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DEPARTMENT OFFICE INFORMATION

The Architecture Department is located within the College of Architecture and Environment Design (CAED) office suite in Bldg. 05, Room 212A.

Department and staff contacts

Main Architecture Department phone: 805-756-1316
Fax: 805-756-1500
General email: architecture@calpoly.edu
Website: http://www.architecture.calpoly.edu
Facebook: https://www.facebook.com/calpolyarchitecture
Twitter: https://twitter.com/calpolyARCH

Margot McDonald, Department Head
mmcdonal@calpoly.edu, 805-756-1316

Robert Arens, Associate Department Head
rarens@calpoly.edu, 805-756-1316

Susan Waterman, Administrative Coordinator II (HR, budget)
swaterman@calpoly.edu, 805-756-1135

Arlene Gomez, Administrative Support Coordinator (Scheduler, Off-Campus)
agomez25@calpoly.edu, 805-756-1497

Kristina Van Wert, Administrative Assistant II (bookkeeping, reimbursements, ordering)
kvanwert@calpoly.edu, 805-756-2930

Information the Architecture Department needs from faculty and staff

The Department needs a home address, Cal Poly and an alternate email address if available, phone numbers (home, cell, work), and name and emergency contact number and name. Please let the Department know when of any information changes. This information is kept confidential.

Faculty mailboxes

Faculty mailboxes are found in the file cabinets in the CAED Lobby, 05-212, by the Architecture Department office door. Architecture Department faculty mailbox files are in the upper two drawers of the right hand cabinets. Large packages will either be placed in the bottom drawer of the cabinet, with a notice in the faculty mailbox, or on top of the cabinets.

Emailing out to the entire Department

To share something with the entire faculty and staff, please send it to the Department email at architecture@calpoly.edu and the Department will forward it along.
Outgoing mail and packages

In the break room in 05-212 (back by room 210, the CAED Advising Office), there are canvas mailbags hanging on the wall. The green bags are for on-campus mail and the red bags are for off-campus mail. Please use the bags labeled Architecture. Inter-office envelopes and a variety of mailing envelopes and labels are available in the Architecture Department. Mail Distribution Services does not allow using campus bags for personal mail.

Calling in sick

Sick leave is accrued on a monthly basis, in ratio to faculty appointment. If a faculty member is sick and can't come to class, they must contact the Department office immediately at 805-756-1316 to let staff know how students will be notified. If time is short, staff can post a note outside the classroom. Sick leave is reported through the Portal in the Absence Management System. The number of hours reported depends on individual teaching load. NOTE: Faculty are considered “exempt” employees, and as such, only need to report sick time if they miss the entire day. If they make it to at least one class, they do not report any sick time. However, the Department must still be notified if any classes are missed.

Personal Day: Faculty may take one “personal holiday” per year. The option to use the personal day expires on December 31.

IMPORTANT NOTE REGARDING VACATION: Faculty do not accrue vacation leave and are expected to attend every class meeting unless they are reporting sick leave or the personal holiday, or have received prior approval for professional development travel.

Borrowing electronic equipment

The Architecture Department does not supply electronic equipment. Please contact Classroom Technologies (formerly Media Distribution Services) at http://www.mds.calpoly.edu to reserve equipment.

ADVISING

Faculty should let students know on the first day of the quarter that, even though they don’t have mandatory advising, they should see an Architecture Department advisor at least once each quarter to monitor their progress, and more often if they are having issues or problems. Encourage them not to wait until the last minute.

The Architecture Department Advising Office is in 05-216. Faculty are requested to fill slots in the weekly walk-in advising schedule. Each faculty member will receive a blank office advising form via email (excel format); complete it with available hours for advising and return the form to architecture@calpoly.edu by the first Friday of the quarter.

CLAIMS & REIMBURSEMENTS

All claims for reimbursements must be approved prior to purchase by the Department via email or hardcopy. Claims must be turned in within 30 days of the purchase date: original receipts are required and must show a method of payment (ex: last four digits of a credit card number). Contact the Department for details. For travel claims, see TRAVEL AND TRAVEL FORMS.
CLASS AND REGISTRATION INFORMATION

Looking up a teaching schedule and accessing a class roster

From the main Architecture webpage, log into the CalPoly Portal by clicking on the “my CalPoly login” in the upper left corner. On the main page there is a tab called My Classes; class schedule, roster, and PolyLearn access are included there.

