction will allow your directory information to be released for all publicity purposes, as well as the commencement booklet.

Prior to the graduation application deadline, you will receive several emails from the Graduation Processing Office, reminding you of the application deadline. Be sure to apply on time, as the Graduate School will not accept late applications.
The architectural design studio should demonstrate a positive and respectful learning environment that encourages the fundamental values of optimism, respect, sharing, engagement and innovation between and among all members of our faculty, student body, administration, and staff. The school encourages students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers.

An important responsibility of a professional academic institution is to provide its members with the ethical foundation for appropriate behavior in the architecture and urban planning professions. This document will help you reflect on the needs of others and reassure you that your personal right to a studio environment appropriate to the pursuit of scholarly excellence is being respected.

This document is not a set of rules; rather, it contains guidelines derived from the expressed needs of students, staff and faculty, who have collectively outlined proper standards of behavior. Please note that punitive procedures are limited to those outlined in University regulations.

The following reflect the general concerns and needs of all School members and should be respected. The Code is reviewed each year for appropriateness and effectiveness in serving the needs of the SARUP community.
## Studio Culture Policy

### SARUP’s Core Values

We are an Urban Laboratory
Dedicated to the pursuit of excellence, innovation and relevance
Supportive of professional ethics and social responsibility

Every member of SARUP is expected to appreciate and endorse these values through their actions and words.

### Diversity & Religious Observations

The university encourages and supports the diversity of our community, and has provided guidance for any potential for conflicts involving academic activities and personal religious observation. Any concerns about lack of attendance or inability to participate fully in the course activity should be fully aired at the start of the term. Constraints that conflict with adequate participation in the course and cannot be resolved to the satisfaction of the faculty and the student need to be identified prior to the drop/add date for registration. All work and review missed must be completed according to the terms clarified by the individual instructor. There are a number of resources related to social equity, diversity, and inclusion available at UWM.

### Equal Standards for All

The studio is a space that you should feel comfortable in. Each studio member is entitled to use the allotted space quietly and comfortably, and to be respectful of their surroundings and fellow students. Sound levels, language and humor should reflect an awareness of the sensibilities of others who are present. In response to COVID, masks will be required in studio at all times. Social distancing of 6' will also be expected in studios. Current layout of studios may not be altered.

### Studio Schedule and Attendance

Studios are scheduled from 1:30-5:20 pm three afternoons per week. Students are expected to attend studio during scheduled hours.

### Out-of-Studio Work

Students should plan on a minimum of two hours of out-of-class work for each hour spent in class. This represents a minimum outside time commitment of 24 hours per week in addition to the 12 hours of studio time. To alleviate simultaneous turn-in dates, especially at midterm and finals, studio faculty coordinate exam and project due dates with those of other required courses.

### Assignments

Daily assignments may be given verbally and may differ from section to section. All assignments are non-negotiable; full completion of assignments is mandatory.

### Studio Reviews

Students are expected to be attentive and stay to the end of all reviews.

### Friday Community Hours

One of the ways that SARUP is responding to the pressures of COVID is through experiments in our studio culture. This semester, we are implementing a practice of open-format community hours during what would typically be mandated studio time. Friday Community hours are still required as part of studio. However, students have the option to join different events during this time. Discuss this in detail with your studio faculty. Events will be posted weekly and links available through the UWM_DAR Instagram site.
STUDIO CULTURE

Studio Hours, Security & Safety

In order to safeguard life and property while offering 24/7 access to the building, a high quality pass key and security systems are in place. Your cooperation in the responsible use of these systems is essential. Under no circumstances shall anyone disable or compromise the security of the building or studio. Do not permit entry of anyone you don’t know into studio. AUP’s exterior doors must not be propped open; tampering with the security system diminishes everyone’s safety and may also cause major damage. Contact campus security immediately if you see anyone suspicious. Should you get injured in studio, contact UWM Emergency if you require immediate medical attention.

