

# **MLA Handbook**

Master of Landscape Architecture

Department of Landscape Architecture

College of Design

**Iowa State University**

Updated Fall 2019

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\* The MLA Handbook follows ISU policies found in the Graduate Handbook (<https://www.grad-college.iastate.edu/handbook/>). The Graduate handbook is the decisive guide when the MLA Handbook provides information that is different or conflicts with the Graduate Handbook.

## Letter from the Director of Graduate Education (DoGE)

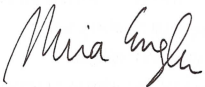
Dear MLA Students,

Welcome to the Master of Landscape Architecture program at Iowa State University. The faculty and staff in the Landscape Architecture program are dedicated to helping you have a productive and enjoyable experience in graduate school. As part of that effort, we have prepared this handbook to help you understand program policy and culture and get settled into life at ISU. The handbook covers topics ranging from administration, curriculum, program policies, university services, and life in Ames. I also encourage you to meet faculty members to discuss your interests and your course of study.

The information contained in this handbook is intended to expand on but not replace other university documents such as the Graduate College Handbook <https://www.grad-college.iastate.edu/handbook/>. If you still have questions or concerns after perusing this document, please do not hesitate to contact Mira Engler ([miraengl@iastate.edu](mailto:miraengl@iastate.edu)), Director of the MLA program (478 Design); Carl Rogers ([rogersc@iastate.edu](mailto:rogersc@iastate.edu)), Chair of the Department of Landscape Architecture; or Meredith Foley ([merfoley@iastate.edu](mailto:merfoley@iastate.edu)), Graduate Recruitment + Student Services (295 Design), or the appropriate university office.

Although the MLA program will demand a lot of time and work, we sincerely hope you enjoy your time in Ames. Iowa State University has a large number of excellent facilities and supports a wide range of cultural and sporting events. You can see world-class performing arts at the Iowa State Center, and there are many restaurants, pubs, clubs and other activities around the city of Ames. In short, work hard, relax well, and have an exciting and rewarding time at Iowa State.

Sincerely,

A handwritten signature in cursive script that reads "Mira Engler".

Mira Engler, Ph.D.  
Professor and Director of Master of Landscape Architecture

# Chapter 1 - Program Administration

## Contacts

For general queries:

Carl Rogers, ([rogersc@iastate.edu](mailto:rogersc@iastate.edu))

Chair of Department of Landscape Architecture, Associate Professor.

For program queries, including academic advising, curriculum, and financial support:

Mira Engler, ([miraengl@iastate.edu](mailto:miraengl@iastate.edu))

Director of Graduate Education, Ph.D., Professor.

## Administration Staff

For administrative, visa, and personal advising:

Meredith Foley, ([merfoley@iastate.edu](mailto:merfoley@iastate.edu))

Graduate Recruitment Coordinator.

For questions about forms, scholarships, etc.:

Linda Galvin ([lagalvin@iastate.edu](mailto:lagalvin@iastate.edu))

Departmental Partner.

# Chapter 2 - Getting Started

## ISU Card

The first thing you should do upon arriving on campus is obtain your university identification card (ISU Card). See ISU online pages: <https://www.isucard.iastate.edu/>

## E-mail Account

All students need an ISU e-mail account. To obtain an email account, go to <https://www.it.iastate.edu/foryou/students/>. When you have an ISU email address, please inform the Director of Graduate Education for the MLA program of your username. The program relies on email to make announcements and communicate with students.

## English Placement Test

Graduate students whose native language is not English must demonstrate adequate knowledge of the English language. You can obtain information about scheduling the test and what to expect here:

<https://apling.engl.iastate.edu/english-placement-test/>

## Registration

All students who attend classes at ISU must register and pay assessed tuition and fees. Registration for classes takes place via AccessPlus on the university website. Further information on AccessPlus is available via the Solution Center (a division of ISU Information Technology) at <http://www.it.iastate.edu/>

Visit <http://classes.iastate.edu> for the schedule of classes, which gives information on course offerings, meeting times,

instructors, and course web sites.

Visit <http://catalog.iastate.edu/> to access the course catalog, which gives descriptions of courses.

