Student Handbook
2021-22

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Rice
Architecture

Handbook
COUNTABLE NOUN
1.　　　　a handbook is a book that gives you advice and instructions about a particular subject, tool, or machine.
NOUN
1.　　　　a book of instruction or guidance, as for an occupation; manual.
2.　　　　a guidebook for travelers.
3.　　　　a reference book in a particular field.
4.　　　　a scholarly book on a specific subject, often consisting of separate essays or articles.
NOUN
1.　　　　a reference book listing brief facts on a subject or place or directions for maintenance or repair, as of a car.

Collins English Dictionary
https://www.collinsdictionary.com/us/dictionary/english/handbook

The word "handbook" merges both the tactile and intellectual project of architecture—its history of making and building that is inseparable from the practices of reading and debate. There are many other meanings of the word handbook, but the one that stands out to me is that of "maintenance" and "repair." Repair is a particularly powerful word, as it implies a need to repair what is fractured or damaged. At this moment in history, we have the opportunity and privilege to use it as an approach to social justice that is meant to repair the accumulated harms of racism, oppression, and totalitarianism.

I believe that handbooks are essential tools in building a more just, equitable, and prosperous community. They set out norms and expectations for academic integrity, collegiality, and respect, so we can thrive as a diverse community of scholars and human beings—indeed a place where everyone can achieve their fullest potential. Handbooks enable us to practice academic rigor and human compassion simultaneously, promoting scholarly inquiry alongside best practices of self-care and care for each other.

At Rice Architecture, we are proud of our inclusive academic climate, where debate and multiple viewpoints are not only welcome but encouraged. As faculty, we value diverse approaches to architecture and promote respectful conversations as bedrocks of academic freedom and scholarly distinction. Our staff are equally dedicated to this educational mission, providing both practical and compassionate support of our entire community. Rice Architecture students are key members of this closely-knit community and, perhaps uniquely to our school, they are active participants in their own education. Be it through debate, publications, and work in the community, we constantly come together to build this diverse and welcoming identity of our school and that of Houston as one of the shining beacons of a new multicultural world.

Our school, our city, and our world are all evolving entities and so should be this document, too. It is therefore my hope that as readers of this handbook, you will also be active agents in its making, helping us shape its future iterations. To that end, please do not hesitate to reach out to me with any suggestions and ideas for how we can improve these documents and build an even stronger community at Rice Architecture. I am thankful for your attention and participation and wish you a productive year ahead and great success as students, architects, and scholars.

Igor Marjanović
William Ward Watkin Dean & Professor

Diversity, Equity, and Inclusion at Rice Architecture

Rice Architecture is deeply committed to diversity, equity, and inclusion as key tenets of our society and our discipline. We respect all members of our community, regardless of race, ethnicity, gender, sexual orientation, religion, age, economic status, or disability, and strongly believe that these differences are our strengths, bringing an array of valuable voices, perspectives, and contributions to our learning environment and academic pursuits. We are actively engaged in efforts to initiate long-term change in the ways in which we recruit, educate, and foster future generations of architects. With Houston as our home—and the most diverse city in the US—we have a particular responsibility to be at the forefront of a global movement to build a more just, inclusive, and reverent future for our discipline and our world. We take that responsibility seriously and to our hearts.

Resources:

Rice Architecture:

Anti-Racism Collective (ARC)
https://antiracismcollective.cargo.site/About
National Organization of Minority Architecture Students (NOMAS) Rice University Chapter
southliaison@noma.net
    Program Coordinator - Open
    Service Coordinator - Andrea Gomez
    Publicity Coordinator - Andi Rubero
    Finance Coordinator - Juhi Parikh
    Career Coordinator - Takudzwa Tapfuma
    Club Sponsor – Kristina Kennedy
    NOMAS Advisor – Anzilla Gilmore
DEI Officer(s) - Kristina Kennedy

Rice University:

Black Student Association
https://bsa.rice.edu/
Diversity, Equity and Inclusion
https://diversity.rice.edu/
Hispanic Association for Cultural Enrichment at Rice (HACER)
https://hacer.rice.edu
Identity-Based Resources, Center for Career Development (General Resources, Asian American, Women, Native Americans, LGBTQ+, Disabilities, Latinx, International, African American, DACA/Undocumented)
https://ccd.rice.edu/students/career-resources/identity-based-resources
Multicultural Center
https://diversity.rice.edu/multicultural-center
Multicultural Student Organizations
http://www.ruf.rice.edu/~clack/multiorgs.html
Native American Student Association
http://www.ruf.rice.edu/~natamer/members.html
Office of Multicultural Affairs
https://oma.rice.edu/
Pride @Rice, LGBTQIA+ Organization
https://ricepride.rice.edu/
Race and Anti-Racism Research Fund
https://research.rice.edu/race-and-anti-racism-research
Task Force on Slavery, Segregation and Racial Injustice
https://taskforce.rice.edu

Houston:

Asia Society   https://asiasociety.org/texas
Chinese Community Center, Houston
https://ccchouston.org/
Diverse Works Houston   http://www.diverseworks.org/
Emancipation Park   https://epconservancy.org/
Houston Museum of African American Culture
https://hmaac.org/
Institute of Hispanic Culture of Houston
https://ihch.org/
Vietnamese American Community Center, Houston
https://www.annamcdc.org/

Profession:

AIA Houston's Justice, Equity: Diversity, Inclusivity Collective (JE:DI) (American Institute of Architects)
https://aiahouston.org/v/site-home/Justice-Equity-Diversity-and-Inclusivity/44/
AIA Houston Latinos in Architecture (American Institute of Architects)   https://aiahouston.org/v/site-home/Latinos-in-Architecture/43/
AIA Houston Women in Architecture (American Institute of Architects)   https://aiahouston.org/v/site-home/Women-in-Architecture/3u/
American Indian Council of Architects and Engineers
https://aicaecouncil.org/
Asian American Architects/Engineers Association
https://aaaesc.org/
Black Architects Archive
http://www.blackarchitectsarchive.org/
Black Architects Archive, Northeastern University
https://cssh.northeastern.edu/nulab/black-architects-archive/
Dark Matter University   https://darkmatteruniversity.org/
International Archive of Women in Architecture, Virginia Tech   https://spec.lib.vt.edu/iawa/
National Organization of Minority Architects (NOMA)
https://www.noma.net
https://houstonnoma.org/ (Houston Chapter)
National Organization of Minority Architecture Students (NOMAS) Student Chapters
https://www.noma.net/nomas-chapters/

Academic Calendar
2021-22

Academic Calendar
Fall 2021

Academic Calendar
Spring 2022

August

15-21	Orientation week for new students
23	First day of classes—5 p.m. All-School Meeting

September

3	Last day for: late registration, adding courses, 'audit' designation, withdrawal with 100% refund
6	Labor Day Holiday—No scheduled classes

October

8	Last day to drop courses
29	Last day to: designate a course as pass/ fail; file an application for a May degree conferral with the Office of the Registrar (undergrads only)

November

15, 17	Spring registration open for all currently enrolled students
19	Last day to: register for the spring semester without a late registration fee
24-26	Thankgiving
29	Pencils down
30-Dec 3	Jury Week—Final Reviews

December

3	Last day of classes
14	End of fall semester Studio clean-out deadline

January

10	First day of classes—All-School Meeting
17	MLK, Jr. Day—No scheduled classes
21	Last day for: late registration, adding courses, 'audit' designation, withdrawal with 100% refund

February

10-11	Spring Recess—No scheduled classes
25	Last day to: drop courses; file an application / for a May degree conferral with the Office of the Registrar; File thesis master's candidacy petitions, or certification of non-thesis master's, in the Office of Graduate and Postdoctoral Studies for December 2021 degree conferral (M.Arch. only)

March

12-20	Spring Break—No scheduled classes
25	Last day to designate a course status as pass/fail

April

11, 13	Fall registration open for all currently enrolled students
15	Last day to register for the upcoming fall semester without a late registration fee
18	Pencils down / plotting up, 5 p.m.
19-22	Jury Week—Final Reviews
22	Last day of classes

May

3	End of spring semester
TBD	Awards Ceremony
6-7	Commencement

Undergraduates
Programs of Study
Course Requirements
Grades
Student Guidelines

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Bachelor of Arts in Architecture & Bachelor of Architecture

Students admitted to the university as architecture majors must first complete four years (eight semesters) of the B.A. program (architecture major) before applying to the B.Arch. program in their senior year. If admitted, they are assigned a preceptorship with an architectural firm for a one-year period after which they return to Rice to complete the final year of the B.Arch. degree program (two additional semesters).