Emailing an entire class

Information Technology Services (ITS) will send class email alias(es) to instructors Cal Poly email addresses (ex: ARCH-101-01-2158@calpoly.edu) in the beginning of each quarter. The last four digits indicate the quarter and year. Quarter/year designations for 2016-17 are: fall quarter (8)= 2168; winter quarter (2)= 2172; spring quarter (4)= 2174. Use this email alias when emailing the entire class; students should always be contacted using their Cal Poly email address or through PolyLearn course lists.

Adding and dropping students

Adding: Once classes begin, students have seven (7) working days to add using a “permission number,” or drop a course in CPReg. Permission numbers are accessed through the “Printable Course Info” tab on the portal and are available to instructors on the Friday before the first day of class. Prior to that, Department staff can access permission numbers. If a student has a problem with the permission number they have been issued, send them to Arlene Gomez (805-756-1497 or agomez25@calpoly.edu). The Architecture Department does not generally allow overriding prerequisites or studio capacity; if this is necessary, please check with Arlene Gomez.

Dropping: If a registered student does not attend class on the first day, the instructor has the right to drop him/her from the class roster (called “line-dropping”). To do this, draw a line through the name on the roster printed from the portal. The instructor should then sign and return the list to Arlene Gomez (805-756-1497 or agomez25@calpoly.edu); if there aren’t any line drops, don’t return the list. Sometimes students will contact instructors before classes begins to let them know they can’t be there on the first day; instructors can choose how to respond (i.e., keep them enrolled or drop them, depending on their reason). The Department strongly recommends giving students 24 hours after the first class to contact instructors about being absent; occasionally students have legitimate emergencies the first day and are unable to contact their instructor before class.

Registration ins and outs

Students register for classes through the portal in a program called CP Reg. Students plan a schedule through PASS (Plan a Student Schedule) and then register through CP Reg. Students register according to a rotation schedule each quarter.

Once a class section fills, students can add themselves to an electronic waitlist. During the registration period, if a student drops the section the waitlist automatically adds the first student on the waitlist (assuming the student has no time conflicts and has met the class prerequisites). The waitlist is suspended (and disappears) on the Friday prior to the first day of class and instructors can add students with permission numbers as they see fit.

Note: To use the waitlist as a guide to prioritizing the students to add, print out the waitlist before Friday, as it goes away Thursday at midnight.
Final exam schedules

The final exam schedule is online at http://registrar.calpoly.edu. Final exams take place in regular classroom on the designated day and time.

The DRC

DRC is the Disability Resource Center. Students with documented disabilities should provide instructors with information in the first week of class. These students often require more time on exams, and DRC will administer exams. Before the exam date, students will present the instructor with a form to sign, indicating the exam date and how long the rest of the class has for the exam. DRC will deliver exams to the Architecture Department office. To send an exam to DRC, send it directly to DRC via email.

Preparing syllabi and curriculum

All faculty MUST submit a syllabus for each of their classes at the beginning of each quarter to architecture@calpoly.edu. Please format the title of the document as follows: Last Name_Class Name and Number-Section Number. (ex: Yip_ARCH217-01) Syllabi can be organized however the instructor decides, but students are used to explicit syllabi. Additionally, instructors teaching GE courses should include the following: the GE course objectives for that course (found these on the GE website) and the GE prerequisites for that course. If a course meets the GWR, include that information on the syllabus; the same applies if a course meets the US Cultural Pluralism requirement. The Architecture Department strongly recommends that instructors include information about cheating and plagiarism on their syllabi, including the University’s policy on plagiarism: http://www.academicprograms.calpoly.edu/content/academicpolicies/Cheating

Please provide the Department with a copy of any curriculum modifications (architecture@calpoly.edu) as well as any curriculum related emails or communications.

Handling plagiarism

The university has protocol for handling plagiarism. For more information, please see http://www.academicprograms.calpoly.edu/content/academicpolicies/Cheating

Can students turn in papers in at the Architecture Department office?