### **Graduate Handbook (Graduate College Publication)**

The Graduate College publishes a Handbook for all Iowa State University graduate students. The Handbook is a comprehensive resource for policies and procedures that pertain to all graduate students and postdoctoral scholars matriculated at the university. It contains important information and answers to many general questions, and is updated annually.

See ISU online pages: <https://www.grad-college.iastate.edu/handbook/>

The graduate Handbook is updated according to new policies enacted by the Graduate College. In cases of discrepancies between the MLA Handbook and the Graduate Handbook policies, the Graduate Handbook is the defining source.

### **Computer Requirements**

Landscape Architecture, as all design and planning intensive professions, is an profession relying upon high-performance hardware as well as expertise in many platforms and software programs.

Owning a laptop is critical to your success as a landscape architecture student. These [specifications](#) have been put together by faculty in the College with specialization in computing in design. The specifications are to help you select a computer to give you a foundation to succeed in your work.

## Chapter 3 - MLA Degree and Curriculum

### Public Information Policy - Accreditation

The three-year professional Master of Landscape Architecture program at Iowa State University received its initial accreditation by the Landscape Architecture Accreditation Board (LAAB) in 2014. It is scheduled for reaccreditation in 2020. For more information on LAAB and the accreditation process, see website: [asla.org/accreditationlaab.aspx](http://asla.org/accreditationlaab.aspx).

### MLA degree

Updated Spring 2019

The Masters in Landscape Architecture (MLA) degree is an accredited professional degree for students with or without an undergraduate degree in landscape architecture. The degree provides skills for students seeking to enter landscape architecture with the intent of practicing as a licensed professional in the public or private sector, as well as the basic knowledge required for professional competency as measured by the licensing exam. The MLA degree also offers inquiry competences for continuous post professional study and research. Applications are accepted from students with or without a professional undergraduate degree in landscape architecture.

### Program Mission

The graduate program of the LA department at ISU prepares designers and scholars to be leaders in a rapidly changing field of landscape architecture. Our graduate students take on multi-disciplinary environmental-cultural challenges and create innovative designs that sustain healthy and resilient communities and landscapes.

### Program Purpose

The purpose of the graduate program is three-fold:

1. Provide students intensive educational design studio experiences and project-based learning opportunities that build upon their previous bachelor degree, bringing new insights, opportunities and diversity into the profession and discipline.
2. Offer students both basic and advanced skills and knowledge through core and specialized courses in one of three focus areas of landscape architecture – Theory/History, Advocacy/Planning and Technology/Ecology – of the student's own choosing.
3. Foster ethical, competent, adaptable and well-rounded graduates through professional development and skill courses that empower students to become leaders in research private and public practice.

### Educational Goals

**Goal 1:** Generative Knowledge. Provide students a sustaining educational foundation through both discipline-specific and interdisciplinary studio and course work.

**Goal 2:** Research and Innovation. Equip students with the critical thinking skills necessary to conduct independent and meaningful research and to produce original scholarship, design and/or technical solutions.

**Goal 3:** Professionalism and Impact. Impart students with ethics and professionalism that enable them to improve the physical environment and quality of life for current and future generations.



## **Student Major Advisor**

The Director of Graduate Education (DOGE) will serve as your faculty advisor in the first year. The DOGE will provide advice and guidance regarding coursework, concentration track, and other Graduate College and university policies. In the second and third years, students may request another individual faculty to serve as their advisor. It is the student's responsibility to secure the new advisor's consent and notify the DOGE. If no change is made, the DOGE will continue to serve as the student's formal advisor throughout the course of study.

Students who opt for thesis or creative component work in their final year will need the consent of their Major Professor (an official Iowa State term), who will help you develop and complete the capstone project (thesis or professional report) as well as advise on requirements needed to complete the MLA degree and/or double-degree. During the first year, you will be introduced to the different MLA faculty and learn about their research. You are encouraged to meet with the department faculty and discuss individual interests. You should ask for feedback and recommendations regarding who might serve as Major Professor.