Degree Requirements for a B.A. in Architecture

Course		Credits
DESIGN STUDIOS		
42 credit hours, NAAB realms A, B, and C		
Arch 101	Principles of Architecture I	**6**
Arch 102	Principles of Architecture II	**6**
Arch 201	Principles of Architecture III	**6**
Arch 202	Principles of Architecture IV	**6**
Arch 301	Intermediate Problems in Architecture I	**6**
Arch 302	Intermediate Problems in Architecture II	**6**
Arch 401	Advanced Topics in Architecture I	**6**
Arch 402	Advanced Topics in Architecture II	**6**
HISTORY & THEORY		
15 credit hours, NAAB realm A		
Arch 225	Introduction to Architectural Thinking	**3**
Arch 345	Foundations in the History and Theory of Architecture I (1450-1850)	**3**
Arch 346	Foundations in the History and Theory of Architecture II (1850-1950)	**3**
Arch 352	Foundations in the History and Theory of Architecture III (1950-2000)	**3**
Arch 403	Degree Project Seminar	**3**
TECHNOLOGY		
12 credit hours, NAAB realm B		
Arch 207	Technology I	**3**
Arch 309	Technology II	**3**
Arch 314	Technology III	**3**
Arch 316	Technology IV	**3**
Total Rice Architecture credit hours		**75**
An additional 55 general university credits are required for the B.A. in Architecture degree		**+55**
Total credits for degree		**130**

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Degree Requirements for a B.Arch.

In addition to completing the degree requirements for the B.A. in Architecture (see p. 7), students must complete the following courses to earn the B.Arch. degree.

Courses		Credits
DESIGN STUDIOS *		
20 credit hours, NAAB realms A, B, and C		
Arch 601	Architectural Problems: Totalization	**10**
Arch 602	Architectural Problems	**10**
PRACTICE		
33 credit hours, NAAB realm C		
Arch 423/623	Professionalism and Management	**3**
Arch 500	Preceptorship – Fall	**15**
Arch 500	Preceptorship – Spring	**15**
ELECTIVES **		
9 credit hours minimum.		
Elective		**3**
Elective		**3**
Elective		**3**
Total credit hours from B.Arch. degree		**62**
Credit hours from B.A. in Architecture degree		*130*
Total credits for degree		**192**

* If students are attending Paris, they must enroll in ARCH 620 Architectural Problems as their studio course, in place of ARCH 601 or ARCH 602.

** Students will substitute a course at the 300-level or above from departmental (ARCH) offerings if the student completed ARCH 423 during his/her first four years of study.

Incomplete Grades in a Required Architecture Course

A grade of incomplete can be given in accordance with the regulations of the University General Announcements and typically can be granted when a student fails to complete a course because of verified illness or other circumstances beyond the student's control. The instructor will specify in writing the work to be completed and a deadline for the completion. The student must acknowledge in writing her/his acceptance of these requirements. These notes should be copied to the relevant director of undergraduate studies or graduate studies.

For an incomplete received in a required architecture course in the fall semester, all remaining work must be completed per the instructions regarding incomplete grades and completion deadlines found on The Office of the Registrar site. This information can found here, https://ga.rice.edu/undergraduate-students/academic-policies-procedures/grades/#text.

Probationary Status

As per the General Announcements, students are placed on academic probation at the end of any semester through the end of the following semester if: their grade point average for that semester is less than 1.67, or their cumulative grade point average is less than 1.67 (this requirement is waived if the grade point average for that semester is at least 2.00). Within the Architecture major, any grade of C+ or lower in a required course places a student in probationary status. Students are expected to address the issues leading to such a grade otherwise continued study within Architecture may not be allowed. Students on probation (academic or other disciplinary matters) may not be candidates for, or hold, any elected or appointed office, nor are they allowed to enroll in more than 17 semester hours.

New Students

Incoming students will be assigned advising appointments during the first week of classes. They will be permitted to register several days before classes begin, but should wait until the first week of classes to finalize their schedule.

Orientation

An introductory meeting and discussion between incoming undergraduate students will be held during orientation week, followed by the All-School Meeting on the first day of classes. All students must attend the All-School Meeting on the first day of class.

Advising

The director of undergraduate studies, who also serves as a divisional and departmental advisor, is advising students regarding their major requirements and progress in the program. Studio faculty are also available to seek academic and professional advice throughout the course of studies. The university Office of Academic Advising (oaa.rice. edu) offers many valuable resources and services to all students.

Approval for continued study of B.A. in Architecture

Upon completion of the spring of the second year of architectural study, a faculty committee, consisting of the director of undergraduate studies, instructors from the student's first two years, and others as necessary, assesses academic performance in order to determine whether to approve each student for the major of a B.A. in Architecture. The committee's recommendations are forwarded to the dean and subsequently submitted to the Office of the Registrar. Students are informed of the decision by a letter sent via email. Students may appeal decisions to the dean of the School of Architecture.

Students must submit the completed Declaration of Major to the undergraduate administrator by the date indicated in the architecture declaration of major process email students receive in early March. Students will submit a portfolio of their studio work including ARCH 101, 102, 201, and 202 by midnight the final day of exams. Students are notified if they have been approved within four weeks following the deadline for submittal of spring semester grades. Students approved for the major continue in the B.A. sequence and complete any remaining university graduation requirements. Any students who are not approved should meet with the director of undergraduate studies and the Office of Academic Advising for advising on alternative academic plans.

Approval for the major is based on an examination of each student's academic performance, demonstrated aptitude, and if the student is on track for advanced study at the B.Arch. level. While grades are not the exclusive criteria for the decision, Rice Architecture expects a minimum of a 3.0 GPA within the required courses for the major, no more than 1 studio course grade in the C-range, and no more than 3 grades in the C-range in all courses required for the major. Three grades in the C-range in any required courses will automatically make a student ineligible for further pursuit of the major. These minimum criteria for consideration of approval are neither exclusive of additional factors nor sufficient in themselves for approval. Examples of additional criteria include (but are not limited to): behavioral and judicial concerns; repeated written warnings and/or concerns from instructors; and progress and performance in degree requirements outside the major.

In exceptional circumstances the committee may recommend the approval for the major be deferred to the end of the fifth semester of architectural study. In these cases, a letter will be emailed to the student delineating the expectations and conditions of deferment and the committee will meet again at the end of this semester to decide on whether to approve the major.

Application to the B.Arch. Program

The B.Arch. degree requires the successful completion of the B.A. in Architecture at Rice, completion of the two-semester preceptorship, completion of two advanced option studios, professional practice, and any additional approved lecture or seminar courses. Preliminary

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admittance is offered early in the spring semester of senior year, contingent upon satisfactory completion of remaining course work. Admission is dependent upon satisfactory academic performance, demonstrated aptitude, and preparation for the Preceptorship and the advanced course work of the final year. Grades are not the exclusive criteria for admission; however, the school expects a minimum of a 3.0 GPA within the required courses for the major, no grades in the C-range during the last two years of studio courses, and no more than three grades total in the C-range in any required courses. Additional considerations may include (but are not limited to): responsibilities and expectations regarding Preceptorship work, behavioral and judicial concerns, repeated written warnings and/or concerns from instructors, and progress and performance in degree requirements outside the major.

Students in their fourth year of architecture study who wish to pursue the B.Arch. and Preceptorship must apply by completing the required application forms and a comprehensive portfolio by noon on the spring semester's first day of classes. In addition, students must follow all rules and procedures regarding Preceptorship assignments, including attending meetings in the fall and spring. Each applicant will be notified by email of her/his provisional status of admission by mid-term of the Spring semester with final admittance upon satisfactory completion of course work, remaining graduation requirements and Preceptorship assignment. In some circumstances, additional stipulations can be noted at the time of provisional admission. Any students who are not admitted into the B.Arch. program may graduate with a B.A. in Architecture upon successful completion of all major and University requirements. Such students should meet with the director of undergraduate studies for advising.

In some exceptional academic circumstances, a student may be allowed to continue on to Preceptorship without graduating with the B.A. degree so long as that student has completed all university graduation requirements and major requirements for the B.A. in Architecture. Any remaining work for the B.A. degree must be completed in

the final year of the B.Arch. and will be in addition to the requirements for the B.Arch.

Application to Rice Architecture Paris (Paris)

The option of spending a semester, fall or spring, in Paris, is open to returning fifth-year students and advanced graduate students. Applications are due for both semesters of the following academic year by the fifteenth of February. Decisions are made by a faculty committee, chaired by the director of external programs, and are announced by the last day of March. Information sessions on the program are held each semester. For more information contact John Casbarian, the director of external programs.

Leave of absence during B.A. (first 4 years of program)

Leaves of absence from the architecture program will be granted only in special circumstances, typically for health related or other issues beyond a student's control. Requests for a leave must be made in writing to the director of undergraduate studies as soon as the need arises. The decision to grant a leave from the architecture program will be made by the director of undergraduate studies in consultation with the dean of architecture and other relevant parties, such as the university's dean of undergraduates. Students who do not follow these procedures or who take a leave without permission will be considered to have resigned from the program and must reapply in order to return.

If the student will also request leave from the university, she/he should follow all policies and procedures as listed in the General Announcements and contact the Office of the Dean of Undergraduates. International students should also contact OISS. Note that permission for a leave from the architecture program and from the university in general are distinct determinations; therefore students applying for a leave from the university must additionally apply to Rice Architecture for a leave from the program. In all cases, students are responsible for ensuring that they complete and turn in required materials by the specified deadline.