Please do not have students turn in papers in the office. The Architecture Department is not set up to handle the influx of students turning in papers. There is ample time for students to turn in their papers to during class or during office hours, which must also be held during finals week.
CLEANING AND MAINTENANCE OF ARCHITECTURE FACILITIES

Studios MUST be thoroughly cleaned at the end of each quarter. Faculty should remind students that they have signed the Studio Use Policy (see STUDIO USE POLICY, page 8). Paint boxes are provided on each floor and MUST be used for any painting. Please advise students about overspray. Students can be charged by the Department to have Facilities to remove paint from buildings and walkways.

Due to budget cuts custodial services have been reduced. Faculty, students and staff must do their part to maintain studios and classrooms and assure that ALL studios are clean at the end of each quarter. Fees WILL be enforced.

CRITIQUES & REVIEWS

All faculty are asked to submit announcements for their critiques and reviews to the Department through architecture@calpoly.edu.

Submitted critiques and reviews will be posted on the Architecture Department's Upcoming Events web page, added to the Student Digest email, and posted on social media. Posting critiques in a timely manner will enable the Department to notify others, including colleagues and outside reviewers, when and where reviews are being held. The Architecture office will not send out individual emails for critiques and reviews.

DESIGN REQUEST FORMS

Submittals of Design Request Forms are only for students who were unable to register in a design studio/practice during regular registration rotation. Students may only submit design request forms when all studio/practice sections are filled. Please do not make promises to students regarding studio seating. The design request form can be found online at http://architecture.calpoly.edu/current/design-request-form.

FACILITIES (756-5555)

Please contact 6-5555 for assistance or notify the Architecture staff if you have any facility issues with your office or classroom. Below is a review of the current frequency of services, for full details see https://afd.calpoly.edu/facilities/services_custodialservices.asp.

**Private / one-person offices and cubicles— occupants must empty own trash and recycling into community bins in reception areas, light cleaning is done monthly

Classrooms – daily removal of litter, trash
Restrooms – daily, with additional attention as necessary
Interior hallways – daily
Labs – trash daily, inspect and spot clean weekly
Department reception common area, copy center (busy multi-person public areas) – trash daily, inspect daily, thoroughly clean once weekly
Conference rooms - trash daily, inspect and spot weekly
Exterior upper level walkways – once weekly
Stairwells – check daily, clean once weekly

**If a large spill occurs in an office space, the occupant should immediately notify 756-5555 to schedule a clean-up.
FACULTY OFFICES AND GETTING STARTED

Office and phone number

New faculty will receive an email from the Department Administrative Coordinator with their office location and phone number. To make campus calls from a campus phone, dial 6 and the four-digit extension. To make an off-campus call, dial “7” first. For calls that include an automated voice system, dial “9” (once) before selecting a number or entering an extension.

Setting up voicemail

From the office phone, dial 6-6245 to access the campus voicemail system. The automated system will ask for a password; faculty should use the phone’s four-digit extension as the password with a 6 in front of it (ex: 6-1316). If that doesn’t work, call the Architecture Department (6-1316) and they will ask Telecom Services to clear the phone of the old password. Once in the phone system, there are automated instructions for setting up a voice mail message. When a voice mail message is waiting, the “message waiting” button flashes. Press the button and enter the password; the automated system provides further instructions.

Obtaining a key for the studio lab and office

Department staff will provide faculty with a key card for keys once a studio lab and office assignment is finalized. Take the card and a picture ID to the Key Shop, Bldg. 58, Room 103, (located next to the welding building, behind AG Engineering, Bldg. 08). Faculty will also be issued a key for the CAED front lobby for after hours access to pick up mail or use the printer in the break-room.

Accessing email and calendar – Office 365 Outlook

Cal Poly uses Office 365 Outlook for all internal email. To access email, calendar and contacts:

1. Open Outlook account from the Cal Poly Portal. It should open to email.
2. To view the calendar, click on the icon in the upper left corner of the email window (nine dots in a square), then select Calendar.
3. To view contacts, repeat the step above and select People.
4. To create a shortcut on the navigation bar above the home page of Outlook for mail, calendar and people, click on the icon in the upper left corner of the email window. When the options appear, click on the three dots in the upper right corner and select “Pin to nav bar”. Only three options can be pinned to the navigation bar.
5. To edit any settings, click on the gear icon in the upper right corner of the home page.

