MASTER
HAND
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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. We offer learning environments for design, making, community engagement, and collaborative research with award-winning faculty. We are an urban laboratory and are dedicated to the pursuit of excellence, innovation, and social responsibility.

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.

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 260.

Kyle Reynolds
Department of Architecture Chair and Associate Professor

Tammy Taylor
Graduate Advisor

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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 Mieczak
- kurtm@uwm.edu

### PantherCard
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.

#### PantherCard Office
- Union #198
- Contact by email

### Gold Account
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.

#### 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
**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. Students must sign the SARUP media release form before they can pick up their studio keys.

**AUP Building**

Open Monday–Thursday 7am–9pm
Friday 7am–7pm
Saturday 10am–6pm
Sunday 12pm–6pm
PantherCard Access at all other times

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**

414-229-4040
877-381-3459

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

1. STUDENT SERVICES

2. CAREERS & OPPORTUNITIES

3. SARUP & DEPARTMENT INFO

4. GENERAL FACILITIES

5. MAKER SPACES

6. RESOURCES

ADVISING OFFICE
AUP 260
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.

AUP COMPUTING SERVICES
AUP 292
Kurt Meingast
IT Manager

GRIEVANCE OFFICER
AUP 283
Jim Wasley
Professor

AXP ADVISOR
AUP 389
Jim Shields
Associate Professor

COMMUNITY DESIGN SOLUTIONS
(CDS)
AUP 399
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.

HISTORIC PRESERVATION INSTITUTE
(HPI)
Matt Jarosz
Director

INSTITUTE FOR ECOLOGICAL DESIGN
(IEED)
Jim Wasley
Director

DESIGN + CONSTRUCTION INSTITUTE
(DCI)
AUP 325
Alex Timmer
Director

MAIN OFFICE
AUP 240
Leila (Lee) Graham
Receptionist

DEPARTMENT OF ARCHITECTURE
AUP 245
Kyle Reynolds
Department Chair
Lisa DiSalvo
Administrative Assistant

DEPARTMENT OF URBAN PLANNING
AUP 249
Robert Schneider
Department Chair
Janet Tibbetts
Administrative Assistant

DEAN’S OFFICE
AUP 240
Mo Zell
Interim Dean
Lesley Roes
Dean’s Executive Assistant
Sue McDonald
Interim Assistant Dean, Business Operations

SARUP RESOURCES & PEOPLE

STUDENT SERVICES
CAREERS & OPPORTUNITIES
MAIN OFFICE
DEPARTMENT OF ARCHITECTURE
DEPARTMENT OF URBAN PLANNING
DEAN’S OFFICE
MAILBOXES
LOST & FOUND
VENDING MACHINES

Jim Shields Gallery of Architecture and Urbanism sponsored by HGA.

AUP 144
Alex Timmer
Gallery Coordinator
timmer@uwm.edu

A rotating exhibit of student work, research projects, and work of local architects, alumni, visiting design critics and lecturers.

MAILBOXES
AUP 240/260 Corridor

LOST & FOUND
AUP 240
Leila (Lee) Graham
Receptionist

VENDING MACHINES
AUP 132 (Marcus Commons)

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.
Steps to get your parts 3d printed
Steps to get your parts laser cut

Nick Rummler
RP Lab Manager

Offers students access to a number of tools and resources aimed at computer-aided prototyping and model making. Laser cutting and 3D printing constitute the base of these tools and are supplemented with tutorials, material samples, and other prototyping equipment. Hours are posted on the lab doors.

CAREER RESOURCES

Resource Center
AUP 124
Open on Weekdays
Hours vary and are subject to change.

Kurt Meingast
Media Center Manager
Open 24/7
Scanning labs are set up in AUP 485 and AUP 487 and are open 24/7. VR Labs will be located in AUP 289 and AUP 355.

MEDIA CENTER/PHOTOGRAPHY
AUP 479 & 481
Kurt Meingast
Media Center Manager

DESIGN + CONSTRUCTION INSTITUTE
AUP 225
Alex Timmer
Director

INSTITUTE FOR ECOLOGICAL DESIGN
Andermatt Serat Architects

HISTORIC PRESERVATION INSTITUTE
Matt Jarosz
Director

INSTITUTE FOR ECOLOGICAL DESIGN
JimWasley@uwm.edu

INSTITUTE FOR ECOLOGICAL DESIGN
Jim Wasley
Professor

INSTITUTE FOR ECOLOGICAL DESIGN
Jim Wasley
Professor

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Jim Wasley
Professor

INSTITUTE FOR ECOLOGICAL DESIGN
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Professor