Leave of absence during B.Arch./Preceptorship (last 2 years of program)

In accepting a Preceptorship assignment, each student commits to return the semester immediately following the Preceptorship year. Therefore, requests for a leave of absence between the end of fourth year and the start of the assigned Preceptorship, or between the Preceptorship and the final year of coursework will be granted only under the most extraordinary of circumstances. Such requests need to detail a condition or situation beyond a student's control or ability to foresee that makes it impossible to satisfactorily complete the program in the prescribed timeframe. Additional work experience, of any nature, is not acceptable grounds for requesting leave of absence. If a student anticipates any reason that she/he may not be able to complete the two-year sequence as stipulated the student must notify the director of external programs and the director of undergraduate studies in writing prior to the assignment of the Preceptorship. B.Arch. students requesting a leave from the program must additionally request a leave from the university. B.Arch. students are governed under the same rules as regular undergraduates regarding requesting leaves as described in the General Announcements in the academic year the student starts the B. Arch. program. Note that permission for a leave from the architecture program and from the university in general are distinct determinations; therefore students applying for a leave from the B. Arch. program must additionally apply for a leave to the dean of undergraduate studies.

A detailed letter describing the grounds for requesting such a leave should be sent to the director of undergraduate studies and the director of external programs. Additional information such as a medical report from the attending physician may be required by Rice Architecture. The determination to grant or deny the request is made by the director of undergraduate studies, the director of external programs, and the dean of Rice Architecture. Students who do not follow these procedures or who take a leave without permission of the school will be considered to have resigned from the B.Arch. program and must reapply to Rice Architecture in order to return.

Registration

Detailed information and links can be found at: registrar.rice.edu/students/registration.

· Select your courses from the online catalog.
· Check the schedule to see when you can begin registering for classes.
· Reaffirm your commitment to the Honor Code.
· Verify that there are no holds on your account.
· Register within the first week of registration to avoid a late fee.

Transcripts

Official transcripts can be obtained from the Office of the Registrar: registrar.rice.edu/students/transcripts. Unofficial transcripts can be printed via esther.rice.edu.

Academic Suspension and Judicial Discipline

All Rice Architecture undergraduates are governed at all times by Rice's Student Code of Conduct and regulations of the student handbook and by the disciplinary processes as detailed by the Dean of Undergraduates Office and available at: students.rice.edu/students/Student_Handbook1.asp. Regulations on academic or behavioral suspension are also listed in the General Announcements at ga.rice.edu.

Graduation Procedures

Detailed information and links can be found at: registrar.rice.edu/students/grad_prep.
Students who have met all requirements for their degree program must do the following before October 30 of the fall before their intended graduation:
· Check in with their advisor and file a degree audit
· Apply for a degree through the registrar's office or the link above

Graduate

Programs of Study
Course Requirements
Thesis Requirements
Grades
Student Guidelines
Research and Teaching Assistantships
Master's Degree & Graduation Procedures

Graduate
Programs of Study

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

There are three program options at the master level: Master of Architecture Option 1, Master of Architecture Option 2, and Master of Science in Architecture Option 3.

Option 1: seven-semester M.Arch. program
Offered to individuals who hold a four-year undergraduate degree with a major in a field other than architecture or a major in architecture with fewer than four semesters of architectural design studio. In order to graduate students in this program must complete, in addition to 6 semesters of design studios, a curriculum of 44 credit hours, plus 27 credit hours of free electives, including a design thesis (or, in some select cases, an additional design studio and elective) for a total of 131 credits.

Option 2: five-semester M.Arch. program
Offered to individuals who hold a four-year undergraduate degree with a major in architecture. In order to graduate, students in this program must complete, in addition to 4 semesters of design studios, a curriculum of 41 credit hours, plus 12 credit hours of free electives, including a design thesis (or, in some select cases, an additional design studio and elective) for a total of 93 credits.

Option 3: three-semester M.S. in Architecture program
Present Future is a concentrated course of study culminating in a Master of Science in Architecture degree. The program is structured around a three-semester-long exploration of a topic led by a Rice Architecture faculty member. Subjects are of contemporary importance and are framed by a 3-credit seminar the first term, a 12-credit collective thesis in the second term, and a concluding seminar in the third semester.

In addition to free electives, each semester includes additional required credits that are appropriate to the selected topic, bringing the total credit hours to 39. The program's student body includes those with backgrounds in architecture as well as other fields: individuals with B.A., B.S. equivalent, or more advanced degrees in architecture or other disciplines are invited to apply. Coursework includes offerings from the Rice Architecture and other departments across Rice University.

Degree Requirements for M.Arch., Option 1

Courses		Credits
DESIGN STUDIOS		
Arch 501	Core Studio I	**10**
Arch 502	Core Studio II	**10**
Arch 503	Core Studio III	**10**
Arch 504	Core Studio IV	**10**
Arch 601	Architectural Problems – Totalization	**10**
Arch 602	Architectural Problems	**10**
HISTORY & THEORY		
Arch 525	Introduction to Architectural Thinking	**3**
Arch 645	Foundations in the History and Theory of Architecture I (1450-1850)	**3**
Arch 646	Foundations in the History and Theory of Architecture II (1850-1950)	**3**
Arch 652	Foundations in the History and Theory of Architecture III (1950-2000)	**3**
Arch 655	Contemporary Practices in Architecture	**3**
TECHNOLOGY		
Arch 507	Technology I	**3**
Arch 509	Technology II	**3**
Arch 514	Technology III	**3**
Arch 516	Technology IV	**3**
PRACTICE		
Arch 623	Professionalism and Management	**3**
THESIS		
Arch 701	Thesis Proposal	**1**
Arch 703	Design Thesis Studio	**10**
Arch 729/730	Thesis Written Document	**3**
ELECTIVES		
27 hours of free electives		**27**
Total Rice Architecture credit hours		**131**

Graduate
Option 2 Course Requirements

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

* Students who have previously taken equivalent courses may substitute electives with the permission from the Director of Graduate Studies.

Graduate
Option 3 Course Requirements

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Degree Requirements for M.Arch., Option 2

Courses	Credits
DESIGN STUDIOS	
Arch 503 Core Studio III	**10**
Arch 504 Core Studio IV	**10**
Arch 601 Architectural Problems – Totalization	**10**
Arch 602 Architectural Problems	**10**
HISTORY & THEORY	
Arch 525 Introduction to Architectural Thinking	**3**
Arch 655 Contemporary Practices in Architecture	**3**
Two out of three of the following:	**6**
Arch 645 Foundations in the History and Theory of Architecture I (1450-1850)	**(3)**
Arch 646 Foundations in the History and Theory of Architecture II (1850-1950)	**(3)**
Arch 652 Foundations in the History and Theory of Architecture III (1950-2000)	**(3)**
TECHNOLOGY*	
Arch 507 Technology I	**3**
Arch 509 Technology II	**3**
Arch 514 Technology III	**3**
Arch 516 Technology IV	**3**
PRACTICE	
Arch 623 Professionalism and Management	**3**
THESIS	
Arch 701 Thesis Proposal	**1**
Arch 703 Design Thesis Studio	**10**
Arch 729/730 Thesis Written Document	**3**
ELECTIVES	
12 hours of free electives	**12**
Total credit hours	**93**

Degree Requirements for M.S. in Architecture, Option 3

Courses	Credits
DESIGN STUDIOS	
Arch 602 Architectural Problems	**12**
HISTORY & THEORY	
Arch 651 Present Future Seminar	**3**
Arch 751 Present Future II	**3**
ELECTIVES	
21 hours of free electives	**21**
Total credit hours	**39**

In their penultimate semester, all Masters of Architecture students take a pre-thesis seminar in which they articulate an ambition and envision its architectural specificity. While some students choose to do an additional studio in their final semester at Rice, the students accepted to undertake an independent thesis hone their proposals and evolve their design projects under the guidance of an individual faculty director. In early January, the thesis projects are reviewed by a panel of eminent jurors in a public forum that engages the entire school. In short, Rice Architecture starts each new year with a batch of new visions.

For students who wish to remain enrolled for an extra semester in order to complete the written portion of thesis while retaining "active" student status, the Thesis Written Document course can be taken in the spring semester. Students electing this option will be required to enroll in ARCH 730: Arch 730 Thesis Written Document and pay a nominal fee ($325 in 2021) not covered by Rice Architecture financial aid packages. During this semester, students will be officially enrolled in the university, retain Rice email, netID and library access, and will be eligible for rec center membership and health insurance. These students will not be able to enroll in additional Rice courses without paying full tuition. Further, due to space limitations, Rice Architecture cannot guarantee office/desk space for this additional semester. Students who wish to take this extension must decide at the beginning of the fall semester.