For further questions or assistance, please call the Cal Poly Service Desk at 805-756-7000 or visit their online Outlook 365 Help page at http://servicedesk.calpoly.edu/office-365.
Computer questions

If you have a computer problem, first contact the Cal Poly ITS Service Desk Help Line at 6-7000 or http://www.servicedesk.calpoly.edu/content/contact_us for details. A service request ticket will be created and if they cannot help you, they will contact the Architecture Department technicians to help resolve the issue. You may be asked to provide the 6-digit property ID number, which is a silver or white sticker attached to the computer. Please have this number ready when you call.

Office maintenance

Due to reduction in custodial staff, faculty is responsible for emptying their office trash and recycling bin (blue) into the large cans located in hallways. Custodians do not dust and floors are not regularly maintained. If there is a maintenance problem (light bulb, leaky window, ants, a spill, etc.), inform the Department staff and they will call facilities.

Office hour requirements

Reporting office hours to the Architecture Department office assists students and visitors in contacting faculty. In the beginning of each quarter all faculty members will receive a blank office hours form via email (Excel format). Update the name at top, office hours, class hours, recurring meetings on calendar, as well as contact information at the bottom of the form (see below for example). Please complete and return to architecture@calpoly.edu by the first Friday of the quarter.

Reminder: Required office hours are calculated as per below:
1. Full time faculty must conduct 5 office hours per week.
2. Part-time faculty office hours are based on percentage of full time. Divide the quarterly WTU’s by 15 and multiply that result by 5 (example: if the WTU’s are 12, divide 12 by 15 and multiple that by 5 [full time office hours] = 4 office hours).

Example of an Office Hour form:
The Cal Poly Portal and how to login

The Portal is an intranet website which is customized according to a person’s role as a student, staff member, or faculty member. The Portal is the central access point for class info, as well as for the PolyLearn (Moodle) technology. The email address and portal login is initiated during a new faculty member’s hiring process. New faculty are instructed to take a copy of their accepted contract to the Payroll Office (Bldg. 1 Room 107); **bring an ORIGINAL social security card and a passport or driver’s license** to complete the I-9 form. When all paperwork is completed by Payroll/HR (this process can take up to 48 hours), new faculty should contact the ITS Service Desk (6-7000) to receive a temporary password and directions to the portal.

GRADES

Assigning grades

Grades are due by 4:00 pm on the Tuesday after finals each quarter. Grades must be entered online through the portal. Be sure to “save” after posting grades. Failure to do so will result in a blank grade sheet. If there are difficulties, review the tutorial at [http://www.polylearnsupport.calpoly.edu/Faculty/FacultyGrades.html](http://www.polylearnsupport.calpoly.edu/Faculty/FacultyGrades.html).

The grading scale

Cal Poly uses the standard A, B, C, D, and F grades. How to determine the percentages is up to the instructor (for an A, an A-, etc.), but it is an important to include this information on syllabi for students. There are two other “grades” faculty should be aware of: the W (Withdrawal) and the WU (Withdrawal-Unauthorized). A “W” is given when a student legitimately withdraws during the course of the quarter (after the drop deadline); the student will fill out paperwork, which the instructor must sign. This signature is not recommending the withdrawal; the comments and signature help the Department Head determine whether or not to authorize the withdrawal. The catalogue description of a “WU” indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. For purposes of grade point average and progress point computation, this symbol is equivalent to an “F”.

Assigning an incomplete grade

Occasionally, students will ask for an “incomplete” grade in a course. After talking with the student, the instructor should determine whether the incomplete is justified. If the instructor decides to give the student an incomplete, they should mark their grade as “I” in the online grade roster and fill out a contract indicating exactly what the student needs to do in order to finish the course. Students have one calendar year to finish the work, but the Department recommends setting an earlier deadline. If the student has completed the work within seven (7) weeks of the end of the following quarter, the grade can be changed online. After seven (7) weeks, a grade change request form will need to be completed, which is available in the Department office.