## **Developing an Individualized Program of Study (POSC)**

Students will work with the major professor to begin developing a POSC in the second year. Completing an approved program of study (POSC) is necessary to receive a graduate degree from Iowa State. It is, quite simply, a list of all the courses that you take to complete your degree. It is important for two reasons: First, the POSC demonstrates completion of a broad range of required and elective courses that ensure appropriate knowledge and skills to complete your degree. Second, the POSC demonstrates a particular concentration track (see below) and reflects an expertise in your subfield.

## **MLA professional 3-Year Program of Study and Schedule Sample**

To view and download the POSC files, see the college LA department website.

<https://www.design.iastate.edu/landscape-architecture/degrees/master-of-landscape-architecture/>  
Click on [Download a PDF file detailing MLA program requirements and proposed course of study](#)

## **MLA Post-professional 2-year program**

The 2-year MLA Advanced Status Program is a post-professional program is available to American and Canadian students holding a Bachelor of Landscape Architecture degree from an accredited program. Advanced standing will be determined by the MLA application review committee.

## **Concentration Track**

The program offers three concentration tracks in a topical area – Theory/Urbanism, Technology/Ecology, Advocacy/Community — achieved through coursework and/or an optional thesis and creative component. Students' concentrations in one of the three tracks will be determined by the student in conjunction with his/her adviser. Concentration electives may be selected from within the college and university from an approved list and up to three credits from within the department.

For general electives, students are able to take advantage of a growing number of offerings for interdisciplinary graduate-level electives in across all college departments.

## Optional Thesis or Creative Component

Thesis or Creative Component are optional. In the final year students can opt for Creative Component or Thesis option with the approval of their major professor and the department Graduate Committee.

A master's *Thesis* is a scholarly composition that demonstrates the ability of the author to do independent and creative work. The Thesis is supervised by the thesis committee, which includes the Major professor and two other committee members, one of whom should be selected from outside the major's department. The Thesis explores in depth a problem or issue related to the major field of study. Since satisfactory completion of the thesis can constitute one of the most gratifying experiences in graduate study, the document should reflect the highest standard of scholarship and research, serving as a measure of quality for the student, major professor, and the program. The university established clear guidelines regarding Thesis process, deadlines, and format. Following the oral examination and committee approval, the Thesis is turned in to the Thesis Office or Graduate College for review and approval. For those writing a thesis, consult the Graduate Handbook 7.1.5 - Thesis or Dissertation as well as the Thesis Checklist: <http://www.grad-college.iastate.edu/current/thesis/checklist/>. The number of research credits for the MLA thesis is 6, including LA 580 (2 cr.) tutorial and LA 699 (4 cr.) Also, see below **Final Oral Exam and Graduate Approval Form** under Graduation.

A master's *Creative Component* must be explicitly identified on the POSC. The number of research credits for the MLA creative component is 6, including LA 580 (2 cr.) tutorial and LA 599 (4 cr.). The format of the creative component is determined in cooperation with the POSC graduate committee. A creative component should be submitted to members of the POS committee two weeks before the final oral examination. For those working on Creative Component, consult the Graduate Handbook 7.1.6 - Creative Component: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=7#7.1>. Also see Graduate College new guidelines: <https://www.engl.iastate.edu/graduate-students/graduate-student-manual-home/master-of-arts-programs/guidelines-for-thesis-and-creative-component-ma/>

## Double Degrees

Students are able to take advantage of several graduate-level double degrees, including Community and Regional Planning (MLA/MCRP) and the interdisciplinary programs of Master of Urban Design (MLA/MUD) and Master in Design of Sustainable Environment (MLA/Mdes SE). Students interested in the double degree programs should contact the relevant departments to receive a detailed description of requirements.

## Minors

For more information on Graduate Minors, see website: <http://www.design.iastate.edu/future-students/future-graduate/graduate-degrees-minors/>

Also, see Graduate Handbook 4.1.4 Graduate Minor  
<https://www.grad-college.iastate.edu/handbook/chapter.php?id=4&search=minor&section=4.1#search>

## Certificates

The department also offers courses in the Graduate Certificate Program in Geographic Information Systems (GIS), administered by the Department of Community and Regional Planning.

## Chapter 4 - MLA Policies

### Semester Credits

During the academic year, graduate students must register for a minimum of 9 credits to be considered full-time. During the summer session, students must be registered for a minimum of 5 credits to be considered full-time.