To remain in good standing with the university a graduate student must maintain an overall GPA of 2.67 (B-). In Rice Architecture, a student must maintain a 3.33 (B+) average to retain financial aid. Internally, students must maintain a minimum GPA of 3.0 in architecture-required coursework with a minimum grade of B- (2.67) in each course. If a student's GPA falls below 2.33 for any one term or if the student's overall GPA falls below 2.67, the student will be placed on probation for the following fall or spring semester. If, at the end of the probationary semester, the student GPA is still below the minimum threshold, the student will be asked to withdraw from Rice Architecture and the university. This minimum standard applies to individual required courses as well. A required course cannot be counted toward graduation if the grade falls below B- (2.67).

Rice Architecture faculty regularly monitor a student's course progress each semester, and are required to notify the student and the director of graduate studies in writing if a student's performance falls below a course's minimum requirements. The director of graduate studies will meet with students who fail to meet satisfactory progress in the program in order to determine a plan for improvement.

Incomplete Grades in a Required Architecture Course

A grade of incomplete can only be given in accordance with the regulations of the university general announcements and typically can be granted only when a student fails to complete a course because of verified illness or other circumstances beyond the student's control. The professor should specify in writing the work to be completed and determine a deadline for the completion of all work. The student must acknowledge in writing his or her understanding of these requirements. These notes should be copied to the director of graduate studies. For an incomplete received in a required architecture course in the fall semester, all remaining work must be completed by 5 p.m. the Friday before the first week of the spring semester. For an incomplete received for a required architecture course in the spring semester, all remaining work must be completed by 5 p.m. the Friday five weeks following the final week of classes. Earlier due dates can be specified at the discretion of the instructor.

New Students

New students are required to arrive the week before classes begin for orientations, advising, and course selection. Registration is open several days before classes begin, but students should wait until the first week of classes to finalize their schedule. Students are encouraged to attend all elective courses of interest during the first week of classes. Given the limited size of certain courses, instructor approval may be required for final registration. Please refer to the Office of Graduate and Postdoctoral Studies' website for important information regarding mandatory university orientation and a new student checklist: graduate.rice.edu/afteradmissions.

All students must attend the All-School Meeting on the first day of class.

Advising

Each graduate student's academic progress is documented and tracked by the graduate administrator and by the director of graduate studies. New graduate students must meet with the director of graduate studies for advising during the week before classes begin. The graduate administrator will contact you regarding a meeting time. All continuing graduate students are responsible for scheduling an annual advising appointment with the Rice Architecture graduate administrator and graduate director during the first week of classes each academic year. During this meeting you will be able to review your program requirements, ensure that adequate progress has been made toward the degree and discuss course registration for the upcoming academic year. The annual advising meeting provides the opportunity for every student to review their academic progress at least once per year, but all students are welcome to set up an appointment to review degree requirements at any time.

Registration

Detailed information and links can be found at registrar.rice.edu/students/registration. If you are eligible to register for an option studio, including

Totalization, please attend the options studio presentations after the all school meeting on the first day of classes. Students will submit their preferences and studio assignments will be posted shortly thereafter. The selection process will take into consideration each student's previous studio assignments. Other student assignments are posted shortly before classes start. For all other courses, register through Esther (esther.rice.edu).

Course Waivers

Occasionally, at the discretion of the director of graduate studies, certain required courses can be waived if a similar course has been successfully completed at another institution. Design studios and many other architecture classes do not fall into this category and must be completed within Rice Architecture in order to be applied toward your degree. Students wishing to waive a course should complete a waiver form and submit it to the director of graduate studies and graduate administrator for approval at least two weeks prior to the first day of classes. The waiver must be accompanied by an official transcript and a course syllabus. If approved, students will be informed in writing one week prior to the first day of classes.

Independent Study

With advanced approval, students can register for an independent study for up to 3 credit hours. A proposal must be developed and a faculty member agree to act as an advisor/instructor prior to registration as indicated below.

Credit Guidelines

· Three credit hours: Course workload should be equivalent to a 3-hour seminar. Faculty/student contact should be a minimum of ten hour-long meetings during the semester. There must be reasonable student preparation for each meeting, and the student must produce a final project. The final project can be a paper, a design project or an exam.
· Two credit hours: Course workload should be equivalent to a 2-hour seminar. The student must have

at least 8 hour-long meetings plus produce a final project.

· One credit hour: Course workload should be equivalent to a 1-hour seminar. The student must have at least 5 hour-long meetings plus produce a final project.

The final projects for 2 credits or 1 credit will be of the same type as that for 3 credits, only of a reduced scope. An independent study information form and course proposal must be completed, approved, and signed by the faculty member involved, approved by the directior of graduate studies, and turned in to the graduate administrator before a student can register. Please note: this form must be submitted no later than 5:00 p.m. on the first day of classes. Graduate students are advised to plan ahead and solicit feedback and approval at least two weeks prior to the beginning of classes. Contact the graduate administrator for the independent study form.

Application to Rice Architecture Paris (Paris)

The option of spending a semester, fall or spring, at Paris, is open to returning fifth year students and graduate students in their final year before thesis, including those opting out of thesis to take studio. Applications are due for both fall and spring semesters of the following academic year by the fifteenth of February. Decisions are made by a faculty committee, chaired by the director of external programs, and are announced by the last day of March. Information sessions on the program are held each semester. For more information contact John Casbarian, the director of external programs.

Financial Aid

A number of admitted students are awarded tuition waivers and/or stipends. Should additional financial aid become available, an announcement will be made at the beginning of each fall semester asking students in need of support to submit an application. Continuing financial aid is dependent on satisfactory academic performance as defined by Rice Architecture. A cumulative GPA of less than 3.33 (B+) can result in a reconsideration or loss of financial aid.

Leave of Absence, Medical Leave, and Voluntary Withdrawal

Graduate students observe the holiday schedule as posted by Rice University. Active participation in academic activities is required. Absences other than medical and family emergencies must be approved by the student's faculty in advance. Notification of medical or family emergencies must be received in as timely a manner as possible, depending upon the specific situation. Unapproved absences from required academic activities for two consecutive weeks could result in termination of financial support and enrollment in the program.

Students in good standing may request a leave of absence from the university for one year. That leave is granted by the Office of Graduate and Postdoctoral Studies and must be approved by the director of graduate studies at Rice Architecture. This form of leave is typically granted to students for personal reasons or to pursue extraordinary educational opportunities and not for the sole purpose of working in an architectural office or to students who are underperforming academically.

Short-term medical and parental leave may be granted if a graduate student cannot fulfill the duties of his or her appointment due to a medical emergency or the adoption or birth of a child. This form of leave is usually limited to a maximum of 6 weeks. Practically speaking, because of the nature of design studio, architecture students would be granted a one semester leave. Complete guidelines for obtaining this form of leave are available at: graduate.rice. edu/leaves.

Students needing to leave the university for longer periods of time or students who decide to take time off to address academic problems must voluntarily withdraw from the university. Any student who has withdrawn must reapply for admission to the University and be approved by the director of graduate studies and the university office of Graduate and Postdoctoral Studies. Because the student has terminated his/her relationship with the university original offers of advanced standing and financial aid are no longer in force.

Masters students are required to complete their program, including thesis, within five years of their initial enrollment. Students have a limit of six additional months from the date of their defense to submit their theses in the Office of Graduate and Postdoctoral Studies. These university enforced enrollment time limits include any period in which the student was not enrolled or enrolled part-time, including any time taken as an approved leave of absence.

Transcripts

Official transcripts can be obtained from the Office of the Registrar: registrar.rice.edu/students/transcripts. Unofficial transcripts can be printed via esther.rice.edu

Petitions, Appeals, Grievances

The two most common grounds for dismissal of a graduate student are inadequate academic progress, or a disciplinary violation resulting in a university sanction. Guidelines have been adopted to assure fairness in problem resolution for graduate students at Rice University. The first goal is to obtain compliance with Rice's policies while striving to uphold standards and raise the quality of graduate programs. The second goal is to provide graduate students with an environment that has high standards, clear assessments of their achievements, and fair and transparent procedures for handling cases of inadequate academic progress. Please refer to the following website for the guidelines: graduate.rice.edu/discipline.

International Student Visas, CPT, and OPT

International students must maintain an F1 Visa in good standing to study at Rice University. Practical guidance for International students is available through OISS (Office of International Studies and Students, oiss.rice.edu) at Rice. International students are encouraged to contact this office for questions regarding student visas and related matters. Visa laws and procedures are strictly enforced by the Department of Homeland Security and the university must operate within those guidelines. International students are granted F1 Visas to study in the United States. The F1 Visa is good for the official length of time of the program of study,

as long as the student is attending full time. Students are expected to complete their studies by the expiration date on the I20 Form.

The length of the three programs (Option 1, Option 2, and Option 3) is 7, 5, and 3 semesters respectively. Normally these programs finish after the fall semester. Typically students have approximately 60 days before their visas expire. However, Rice Architecture has recently restructured the thesis program and added an optional course of study in the spring (ARCH 730 Written Thesis Document). Option 1 and 2 Students may enroll in this course and extend their course of study an additional semester. There are two work related programs that students with F1 Visas may apply for: CPT (Curricular Practical Training) and OPT (Optional Practical Training). CPT allows students to gain employment training and to work in paid internship positions as part of an off-campus component of their academic program. Students cannot work full time while attending school, so this is commonly done during the summer break. Students enroll in ARCH 711 (Special Projects) for the employment period (e.g. summer break) and submit a course instructor verification memo to OISS. In order to qualify for the program students must provide verification of a position from the employer (letter); enroll in ARCH 711 (Special Problems) for the employment period (e.g. summer break); and submit the course instructor verification memo to OISS.

