

**THOMAS JEFFERSON UNIVERSITY  
COLLEGE OF ARCHITECTURE & THE BUILT ENVIRONMENT**

**CABE GRADUATE STUDENT RESOURCE GUIDE 2020-2021**

Welcome to the College of Architecture & the Built Environment!

To ensure that students are well prepared to get the most out of their experience, this **CABE Graduate Student Resource Guide** includes college specific expectations, policies and procedures. It should be used as a supplement to the **Jefferson Academic Catalog**, <https://www.eastfalls.jefferson.edu/Catalog/CourseDescriptions/index.aspx> and the **Jefferson Student Handbook**, <http://www.eastfalls.jefferson.edu/studenthandbook/2019-2020/> in particular, all graduate students should familiarize themselves with the information in the **Graduate Student Academic Policies and Procedures** section of the Academic Catalog, <http://www.eastfalls.jefferson.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html>

Good luck as you work towards your graduate degree!  
**Barbara Klinkhammer, Dean**

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## CONTACT LIST

All students are required to use and check their Jefferson email for messages from the university, college, program directors, faculty and peers. Please make sure that your program director has a way of contacting you quickly in case of an emergency by cell phone, text, or email. If a student has an academic or advising concern, speak to your Program Director or academic advisor. Graduate Assistants should contact Associate Dean Suzanne Singletary with GA issues. If you are unsure whom to contact, start with Savannah Nierintz, the graduate programs administrative assistant, and she will direct you to the appropriate person, office in SEED Center. [Savannah.Nierintz@jefferson.edu](mailto:Savannah.Nierintz@jefferson.edu)

### Dean's Office

Dean	Barbara Klinkhammer	215.951.2828	A+D Center
Associate Dean, Grad Studies	Suzanne Singletary	215.951.2794	A+D Center
Associate Dean, UG Studies	David Breiner	215.951.2505	A+D Center
Manager of Academic Operations	Christianna Fail	215.951.0260	A+D Center
Coordinator of Academic Operations	Sarah Bott	215.951.2828	A+D Center

### Administrative Support

SEED Center and Grad Programs	Savannah Nierintz	215.951.5947	SEED Center
A+D Center and Undergrad Programs		215.951.2896	A+D Center

### Graduate Programs

Director, Architecture Programs	Dave Kratzer	215.951.0436	A+D Center
Associate Director, M. Architecture	Evan Pruitt	215.951.0114	A+D Center
Director, Construction Mgt. Programs	Gulbin Ozcan-Deniz	215.951.2914	SEED Center
Director, Geospatial Technologies for Geodesign	Jim Query	215.951.0437	Smith House
Director, Interior Design Programs	Lauren Baumbach	215.951.2806	A+D Center
Associate Director, Interior Architecture	Martha Añez	215.951.0258	SEED Center
Director, Sustainable Design	Rob Fleming	215.951.2928	SEED Center
Director, Real Estate Development	Troy Hannigan	215.951.2531	SEED Center
Director, Historic Preservation	Suzanne Singletary	215-951-2794	A+D Center

## STUDENT EMAIL

Microsoft Office 365 is a hosted service that provides email accounts for Thomas Jefferson University students. Students can access their email by visiting <http://www.eastfalls.jefferson.edu/webmail> and clicking on the **Office 365**. Login with email address and password. With Outlook Live, students can easily communicate with faculty and staff members. To install Office 365, use the following link. <https://www.jefferson.edu/oir/Office365.html> Email addresses consist of a student's First Name.Last Name@jefferson.edu. (e.g. [John.Smith@jefferson.edu](mailto:John.Smith@jefferson.edu)) If you are having problems with email, contact [helpdesk@jefferson.edu](mailto:helpdesk@jefferson.edu)

## BANNERWEB

BannerWeb is a secure, online system used by Jefferson to provide students, faculty and staff with access via the web to certain personal, academic, and financial data that are maintained in

the Banner administrative software system. Through the Banner information portal you will have access to course schedules and catalog, register for classes, view your transcript and billing. BannerWeb can be accessed through the following link, <https://banner.jefferson.edu/> To login, you need your Campus key that serves as User ID (your campus key sent to your student email from the Office of Admissions), and your password. Campus key consists of your first name, middle name, and last name initials (x can be used for your middle name initial) and three numbers. (For example, jxs123).