### Grading

Grades are the permanent official record of a student's academic performance. Iowa State uses A through F grading for most courses. S (Satisfactory), P (Pass), and NP (No Pass) grades are given in some courses. The standard four-point scale is used to calculate a grade point average (see table below).

For more information on grading, see ISU online pages: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=5>

### Minimum GPA - Academic Standing

If a graduate student at Iowa State does not maintain a cumulative 3.0 (B) grade point average on all coursework taken, he/she may be placed on academic probation by the Dean of the Graduate College. While on academic probation a student will not be admitted for candidacy for a degree and if appointed to a graduate assistantship, he/she will not receive a tuition scholarship. However, failure to maintain good academic standing is also grounds for repeal of a graduate assistantship. A "C" is the minimum grade acceptable for courses that appear on the POSC and counts toward fulfilling the requirements of the MLA. In other words, if a student receives a grade below C in any class, the course will have to be repeated until a grade of C or higher is achieved, or the course must be removed from the POSC.

For more information, see ISU online pages: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=5>

### Absences

Graduate students attending official Iowa State field trips or conferences/workshops related to professional development may request an excused absence from their classes for the duration of the event. Students must provide written evidence of their participation in the event at least 10 days prior to the event. Requests for an excused absence should be made in writing to their major professor, DoGE or department Chair. If the request is approved, students will receive an official excuse letter that should be presented to all course instructors prior to the absence. Students must make arrangements with their instructors to make up missed readings, assignments, quizzes, or exams.

### Academic Misconduct

Academic Misconduct in any form is a violation of Iowa State University Student Disciplinary Regulations and will not be tolerated. This includes, but is not limited to: copying or sharing answers on tests or assignments, plagiarism, or having someone else do your academic work. Depending on the act, a student could receive an F grade on the test/assignment, an F grade for the course, and could be suspended or expelled from the University.

See the Conduct Code at <http://www.dso.iastate.edu/ja/academic/misconduct.html> for more details and a full explanation of Academic Misconduct policies. Details are also provided in Chapter 9 of the Graduate Student Handbook <http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>

Students are expected to practice academic honesty in every aspect of their courses. Students who engage in academic misconduct are subject to university disciplinary procedures, as well as consequences with regard to the specific course.

Forms of academic misconduct include but are not limited to:

*Obtaining unauthorized information:* Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, or by looking at your notes or other written work during an examination when not specifically permitted to do so.

*Tendering of information:* Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving someone answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.

*Misrepresentation:* Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person's paper (even with modifications) and submitting it as their own; having another student do their computer program or having someone else take their exam.

*Plagiarism:* Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism. This includes material published on the Internet.

*Bribery:* Offering money or any item or service to a faculty member or any other person to gain academic advantage for oneself or for another is dishonest.

### **Academic Dismissal**

Graduate students enrolled in the MLA Program may be dismissed for any one of the following reasons related to academic standards.

- 1 Failure to maintain a B (3.0) grade point average or better for two consecutive semesters.
- 2 Failure to complete all degree requirements within four years or eight semesters (five years or ten semesters for part-time and double degree students).

The DOGE will notify in writing any student who violates this policy. His or her deficiencies will be identified and a meeting between the student, the major professor, and the DoGE will be scheduled to discuss the details of the case. The student will be notified in writing of the outcome. Dismissals for failure to maintain academic standards may be appealed to the Chair of the Department, who will notify the student in writing of the outcome.

Details about the process are available in Chapter 9 of the Graduate College Handbook. <http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>

### **Grievances**

If a graduate student believes a faculty member, in his or her academic capacity, has behaved unfairly or unprofessionally, or if a student feels that his or her scholarly or professional competence has not been evaluated fairly, a grievance may be filed. Two paths for filing a grievance are available to graduate students. One path is for grievances related to grades and instruction in a course. The other path is for grievances related to scholarly and professional competence. Both procedures start at the department or program level, starting with a written statement to the DoGE, and proceed through a series of steps to higher appeal channels. If a student's complaint relates to a general policy, he or she may also bring the matter to the attention of the Graduate and Professional Student Senate

either by contacting the department senator or the president of the Graduate Student Senate. Students also have the right to complain directly to the Dean of the Graduate College. Detailed grievance procedures are outlined in Chapter 9 of the Graduate Student Handbook (<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>). Information about grievances can also be found in the ISU Course catalog (<http://catalog.iastate.edu/academics/#academicgrievancesappealstext>).