Students can also apply to work through the OPT Program for up to three years after completion of their academic program. Students can apply for this program before they have a specific job offer. Tutorials for application for both CPT and OPT as well as on line forms are available at the OISS website: oiss.rice.edu

Students who are finishing their year of OPT or have graduated can continue to work indefinitely with the H1B Work Visa. The employer must petition for the H1B Visa. The petition can only be made during the month of April and there is a cap on the number granted each year. Any individual can apply for permanent residency (green card) at any time, however the requirements are much more stringent and involve much more processing time and fees.

Graduate students who receive financial aid and tuition support from Rice Architecture are required to participate in school service through a graduate assistant (GA) assignment. There are a range of service opportunities within the school that include supporting administrative staff, participating in faculty research, writing and editing for the Rice Design Alliance, and monitoring the shop facilities, to name a few. Each fall, the director of graduate studies solicits feedback from students regarding their skills and preferences, as well as feedback from faculty and staff regarding their requirements for the academic year, in order to make equitable, deliberate, and thoughtful GA assignments. GA service terms begin one week prior to the beginning of classes each semester and end two weeks after the last day of classes, or the last day of the semester (whichever comes first). Service obligations are not required during scheduled university breaks, within or between semesters. Students are advised to keep track of their individually assigned hours and to make arrangements ahead of time with faculty or staff if their academic coursework conflicts with service obligations.

There are a limited number of teaching service GA positions each semester to support faculty in teaching the core history/theory and technology courses. Graduate students who have completed the core course sequence are eligible to apply for these positions. Final selections will be decided by the teaching faculty, the director of graduate studies, and the dean, based upon a student's past performance in these specific courses. Graduate students who are selected will have the option to declare the teaching support as their GA assignment, or to receive three course credit hours.

Once graduate students are in thesis (either their fifth or seventh semester), they are no longer required to participate in school service.

Candidacy and Thesis Submittal

The guidelines for thesis submittal are available online: graduate.rice.edu/thesis. It is important that students refer to these guidelines carefully and frequently. The graduate administrator will distribute the certification for approval of candidacy form, which is to be submitted to the Office of Graduate and Postdoctoral Studies on or before noon of October 29.

After your thesis oral defense your Master's candidacy approval form must be signed by the committee and then submitted to the graduate administrator, who will send a copy to the Office of Graduate and Postdoctoral Studies, indicating that requirements have been met and the thesis has successfully been defended. When the thesis is submitted on or before April 22, the registrar and cashier's office are notified and student status is duly noted as meeting requirements to graduate in May.
The deadline for submission of the thesis to the Office of Graduate and Postdoctoral Studies is April 22 for architecture students.

Candidacy for Non-Thesis Masters Students

Students may petition to opt out of the design thesis studio. In lieu of the design thesis studio, students will enroll in one option studio and one additional course. Because the thesis studio is a 13-credit hour course, the student must take a 3-hour course in addition to a 10-hour design studio in order to meet the hours needed for graduation. All students are required to take the Arch 701 Thesis Proposal, even if they plan to opt out of the design thesis. Failure to successfully pass Thesis Proposal means that the student must take an additional hour course in order to fulfill degree requirements.

Commencement

The Office of the President sends the graduation schedule and information to each student in mid-March of their final year.

Rice Architecture Policies

Rice Architecture promotes an environment of optimism, respect, sharing, engagement, and innovation through the adherence to the following policies. In addition to complying with the policies included in this student hand-book, students must also comply with Rice University's General Announcements (ga.rice.edu) and Code of Conduct (students.rice.edu/students/Conduct.asp). In doubt, students should seek help first at the school level (administrators, program directors, advisor, and/or dean) and subsequently at the central administration level (Office of Graduate and Postdoctoral Studies).

School Philosophy on Studio Culture

Rice Architecture is an architecture school in which design activity is the central concern of students and faculty. We believe that the design studio is the principle learning environment for architecture, as it represents a unique educational context in which students can synthesize the practical, aesthetic, cultural, and theoretical concerns integral to architectural design. Studio culture comprises two primary relationships (faculty-student and peer-to-peer), and two key educational activities (studio assignments and evaluation procedures). Rice Architecture believes that it is paramount for the studio to be characterized by a positive culture of learning, and hopes to encourage this positive culture by providing guidelines for behavior in the key relationships and activities of the studio.

It is crucial that students take the responsibility for keeping themselves informed about the requirements and opportunities at Rice Architecture. All students are provided with mailboxes and are responsible for checking both their physical mailbox and their Rice e-mail account for important information from faculty, staff, and peers.

Rice e-mail is Rice Architecture's primary means of communication.

Faculty-Student Relationships

The faculty-student relationship holds a particular importance in a studio-based education. Faculty members are relied upon to act as resourceful mentors who help students to cultivate crucial architectural skills, including the ability to: think critically, solve problems, and use broader design knowledge in developing individual projects. A productive student-faculty relationship will be characterized by:

Mutual Respect: Faculty and student should treat each other with professional courtesy. Constructive criticism and disagreements are a desirable part of the architectural education, as it is often through critique and dissent that students begin to develop their positions as designers. However, maintaining civility in such interactions is crucial to their positive impact and purpose.

Attentiveness and Responsiveness: Both students and faculty members are expected to be in studio for full desig-nated course times, unless otherwise specified. Faculty members are expected to meet with students consistently throughout the semester in "desk critiques," or one-on-one meetings, as well as informal pin-ups and formal reviews including outside jury members. Open communication and careful listening are key to productive studio relationships, and should be practiced by both parties. Faculty members should remain fully engaged and invested in the develop-ment of each student's project throughout the semester, and students should reciprocate this engagement in the development of their own work.

Encouragement: Students should feel supported by faculty members in the studio. Criticism is a welcome and crucial component of the educational process, but it must take a constructive form, helping students to better meet their design goals, rather than diminishing self-confidence.

Peer-to-Peer Relationships

Collaborative learning and the exchange of ideas between students are crucial components to innovation and engagement in studio work. Moreover, students' current

peers will become future colleagues and collaborators, as an academic partnership established in school can grow into a lifelong professional or intellectual alliance. Mutual respect is foundational to the success of student relation-ships in the studio. Additionally, the following practices and organizations are encouraged to support peer-to-peer learning and engagement:

Collaborative Work: Rice Architecture encourages collaborative learning in the studio through design partnerships and collective research, as implemented at the discretion of studio professors. We welcome and encourage that studio projects are undertaken by teams of students rather than individuals when appropriate, or for a studio to collectively amass a database of research at the beginning of the semester to be used freely by individual students. The process of collaboration is crucial to forming an open, optimistic, and engaging studio ethos, and to preparing students for the rewards and challenges of teamwork in their future architectural practices.

Rice Architecture Society (Society): Society is a student-run organization, whose mission is to foster a vigorous dialogue among graduate students, undergraduate students, faculty, and the general campus at large. By facilitating communication among these groups and organizing activities, Society acts as the glue that helps to maintain the various constituents of the school in a productive balance.

Society organizes a broad range of events spanning from the educational to the social. The student-taught workshop series, which ranges from CV writing to 3D printing, allows students with specific knowledge sets to share and teach their peers. Regular open studios allow students to engage each others' work outside of their more formal reviews, present research material, travel stories, and projects. Two annual parties that Society hosts for the entire Rice student body are Architectronica, in the fall, and ArchiArts, in the spring. In addition to these events, Society also produces a student directory, curates student work, organizes conversations with the dean, and holds student-led charrette competitions.

The 2021-22 Society team is:
Co-Presidents: Juhi Parikh & Jared Snow
Undergrad VP: Andrea Rubero
Grad Co-VPs: Rebecca Weeks & Alec Burran
Mentorship Coordinators: Elina Chen & Katherine Hui
Mentorship Associate Coordinator: Amber Wang
Curators: Ezabel Zhou, Tiffany Wu, Charlotte Cohen
Well-being: Jimmy Bullis (Fall semester only), Dani Ennis

Evaluation Procedures

Throughout a given semester, desk critiques, pin-ups, and reviews present crucial junctures for students to assess and reformulate their goals in the design process. The productivity and success of these reviews is to be encouraged through the following practices:

Constructive Criticism and Professional Courtesy: Reviews and pin-ups should be characterized by respect and professional courtesy. This extends to the comments and behavior of outside jurors as well as faculty members and students. It is crucial for jurors to remember that reviews are a time of stress and anxiety for students. Criticism should be constructive and respectful.