Cleanliness in Studio

Please respect your surroundings and maintain a respectable level of cleanliness when disposing of trash, etc. In response to safety precautions due to COVID, eating is not permitted in the studio.

Respect the role of the custodial staff to maintain cleanliness within the studio. Do not disrespect their position or scope of service.

Digital Technology

Printers, computers and all digital technology must be treated with respect and care. If students are waiting to use a computer, do not use it for personal reasons. Do not waste paper in studio printers. Respect current school policy and methods of use for the plotters, laser cutters, and 3D printers. Damage to studio computers and monitors will be billed to individual student accounts.

Laptop Requirements

All students entering the Master of Architecture (MARCH) program are required to purchase a design-capable laptop computer and software. By choosing to study architecture, you enter a world of advanced computing. This work requires a powerful computer that costs significantly more than a typical one. Students are encouraged not to skimp on their computer. An under-powered computer will frustrate you and hold you back at every step.

Recycling

Practice principles of sustainability in daily actions. Dispose of materials properly and safely.
# SARUP SOFTWARE - FREE

**Tutorials**
- LinkedIn Learning
  - LinkedIn Learning is free for all UW-Milwaukee students. They offer over 10,000 courses for both in-depth and micro learning covering technology, business, and creative skills.

**Writing / Presenting**
- Microsoft Office Suite
  - Includes Microsoft Word, PowerPoint and Excel.
  - Download the software
  - How to install Office 365

**Site Studies**
- Google Earth Pro
  - Download the software

**3D Modeling / Drafting**
- AutoCAD - Student Version
  - Go to the Autodesk Education Community webpage and look for the “Sign In” link. Fill out the registration form using your uwm.edu email address. When creating a password, please use a different one than your UWM password. After logging in, go to the software download section to obtain the free software.
- Revit - Student Version
  - Go to the Autodesk Education Community webpage and look for the “Sign In” link. Fill out the registration form using your uwm.edu email address. When creating a password, please use a different one than your UWM password. After logging in, go to the software download section to obtain the free software.
- Rhino Trial (90 days)
  - Download an evaluation version.
- Blender
  - Open source 3D modeling (more like 3DS Max than Rhino)

**Rendering**
- Lumion - Student Version
  - Preferred. This is an advanced rendering and animation engine. Please note that Lumion is the most processor and graphics processor-intensive software listed here. Therefore, its requirements set the bar for the laptop you buy. If you want to be able to use Lumion and produce higher-quality renderings much faster, then read the graphics card and laptop hardware guide provided on the Lumion website.
  - Download the software
- Enscape
- Twinmotion

**Post - Production**
- Gimp
  - Open source image manipulation program (like Photoshop);
  - Inkscape
  - Open source vector graphics program (like Illustrator);

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# SARUP SOFTWARE - PAID

**3D Modeling / Drafting**
- Rhinoceros - Student Version
  - $195 (one-time).
  - Go to the Rhinoceros website
  - This is a general-purpose modeling system for architectural designers.

**Rendering**
- V-Ray - Student Version
  - $89/year.
  - Obtain a student version of this Rhinoceros plug-in at vray.us
  - This is a general-purpose rendering engine.

**Post - Production**
- Adobe Creative Cloud - Student Edition
  - $20/month first year, then $30/month.
  - Includes Photoshop, Illustrator, InDesign, Acrobat Pro and other Adobe products. Adobe Creative Cloud is subscription based. Subscribe through Adobe’s website. All Adobe products are included with the subscription.

**Additional Information**
- Image collection is particularly relevant and important for finding precedents. The Resource Center has multiple resources that include links to architecture and urban planning blogs and sites.
  - [https://uwm.edu/software/student-software/](https://uwm.edu/software/student-software/)
**SARUP COVID Q&A**