## **CANVAS**

**Canvas** is a course management system that allows professors to post syllabi, assignments, lectures, discussions, grades, and other course information **online**. **Canvas** provides you with a password-protected **online** “classroom” in which you will submit your work and communicate with your instructor and classmates. As a Jefferson student, you already have a Canvas account accessible via the following link, <https://Canvas.jefferson.edu>. To login you need your Campus Key and password. You will receive an invitation to participate in your courses for the semester. To accept the course invitation, click the Get Started button.

**NOTE: The same password is used for Email, BannerWeb, and Canvas.**

## **STUDENT I.D.**

The Student I.D. will be issued during orientation. For on-line students, please contact Savannah Nierintz. [Savannah.Nierintz@jefferson.edu](mailto:Savannah.Nierintz@jefferson.edu)

## **ATTENDANCE POLICIES & GUIDELINES—RESPONSE TO COVID 19**

Regular class attendance is crucial to student learning and the successful completion of coursework. Depending on the nature of the content, courses in CAFE will combine various delivery methods within one course, ranging from “in person” and on-campus experiences to synchronous or asynchronous online delivery, to assure maximum fulfillment of course learning outcomes. Class schedules are the same for either in-person or online scenarios. Graduate and undergraduate students are expected to attend all class sessions in both delivery methods, as determined by the faculty.

Graduate and undergraduate students who are unable to attend any on-campus classes during the entire fall semester require an accommodation to participate remotely, authorized by The Office of Accessibility Services. Students should contact Zoe Gingold, Director, The Office of Accessibility Services ([Zoe.Gingold@jefferson.edu](mailto:Zoe.Gingold@jefferson.edu)), to complete the documentation requirements to determine eligibility for an accommodation.

Graduate and undergraduate students should not attend in-person classes when exhibiting symptoms of illness, have had possible exposure to or illness from COVID-19. In these cases, online content delivery will enable students to continue active participation in the course and to fulfill course residency requirements, as determined by the faculty. During mandatory two-week quarantine or other temporary disruptions of on-campus activities, students must:

- Contact their faculty as soon as possible, preferably before the next class meeting, and continue communication throughout the temporary suspension of on-campus attendance.
- Attend all classes remotely and participate through synchronous or asynchronous formats, health permitting. Non-participation will count as an absence.
- Complete all work and assignments.

**Absences:** If absent from class, students remain responsible for any missed work, for work completed in class, and for work due and must arrange with faculty for the delivery of assignments. In the event of any extended or repeated absence due to illness, preventing the student from meeting the course learning outcomes, the instructor in consultation with the program director may advise the student to notify the Dean of Students. Long-term disruption of course attendance due to illness may warrant a Medical Leave of Absence.

#### International Student Attendance—Government Policies

- Students residing in the United States for the fall semester:
  - Must return to campus in compliance with university ruling.
  - Incoming students may only begin a hybrid program; continuing students may study in a hybrid or completely online format.
  - No interruption to CPT (internship) or OPT employment.
- Students residing in their home country for the fall semester:
  - Permitted to complete all coursework online.
  - If the time spent outside the USA exceeds 5 months, students must obtain a new I-20 with a different ID number, a process that entails obtaining new financial support documentation and an additional payment of the I-901 SEVIS fee of \$350.
  - Upon returning to campus in January 2021, students must complete 2 semesters as full-time students before being eligible to work off-campus at CPT (internship) or for OPT employment.

#### **ZOOM ATTENDANCE GUIDELINES**

Appropriate classroom behavior is expected whether meeting remotely or in-person. Virtual, synchronous classes present unique challenges and require respecting online classroom etiquette to maximize student engagement and learning.