Attendance and Participation: Students are expected to attend and participate in all required pin-ups and reviews, and, barring exceptional circumstances, to remain present for the full duration of the review. In rare cases, professors may find a student's progress insufficient to merit his/her participation in a review. If a student feels he/she has been unfairly excluded from a review or pin-up, he/she is encouraged to bring the matter to the attention of the dean, who will assess the situation fairly.

Studio Assignments

Rice Architecture maintains that the studio workload assigned by faculty should be in keeping with reasonable expectations for the amount and quality of student work to be produced by the particular group of students, given their skill level, competence, and available time due to university course requirements. Student work should reciprocally meet these reasonable expectations for

quality and productivity. While challenging assignments are vital to architectural education, assignments with impossible expectations should be avoided.

Studio Travel

Students should check their studio syllabus at the beginning of each semester to determine whether their class will be traveling during spring or fall recess, and plan personal commitments accordingly. Students are responsible to make sure that their passports are up to date. If the country to be visited requires a visa, Lauren Kleinschmidt must be informed as soon as possible. Student trip contributions are built into the course as an additional fee. That fee will be adjusted later as the trip costs are finalized. If a student has any questions or concerns regarding the student fee portion of the trip, s/he should email the dean ASAP to discuss a payment plan or waiver. Students who cannot travel for whatever reason must notify their instructor and Lauren immediately. If airfare and lodging has already been purchased, the student will responsible for paying their contribution towards that trip.

Pencils Down / Plotting Up

The Monday of jury week is designated as "Pencils Down." At 5 p.m. on that Monday, all students must cease all studio work until after reviews, scheduled throughout the week. This means that no additional work on any drawings or models is allowed. This policy falls under the university Honor Code to ensure equity for all students. It allows students to be well rested for final juries, improving their ability to participate in a conversation about their own project and in those of their peers. All printed material must be exported to a PDF and uploaded to the studio instructor by the 5 p.m. deadline. The pdf that a student uploads by 5:00 p.m. must reflect the exact content of what is presented at the final review. Plotting is scheduled by studio. After 5 p.m. on Pencils Down, each studio is only allowed to plot boards during their designated time slot. See the plotting guidelines under 'Resources' at the end of this handbook for best practices and tips. Students will be reminded of this procedure shortly before Pencils Down every semester.

It is obligatory that Rice Architecture keep an archive of all student projects done in studios for NAAB, for publications, and for its website. Students must submit studio documentation in order to complete their coursework and receive a grade. The guidelines are emailed and posted outside of each studio prior to charrette.

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree. Rice Architecture offers the following NAAB-accredited degree programs: B. Arch. (192 undergraduate credits), M. Arch. (preprofessional degree + 42 graduate credits), M. Arch. (non-preprofessional degree + 63 credits). The next accreditation visit for all programs: 2024.

Architect Licensing Advisor

While each registration board sets specific rules and requirements for obtaining licensure, it is the National Council of Architectural Registration Boards, NCARB, an association of the architectural registration boards of the 50 states, the District of Columbia, and three U.S. territories (Guam, Puerto Rico, and the U.S. Virgin Islands), that designs the tools and procedures for jurisdictions to apply to their regulation of the path to licensure. NCARB provides and oversees internship guidelines, the licensing examination ARE, and certification for reciprocal licensing, in addition to maintaining records for the jurisdictions.

All 54 U.S. jurisdictions have an experience requirement that must be documented and completed before becoming licensed. NCARB's Intern Development Program (IDP) guides aspiring architects through this process and is the standard accepted means of completing the experience requirement in almost all U.S. jurisdictions. Rice Architecture's licensing advisor is Professor John

Rice Architecture Policies
**NCARB, NAAB, and the Intern Development Program
NAAB Accreditation (cont'd)**

Casbarian (jjc@rice.edu). Professor Casbarian is able to assist in the following ways:

· Advise students of their eligibility to establish an NCARB record and assist them with the application by completing the process for documenting an IDP eligibility date.
· Serve as the information resource on the required components of licensure (education, experience, and examination) for students and faculty.
· Provide students with the information necessary for the transition to internship and licensure within the context of state regulatory requirements, reciprocity, and NCARB certification.

We encourage all students to work toward licensure—a significant component of which is the documentation of hours worked at qualifying offices practicing architecture. The following are the qualifying conditions for beginning an IDP record.

Beginning A Record With IDP

· Enrollment in a NAAB/CACB-accredited degree program (B.Arch., M.Arch.).
· Enrollment in a pre-professional architecture degree program at a school that offers a NAAB/CACB accredited degree program (B.A. in Architectural Studies).

Please visit the NCARB website at ncarb.org and follow the link "Resources for Interns" for more information.

Some of Rice Architecture's most distinct qualities are its small size and the open communal spaces of Anderson Hall. However, these conditions mean that self-awareness is especially key to maintaining a needed balance of productivity and presentability.

Shared Spaces

In general, be aware that every public space in Anderson Hall serves many purposes–even corridors. Therefore, it's crucial that all occupants of Anderson Hall abide by these house rules:

· Keep noise in hallways and on the bridge to a minimum—be aware that the sounds you make are likely audible in Farish Gallery and Jury Room and may be interrupting a lecture or review.
· Bicycles are not to be stored in Anderson, nor should they be locked to handrails. There are bike racks outside of the building.
· Respect the Rice University smoking policy: smoking is permitted only in designated areas (See the full University Smoking Policy section on p. 27).
· Seminar and lecture rooms should not be used as overflow space for studio work.
· You may keep your studio door propped open during school hours but be sure to close it when you are in your studio after dark or if you are alone in your studio.
· No spray painting or spray gluing anywhere except for the spray booth in the shop.

Studio Clean-Up

Studios **must be cleaned** by the maintenance department at two points during the year: between fall and spring semesters and over the summer. All furniture will be either kept or discarded each semester at the discretion of Rice Architecture (if it is kept clean and in good shape it is more likely to stay). Please note: each term has specific requirements.

Fall/Winter Clean-Up: the deadline will be announced each semester (toward the end of the term).

· Students may keep items in studios as long as they are boxed, labeled, and placed on top of desks. Models need not be boxed but must be labeled. All other items will be removed.
· Appliances may be left in studios but must be cleaned; all electrical devices are to be unplugged.
· All trash is to be placed into trash bins and/or trash bags placed next to trash bins. Please recycle whenever possible.

The fall/winter clean-up requirements do not apply to thesis studios. Thesis students are allowed to expand into other studio spaces after final reviews, but are responsible for labeling their work space and cleaning up after themselves. Thesis students are NOT allowed to spill over into non-studio spaces, especially the seminar and lecture rooms.

Spring Clean-Up: the deadline will be announced each semester (toward the end of the term).

· All items must be entirely removed from studios to allow the studios to be completely cleaned and configured for the following year. This includes flat file contents.
· Appliances may be left in studios but must be cleaned (all electrical devices are to be unplugged). All other items left in studios will be removed.

Shop Hours*

10 a.m. – 10 p.m., Monday – Thursday
10 a.m. - 6 p.m., Friday

(Hours subject to change; should they change, an update will be posted.)

Shop Guidelines

· No one may use the shop alone or un-monitored.
· Eye protection is required at all times.
· Long hair must be tied back.
· No loose clothing may be worn around machines.
· No open toed shoes.
· No cell phone or headphone use in shop.
· No one who is tired, hung-over, medicated, or grouchy will be allowed to use the shop.
· Do not attempt to operate machinery that you don't know how to use.
· Do not prop doors open unless you are moving items in and out of the spaces, then make sure the doors are closed.
· Leave the shop in the same condition (or better!) than how you found it: replace tools, remove waste and unused materials, sweep up sawdust.
· Be aware of those around you on machinery.
· Turn off exhaust fans when you are done using them.

Shop Orientation Requirement

All new students are required to complete a woodshop safety and basic information orientation session with the shop manager in which students learn the proper set up and maintenance of the stationary tools as well as how to do basic fabrication. This orientation includes all tools in the shop, including the table saw, chop saw, bandsaws, and sanders; it also includes instruction on how to operate the laser cutters. Shop orientation sessions will be coordinated studio by studio. As the final step of this orientation, every student MUST sign the shop release. No one is permitted to use the shop without full orientation of all tools.
The 3-D printers and 3-D mill require an additional orientation. Please contact Kyle Henricks to arrange training and/or access.

Digital Resource Assistants (DRAs)

The school hires 8-10 students each year who have extensive training and experience in the woodshop and fabrication lab to work evening and weekend shifts. During set hours, they monitor and assist with the technologies found in the fabrication lab and woodshop (digital/analog, hardware/software). Outside set hours, they support students and faculty with instructional activities related to material fabrication and digital representation, providing the occasional workshop or helping to troubleshoot hardware/software.

We encourage you to email DRA@mailman.rice.edu if you need assistance with any shop/lab equipment or software at any time. This listserv contacts all DRAs (as well as Kyle, Hans, and Andrew) so that the person best able to provide assistance can do so quickly.