<table>
<thead>
<tr>
<th><strong>Who has access to SARUP, and when?</strong></th>
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<tbody>
<tr>
<td>- The building will be 100% open from Monday, August 24th</td>
</tr>
<tr>
<td>- Building hours Monday-Thursday 7am-9pm, Friday 7am-7pm, Saturday 10am-6pm, Sunday 12pm-6pm</td>
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<tr>
<td>- SARUP students have 24hr building access with their PantherCard Access</td>
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<thead>
<tr>
<th><strong>How will SARUP monitor and enforce mask-wearing and social distancing?</strong></th>
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<tbody>
<tr>
<td>- It is everyone’s responsibility to practice good social distancing</td>
</tr>
<tr>
<td>- The studios and classrooms have been set up with a minimum of 6’ between each desk</td>
</tr>
<tr>
<td>- Main areas have been reconfigured to accommodate social distancing</td>
</tr>
<tr>
<td>- Faculty will be in charge of monitoring social distancing while in class</td>
</tr>
<tr>
<td>- Students are responsible for social distancing outside of class time</td>
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<tr>
<th><strong>Where will students store their materials?</strong></th>
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<tbody>
<tr>
<td>- Each face-to-face student has a designated workspace in SARUP (more details to come)</td>
</tr>
<tr>
<td>- Third Coast material kits can be locked to students’ desks (bring a cable padlock)</td>
</tr>
<tr>
<td>- Students will receive a key for their studio room and are expected to lock the door whenever they leave</td>
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<tr>
<th><strong>How can students and faculty safely move around campus at night?</strong></th>
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<tbody>
<tr>
<td>Use the SAFEWALK or BOSS service in the ground floor of the Union. You can schedule a ride with their “REE” app.</td>
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<tr>
<th><strong>Do students have to wear masks in the building when 6’ apart?</strong></th>
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<tbody>
<tr>
<td>- Everyone MUST wear a mask inside the building at ALL times, unless eating in the designated eating areas (commons and SARUP courtyard)</td>
</tr>
<tr>
<td>- Everyone MUST wear a mask when outside of the building</td>
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<tr>
<td>- Everyone MUST wear a mask when traveling with their class</td>
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<table>
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<tr>
<th><strong>How will SARUP secure studio spaces?</strong></th>
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<tbody>
<tr>
<td>- Students will receive studio keys to their assigned studio rooms</td>
</tr>
<tr>
<td>- Each studio is responsible for ensuring their space is locked when empty</td>
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<table>
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<tr>
<th><strong>Additional Information:</strong></th>
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<tbody>
<tr>
<td>Students in need of support—whether financial or emotional or both—can contact the Dean of Students in the Student Union, Room 345, at <a href="mailto:dos@uwm.edu">dos@uwm.edu</a> or 414.229.4632</td>
</tr>
</tbody>
</table>

Counseling services are available virtually through telehealth appointment. Please call University Counseling Services at 414.229.4133 |

https://uwm.edu/coronavirus/reopening/ |

https://uwm.edu/sarup/re-opening-sarup-2020/ |

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**COVID PROTOCOLS**

<table>
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<tr>
<th><strong>Panthers Protect Panthers</strong></th>
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<tbody>
<tr>
<td>Three simple things can help keep you and those around you safe:</td>
</tr>
<tr>
<td>- Wash your hands</td>
</tr>
<tr>
<td>- Watch your distance</td>
</tr>
<tr>
<td>- Wear a mask</td>
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<tr>
<th><strong>What happens if I get sick or another student in my studio gets sick?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Norris Health Center will provide telehealth and in-person services, including coronavirus testing for students with COVID-19 symptoms. Testing at Norris is free of charge to students.</td>
</tr>
</tbody>
</table>

Individuals who have a fever or other symptoms, have been diagnosed with COVID-19 by a health care provider, or have been recently been in close contact with someone who has the disease, should stay away until public health guidance or their medical provider permits returning. Generally, all students should contact their current healthcare provider for further advice if they have any indication that they may be ill with COVID-19. |

If a UWM student who is currently on campus has symptoms or has had a positive test result, they should contact the Norris Health Center and their current healthcare provider. Norris Health Center follows all applicable laws and keeps the information confidential unless a student signs a release. |