## Chapter 5 - Graduate Student Financial Support

### Graduate Assistantships

The M.L.A program offers a number of Graduate Assistantships (GA) to highly qualified applicants with strong English abilities.

In 2017-2018, ~ 65% of our students are currently employed in Graduate Assistantships—both Research Assistantship and Teaching Assistantship. In 2017-2018, a new student on quarter time assistantship (10-hrs a week) receives a stipend of \$1000 per month for 9 months. Renewed appointments generally include salary increase. This figure changes annually.

In addition, a graduate assistant's tuition is reduced to the level of resident tuition of \$4,364 per semester (down from Nonresident \$11,220 and International \$11,727). Half of that tuition is covered by a tuition scholarship award, \$2,182 per semester (see chart below). Therefore, the amount you are responsible for is, \$2,182 per semester.

### Tuition Scholarship Awards

If awarded a quarter-time graduate assistantship, you will receive the following benefits in exchange for 10 hours of work per week in either a teaching, researching, or administrative role (based on 2019-2020 academic year rates, subject to change):

- Iowa resident tuition rates (\$5439/semester)
- A 50% tuition scholarship (\$2719.50/semester)
- Semester stipend of \$4600 (minus taxes; paid in monthly installments)
- Free health insurance
- A reduction in some student fees (totaling \$608.95)

This will bring your cost to approximately \$3328.45 per semester, plus you will earn \$4600/semester (minus taxes).

### MLA Departmental Scholarships

There are two types of MLA scholarships: *Endowed Scholarships* and *Travel Research Scholarships*.

*The Endowed Scholarships* are: Argo Scholarship; Jen Jensen Scholarship; Rod Heller Scholarship; Springer Scholarship.

With the exception of the Springer Scholarship, which is established to support incoming graduate students, the other three are available to current MLA students. Applications are advertised in the Spring semester and available online, usually in early March. They are reviewed by the MLA faculty committee. Awards are granted by April.

*The Travel Research Scholarship* is open to all MLA students. It has no deadline and can be submitted anytime during the academic year. It provides up to \$900 toward travel expenses. Amount and number of awards vary based upon available funds.

The scholarship is open to graduate students who travel to:

- present papers and posters or participate in panel discussions in professional and academic conferences and symposia,
- receive awards for academic work in professional conferences and events,
- conduct research or training workshops directly related to creative component or thesis-during the 3rd year. \*Does not include travel to the thesis case-study or project site.

Apply by completing the application form and sending it to the MLA Director of Graduate Education (email: [miraengl@iastate.edu](mailto:miraengl@iastate.edu)) and the department secretary Linda Galvin (email: [lgalvin@iastate.edu](mailto:lgalvin@iastate.edu)). Specify the research/work involved; purpose of the travel; and travel destination. Add a second page with amount requested and a detailed budget of travel-related expenses, including transport, accommodations, and event fees.

The application will be reviewed by the MLA committee. Decisions will be made within 4-5 weeks following the application. Reimbursements will take place following the travel and upon receipts provided.

In 2018-2019, 70% of our students currently receive scholarships ranging from 1.5K to 6K.

#### **Other Financial Support - CoD**

See ISU online pages:

<http://www.design.iastate.edu/current-students/undergraduate-students/scholarships/scholarship-search/>

#### **Other Financial Support - ISU**

See ISU online pages: <https://www.grad-college.iastate.edu/finance/>

<https://www.grad-college.iastate.edu/finance/scholarships.php>

<http://www.financialaid.iastate.edu/scholarships/>

## Chapter 6 - Graduation

### Applying for Graduation

Students need to complete an “Application for Graduation” on AccessPlus, Application for graduation should be made by the end of the third week of the semester in which the student expects to receive the degree. The purpose of this form is to formally list the student’s name as a graduate student planning to graduate that semester. Consult the Graduate College web site for the appropriate deadlines for the targeted semester of graduation.