Purchasing Materials

Kyle makes regular runs for materials (plywood, plexi, etc.) that students can purchase. Prices are posted on the shop window, and charges will be applied to your university account in the cashier's office.

Smoking Policy

Rice University is a tobacco-free campus. In order to provide a healthy and safe environment, and to comply with the City of Houston smoking ordinance and the rules of the Cancer Prevention and Research Institute of Texas, all uses of tobacco products are prohibited within or on university property unless such use is only in one of a limited numbed or designated areas.
For the full university smoking policy, as well as a list of designated smoking areas, visit: rice.edu/tobacco-free.

Alcohol Policy

Each student is provided a copy of this policy each academic year (which may be done electronically) and is required to acknowledge that she or he understands the policy and agrees to comply with it; any questions should be raised to SJP. Please see the complete policy at: students.rice.edu/students/Alcohol_Policy.asp.

General Rules

1. Texas law prohibits persons under age 21 from drinking alcohol and makes it illegal to buy alcohol for, or serve alcohol to, those under 21. Rice will not sell, serve, or provide alcoholic beverages to anyone under 21. Rice adheres to the federal Drug- Free Workplace and Drug-Free Schools and Communities Acts.

2. Unless permission is first obtained from Student Judicial Programs (SJP), alcoholic beverages may not be sold, served, provided, given away, or consumed at any event at Rice, sponsored by Rice or Rice organizations where students will be present, or any event that is considered a public function or party under this policy.

3. Organizations sponsoring events (on or off campus) at which alcoholic beverages will be given, sold, served, provided to, or consumed by Rice students, must comply with this policy, including taking precautions so that alcohol is not available to or consumed by intoxicated persons or those under age 21. With the exception of events described in (B)(4), SJP requires sponsoring organizations to show

written plans for complying with this policy, and afterwards may require follow-up information about the event.

4. At its discretion, SJP may require any event to be registered; however, events hosted by faculty or staff may not need to be registered with SJP if they meet all of the following criteria: (1) the event is not affiliated with the colleges or a student organization, (2) the event is one at which student attendance is incidental (i.e. gallery exhibitions, speaker series, etc.), and (3) the event does not involve substantial levels of student participation or attendance.

5. Amnesty: Student health and safety is a primary concern in cases of possible alcohol intoxication or alcohol-related injury. If a student on campus becomes endangered by alcohol use, students should contact Rice EMS (REMS), the duty of which is to provide medical assistance, not to report violations of policy. In these situations, Rice is most concerned that students who need care receive medical attention. Any student may seek REMS or RUPD assistance or bring an intoxicated or drug-impaired person to University Health Services. Neither the impaired student nor the student providing assistance will face disciplinary action for the possession, use, or provision of alcohol (see exception below) or the possession or use of other drugs, if the students receiving amnesty complete a mandatory follow-up with their college magister, the dean of undergraduates, or the dean of graduate and postdoctoral studies (or their designees, which may include Rice Counseling Center or Wellness Center). Amnesty does not apply to other prohibited conduct, such as assault, violence, property damage, provision of hard alcohol to persons under 21, or distributing dangerous substances (whether legal or illegal). Failure by a student, organization, or college to call REMS or RUPD when faced with an alcohol or other drug related emergency is a serious violation and may be sanctioned with rustication, suspension, or expulsion. To receive amnesty, a student must initiate a request for assistance before being confronted by Rice for possible alcohol or drug violations. Students may receive amnesty on more than one occasion.

6. Alcohol may not be served to or consumed by undergraduates during Orientation Week (from 2:00 a.m. Sunday of that week through 12:00 p.m. on the day upper-class students return). The university may also designate other days during which no alcohol is permitted.

7. As a general matter no Rice funds or funds collected by Rice may be used by colleges, student organizations, or individual students for procuring alcohol. Colleges and the GSA may, however, use part of their annual per capita monies received to support their activities to fund a college or GSA event at which alcohol is served (including purchasing alcohol for the event) provided the event is registered with SJP and complies with this policy.

8. Grain alcohol of any type is prohibited from campus at all times. Other "hard alcohols" are not permitted on campus except in certain situations described in the full alcohol policy. The term "hard alcohol" applies to all alcohol and alcohol-containing beverages except beer, wine, champagne, and pre-made alcoholic drinks not made from distilled spirits; the alcohol content of beverages not considered hard alcohol must be below 22%; distilled spirits of any kind are considered hard alcohol.

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university. Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice priori-tizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support at (713) 348-3311. Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at safe.rice.edu

Rice's comfortable, air-conditioned and lift-equipped buses circle Rice's inner loop and connect the Graduate Apartments, Rice Village Apartments, Texas Medical Center/BRC, Media Center, Rice Stadium, and the Annex Building (which houses the Police Department, Post Office, Delivery Services, the Transportation Department, and Naval OTC) to the rest of the campus. For added safety, a Night Escort service is provided Sunday to Thursday during the school year by the Transportation Department. The service runs from 10:00 p.m. to 6:00 a.m. On Friday and Saturday nights the Rice University Police Dept. provides the service on request. The service serves the following locations ONLY: Graduate Apartments, Rice Village Apartments, BRC, Colleges, and buildings on campus. Call (713) 348-6000 or (713) 348-3333 for night escort service. You can also download the TransLoc app to track shuttles on their routes or to request servces for nigh escort.

In case of an emergency, dial x6000 from any on-campus phone, (713) 348-6000 from any cellular phone, or pick up any blue-light emergency phone. If you are off-campus and need emergency assistance, dial 911 to contact the local fire/EMS department.

What to do when you call x6000

Dialing 6000 will connect you to the Rice University Police Department dispatch desk. The dispatcher will answer the phone. Be prepared to provide the following information:

State the exact location of the emergency

EMS can respond to your emergency much faster when they have your exact location. Please be as precise as possible. For example, saying you are in Fondren Library will get them to the front door, but they will need to search floor by floor to find you.

For example, telling the dispatcher that you are on the fourth floor of Fondren Library, near call number DA89 is preferred, as it tells them which floor you are on and where you are on that floor. It is also a good idea to have someone waiting outside your building to help direct Rice EMS to the scene.

Give a brief but adequate description of the emergency

This is extremely important. If you call the police to say that your friend's hand is bleeding, but fail to mention that the reason your friend is bleeding is because he has a gunshot wound, they won't be prepared for your emergency when they arrive on scene. Make sure that you give EMS information in the order of its priority. And be sure to give some indication of the severity of the problem. Saying someone is "bleeding" isn't enough, as you could be describing a paper cut or an amputation. If the emergency is medical (nausea, chest pain, dizziness), as opposed to trauma (car accident, twisted ankle) it may be important to give the age of the patient.

The most important thing to remember is that you hang up last. Never hang up before the dispatcher does. The dispatch officer may need to ask you other questions, depending on the nature of the emergency. Please remember that in order to be better served, it is important that you give EMS accurate information and that you stay calm. The more you help EMS, the faster they can help you.

What to do before Rice EMS arrives

· Give first aid: If you or someone else on scene has first aid training, try to help the patient. However, you should never attempt to do anything that you have not been trained to do, or feel uncomfortable doing.
· Send someone to meet the EMTs if you are inside a building, or somewhere that is not easily visible from a roadway. If you are the only person on scene, do not leave the patient unless the dispatcher tells you to do so, or if you are in danger.
· Leave the scene if it is unsafe.
· Remain calm.

I know someone in need of support. What do I do?

Do they need immediate medical or psychiatric attention and/or do you feel threatened or believe that anyone may be in danger?

Yes	No, but they need help	No, but they'd like to talk

Yes

Trust your gut. Call for help.

RUPD/Rice EMS:
(713) 348-6000 (24/7)

Wellbeing and Counseling Center:
(713) 348-3311 (24/7)
If it's urgent but not life threatening

Also contact the student's College Magister

No, but they need help

There are a number of resources available including:

Wellbeing and Counseling Center:
(713) 348-3311 (24/7)
For support through personal or academic issues, including sexual misconduct or other traumas

Student Health Services:
(713) 348-4966
For physical health concerns

Also contact the student's College Magister

No, but they'd like to talk

There are a number of resources available including:

Office of Academic Advising:
(713) 348-4060
For general academic concern

Wellbeing and Counseling Center:
(713) 348-3311 (24/7)
For support through personal or academic issues, including sexual misconduct or other traumas

Student Judicial Programs (SJP):
(713) 348-4786
(for reporting potential code of conduct violations)

Student Health Services:
(713) 348-4966
For physical health concerns

Disability Support Services:
(713) 348-5841
For accommodations for a disability

College Master or Dean of Undergraduates:
(713) 348-4996
General support for undergraduates

Graduate and Postdoctoral Studies:
(713) 348-4002
General support for graduate students

For more information, please visit:
The Wellbeing Center located in Gibbs Wellness Center
Walk-ins welcome, M–F, 9:00 a.m.–5:00 p.m.
http://wellbeingandcounseling.rice.edu

Resources

Rice Architecture's Pencils Down/Plotting Up system (see 'Policies,' p. 20), allows everyone to print their final materials in an orderly fashion. Pay close attention to the schedule and practices outlined below.