**Follow these guidelines to create an online classroom environment that is both rewarding and productive for all participants:**

- Be on time in the online meeting room and come prepared with necessary materials and completed assignments.
- Mute your microphone as soon as you sign on and remain on mute whenever you are not speaking. Muting your microphone eliminates distracting background noise.
- Make sure your video is on during class discussions, as directed by faculty, in order to facilitate your participation with your professor and fellow students. (If you have problems due to broadband that require use of the “stop video” mode, inform your professor immediately.)
- Avoid backlight from sitting in front of a bright window. Adjust lighting on your face so you are clearly visible.
- Eliminate distractions by choosing a quiet, diversion free environment, closing all unneeded computer applications.
- To ask a question or make a comment, physically raise your hand or use the “raise hand” feature located at the bottom center of the screen. Unmute yourself and return to mute when you are finished speaking. Remember to lower your hand once you have been called on.
- You may also use the “chat” feature at the bottom of the screen to make a comment. Be aware that the chat box is public if “send to: Everyone” is selected in the dropdown menu.
- Be sure to sign out or “leave the meeting” when the class is finished.

**What you need to attend a live online class:**

- A compatible device such as: Windows laptop, iOS or Android Tablet, iOS or Android Phone, as determined by course content and the instructor.
- Device must have speakers, a microphone and a video camera. Speakers and a microphone can be built-in or USB plug-in or wireless Bluetooth. Consider hands-free headphones that have an integrated microphone.
- Device must have webcam or HD webcam, built in or USB plug-in.
- A reliable high-speed or broadband internet connection. Enter the Zoom meeting from a good location to your router (maximize your bandwidth by minimizing streaming during lecture). Turn off wifi on your phone to boost the signal to your computer.
- If you drop internet, log back on and re-enter the room.

**Keep an open mind and expect an adjustment period. Do not hesitate to contact your professor as soon as you have any personal or connectivity issues that would prevent your access to online courses.**

### **ACADEMIC ADVISING**

Every student is assigned a faculty academic advisor. Stay in contact with your advisor regarding selection of courses, course concerns, or other related academic issues. Faculty advisors assist students with completing their curriculum checklist, however, ultimately students are responsible for being informed about requirements for graduation.

### **ACADEMIC CONCERNS**

When a concern arises in a CABE course, students should consult the procedures outlined in the Academic Catalog and the Student Handbook. For university policies and procedures concerning grade appeals and regarding appeal of adverse decisions, see <http://www.eastfalls.jefferson.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html>. In summary, if a concern arises, the student should first arrange a meeting with the faculty involved to resolve the issue in an appropriate, equitable and respectful manner. If the issue is not resolved in a mutually satisfactory manner, the student should contact the below director in the discipline of the course with a complete explanation of the situation, including any available documentation:

Architecture	Dave Kratzer	<a href="mailto:David.Kratzer@jefferson.edu">David.Kratzer@jefferson.edu</a>
Sustainable Design	Rob Fleming	<a href="mailto:Robert.Fleming@jefferson.edu">Robert.Fleming@jefferson.edu</a>
Geodesign	Jim Querry	<a href="mailto:James.Querry@jefferson.edu">James.Querry@jefferson.edu</a>
Real Estate Dev.	Troy Hannigan	<a href="mailto:Troy.Hannigan@jefferson.edu">Troy.Hannigan@jefferson.edu</a>
Interior Architecture	Martha Añez	<a href="mailto:Martha.Anez@jefferson.edu">Martha.Anez@jefferson.edu</a>
Historic Preservation	Suzanne Singletary	<a href="mailto:Suzanne.Singletary@jefferson.edu">Suzanne.Singletary@jefferson.edu</a>
Construction Mgt.	Gulbin Ozcan-Deniz	<a href="mailto:Gulbin.Ozcan-Deniz@jefferson.edu">Gulbin.Ozcan-Deniz@jefferson.edu</a>

If you are still not able to resolve the issue, contact Associate Dean Suzanne Singletary or Associate Dean David Breiner. If the issue involves a grade appeal, you will be required to submit your course work along with a written statement explaining your disagreement. If the associate dean determines that the complaint is valid, an impartial faculty panel will review the complaint. The panel may decide to recommend that the original grade stand or ask the instructor to reconsider the grade. The panel cannot force the instructor to change the grade.