INSTITUTE FOR ECOLOGICAL DESIGN
Jim Wasley
Professor

INSTITUTE FOR ECOLOGICAL DESIGN
Jim Wasley
Professor

DEAN’S OFFICE
AUP 240
Mo Zell
Interim Dean
Lesley Roes
Dean’s Executive Assistant
Sue McDonald
Interim Assistant Dean, Business Operations

CAREER RESOURCES

Karl Wallick
Associate Dean
Wallick@uwm.edu

Assistance with externship placement which provides a glimpse into professional practice.
UWM SERVICES

Norris Health Center
Email: nhc-help@uwm.edu
414.229.8716
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.

Klootsche 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 W225

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.
UWM SERVICES

B.O.S.S.
Be On the Safe Side
414.229.6503

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.

SAFEBALK
414.229.4627

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

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

A UPARK satellite lot offers free off-street parking and frequent free 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
MCTS: Milwaukee County Transit System
Union W625

All UWM students paying segregated fees are eligible for 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
414.229.9911 (Emergency)
414.229.4627 (Non-Emergency)

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

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.”

Writing Center
Curtin Hall 127
414.229.4339

The UWM Writing Center provides free one-one interactive tutoring sessions with writing professionals. Students can have any type of paper reviewed either online or in person.
ENROLL & REGISTER

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.
**COURSE POLICIES**

**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 260
414.229.4015
ttaylor@uwm.edu

**IMAGE:** ARCH 825: Comprehensive Studio by John Esrilli (M.Arch '22) with Associate Professor Jim Shields
### COURSES, DISTRIBUTION AREAS & SAMPLE STUDY PLANS

#### Master of Architecture

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<td>ARCH 362: Intro to BIM Modeling</td>
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<td>ARCH 583: Emerging Digital Technology</td>
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<td>ARCH 520: Illumination &amp; Thermal Comfort</td>
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<td>ARCH 300: Architectural History &amp; Theory</td>
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<td>ARCH 304: Contemporary Criticism &amp; Urbanism</td>
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## Master of Architecture

<table>
<thead>
<tr>
<th>COURSE DISTRIBUTION</th>
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<tbody>
<tr>
<td><strong>FOUNDATION COURSES</strong></td>
<td><strong>DESIGN STUDIOS - 18 CREDITS</strong></td>
<td><strong>ELECTIVES - 12 CREDITS</strong></td>
</tr>
<tr>
<td>Required foundation credits may be waived based on previous academic work.</td>
<td>ARCH 825: Comprehensive Design Studio</td>
<td>Additional courses from previous areas, graduate ARCH courses not listed above, or graduate courses from other areas.</td>
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<tr>
<td>ARCH 300: Architectural History &amp; Theory</td>
<td>ARCH 850: Advanced Design Studio</td>
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<td>ARCH 301: Architecture Systems 1</td>
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<td>ARCH 782: Visualization</td>
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<td>ARCH 830: Architecture &amp; Human Behavior</td>
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<td><strong>CAPSTONE - 9 CREDITS</strong></td>
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<td>ARCH 510: Structural Analysis and Design</td>
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<tr>
<td>ARCH 516: Building Construction</td>
<td>ARCH 850: Advanced Design Studio</td>
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<td>ARCH 520: Illumination &amp; Thermal Comfort</td>
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<td><strong>THEORY - 6 CREDITS</strong></td>
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<td>ARCH 304: Contemporary Criticism &amp; Urbanism</td>
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<td>ARCH 340: Urban Design</td>
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<td>ARCH 533: Topics in Architectural Theory</td>
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<td>ARCH 534: Field Study</td>
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<td>ARCH 551: American Vernacular Architecture</td>
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<td>ARCH 553: Vernacular Buildings and Groupings</td>
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<td>ARCH 584: Urban Landscape Architecture</td>
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<td>ARCH 751: Theories of Environmental Design Research</td>
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<td>ARCH 760: History of Building Technology</td>
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<tr>
<td>ARCH 787: Study Abroad (theory)</td>
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<tr>
<td>URBPLAN 751: Introduction to Urban Design and Physical Planning</td>
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<tr>
<td><strong>PRACTICE - 6 CREDITS</strong></td>
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<tr>
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<tr>
<td>ARCH 382: Intro to BIM Modeling</td>
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<td>ARCH 383: Landscape Architecture</td>
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<td>ARCH 580: Introduction to Historic Preservation</td>
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<td>ARCH 581: Measured Drawing for Architects</td>
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<td>ARCH 582: Emerging Digital Technology</td>
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<td>ARCH 596: Programming for Architectural Design</td>
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<td>ARCH 749: Urban Design as Public Policy</td>
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<td>ARCH 780: The Built Environment &amp; Real Estate Development</td>
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<td>ARCH 786: Green Building Seminar</td>
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<td>ARCH 790: Special Topics: Portfolio Design</td>
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<tr>
<td>ARCH 797: Study Abroad (practice)</td>
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**NOTE:** Not all distribution courses listed are offered on a regular basis. See the online [Schedule of Classes](#).
### MUP REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>URBPLAN 701</td>
<td>Introduction to Land Use Planning</td>
</tr>
<tr>
<td>URBPLAN 702</td>
<td>Introduction to Planning Law</td>
</tr>
<tr>
<td>URBPLAN 711</td>
<td>Planning Theories and Practice</td>
</tr>
<tr>
<td>URBPLAN 721</td>
<td>Applied Planning Methods</td>
</tr>
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<td>URBPLAN 751</td>
<td>Urban Design and Physical Planning</td>
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<td>URBPLAN 710</td>
<td>Planning Policy Analysis</td>
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<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>
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<tr>
<td>URBPLAN 811</td>
<td>Applied Planning Workshop</td>
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Summer (after completion of URBPLAN 701, 702, 711, 720, 721 & 740) - Urban Planning Comprehensive Examination