Do not assign an incomplete to a student with the understanding that they will sit in on the course the following quarter and complete the outstanding work. Incompletes should ONLY be given when a student has kept up with the majority of the work and has only one assignment (maybe two, including a final exam) outstanding.
Changing a grade after the quarter ends

Grade changes can be done online up to seven (7) weeks into the following quarter. Paper grade change forms are required after the seven (7) week deadline and may be obtained and turned in to the Department office. The only reasons for a grade change should be:

1. An error in the original grade.
2. The coursework has been submitted to remove and incomplete ("I") or ("RP") grade.
3. The instructor did not submit the grade before the quarter’s deadline.

KEYS

Student key cards for studio labs will not be issued until all students in the studio have submitted their on-line Studio Use Policy through PolyLearn (as well as their Photo Policy forms).

Students are personally responsible for their studio lab keys and keys must be returned at the end of each quarter (with exception of 3rd year winter/spring quarter, 5th year full year, and graduate students). A $25 late fee will be assessed to students for keys that are not returned by the due date or are reported lost; any late or lost key can result in a charge of up to $250 (per key) to the student account if a key core needs to be replaced. Students who turn in keys late consecutive quarters will have late fees doubled. Faculty should remind students to submit keys to Key Shop by due dates:

1. Friday of finals week each quarter for first through fourth year students
2. Friday after graduation for fifth year and graduate students
3. Notify office if students have any key issues (ex: lost key)

OFF-CAMPUS APPLICATIONS

Notifications of new Academic Year to the off-campus application process are posted on the Architecture website and in the Student Digest during the Fall quarter. For more details visit http://www.architecture.calpoly.edu/current/fourth-year-off.

PARKING PERMITS FOR FACULTY AND GUESTS

Parking is enforced and permits are required Monday through Thursday from 7:00 am to 10:00 pm; and Friday from 7:00 am to 5:00 pm, throughout the academic year, and 7:00 am to 5:00 pm Monday through Friday over summer, unless otherwise indicated. Faculty permits are available to Cal Poly’s employees enabling you to park in specially designated staff lots. Please visit https://afd.calpoly.edu/parking/ to review the campus parking rules and regulations prior to parking or purchasing a permit. Permits can be purchased online at https://calpoly.t2hosted.com/Account/Portal or at the University Police, Bldg. 36.

If a parking permit is required for a visitor (ex: guest lecturer, guest reviewer, etc.), please contact the Department office at least a week in advance with the guest(s) name(s), and date(s) for the permit. The Department will request a permit from the Visitor Kiosk and will confirm the permit with the requestor.
PRINTING AND COPYING

The Architecture Department provides each faculty member with a pin number to use with the shared Department copy machines. The designated faculty copy machines are located in the 34-220 office suite, building 21 hall, and in the 34-167 office suite. Faculty are coded to use certain copies; please check with Architecture Department staff to see where you can print. There is also a copy machine the Architecture Department office in 05-212A.

Rethink: Does this really need to be printed or can it be shared in a sustainable, electronic format (e.g., post on Blackboard or ARCH website, scan to PDF and send via email)?

Reduce: How many copies are really needed?
- Do a Print Preview and reduce the size to fit one sheet of paper.
- Set up double-sided copying to reduce paper consumption.
- Print in gray scale if color copies are not necessary.

The ARCH Department will no longer pay for copies made outside the ARCH office (e.g., Poly Print, UGS) without prior approval via email communication. The Department achieves a significant cost savings by using the office copier.

Copy Request for Class Exams

The Department staff will handle all large copy jobs (tests, exams, etc.) in the Department. Complete the printing request form, found under forms on the Architecture Department website at http://www.architecture.calpoly.edu/faculty/administration, and send the request electronically to architecture@calpoly.edu. Please plan ahead; copy requests should be submitted to the Department staff at least two (2) days before you need them.

Amount of Copies Allowed Per Quarter

Each faculty member has an individual copier code to use on the Department copier and the copier in the CAED mail room; please see Department staff to receive a code. Faculty members are allowed 250 copies per quarter (with some exceptions), and faculty can make a limited number of color copies on the Department office copier. Please contact the Architecture Department for an extension if this allotment will be exceeded.
Scanning

The Architecture staff will be happy to train faculty to scan on the Department office copier. The Department strongly encourages faculty to use this feature, rather than copying. Documents can be scanned email addresses and distributed electronically at no cost.