### **ACADEMIC INTEGRITY**

Academic Integrity and honesty is the foundation of the Thomas Jefferson University teaching, learning, and professional community. Anyone who is a part of this community who knowingly or unknowingly breaks the rules of academic integrity as defined by the Thomas Jefferson University community commits an offense against all members of this group. To access the standards that define academic integrity at Thomas Jefferson University, consult the Jefferson Student Handbook.

### **ACADEMIC STANDING**

Students' academic records are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements. The program director or coordinator will notify the student when problems in academic performance may jeopardize a student's good standing. Official notification of probation or dismissal will be in writing and sent directly to the student by the Registrar. Poor academic performance leading to probation or dismissal is listed below.

#### *Probation*

Students whose academic records include one or more of the following will be placed on academic probation by their respective program directors:

- Semester grade point average below 3.0 (including all courses taken)
- Cumulative grade point average below 3.0
- A grade below "B-" in one or more courses (including foundation courses and undergraduate prerequisite courses)

Students on academic probation will be required to improve their academic performance their next semester enrolled in order to be removed from academic probation.

These details will be provided in writing to the student upon notification of placement on probation.

#### *Dismissal/Terminal Probation*

If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the University. In addition, students whose academic record includes one or any combination of the following will be dismissed from the University.

- Cumulative grade point average below 3.0 for any two terms
- Probation for any three terms
- A standing grade below "B-" in two or more courses (including foundation courses and undergraduate prerequisite courses)
- Failure to repeat specified courses as stipulated in the probation notice, including outstanding grades of "F" in courses in the student's program
- Failure to earn minimum B or higher in a repeated course
- A standing grade of "F" or "NC" in more than one course within the student's program
- Unprofessional behavior and/or conduct that violates the University's Code of Conduct ([www.eastfalls.jefferson.edu/studenthandbook](http://www.eastfalls.jefferson.edu/studenthandbook)) or other behavioral guidelines as communicated directly to the student by the program director or coordinator. Conduct guidelines that are specific to a program or profession are published on the program's website.

Students will receive written notification of academic dismissal and may appeal for reinstatement by submitting a written request for reinstatement to the TJU East Falls Academic Appeals Committee by the date listed in the letter.

<http://www.eastfalls.jefferson.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html>

## **GRADUATION REQUIREMENTS**

To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program. To be certified for graduation, a candidate must have:

- a minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses),
- no more than two grades below B- (including fundamental and undergraduate prerequisite courses),
- no grades in courses within the student's program.

Students must also complete all requirements for the doctoral dissertation or the master's thesis in programs that require them.

Students must complete an Application for Graduation prior to the semester in which they plan to graduate. This form is available online on the Registrar's web site at [www.eastfalls.jefferson.edu/registrar/](http://www.eastfalls.jefferson.edu/registrar/) Students will be billed for graduation fees.

## **ACADEMIC SUPPORT SERVICES**

**GUTMAN LIBRARY** (<http://www.eastfalls.jefferson.edu/library/index.html>) Gutman Library is a gateway to a variety of information resources. The homepage of the library provides 24/7 access to online databases of articles, e-journal collections, e-books, and specialized information to support your coursework. See a list of Research Guides for specific programs and courses. The library building is wireless, has 80 available workstations (PCs and Macs), printers, scanners, and copiers; as well as individual and group study spaces.