### Final Oral Exam and Graduate Approval Form - For Thesis Students Only

See ISU online pages: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=7>

Those who opt for thesis or Creative Component are required to do an oral defense. At least three weeks before your oral defense, you will need to complete a “Request for Final Examination” form (available on the Graduate College website). At least two weeks before your defense, students should distribute copies of completed thesis or professional report to each of your Major Professor and POSC members. At the oral defense, students will present the project to their committee as well as to other interested members of the department. The presentation will include questions from the audience followed by a detailed discussion with committee members. At the conclusion of the defense, the committee will decide whether the student has passed, passed conditionally, or failed to pass the defense. A “Report of Final Examination” form will be completed and submitted to the COD graduate secretary immediately following the defense (146 Design).

The Graduate College requires final approval from the student’s program with submission of a “Graduate Student Approval Form,” signed by the major professor(s) and the DOGE(s), including co-major DOGE if applicable, after the student has passed the final oral examination and completed any necessary changes on the thesis/dissertation requested by the committee. For more information, see *Graduate Handbook 7.1.8 - Graduate Approval Form for Graduation*.

### Tying Up Loose Ends

See ISU Graduate Handbook online pages: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=7#>

Students cannot graduate with “Incomplete” marks for any credits appearing on their POS. It is the student’s responsibility to meet the specified requirements for all POS courses and ensure that the respective instructors submit a “Grade Report to the Registrar” form by the required deadlines.

The Major Professor must review, approve, and sign off on the Thesis or Creative Component (for those who opt for these) before a student will be allowed to graduate. After the formal defense, students must submit a final copy of the thesis/report to the Major Professor. This must be done at least one week (including a weekend) to allow for their review of the material.

In addition to the final bound copies that students distribute to their committee, the department requires both electronic and a hard copy versions. The DOGE will not sign the “Graduate Student Approval Slip” until these have been formally submitted.

### After Graduation

Before leaving Ames, students should return any library books that have been checked out in your name. All keys issued to the student must be returned to the Key Desk in the General Services Building. No keys may be left with the DOGE or college or department staff. A fee fine will be incurred for any unreturned keys.



Students should also inform the office staff of their forwarding address. The department maintains alumni records to allow us to communicate any departmental news to you.

## **Chapter 7 - Getting Involved Graduate Student Club and Professional Association**

### **MLA Student Club, *(ab)Terris***

MLA Student Website: <https://mladesign.wordpress.com/>

(ab)Terris FaceBook: <https://www.facebook.com/groups/abTerris.M.LandscapeARCHatISU/>

### **Graduate and Professional Student Senate (GPSS)**

Website: <http://www.gpss.iastate.edu/>

The Graduate and Professional Student Senate (GPSS), founded in 1969, represents the graduate and professional students' perspective on campus issues and serves as a liaison between graduate/professional students and the university administration. Each department is permitted to have at least one GPSS representative.

### **Students Society of Landscape Architects (SSLA)**

Website: <https://www.facebook.com/groups/SSLA.ISU/>

SSLA is the student chapter of the official professional organization of landscape architects in the US. It holds an annual convention. All students are encouraged to participate in events/conventions of the professional organizations at the State level (IA ASLA) and National level (ASLA), as well as academic institutions, such as the Council of Educators in Landscape Architecture (CELA).

## **Chapter 8 – MLA Studio Policy**

### **Desk Space**

MLA graduate students have their own studio space (462 Design). Everything in that room is for use by current MLA students. A limited number of desks are also available for use. When claiming a desk to use for the semester, students should first make sure no one else is using it. Students should not keep any valuable personal items (such as textbooks, computers, or other electronic devices) in this space.

### **Material and Cleanliness**

Materials and projects must be stored so that they do not impinge on the workspaces of others, restrict free movement or block a designated egress passage.

Waste should be regularly removed and disposed of properly. Kitchen area should be kept clean after individual use as a courtesy to others.

Some materials, tools and conduct are restricted or prohibited.

Electrical cords should not lay on the floors and across pathways, as they are a tripping and fire hazard.

See University Environmental Health and Safety website: <https://www.ehs.iastate.edu/>

**Studio Responsibility & Ethics**

Studios in all buildings of the College of Design at Iowa State University and all satellite facilities are shared spaces for creative inquiry and production that support the development of both individual and collaborative work.