Normal hours during the semester for plotting pick up are: M–F 9:00 a.m.–5:00 p.m.

Monday of Finals Week: Pencils Down

As per Rice Architecture policy, you will be making PDFs of your boards and submitting them to your studio instructor by 5:00 p.m., at which point plotting is allowed only during assigned studio times. You should begin creating your PDFs well before pencils down in case you have any problems with your files. See Owlspace Resources for instructions to create your PDF.

Monday–Thursday: Plotting Up

Times are assigned by studio. MUDD Lab has a total of five plotters: four of these plot on regular paper (plotter1-4), and one plots on glossy (gplotter). Before choosing your plotter, check the queue - either by looking at the monitor in RAVL, or (Windows only) by double-clicking on the plotter as it appears in "Printers and Devices." To ensure that there is no color variation among your boards, send all of your boards to the same plotter. Send your files to print from a lab computer (i.e. RAVL or MUDD) in order to avoid problems with printer drivers or connections. If a plot comes out wrong EVEN THOUGH you followed these steps, you can get a refund by giving a completed ticket or form, along with your bad plot, to the help desk. The forms are available at the Operations Center. IT will refund charges for bad plots ONLY if the plot is sent from a lab computer!

Projector in Farish

1. To begin a presentation turn on the touch screen panel by tapping the power icon on the top right side of the panel. Then touch the button that says "Press here to begin presentation."
2. Your laptop may be connected one of three ways to the projector: Bluetooth, HDMI, or VGA.
Decide which way you would like to connect your computer and follow the instructions below.

Bluetooth
1. To use the wireless bluetooth device select "Clickshare" on the panel.
2. Retrieve the Clickshare device (see picture of tower for location) and plug it into the USB of the computer you would like to present from.
3. Press the large center button on the Clickshare device once. An icon will appear on your computer, double click it.
4. Double click the selection for the type of computer you are using (PC or Mac). The software will take a moment to connect. When it is done the center button on the dongle will turn solid white, press it again and it will turn red. You are now connected to the projector.

HDMI or VGA
1. To use either a VGA or HDMI cord to connect your laptop select on the panel which section of the wall you would like to plug your computer into. We have three wall plates: left, right, and center.
2. Retrieve the proper cord (see picture of tower for location) and plug it into the port of the computer you would like to present from as well as the proper port in the wall outlet that you selected. You are now connected to the projector.
3. The volume on your presentation can be adjusted by tapping the volume icon on the top right of the panel.
4. Don't forget to turn the projector off when you have finished presenting by tapping the off button on the touch panel. Unplug any cords, dongles, etc, return them to their proper place in the closet, and close the doors.

Sound System in Farish

· Check that the surge protector switch is turned to 'on.'
· Check that the amplifier, speaker controls, and wireless microphone receiver are turned on.
· If you are using a microphone, turn on the mic and verify that it has batteries.
· Conduct a sound check with each microphone that is going to be used (handheld and clip-on) and adjust the volume with the buttons marked 'Wireless Mic Volume.'
· To mute microphones during use, hit the power button quickly. The light should turn from green to red. To un-mute, hit the button again. To power down, hold down the power button until the light goes out completely.
· If using audio from computer or other via auxiliary cable, plug in cable, conduct a sound check of all media being used, and adjust the volume as needed by using the buttons marked 'Master Volume.'

Projector in 117

· Touch the control panel anywhere to begin.
· If you are using your laptop connect it to the HDMI or VGA cord.
· Choose whether or not you want to use the projector.
· Choose the source: laptop if you are using your own. computer or PC Computer if you are using the desktop.

Floating screens

· Make sure your computer and the display are both on and plugged in.
· Connect the monitor display cable.
· Use the VGA connector not the DVI connector.
· Plug in audio cable if necessary (green cord).
· RETURN IT TO ITS HOME!!!

If you have any problems with A/V equipment contact Hans Krause at (713) 348-4858.

Rice Architecture Mentorship

Rice Architecture Mentorship (Mentorship) exists to empower students at Rice Architecture to take control of their future careers and to translate their studies from Rice Architecture into a lifetime of achievement. Mentorship links Rice Architecture alumni with the current student body, building professional relationships and providing students with a closer look at possibilities after graduation. Get more information at arch.rice.edu/RAMP.

The Center for Written, Oral, and Visual Communication

The CWOVC takes appointments from Rice undergraduate and graduate students to provide feedback on written texts and oral/visual presentations. To sign up for an appointment, visit them on the 2nd floor mezzanine of Fondren Library, or at their website cwovc.rice.edu.

English as a Second Language

Rice's ESL Communication Skills Program meets for two evenings a week and is designed for students at an intermediate or advanced level of proficiency. The Office of International Students and Scholars also offers English classes in a more informal setting at no cost to the student. More information can be found on the ESL and OISS websites: esl.rice.edu and oiss.rice.edu, respectively.

Academic Advising

The Office of Academic Advising (OAA) at Rice University leads and engages a community of academic advising that strives for an unparalleled environment for students to explore opportunities, identify goals, and implement plans to reach those goals. Visit them in Ley Student Center, room 132 or at oaa.rice.edu.

For further information on policies at Rice University, visit: ga.rice.edu. If discrepancies arise between this booklet and the General Announcements website, information on the website should be considered the most accurate and up-to-date source.

Cashier
cashier@rice.edu
(713) 348-4946

Counseling Center
(713) 348-3311

Dean of Undergraduates
Dr. Bridget Gorman
ugdean@rice.edu
(713) 348-4996

Dean of Graduate Students
Professor Seiichi Matsuda
graduate@rice.edu
(713) 348-4002

Digital Media Commons
dmc-info@rice.edu
(713) 348-3635

Fondren Library
Circulation Desk:
circ@rice.edu
(713) 348-4021
Reference Desk:
reference@rice.edu
(713) 348-5698

Gibbs Recreation and
Wellness Center
ricerec@rice.edu
(713) 348-4058

Information Technology
helpdesk@rice.edu
(713) 348-4357

Kanopy
Free streaming to anyone
with a Rice email
https://rice.kanopy.com

Plotting–Diane Yee:
diane.yee@rice.edu

Operations Desk:
(713) 348-4989

Office of Academic
Advising
aadv@rice.edu
(713) 348-4060

Office of Financial Aid
fina@rice.edu
(713) 348-4958

Office of Graduate and
Postdoctoral Study
graduate@rice.edu
(713) 348-4002

Parking Registration Office
parking@rice.edu
(713) 348-7275

Registrar
registrar@rice.edu
(713) 348-4999

Rice Design Alliance
rda@rice.edu
(713) 348-4876

Rice Graduate Housing
campushousing.rice.edu/
graduate-housing

Rice Graduate Apartments:
(713) 348-GRAD (4723)

Rice Village Apartments:
(713) 348-4050

Rice University Police
Department (RUPD)
(713) 348-6000

Student Health Services
(713) 348-4966

A&C Plastics, Inc.
6135 Northdale St
(713) 645-4915
Mon. – Fri. 8 a.m. to 5 p.m.

APG, LP
6039 Armour Dr
(713) 675-5271
Mon. – Fri. 7:30 a.m. to 5:30
p.m.

Art Supply
2711 Main St
(713) 652-5028
Mon. – Fri. 9 a.m. to 6 p.m.
Sat. 9 a.m. to 5 p.m.

G&G Model Shop
2029 Southwest Freeway
(713) 529-7752
Mon. – Fri. 11 a.m. to 6 p.m.
Sat. 10 a.m. to 5 p.m.
Sun. 12 to 5 p.m.

High Fashion Fabric Center
3101 Louisiana St
(713) 528-7299
Mon. – Sat. 10 a.m. to 7 p.m.
Sun. 12 p.m. to 6 p.m.

Home Depot
5445 West Loop
(713) 662-3950
Mon. – Sat. 6 a.m. to 10 p.m.
Sun. 8 a.m. to 8 p.m.

Houston Foam Plastics, Inc.
2019 Brooks St
(713) 224-3484
Mon. – Fri. 8 a.m. to 5 p.m.

Lowe's Home Improvement
4645 Beechnut Street
(713) 661-6119
Mon. – Sat. 6 a.m. to 10 p.m.
Sun. 8 a.m. to 8 p.m.

Michael's
3904 Bissonnet St
(713) 662-0913
Mon. – Sat. 9 a.m. to 9 p.m.
Sun. 10 a.m. to 7 p.m.

Regal Plastics
1700 Wirt Rd.
800-549-0516
Mon. – Fri. 8 a.m. to 5 p.m.

Southland Hardware Store
1822 Westheimer Rd
(713) 529-4743
Mon. – Sat. 8 a.m. to 6 p.m.
Sun. 9 a.m. to 5 p.m.

Texas Art Supply
2001 Montrose Blvd
(713) 526-5221
Mon. – Fri. 9 a.m. to 8 p.m.
Sat. 10 a.m. to 7 p.m.
Sun. 12 p.m. to 6 p.m.

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