## **THE CENTER FOR ACADEMIC SUCCESS** ([www.eastfalls.jefferson.edu/successcenter/](http://www.eastfalls.jefferson.edu/successcenter/))

The Center for Academic Success provides one-on-one tutoring assistance for writing, study strategies, test taking, and specific Thomas Jefferson University courses. To make a tutoring appointment, students should stop by the Learning and Advising Center in Haggar Hall or call (215) 951-2799. Academic resources, including information on citation and documentation, note taking, and study strategies are available on the Center's website.

## **INFORMATION SERVICES TECHNOLOGIES (IS&T)**

(<https://www.eastfalls.jefferson.edu/oir/TechnologyHelpDesk.html>) The University provides wireless network access in all campus buildings. If you need a computer, Gutman Library and Search Hall have open access computers. For assistance with technology issues, students should contact the Technology Help Desk at (215) 951-4648 or send an email to [helpdesk@jefferson.edu](mailto:helpdesk@jefferson.edu).

## **CAREER SERVICES CENTER** (<https://www.eastfalls.jefferson.edu/careerservices/students.html>)

The Marianne Able Career Services Center provides assistance to undergraduate and graduate students in the areas of:

- Self-Discovery and Defining Interests
- Major and Career Exploration
- Resume/Cover Letter/Portfolio Writing and Review
- Interview Preparation
- Internship and Job Search Strategies
- Professional Development

- Networking Opportunities: Employer Events, Social Media, Career Fairs

## LAPTOP REQUIREMENTS

CABE requires students to use windows-based (not MacOS) computers due to the software (listed in tables below) that our disciplines rely on. Mac users are at a distinct disadvantage and cannot expect faculty to compensate.

**Minimum Recommended Laptops** are **required** for all undergraduate and graduate students. A laptop certification process that takes place during a student's first month on campus confirms that the laptop meets the standards listed below.

Students in studio-based programs are strongly advised to consider purchasing the **Higher-Performance Windows Laptop**. This applies particularly to **BArch Students**, considering that the maximum life expectancy of laptops to efficiently run required Architecture Program software is 5 years.

Program/Major	Architecture, Architectural Studies, Interior Design/Interior Architecture, Geodesign, Landscape Architecture, Sustainable Design	
	Minimum Recommended Windows Laptop	Higher-Performance Windows Laptop
<b>Processor</b>	9th Gen Intel® Core™ i9-9880H with vPro™ (2.30GHz, up to 4.80GHz with Turbo Boost, 8 Cores, 16MB Cache)	Intel® Xeon® E-2276M with vPro™ (2.80GHz, up to 4.70GHz with Turbo Boost, 6 Cores, 12MB Cache)
<b>Operating System</b>	Windows 10 Pro	Windows 10 Pro
<b>Display Type</b>	15.6" UHD 4K (3840 x 2160) IPS, anti-glare with Dolby Vision™ HDR 400, 500 nits, Non-Touch, IR-Camera, Mic	15.6" UHD 4K (3840 x 2160) IPS, anti-glare with Dolby Vision™ HDR 400, 500 nits, Non-Touch, IR-Camera, Mic
<b>System Graphics</b>	NVIDIA® Quadro® RTX4000 8GB	NVIDIA® Quadro® RTX5000 16GB
<b>Total Memory</b>	64GB (32GB + 32GB) DDR4 2666MHz	64GB (32GB + 32GB) DDR4 2666MHz ECC
<b>Camera</b>	IR & 720p HD	IR & 720p HD
<b>Hard Drive</b>	1TB SSD PCIe	1TB SSD PCIe
<b>Optical Device</b>	N/A	N/A
<b>Battery</b>	6 Cell Li-Polymer, 90Wh	6 Cell Li-Polymer, 90Wh
<b>Power Cord</b>	230watt AC	230watt AC
<b>Ports/Slots</b>	Thunderbolt, HDMI & USB3.1	Thunderbolt, HDMI & USB3.1
<b>Network Adaptor</b>	Intel® AX200 Wi-Fi 6 802.11AX (2 x 2) & Bluetooth® 5.1	Intel® AX200 Wi-Fi 6 802.11AX (2 x 2) & Bluetooth® 5.1
<b>External Drive</b>	1TB External Drive for Back-Ups	1TB External Drive for Back-Ups
<b>Warranty</b>	2Y-5Y Premier Support Warranty	2Y-5Y Premier Support Warranty
<b>Recommended Model</b>	University Bookstore Direct Purchase Link (Lenovo ThinkPad P53) to be updated	University Bookstore Direct Purchase Link (Lenovo ThinkPad P53) to be updated
<b>Software Purchase Requirements</b>	<p>Software through <b>Adobe Creative Cloud</b> (Photoshop, InDesign, Illustrator) is available through an educational license with TJU, students can create a free Adobe ID account with Campus Key and Adobe at this link:</p> <p>Software through <b>Autodesk</b> (Revit, 3DSMax, AutoCAD) is available through a free educational copy by creating an account through Autodesk Education using their '.edu' university email address:  <a href="https://www.autodesk.com/education/free-software/featured">https://www.autodesk.com/education/free-software/featured</a></p> <p>Copies of <b>McNeel Rhino and Rendering Software</b> <u>should be purchased</u> through the East Falls Campus School Store (this rate will be cheaper than online)</p> <p>Additional free software and plugins such as Grasshopper3D, Sefaira are required for specific classes and download instructions will be provided by course instructors</p>	
<b>Program/Major</b>	<b>Construction Management, Real Estate Development, Historic Preservation</b>	