All students must work together to maintain an ordered, respectful and productive studio environment free of spatial, visual and sonic impediments; environmental and personal hazards.

Equipment and furniture are not transferable between studios. Removal of an item from a studio with which a student is not affiliated may be considered an act of theft.

When participating in reviews, pin-ups or other group exhibition activities, students must follow procedures established by their instructor with regard to use of the review or exhibition space. At the completion of any such event, the space must be left clean and any equipment used must be returned to its proper location in good working order.

At the end of every semester, students are required to participate in a studio clean-up session scheduled by their instructor of record. At that time, all leftover materials and projects must be removed. Failure to attend and fully participate may affect student grades and incur other penalties.

In the event of careless handling of furniture, walls, etc. resulting in damage, individual students will be held responsible for costs associated with any required additional cleaning or repairs.

## Chapter 9 – Research Ethics

### Authorship Attribution Policy

Attribution of authorship in conference papers, posters, built work, reports, and publications resulting from student classwork or participation and/or collaboration on projects with faculty must follow university guidelines.

See Graduate College Handbook: "9.2 - Environment for Student Success

...Like all researchers, graduate students who sufficiently contribute to research activities have the right to be credited at an appropriate level (co-authorship, acknowledgement, etc.) on related publications and presentations, consistent with the ethical standards in their fields of study and University guidelines on authorship."

<https://www.grad-college.iastate.edu/handbook/chapter.php?id=9&search=authorship&section=9.2#search>

University Policy

<https://www.policy.iastate.edu/authorship>

University Authorship Applications and Guidelines sent as attachment with prior email. Link:

<https://www.vpresearch.iastate.edu/wp-content/uploads/2018/05/Guidance-Authorship-2018-05-07-for-posting-on-VPR-website.pdf>

### Human Subjects Policy and Training

Research involving Human Subjects in which students participate must follow university policies and training. Publications resulting from such research should follow university guidelines below.

See Office for Responsible Research Website. <https://www.compliance.iastate.edu/committees/irb>

Student researcher working on a thesis or creative component need to follow Responsible Research Practices. <https://www.research.iastate.edu/policies/>

Note: Any departmental funds granted or awarded to students (e.g. Research Travel Scholarship) require students to conform with the above authorship attribution and Human Subject policies before funds may be dispersed.

## Chapter 10 – College of Design Resources

### Design Reading Room

Located on the first floor of the College of Design (111 Design), this facility houses books, journals and other informational resources—both permanent and course reserve materials—that support the needs of students and faculty in all of the college’s academic programs. Staff provide assistance in the use of e-Library search engines and other electronic resources.

Patrons with an ISU Card may borrow materials from the Design Reading Room. Information on loan periods is available on the reading room’s website.

### Model Shop

The Model Shop (020 Design) is available for student projects. A small fee for a semester pass gives student access to tools and the CNC (computer-aided cutting). Students must be registered to use any of these resources; students will be able to sign up online once you are enrolled as a student in the College of Design.

More information can be found on the College of Design online pages:

<https://www.design.iastate.edu/current-students/facilities-shops/college-model-shop/>

### Computation + Construction Lab

The ISU Computation + Construction Lab (CCL) is an initiative of the Department of Architecture at Iowa State University and was co-founded by Assistant Professors Shelby Doyle, Leslie Forehand, and Nick Senske. The CCL works to connect developments in computation to the challenges of construction through teaching, research, and outreach. As a laboratory operating at a land-grant institution, the CCL works to share knowledge beyond campus borders by leveraging design and construction as tools of public engagement with non-profits and municipalities across Iowa. A primary tenet of this work is the democratization of access to and knowledge about technology in architecture, specifically creating opportunities for our students to learn and create with technology. Additional information can be found at: [ccl.design.iastate.edu](http://ccl.design.iastate.edu)

Access to the CCL is strictly limited to courses that have received prior approval. Students who are not attending an approved course may not use the CCL under any circumstances. Students attending a CCL-approved course may not use the lab resources for other courses. For additional information please contact the CCL Associate, Erin Hunt [elhunt@iastate.edu](mailto:elhunt@iastate.edu)

### CoD Information Technologies (IT)

Iowa State’s College of Design uses computer-aided techniques, software, and equipment in the classroom and studio. Digital and related technologies have become a ubiquitous part of our pedagogy and environment.