### PRACTICE - 6 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>ARCH 581</td>
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<tr>
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### DESIGN STUDIOS - 18 CREDITS

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<td>ARCH 825</td>
<td>Comprehensive Design Studio</td>
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<tr>
<td>URBPLAN 855</td>
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### TECHNOLOGY - 9 CREDITS

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<td>ARCH 516</td>
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<td>ARCH 520</td>
<td>Illumination &amp; Thermal Comfort</td>
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### THEORY - 6 CREDITS

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<tr>
<td>ARCH 533</td>
<td>Topics in Architectural Theory</td>
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<tr>
<td>URBPLAN 751</td>
<td>Introduction to Urban Design and Physical Planning</td>
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### 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>
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<tbody>
<tr>
<td>ARCH 850</td>
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### NOTE

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

### 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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### THEORETICAL - 6 CREDITS

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<td>Law and Professional Practice</td>
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<tr>
<td>ARCH 533</td>
<td>Topics in Architectural Theory</td>
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### ELECTIVES - 12 CREDITS

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

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<th>Course Code</th>
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<td>ARCH 850</td>
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<td>ARCH 581</td>
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## COURSES DISTRIBUTION AREAS & SAMPLE STUDY PLANS

### Master of Architecture

#### COURSE DISTRIBUTION

<table>
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<tr>
<th>YEAR PROGRAM</th>
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<th>Year 2</th>
<th>Year 3</th>
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### Master of Urban Planning

#### COURSE DISTRIBUTION

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<th>YEAR PROGRAM</th>
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<th>Year 2</th>
<th>Year 3</th>
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### Foundation Courses

- Required foundation credits may be waived based on previous academic work.
- **ARCH 300: Architectural History & Theory**
- **ARCH 301: Architecture Systems 1**
- **ARCH 782: Visualization 1**
- **ARCH 810: Architectural Design I**
- **ARCH 832: Architecture & Human Behavior**
- **ARCH 833: Architecture Systems 2**
- **ARCH 783: Visualization 2**
- **ARCH 820: Architectural Design II**

### Design Studios - 18 Credits

- **ARCH 825: Comprehensive Design Studio**
- **URBPLAN 858 Studio in Urban Design & Physical Planning**

### Practice - 6 Credits

- **ARCH 581: Law and Professional 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**

### 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**

### Theory - 6 Credits

- **ARCH 533: Topics in Architectural Theory**
- **URBPLAN 751: Introduction to Urban Design and Physical Planning**

### Note:

- Not all distribution courses listed are offered on a regular basis. See the online Schedule of Classes.
- Required foundation credits may be waived based on previous academic work.
- **ARCH 300: Architectural History & Theory**
- **ARCH 301: Architecture Systems 1**
- **ARCH 782: Visualization 1**
- **ARCH 810: Architectural Design I**
- **ARCH 832: Architecture & Human Behavior**
- **ARCH 833: Architecture Systems 2**
- **ARCH 783: Visualization 2**
- **ARCH 820: Architectural Design II**

