# ENVD STUDIO POLICIES. Spring 2020

**Studio is a creative, collaborative environment and a crucial part of your ENVD education. You must not only attend studio to succeed in the program, but your time in studio should be used wisely. Many studio projects are time consuming. Studio sessions provide time to work and to gain feedback from your instructor and your peers. You will find that many environmental design professions have a similar, creative workspace.**

**\*\*Working in studio outside of regular class time is critical to your success\*\***

### Communications from your instructor

Your CU email will be our primary method of communication outside of studio hours. Your instructor will answer emails as soon as possible (typically within 24 hours). You are expected to check your email at least once every 24 hours during the week. If you miss an important announcement or class update due to disregard of your email or Canvas, this may impact your grade. Should you wish to meet with your instructor outside studio time you may do so during posted office hours or arrange a meeting.

### Studio Environment

Your are to arrive in studio promptly and be prepared to work for the duration of each studio meeting. Tardiness will affect your final grade. If you arrive more than 5 minutes late, you will be counted as absent. You must work in the studio for the entire scheduled period. If you need drawing materials or resources from the library, be sure to get them before the studio period. Attendance will be taken at the beginning of each studio event, including lectures.

### Use of phone, laptops, etc during studio time

Your instructor will communicate their policy on the use of cellphones and other electronic devices in class. In general, the use of smartphones and other mobile devices will not be allowed during lecture periods and class-wide presentations and discussions. This is not a punitive rule, this is to help you make the most of your time in class. Numerous studies show that digital distractions in the classroom result in reduced productivity.

### Deliverable Submissions and Penalties (for coordinated studios only)

To give every student exactly the same amount of time for working on a design, there will be a specified date and time by which you must hand in your project. This time is firm and absolute; even five minutes after the hand-in time will count as late. Your instructor will collect your projects, or require a digital upload to Canvas at the appointed time.  Canvas marks items with a time stamp to check deadline conformance. If your project is not submitted, your project may receive a substantial "markdown" (10% to 50%) or a failing grade (0%). Only extenuating circumstances like a serious family problem or extreme illness will exempt you from this hand-in requirement. *A missed final review or presentation is grounds for failing that assignment.* Make arrangements to ensure timely printing or plotting. Instructors may not review work not plotted or printed. No excuses will be accepted for technical difficulties, lost or corrupted files, freezes or crashes. Participation in reviews is a privilege and students may be held out of juries based upon the instructor's evaluation of their work to date.

### Working Models and Drawings

The drawings, diagrams and models that are used to develop your design should be continually updated and *available at all class meetings*. It is important that drawings and models be developed as "working" materials for quick development matching the fast pace of the studio. Models which display rough cuts and pencil marks, and drawings which are worked over with notes, trace and sketches show the time and thought necessary in project development. Hard copies of all work, including "red-lines" and trace studies are expected and encouraged as part of a working drawing technique. Students are required to find an

appropriate balance between the fast pace and necessity of working models & documents with the time-consuming craft needed for the full representation of the project. Your instructor may provide you with a list of allowable materials.

**Grading**
Major assignments will generally be graded with a specific rubric. A good design is never developed on the first try. Good designers explore numerous alternatives and work out their ideas in increasing detail. Although studio projects will differ somewhat, you will find that most projects are assessed according to a range of criteria that includes process, creativity, graphics and the degree to which you explored the design problem. Doing well in a single area of these areas alone does not guarantee a good grade. Hard work alone does not guarantee a high grade. A functional design alone does not earn a good grade nor does a flashy presentation. The best grades will go to projects that balance all of these factors as well as excel in each.

**Use of studio and classroom space**
Please observe the following rules in the studios that have been established for the safety, convenience, and maintenance of all who use the space. You are required to know the following policies and procedures, including but not limited to:

1. Respect the arrangement of your desks with your fellow students so that everyone can establish a comfortable working space. Do not block the aisles, which are legally guarded fire escape routes. If you cannot reach a stairway without tripping over desks and supplies, you are in violation of the fire codes.
1. The desks in some studios are considered "hot desks," meaning they are shared by other students in the program. When you come in to the studio to work outside of class time, you may work at any available desk provided it is not reserved for a class.
2. Overhead fluorescent lighting fixtures are not to be tampered with.
3. Listen to music with headphones (if permitted by your instructor). Not everyone wants to listen to your music.
4. Do not draw or paint on the walls or desks.
5. Absolutely NO power tools are to be used in the building (including 'Dremels')
6. No sprays of ANY kind are allowed (paints, spray adhesives, Etc.) in the studios, stairwells, crit spaces, outside, i.e., no spraying anywhere but in the Spray Booth on the third floor.
7. Do not cut materials on unprotected drawing desks.
8. Per University policy, only service animals are allowed in the building.
9. Do not bring bicycles into the building. This is also strictly forbidden by the University.
10. Do not bring alcoholic beverages or drugs into the building. The University maintains an alcohol/drug-free policy for its students and in its buildings. *You could be expelled for this violation.*
11. CU is a smoke-free campus. People may not smoke or vape any substance including, but not limited to, tobacco, cloves, or marijuana indoors and outdoors on campus. Please refer to the following link for more info : https://www.colorado.edu/policies/no-smoking-policy