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#### Minimum Required Windows Laptop

<b>Processor</b>	9th Gen Intel® Core™ i7-9850H with vPro™ (2.60GHz, up to 4.60GHz with Turbo Boost, 6 Cores, 12MB Cache)
<b>Operating System</b>	Windows 10 Pro
<b>Display Type</b>	15.6" FHD (1920 x 1080) IPS, anti-glare with Dolby Vision™ HDR 400, 500 nits
<b>System Graphics</b>	NVIDIA® Quadro® RTX3000 6GB
<b>Total Memory</b>	32GB (16GB + 16GB) DDR4 2666MHz
<b>Camera</b>	720p HD
<b>Hard Drive</b>	512GB SSD PCIe
<b>Optical Device</b>	N/A
<b>Battery</b>	6 Cell Li-Polymer, 90Wh
<b>Power Cord</b>	230watt AC
<b>Ports/Slots</b>	Thunderbolt, HDMI & USB3.1
<b>Network Adaptor</b>	Intel® AX200 Wi-Fi 6 802.11AX (2 x 2) & Bluetooth® 5.1
<b>External Drive</b>	1TB External Drive for Back-Ups
<b>Warranty</b>	2Y-4Y Premier Support Warranty
<b>Recommended Model</b>	<i>University Bookstore Direct Purchase Link (Lenovo ThinkPad P53) to be updated</i> <i>Software through <b>Adobe Creative Cloud</b> (Photoshop, InDesign, Illustrator) is available through an educational license with TJU, students can create a free Adobe ID account with Campus Key and Adobe at this link:</i>  <i>Software through <b>Autodesk</b> (Revit, 3DSMax, AutoCAD) is available through a free educational copy by creating an account through Autodesk Education using their '.edu' university email address:</i> <a href="https://www.autodesk.com/education/free-software/featured">https://www.autodesk.com/education/free-software/featured</a>
<b>Software Purchase Requirements</b>	Copies of <b>McNeel Rhino and Rendering Software</b> <u>should be purchased</u> through the East Falls Campus School Store (this rate will be cheaper than online)  Additional free software and plugins such as Grasshopper3D, Sefaira are required for specific classes and download instructions will be provided by course instructors

#### PROFESSIONAL & STUDENT ORGANIZATIONS

Jefferson's College of Architecture & the Built Environment students have a wide range of opportunities to become involved in activities outside the classroom. These organizations sponsor social events, plan field trips, design competitions, and other activities of particular interest to the student body.