UWM will provide students with COVID-19 testing through the on-campus medical clinic, Norris Health Center. Following current public health guidance, UWM will prioritize students with COVID-19 symptoms. The second priority will be students who do not have symptoms but who have been a close contact with someone diagnosed with COVID-19. |

Students who test positive for COVID-19 should not come to campus. DO NOT assume mild symptoms are just a cold. Those living in residence halls will be asked to return to their permanent homes to recover. Limited isolation housing will be available for students who can’t return to or do not have permanent residences. |

The Milwaukee Health Department conducts tests for coronavirus, and with a positive test, it begins a contact investigation. Using information gathered during this investigation, local or state health departments notify people it determines are at risk. Local health departments are following state and federal public health guidelines related to contact investigations. |

Faculty and instructional staff have been asked to refrain from requesting doctor’s or health care provider’s notes when a student misses class due to illness. This will help relieve pressure on overburdened health care workers. Similarly, they’ve been asked to not request notes from students’ parents, as many UWM students live on their own. |

Faculty and instructional staff are also asked to be flexible with students whose families have been impacted by COVID-19. During this time, students may be caring for loved ones who are ill or otherwise need their support, or contending with other complications related to the pandemic. |

Faculty and instructional staff are asked to consider posting this information in their Canvas course announcements.
Ensuring a Productive Workplace

The design studio is an architecture student’s quintessential workplace. It is in the space where all creative work, stimulated by input from others, evolves and is continually evaluated. It is imperative that we maintain the vital spirit of this environment. Toward that end, in order to keep an atmosphere conducive to creative production, the following are the collective thoughts and desires of our community with regard to appropriate studio behavior. Disruptions to the student body will not be tolerated.

Sexual Harassment

University, Federal, and State Laws prohibit behavior which creates an uncomfortable or untenable atmosphere for women or men in the School. Since respecting the rights of others is important, any irresponsible behavior, inappropriate comments or activities which adversely affect members of the School, and any abuse of power will not be tolerated. This could include offensive posters and websites, certain types of music or humor, and any intimidating behavior.

Discrimination

Every member of the SARUP community has the right to pursue an education without harassment or discrimination of any kind, and as an equal to all others. The academic environment is enhanced and enriched by the mix of individuals from a variety of cultures, countries and backgrounds. Racial slurs, offensive jokes, and social injustice will not be tolerated.

Academic Misconduct

There are very concise regulations and rules set up by the University for Academic Misconduct. Instructors must follow precise procedures in bringing action against a student accused of misconduct. Sanctions may range from an oral reprimand to expulsion.

Academic Misconduct is defined by the University as: “… an action which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or fabricates academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student’s academic performance, or assists other students in any of these acts.”

Theft

Never take or borrow property from other students without their knowledge. Care should be taken to safely secure all personal property. Remember to lock up all your valuables, including drawing equipment, tapes, laptops, and other personal belongings whenever you leave your desk, and always lock studio doors if the space is unattended. If any member of the school community is caught stealing, the appropriate authorities will take over and the University’s nonacademic misconduct procedures will be implemented. Remember that theft also includes removing all or part of books and magazines from the Resource Center or a library.
SARUP HONOR CODE

Conduct on University Lands

The university strives to create a positive, safe, and healthy environment for all of its students. Students are responsible for understanding and support of University policy and are expected to uphold and abide by the community standards established by the University of Wisconsin-Milwaukee and the UW System (UWS). Actions on any UWS campus designated as criminal and civil violations are listed in Chapter UWS 18 “Conduct on University Lands.” These rules cover a wide range of prohibited acts including both individual and group behavior on university property. Rules specific to theft, parking, vandalism, smoking, animals, keys, sound amplifying equipment, bicycles, skateboards, roller-skates, and roller-blades are clearly spelled out. For a complete listing of all policies documented in Chapter UWS 18, along with non-academic disciplinary procedures, obtain the booklet “Student Conduct Regulations and Disciplinary Procedures” from the first floor lobby of Meltencamp Hall or contact the Office of Student Life, Meltencamp 118.