### MUP Requirements

- **URBPLAN 701 Introduction to Land Use Planning**
- **URBPLAN 711 Planning Theories and Practice**
- **URBPLAN 721 Applied Planning Methods**
- **URBPLAN 751 Urban Design and Physical Planning**
- **URBPLAN 857 Urban Design as Public Policy**
- **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

### Year 1: Spring

- **UP 701: Introduction to Land Use Planning**
- **UP 702: Introduction to Planning Law**
- **UP 711: Planning Theories & Practice**
- **UP 721: Applied Planning Methods**
- **UP 751: Urban Design & Physical Planning or UP 857: Design as Public Policy**
- **ARCH xxx (Architecture Elective)**

### Year 2: Fall

- **UP 710: Planning Policy Analysis (PPA)**
- **UP 712: Data Analysis Methods I**
- **ARCH 858: Urban Design Studio**
- **ARCH 510: Structural Analysis & Design**
- **ARCH 516: Building Construction**

### Year 3: Fall

- **UP 811: Applied Planning Workshop (APW)**
- **ARCH 850: Advanced Design Studio**
- **or ARCH 825: Comprehensive Design Studio**
- **or ARCH 581 Law & Professional Practice**

### Year 4: Fall

- **ARCH 850: Advanced Design Studio**
- **or ARCH 825: Comprehensive Design Studio**
- **or ARCH 581 Law & Professional Practice**
- **Graduate Elective**

### Year 4: Spring

- **ARCH 850: Advanced Design Studio**
- **or ARCH 825: Comprehensive Design Studio**
- **or ARCH 581 Law & Professional Practice**
- **Graduate Elective**
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 WinterM session and summer. Past destinations have included Cuba, Japan, Paris and London, and Scandinavia. Watch for announcements throughout the year about upcoming trips.
# Transcript-Designated Concentrations

## ECOLOGICAL DESIGN - 21 credits

**Core Course:** 3 credits  
ARCH 723 Fundamentals of Ecological Architecture

**Ecological Electives:** 9 credits  
(3 credits minimum outside architecture)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Code</th>
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<tr>
<td>ANTHRO 448 Cultural and Human Ecology</td>
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<td>BIO SCI 505 Conservation Biology</td>
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<tr>
<td>ARCH 520 Illumination and Thermal Comfort</td>
<td>3</td>
<td>CES 461 The Politics and Policy of Sustainability</td>
</tr>
<tr>
<td>ARCH 584 Urban Landscape Architecture</td>
<td>3</td>
<td>CES 471 Practicum in Natural Resources Management</td>
</tr>
<tr>
<td>ARCH 585 Research Methods in Architecture</td>
<td>3</td>
<td>CIVE 490 Transportation Engineering</td>
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<td>ARCH 788 Green Building Seminar</td>
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<td>CIVE 492 Environmental Impact Assessment</td>
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<td>ARCH 790 Special Topics</td>
<td>3</td>
<td>FRSHWTR 481 Politics and Policy of Sustainability</td>
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<td>ARCH 791 Master's Level Directed Research</td>
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<td>FRSHWTR 505 Environmental Health of Freshwater Ecosystems</td>
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<td>ARCH 792 Master's Level Independent Studies and Research</td>
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<td>FRSHWTR 508 Freshwater Engineering</td>
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<td>BIO SCI 458 Community Ecology</td>
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<td>FRSHWTR 461 Environmental Geology of Soils</td>
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<td>GEOG 405 Cartography</td>
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**Final Year Requirement:** 9 credits (ecological design focus)

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**Final Year Requirement:** 9 credits (ecological design focus)

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<td>BUSADM 482 Valuation of Real Estate</td>
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<td>URBPLAN 652 Housing Markets and Public Policy</td>
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<td>URBPLAN 991 Legislative/Administrative Agency Internship</td>
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<td>URBPLAN 858 Urban Design Studio</td>
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<td>URBPLAN 892 Special Topics in Urban Planning</td>
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All credits must be completed as a graduate student. Other courses may be approved by faculty advisor.