They offer:

- Three public labs with 80 machines
- Full-service output facility
- High-end visualization lab
- State-of-the-art GIS facility
- Several satellite studios around the building and in the Armory
- Ambitious laptop program serving 500 students.

**Output Printing Center**

The Output Center, located on the 4th floor Design, room 426, includes black-and-white printing, color printing, 3D printing, wide-format printing and three laser cutters. Students can check out a wide variety of equipment from here as well. All transactions are either billed to student University Bill (UBill) or billed to a student-specified account.

For more information on printing, please visit the link:

<https://www.design.iastate.edu/digital-technologies/output-center/output-information/traditional-printing/>

For drivers and information on installing printers on personal machines, please visit the link:

<https://www.design.iastate.edu/digital-technologies/printer-information-and-drivers/drivers/>

## **Chapter 11 - Campus Resources**

### ***Center for Excellence in Learning and Teaching***

Campus Address: 3024 Morrill Hall

Phone: 515-294-2906

Fax: 515-294-1860

Email: [celt@iastate.edu](mailto:celt@iastate.edu)

Web: [www.celt.iastate.edu](http://www.celt.iastate.edu)

### ***Graduate College***

Campus Address: 1137 Pearson Hall

Phone: 515-294-4531

Fax: 515-294-3003

Web: [www.grad-college.iastate.edu](http://www.grad-college.iastate.edu)

### ***International Students and Scholars Office***

Campus Address: 1137 Pearson Hall

Phone: 515-294-4531

Fax: 515-294-3003

Web: [www.grad-college.iastate.edu](http://www.grad-college.iastate.edu)

### ***Student Counseling Service***

Campus Address: 3rd floor, Student Services Bldg.

Phone: 515-294-5056

Web: <https://www.counseling.iastate.edu/counseling/individual>

### ***Student Employment Center***

Campus Address: 0640 Beardshear Hall

Phone: 515-294-JOBS

Email: [studentjobs@iastate.edu](mailto:studentjobs@iastate.edu)

Web: [www.financialaid.iastate.edu/employment/sec.php](http://www.financialaid.iastate.edu/employment/sec.php)

### ***Students & Scholars Health Insurance Program***

Campus Address: 0640 Beardshear Hall

Phone: 515-294-JOBS

Email: [studentjobs@iastate.edu](mailto:studentjobs@iastate.edu)

Web: [www.financialaid.iastate.edu/employment/sec.php](http://www.financialaid.iastate.edu/employment/sec.php)

## Chapter 12 - Living in Ames

### **CyRide**

The CyRide is a bus system which travels throughout most of Ames. Along with routes that travel across campus, there are many routes that travel within walking distance to almost anywhere in Ames. ISU students can ride the bus for free with their student ID. For more information on CyRide, see website:

<https://www.mystate.iastate.edu/mystatemodules/cyride>

<http://www.cyride.com/>

### **Recreation**

When you need a break from academics, Iowa State offers plenty of choices for recreation. The ISU Recreation Services provide fitness programs, outdoor recreation, intramural sports, sports clubs, and state-of-the-art recreation facilities. More information can be obtained from [www.recservices.iastate.edu](http://www.recservices.iastate.edu).

### **Athletics**

For intercollegiate athletics, Iowa State's teams compete in the Big 12 athletic conference. For ticket information and all the news about your favorite teams, check out the official Iowa State University Athletics web site at [www.cyclones.com](http://www.cyclones.com).

### **Recreation**

For a break from academics, Iowa State offers plenty of choices for recreation . The ISU Recreation Services provide fitness programs, outdoor recreation, intramural sports, sports clubs, and state-of-the-art recreation facilities. More information can be obtained from [www.recservices.iastate.edu](http://www.recservices.iastate.edu).

### **Performing Arts**

There are several venues to enjoy the arts in Ames. CY Stevens, Octagon Center for the Arts, Tye Recital Hall, Ames Community Theatre, City Hall, On campus pubs ... and ..., Off campus pubs and clubs ... and ...