Smoke Free Campus

UWM is committed to maintaining a safe campus environment and to ensuring that it acts to the extent possible to shield its students and employees from harm. To mitigate the established health risks associated with exposure to secondhand smoke, UWM prohibits smoking and the use of tobacco on all campus property.

Cheating, Plagiarism and Unethical Use of Sources and Software

UWM disciplinary procedures will be used against those who are caught cheating or claiming the work of others as their own. This includes copying another person’s homework, accessing another’s computer files, claiming another’s work as your own, including tracings of existing drawings. Advancements in technology may add confusion to this issue. If in doubt, ask your instructor. Don’t allow the ease with which you can copy sections or sentences from electronic articles or other materials lull you into plagiarism.

Turning in another person for cheating is never easy, even anonymously, but is preferable to ignoring and thus abetting the deception. All students must credit all work by others — in presentations and papers — including precedent images, technical information and other source material included in plots/papers/websites.

Make sure to distinguish your original production and thought from material created or provided by others. This is not only an essential practice to all scholarship but legally necessary when we republish the work in any form. This is a particularly good habit to start in school — when you enter the work force any improper quotation and referencing source material has even greater consequences. Do not use or distribute pirated software! Not only is it illegal, such practices undermine the value of those working in creative and technical professions (including architecture).
**Tool & Material Policies**

Spray paint and spray adhesives are prohibited from use by SARUP faculty, staff and students within the building, its approaches and grounds. Use such products at home and only with proper ventilation. Use respiratory and eye protection as indicated on the label. Any material spilled on SARUP property should be cleaned immediately, before it dries.

Students may use the following personally owned output devices in studio rooms: tabletop ink jet and laser jet printers, tabletop FDM (fused deposition modeling) 3D printers – using PLA (polyactic acid) filament and not ABS (acrylonitrile butadiene styrene) filament, and tabletop die cutters with enclosure hoods.

Laser cutters and CNC routers of any kind shall not be allowed in studio rooms.

Students may use Studio Biofoam in studio rooms, as long as they do so in a manner respectful of others and the facilities, and in accordance with established safety protocols. Students shall not saw, carve or sand Studio Biofoam in studio rooms using power tools. Power tools may be applied to Studio Biofoam in the Shop using the dust collection system.

Use of plaster is not allowed. Use an alternative medium such as Hydrocal, CementAll, or Rockite. When using loose powder model-building material, such as Rockite, all loose powder should be removed from studio surfaces including tabletops and floors. Do NOT allow casting media such as Rockite or wax, etc. to come in contact with sink or toilet fixtures and pipes. Casting materials should never be washed down a drain, even in small amounts. They will destroy the plumbing and you will be charged for expensive repairs. Dispose of extra casting materials in a container you can throw away such as a used 2-liter soda bottle.

**Disposal of materials**

William Krueger
sdp@uwm.edu

Matt Mabee
rmpmabee@uwm.edu

When disposing of materials in studio trashcans, give consideration to the weight of the trash. If a trashcan becomes too heavy, it will not be emptied by the custodians, causing a trash backup in the studio. To avoid this, students shall take heavy debris and large scraps directly to the SARUP dumpsters themselves. Limited use of power tools in studios is permitted. Prior permission from instructor and notification of William Krueger and Matt Mabee is required. Use of flames (such as Bunsen burners or blow torches) in studio is not allowed. Do this kind of work at home in a garage or outside. Use the sharps disposal containers in studio. Do NOT place used blades into the trash can.
**BUILDING USE POLICIES**

**Studio Debris**

Any items on the floors in studios at the end of the day are considered trash and available for immediate disposal unless they are clearly marked for saving and student use, with the student’s name and date in a clearly visible area of the material.

**Public Notices**

*Lisa DiSalvo*
Administrative Assistant, Dept of Architecture
lad2@uw.edu

Permission to post announcements should be obtained from the School’s administrative offices. Push pins should be used to attach notices in prescribed areas. Items are not to be posted on building columns or glass areas. Notices which have a date of a specific event should be promptly removed after the event. Notices which do not indicate a date must indicate on the notice the date of its initial posting, so the notice can be monitored and removed on a timely basis.