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## PRESERVATION STUDIES - 21 credits

**Core Courses:** 12 credits

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<tr>
<th>Course</th>
<th>Credits</th>
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<td>ARCH 560 Introduction to Historic Preservation</td>
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**Preservation Elective:** 3 credits

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<th>Course</th>
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<tbody>
<tr>
<td>ARCH 534 Field Study</td>
<td>3</td>
<td>ARCH 791 Master's Level Directed Research</td>
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<td></td>
<td>3</td>
<td>HIST 450 Growth of Metropolitan Milwaukee</td>
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<tr>
<td></td>
<td>3</td>
<td>ARCH 792 Master's Level Independent Studies and Research</td>
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<td>3</td>
<td>HIST 451 History of Wisconsin</td>
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<td>ARCH 797 Study Abroad</td>
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<td>3</td>
<td>HIST 463 History of the American City</td>
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<td>3</td>
<td>ARCH 798 Preservation Technology Laboratory</td>
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<td>3</td>
<td>ART HIST 458 A Comparative History of Architecture and Urbanism</td>
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<td>HIST 700 Introduction to Public History</td>
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<td>ART HIST 459 American Architecture</td>
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<td></td>
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<td>HIST 713 Historical Research Methods</td>
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<td>3</td>
<td>ART HIST 462 Frank Lloyd Wright</td>
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<td></td>
<td>3</td>
<td>HIST 715 Research Methods in Local History</td>
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**Final Year Requirement:** 6 credits (preservation focus)

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<tr>
<th>Course</th>
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<td></td>
<td>3</td>
<td>ARCH 890 Master's Thesis OR</td>
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<td>3</td>
<td>ARCH 891 Master's Project OR</td>
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<td>3</td>
<td>ARCH 800-level preservation focus studio</td>
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</tbody>
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## REAL ESTATE DEVELOPMENT - 21 credits

**Core Courses:** 6 credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ARCH 780 Built Environment &amp; Real Estate Development</td>
<td>6</td>
<td>BUSADM 481 Real Estate Finance or BUSADM 483 Property Development and Management</td>
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<td></td>
<td>3</td>
<td>BUSADM 482 Valuation of Real Estate</td>
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<td></td>
<td>3</td>
<td>URBPLAN 651 Land Use Planning Practice</td>
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<td></td>
<td>3</td>
<td>URBPLAN 652 Housing Markets and Public Policy</td>
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<td></td>
<td>3</td>
<td>URBPLAN 771 Transportation Policy and Planning</td>
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<td>3</td>
<td>URBPLAN 688 Planning Local Economic Development</td>
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<td></td>
<td>3</td>
<td>URBPLAN 991 Legislative/Administrative Agency Internship</td>
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<td>3</td>
<td>URBPLAN 857 Urban Design as Public Policy</td>
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<td>3</td>
<td>URBPLAN 858 Urban Design Studio</td>
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<tr>
<td></td>
<td>3</td>
<td>URBPLAN 892 Special Topics in Urban Planning</td>
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<tr>
<td></td>
<td>3</td>
<td>URBPLAN 999 Independent Study</td>
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</table>

**Final Year Requirement:** 6 credits (preservation focus)

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<td>ARCH 891 Master's Project OR</td>
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<tr>
<td></td>
<td>3</td>
<td>ARCH 800-level real estate focus studio</td>
</tr>
</tbody>
</table>

All credits must be completed as a graduate student. Other courses may be approved by faculty advisor.
### 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](http://example.com).

### 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.

### Distinguished Graduate Student Fellowships (DGSF)

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

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.

### Commencement Information

**Secretary of the University Office**

414.229.4163

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.

The 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

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.
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.
### Tutorials

- **LinkedIn Learning**
  - LinkedIn Learning is free for all UW-Milwaukee students. They offer over 15,000 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 '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](#)
  - [Twinmotions](#)

### Post - Production

- **Gimp**
  - Open source image manipulation program (like Photoshop):

- **Inkscape**
  - Open source vector graphics program (like Illustrator):

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### 3D Modeling / Drafting

- **Rhino - 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**
  - $99/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.

- **LinkedIn Learning**
  - LinkedIn Learning is free for all UW-Milwaukee students. They offer over 15,000 courses for both in-depth and micro learning covering technology, business, and creative skills.
  - [LinkedIn Learning](#)

### 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 HONOR CODE

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 falsifies 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 Mellencamp Hall or contact the Office of Student Life, Mellencamp 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.

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**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).
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 (polylactic 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.

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.

Do NOT place used blades into the trash can.

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.
## 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@uwm.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. 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.

### Furnishings in Public Areas

Permission to post announcements should be obtained from the School's administrative offices. Push pins should be used to attach notices in prescribed 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

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.

### 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**  
bk@uwm.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**

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**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.

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**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.

**AXP Advisor**

Assoc. Prof. Brian Schermer
bscherm@uwm.edu

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**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 UWinteriM session in January and over spring break in March.

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**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.

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**Professional Development**

Opportunities for professional networking include AIA, 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.

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**Share your Experience**

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

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**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.

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**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.

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**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.