REFERENCE GUIDES FOR FACULTY (GRADING, VIEW ROSTERS, ETC.)

Please reference the PeopleSoft how-to guides that illustrate how to use many important new features for faculty. In particular, faculty will want to review the items listed below:

1. Go to the CalPoly Portal by clicking on the “my CalPoly login” in the upper left corner of any Cal Poly webpage (ex: [http://architecture.calpoly.edu](http://architecture.calpoly.edu)).
2. From the Portal click on the Registration and Enrollment tab, then PeopleSoft Training Guides.
   a. Faculty On-Line Grading Instructions
      i. Please note: There should be no RP’s given (occasional exceptions).
      ii. Absolutely NO RP’s can be given to 5th Year students in the Spring quarter.
   b. View and Print Class Rosters, Waitlists, or Permissions
   c. Review the on-line catalog [http://catalog.calpoly.edu/](http://catalog.calpoly.edu/) for general information regarding academic requirements and policies.

ROOM SCHEDULING

The following rooms are available by reservation through the Architecture Department office:

**05-106 Architecture Lecture/Seminar Room**
   a. 1st priority: lectures and seminars
   b. 2nd priority: critiques and reviews (1 day max)
   c. 3rd priority: exhibits (1 day max)
   d. 4th priority: student clubs
      i. After hours with Department consent
      ii. Advisor must reserve or send email to architecture@calpoly.edu allowing student to reserve

**05-201A Architecture Conference Room**
   a. 1st priority: General Faculty Meetings, Peer Review and Search and Screen (must also be available to committee members during non meeting times)
   b. Try to schedule meetings elsewhere during these review cycles
   c. Not available for critiques and reviews or student clubs

**05-308 Architecture Computer Lab**
   a. Must consult with Department Scheduler 6-4952 and Tammy James 6-5503.

The following rooms are available by reservation through the CAED front desk or caed@calpoly.edu:

1. 21-105A and B - KTGY Gallery and Courtyard Gallery
2. 05-105 - Berg Gallery
3. Breezeway Gallery
4. 05-212 - CAED lobby
5. 05-314 - CAED Media Lab
STUDENT ASSISTANTS AND TIME CARDS

All student assistant (SA) or instructional student assistant (ISA) hires must be approved by the Department Head. Once approved, Department staff should be contacted regarding the hiring process. All student positions must be advertised for two weeks on MustangJOBS for equal opportunity access to all students. Details about the hiring process can be found on the CAED website at http://www.caed.calpoly.edu/student-hiring-guidelines.

Student time cards must be printed out by the student, signed by the instructor, and turned into the Department staff by the third day of each month for Departmental approval.

STUDENT DIGEST - EMAILS SENT TO STUDENTS

Individual emails will not be sent to students from the Department office. If a faculty member needs to communicate something to students it should be done through the weekly Student Digest.

Please plan ahead! The ARCH Department will send out a single email each week containing all events and announcements for the upcoming week. All submissions to the Digest need to be sent to architecture@calpoly.edu under the subject "Student Digest Submission" by the prior Wednesday morning for it to be included in the week's digest.

Please refer to FERPA guidelines regarding communication with students: http://registrar.calpoly.edu/content/stu_info/ferpa.

STUDENT EVALUATION OF FACULTY

Beginning Fall 2016, all evaluations at Cal Poly will be conducted electronically. The evaluation period to 1 week only during the 10th week of instruction.

Students will receive an invitation email to take the survey and reminders every four days until they complete the survey or the survey closes. Faculty will be notified by email by either the Architecture Department or directly from Academic Personnel. Participating instructors should notify their students and encourage them to participate in the online course evaluation survey.

Course evaluation surveys are formatted appropriately for students using a computer, tablet, or smartphone so that they can take the survey easily on a variety of devices. They may complete and submit the survey all at once, or if they prefer they may stop and save a partially complete survey prior to submission so they can complete it later.