- American Institute of Architecture Students (AIAS)
- National Organization of Minority Architecture Students (NOMAS)
- Students for Historic Preservation (SfHP)
- Real Estate Development Club
- Society of Construction Management
- Sigma Lambda Chi International Honors Society for Construction Management Students
- Tau Sigma Delta
- International Interior Design Association (IIDA)
- Jefferson Climate Conscious Collective (USGBC)
- Urban Land Institute (ULI)
- Commercial Real Estate Women Network (CREW)

#### GRADUATE HEALTH INSURANCE POLICY

Graduate students must show proof of health insurance in order to waive the coverage sponsored by the University. *If you do not, your student account will be charged for the full year of coverage (1/2 each semester), and you will be signed up for the University Sponsored Health Insurance plan and eligible to enroll—but not automatically enrolled*

#### LECTURE SERIES

Each year, CAFE hosts a lecture series in which nationally and internationally respected professionals in architecture, interior design, and related fields speak about current issues relevant to our disciplines. Lectures are scheduled for Monday evenings and will be available for viewing online via Zoom. Students are highly encouraged to attend when the event does not conflict with a scheduled course.

### **CHILDREN IN INSTRUCTIONAL SETTINGS**

In support of the University policy about children in instructional settings, CAFE has determined that children are not permitted in the Fabrication Lab in Weber Hall or satellite Fabrication Lab in SEED Center, nor in any class that may be engaging in an activity in which a child may be injured. This policy is intended for the protection of faculty, students, and their children as well as the University's facilities. For the university's policy on children in instructional settings, see the following link: <http://www.eastfalls.jefferson.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html>

**LACTATION ROOM**—Contact the CAFE administrative assistant if you need accommodations.

### **CONDUCT IN STUDIOS & CLASSROOMS**

These rules are for safety and courtesy and apply to all students, staff, faculty, and their guests.

#### **CAUSE NO PERMANENT DAMAGE TO PROPERTY.**

##### **Do not cut directly on the desks (or Borco). Use a cutting board.**

Borco is provided in Smith and Weber, but use cutting boards for model making. At all other locations, use the cutting boards provided.

##### **Spray booths are planned for the near future. Until then, all spraying must be done outside with a drop cloth. This is a Public Health issue.**

Ask administrative assistants to borrow cloths at A+D and SEED Center.

##### **Library books and other materials are not to be defaced.**

These materials are resources for all. Missing pages hurt everyone. Fines and penalties will apply.

##### **Power tools are not to be used in the studio.**

A full shop is available in Weber Hall, with satellite locations at SEED Center and A+D.

##### **Conference rooms at A+D and SEED are not to be used as workspaces.**

These spaces are to be used only for meetings and reviews. Chairs are not to be removed.

##### **Vandalism will not be tolerated.**

### **HOUSEKEEPING**

#### **Place all trash in receptacles. Areas designated as review spaces must be kept clean.**

Housekeeping will dispose of all items on the floor clearly marked "trash" on a regular basis.

#### **Archived work older than one semester must be picked up by the student or it will be disposed.**

At the discretion of the faculty, individual work may be kept longer.

**Food and beverages are not permitted in the computer labs.**

**Alcohol, tobacco, bicycles and pets are not permitted in classrooms or studios.**

**Studio faculty will arrange the desks for their studio sections.**

Desks may not be moved. No permanent attachments may be made to the desks or buildings.

**It's everyone's job to maintain a professional atmosphere in the classrooms and studios at all times, not just during class.**

No profanity and speak at a reasonable noise level. Someone outside your classroom or

studio should not be able to hear you.

**"iPod's" and computers with headsets only. No sound systems with speakers.**

No radios, stereos, or TV sets with speakers are allowed at any time. No headsets are Permitted during scheduled studio hours.

By signing this document I state that I have read this document. Sign and return to Savannah Nierintz [Savannah.Nierintz@jefferson.edu](mailto:Savannah.Nierintz@jefferson.edu)

Student Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_