**Public Displays**

*William Krueger*
bil@uw.edu

Prior permission is needed from the respective department and the school’s administration for all public displays. This is to help provide coordination of displays and assure adequate space to meet everyone’s needs. Push pins or the building’s hanging system should be used for displays. Movable presentation panels need to be reserved in advance, picked up for use and promptly returned to their storage areas.

**Furnishings in Public Areas**

Furnishings in public areas (Commons, studios, classrooms, meeting rooms, etc.) are to be kept within these areas. They should be maintained in a clean and orderly manner. If any furnishings need to be temporarily moved due to programmatic activities, they must be replaced in their proper condition and location immediately after use. Prior permission to do this is required from the Building Chair (AUP 245) or his/her representative.

**Corridor and Alcove Storage**

The building corridors and north wing alcoves are not to be used for storage of furniture, display materials, completed studio projects, etc. as this presents a trip hazard or fire code violation.

**Reserving Pin-Up Boards**

*William Krueger*
bil@uw.edu

Pin-up boards are reserved by contacting William Krueger. You will need to move and return these yourself unless told otherwise by shop staff. In each alcove there is a bin of model display stands. Please keep these in the alcove and return to the bin when you are finished. Be considerate of your environment and return crit space to its prior state. Put away trash, return pin-up boards and chairs.
## OPPORTUNITIES FOR INVOLVEMENT

**Architecture Interview Day**
An annual event held each spring in which architecture firms throughout the country are invited to interview students for summer and permanent positions. Students schedule 30-minute interviews with firms of interest. Organized by the Student Advising Office, students receive detailed information via UWM email early in the spring semester.

**Architectural Experience Program**
Graduate students are encouraged to participate in the AXP (Architectural Experience Program) when employed with qualified architecture practices/firms. Through the AXP, you will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. The AXP identifies the tasks that are essential for competent practice. The program is structured to prepare you to practice architecture independently upon initial registration. The AXP is developed and administered by the National Council of Architectural Registration Boards (NCARB). In most jurisdictions, completion of the AXP is a requirement for initial registration.

**Externship Program (Unpaid)**
Offers architecture and urban planning students exposure to a variety of professional experiences. Participating students spend one week in an office or related professional organization. Students join firms during the UWM Interim session in January and over spring break in March.

**MasterCrit**
An annual event involving a group of students working on a short workshop project under the direction of cutting-edge architects.

**Mobile Design Box**
A community outreach initiative aimed at forming a new creative interface between Milwaukee and SARUP via a pop-up gallery. The Mobile Design Box aims to boost awareness of the work of SARUP research and design work alongside creative local artists and entrepreneurs via pop-up galleries. The MDB is currently located at 615 W Historic Mitchell Street.

**Professional Development**
Opportunities for professional networking include AIAS, NOMAS, WID (Women in Design), Architecture Interview Day, and the Externship Program. Additionally, the Resource Center offers career services including job search, resume writing, interviewing techniques, and portfolio preparation, and the Student Advising Office communicates employment opportunities to students via email.

**Share your Experience**
SARUP’s Advising Office seeks volunteers to host high school students on various days during the school year.

**Student Governance**
In addition to involvement in student organizations, the Department of Architecture invites students to participate in student governance and matters affecting the curriculum by serving on standing committees within the School. These include the M.Arch Committee, Planning & Coordinating Committee, Media Committee and Events Committee. Interested students should contact the Department of Architecture Chair in AUP 266.

**Student Organizations**
There are several opportunities to contribute to the School and the local community by joining groups like the American Institute of Architecture Students, National Organization of Minority Architecture Students, Women in Design & the Milwaukee Student Planning Association and Habitat for Humanity.

**SUPERJury**
An annual all school public review and exhibition of select design work from the entire curriculum. Faculty and students nominate projects for participation with the final selection of projects made by external guest jurors.