Once the evaluation period closes, Academic Personnel will send the results via OneDrive to CAED the week after grades are due. CAED staff will distribute the results to faculty members via email, and remind them that the complete results, including written comments, will be filed in their PAF. The Architecture Department will also have access to the results if needed.
STUDIO USE POLICY

Each student moving into a new studio is required to complete on-line Studio Use Policy at the beginning of each quarter on their PolyLearn site. All students in a studio must have completed the on-line Studio Use Policy before studio key cards will be given to any students in a studio.

The Studio Use Policy below is posted in each of the studio labs. I can also be viewed at: http://www.architecture.calpoly.edu/current/studio-use. Studio Use Policies will be enforced and fees will be assessed to students if studios are not cleaned by end of quarter. Faculty is responsible for enforcement of Studio Use Policy in their studio labs.

Architecture Department Studio Use Policy

This policy gives specific directions on how to care for the Architecture Department labs, CAED buildings, and adjacent grounds. A copy can be found at architecture.calpoly.edu/current/studio-use or in the Architecture Department, 05-212a.

How to Keep Our Educational Environment Healthy, Safe, and Conducive to Learning

• Keep your studio trash-free by dumping overfull trash bins in nearby dumpsters.
• Studio tables should be protected from cutting, gluing, painting, and other destructive processes.
• Do not attach anything to the exterior or interior of buildings without permission from the Dean’s office.
• Graffiti both inside and outside the buildings is not allowed.
• Do not suspend anything from the beams, ceiling, ceiling tiles, or light fixtures in your lab.
• Leave your furniture at home! Do not bring sofas, stuffed chairs, or bedding into the labs.
• Leave our furniture in the room where you found it! Do not take indoor furniture or equipment outdoors.
• Park your bike in the bike rack outside.
• A 3’ walking path must be maintained between studio tables at all times.
• Power tools should only be used in the Support Shop.
• Spray paint should only be used in the paint booths.
• Toxic materials should only be used in the outdoor spaces of the Support Shop.
• The studio sink is no place to discard food or other materials such as glue, plaster, cement, or paint.
• Lock doors, close windows, and turn off lights if you are the last person to leave the studio.

Take Care of Yourself Too!

• Consuming alcohol or smoking is not permitted in the studio.
• Always have a studio buddy so that you are never alone in the studio, especially late at night.
• Each studio has a first-aid kit; use it or visit the Health Center when you need to. Call 911 for emergencies.
• Small refrigerators, microwaves, and coffee makers may be responsibly used in the studio. Hot plates, toaster ovens, and propane stoves are not permitted.
• If the lab is too hot or too cold, report the problem to the Architecture Department at 805.756.1316. Do not utilize a personal space heater or fan.
End of Quarter Clean Up is Everyone’s Responsibility

- At the end of each quarter you should leave the lab as clean as or cleaner than you found it. A cleaning fee of up to $200 per student will be charged if the studio is left dirty.
- It’s easy to be green! Recycle wood, paper, metal and other materials. Place what is left over into trash bins.
- Isn’t it cool that you get a key to your lab? If you lose the key or turn it in late, you will be subject to a fine of up to $250. Be sure to return your key and/or report a lost key to the Campus Key Shop (Bldg. 58, room 103).
- Fees will be charged for items missing or damaged during the quarter. Unless one or more students claim responsibility, these fees will be divided and charged to the entire class:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-outlet power strip</td>
<td>Up to $150</td>
</tr>
<tr>
<td>A-La-Carte studio chair</td>
<td>Up to $225</td>
</tr>
<tr>
<td>60” x 36” maple-top main desk</td>
<td>Up to $450</td>
</tr>
<tr>
<td>72” x 36” maple-top side desk</td>
<td>Up to $450</td>
</tr>
<tr>
<td>42” LCD screen</td>
<td>Up to $1,600</td>
</tr>
<tr>
<td>24” iMac</td>
<td>Up to $1,750</td>
</tr>
<tr>
<td>Projector screen</td>
<td>Up to $1,500</td>
</tr>
<tr>
<td>Drafting board</td>
<td>Up to $450</td>
</tr>
<tr>
<td>First-aid kit</td>
<td>Up to $250</td>
</tr>
</tbody>
</table>

- Miscellaneous damage and repairs including but not limited to removal of inventory tags, graffiti, engraving, removal of furniture parts, damage of furniture will be charged based on assessment of replacement/repair.

If You See a Problem or Need Help, Here’s Who to Call:

- Report all unsafe conditions, necessary repairs, or other concerns to your studio instructor and the Architecture Department at 805.756.1316 or architecture@calpoly.edu.
- Report broken or missing furniture to the Architecture Department.
- Report theft or vandalism to the to the Architecture Department and the University Police at 805.756.2281.

SUPPLIES

A limited number of office supplies are available to faculty in the Architecture Department Office. General office supplies include: T-pins, paper, pens, highlighters, staples, paperclips, pencils, chalk, glue, tape, envelopes, etc.

If certain supplies are not available in the Department office, please ask Department staff about purchasing the required items; supplies can usually be ordered and received within 1-2 business days. There is also an order sheet posted inside the supply cabinet for requesting items. Be sure to include a name next to the item requested in case there questions and for notification when the items arrive.

Please note: Reimbursement will not be given to faculty who purchase supplies without prior approval of purchase.
TRAVEL AND TRAVEL FORMS

PLAN EARLY! The Department Head should be notified of all individual travel plans related to Cal Poly business. Department staff should be notified of all group travel (field trips) so that the appropriate forms can be prepared.

All international travel must be approved by the International Center and the University Provost. Because of this, international travel requires 30-60 days lead time for individual travel and 90-180 days lead time for group travel. Please contact the Department staff for assistance.

Faculty Responsibilities
1. Receive documented pre-authorization to travel, which includes purpose and dates of travel.
2. Submit a Pre-Authorization Form before travel occurs (5 days before domestic travel and 90-180 days before international travel depending on location and whether it is individual or group travel).
3. For field trips- submit a copy of the itinerary and a Pre-Trip Evaluation Worksheet, and a student contact sheet along with the pre-authorization form.
4. Complete any international travel forms as needed.
5. Submit a travel claim for reimbursement with all original receipts within 10 days after returning which makes the following explicit certifications:
   a. Travel was for official university business
   b. Actually spent the amount for listed expenses
   c. Has verified the amount due is accurate
   d. Has not and will not seek reimbursement for amounts previously reimbursed

Please be sure the most up to date forms are being used!
For domestic travel see [https://afd.calpoly.edu/business_connection/forms](https://afd.calpoly.edu/business_connection/forms).
For international travel see [http://www.international.calpoly.edu/travel/index.html](http://www.international.calpoly.edu/travel/index.html).

Also see these Architecture Department webpages for additional information:
[http://www.architecture.calpoly.edu/faculty/administration/travel-process](http://www.architecture.calpoly.edu/faculty/administration/travel-process)
[http://www.architecture.calpoly.edu/faculty/administration/travel-fieldtrips](http://www.architecture.calpoly.edu/faculty/administration/travel-fieldtrips)

WEBSITE

The Architecture Department website is [http://www.architecture.calpoly.edu](http://www.architecture.calpoly.edu). All submissions of upcoming events, news, edits, or additions and changes to the website should be emailed to architecture@calpoly.edu for processing.

ADDITIONAL RESOURCES FOR FACULTY

Center for Teaching, Learning, and Technology: [http://www.ctlt.calpoly.edu](http://www.ctlt.calpoly.edu)
Kennedy Library: [http://lib.calpoly.edu](http://lib.calpoly.edu)
University Writing and Rhetoric Center: [http://www.writingcenter.calpoly.edu](http://www.writingcenter.calpoly.edu)
Office of Research and Economic Development: [http://www.research.calpoly.edu](http://www.research.calpoly.edu)
Disability Resource Center: [http://www.drc.calpoly.edu](http://www.drc.calpoly.edu)
Office of Equal Opportunity: [http://equalopportunity.calpoly.edu](http://equalopportunity.calpoly.edu)
Human Resources: [http://afd.calpoly.edu/hr/](http://afd.calpoly.edu/hr/)
New Faculty Page: [http://www.calpoly.edu/faculty/newfaculty.html](http://www.calpoly.edu/faculty/newfaculty.html)
IMPORTANT NOTE REGARDING POLICIES AND PROCEDURES
Faculty are responsible for understanding Department, college, and university policies. Please visit http://architecture.calpoly.edu/faculty/administration for information about Department personnel policies.