LAR 611/PLG 411/ARC 451: CAPLA Interdisciplinary Studio
SPRING 2017
University of Arizona

Instructors:

Arlie Adkins, PhD
arlieadkins@email.arizona.edu

Kelly Cederberg, MLA
kellyv@email.arizona.edu

Eduardo Guerrero M.U.D.
eduardoguerrero@email.arizona.edu

Meeting Times: Monday, Wednesday, and Friday 1:00-4:45
Location: UA Studio Triangle North, 3rd Floor
Credits: 6

Course Description: This is a studio-based course where students will work in multi-disciplinary teams to produce professional-quality planning and urban design work. Some students will have the opportunity to work on projects with a community partner as a client and others will have exposure to and input from professionals. You will be practicing planning and design skills you have developed so far in your respective programs and learning how to deliver a complex, multi-part, professional project in a collaborative team environment. Students from each discipline are expected to learn how to work collaboratively with allied disciplines.

Course Structure:

We will have small groups working on a variety of projects that purposefully are different in nature to appeal to a variety of student interests. Project assignment will take place during week 3. Each project will have a contact from an assigned community partner or instructor acting as client who will periodically meet with groups and provide ongoing guidance and feedback in addition to the ongoing guidance from instructors.

To make this experience as real world as possible and because each project will be undertaken differently, we have built a large degree of flexibility into the syllabus. The first task for each group will be to meet with your community partner (or instructor acting as client) to establish your project scope, a list of deliverables (some will be required), and a schedule for those deliverables. This will be laid out in a memorandum of understanding (MOU) and a more detailed work plan. With the exception of the final review, you will not see exact due dates for reviews or deliverables. Instead we have listed windows during which you will need to schedule reviews and corresponding deliverables. Your work plan in your MOU—to be agreed upon with your community partner and instructors—will provide review dates. Think of your MOU and work plan as an addendum to this syllabus. More details on the MOU and Work Plan will be given at a later date.

Accountability is critical in a real world team project environment. Each group will have two group facilitators (1 from a design profession and 1 planning student), but management, leadership, decisions and workload will be a shared responsibility of the entire team. Group processes and
responsibilities will largely be decided as a team. To help foster accountability, each student will turn in a 1-page memo every Monday highlighting your individual achievements and challenges for the week and laying out your individual work plan for the week ahead. Each group will meet briefly on Mondays to compile and discuss the memos so that everyone is on the same page starting out the week. Additional group comments may be added from the weekly meeting and the compilation of memos will be submitted to the instructors for review. This will be a way to track progress with regard to the work plan and keep everyone moving toward the common goal and to inform instructors of the group’s progress or issues. The memos will be graded individually, only for completion, not for content in terms of what has been completed or not. If a group member does not have their memo completed, it will not affect the other group members.

If you’re reading this and thinking, “wow, that’s a lot of logistics for a studio,” you’re right. Project management is a big part of what you will all do as planners, landscape architects, and architects. And those skills will be as critical to the success of your careers as being the best designer, site planner, GIS wizard, etc. We will have a professional come in to give you all some project management pointers.

**Attendance & Participation**

You are expected to be present in studio. That said, we understand that your projects will often pull you out into the field. Careful coordination and communication with team members and instructors is important. Points will be deducted from your grade if you are absent and unaccounted for especially for reviews and lectures. We expect to see you present and working or contributing during desk crits/visits and when we sit in on group meetings as well. If you need to miss class for some reason or your group is meeting elsewhere, please let the instructors know. More than 3 unexcused absences will result in a full letter grade drop.

Weekly Meetings and memos

Weekly memos should make it clear why and when you are making use of your time in and out of the studio. Each Monday we will begin class have an all studio check-in where project teams will provide an update to the rest of the class about their progress and then groups will meet in teams to go over their memos and compare work to their workplans. Teams should combine their memos on Monday into 1 document, add any pertinent group comments and turn in to instructors by the end of the day. These memos will be reviewed by instructors. You will not be graded on the content, just on whether it has been completed. Please be honest in what you have or have not accomplished and what you need help with, etc. If someone in your group does not have their memo done, do not include it. It will only affect that person’s grade. This will also be the day when we lecture on a topic or bring in guests speakers.

**Requirements:**

Resume and statement (individual)
Memorandum of understanding
Work plan
Weekly check in memos (individual)
Review 1 and associated deliverables
Review 2 and associated deliverables
Final Review and associated deliverables

**Evaluation and Grading:**
The following is a list of assignments that will be graded. Each assignment will be evaluated for different criteria that should be listed on the individual assignment sheets. In general, you are expected to show up, do your best and turn in work that clearly reflects careful thought and attention. If you are doing those things, you should have no worries about your grade in this course. We hope that the work you produce will above all, be something you are proud of and will want to use as an example of the work you are capable of in your portfolios.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation &amp; Attendance</td>
<td>20%</td>
</tr>
<tr>
<td>Readings and discussions</td>
<td>4%</td>
</tr>
<tr>
<td>MOU &amp; Work Plan</td>
<td>10%</td>
</tr>
<tr>
<td>Research Project</td>
<td>6.7%</td>
</tr>
<tr>
<td>Weekly Memos</td>
<td>15%</td>
</tr>
<tr>
<td>Project Reviews (3)</td>
<td>25% (8.3% each)</td>
</tr>
<tr>
<td>Final Report &amp; Poster</td>
<td>20%</td>
</tr>
</tbody>
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The University has defined letter grades as follows:

- A – excellent
- B – good
- C – satisfactory
- D – poor
- F – failure

**Box @ UA Folder**
You all will be invited to a shared group Box @ UA folder where everyone will have access to materials from the instructors and where you will turn in your assignments.

**Course Website**
We are working on a course website and blog where we can share more inspirational urban design and professional practice materials with you. The site will also have links to last year’s projects and we will try to keep it updated with the progress of this year’s projects.
The website can be found at: [www.uainterdisciplinarystudio.com](http://www.uainterdisciplinarystudio.com) password: Tucson
I am working on getting it setup with MailChimp so that you are notified whenever we add a new blog post.

**Additional skills and knowledge:**
As your projects unfold over the semester, you may identify areas where you and your classmates would like to learn more about a topic related to your project. Some of this will obviously be your responsibility to research independently. But we would also like to hear from project teams about topics they think would be beneficial for the class learn about through readings, lectures from instructors, or guest speakers.

**Academic Integrity:**
Students are governed by the University of Arizona's Student Code of Conduct and the Code of Academic Integrity, which are available in the office of the Dean of Students. Of particular importance is that they indicate that all forms of student academic dishonesty including cheating, fabrication, facilitating dishonesty, and plagiarism may lead to disciplinary action. Fabrication means the intentional falsification or invention of any information or citation and plagiarism means intentionally or knowingly representing the words or ideas of another as one’s own. Any individual caught plagiarizing, cheating, and fabricating will automatically be given an F in the course. The professor may pursue disciplinary actions and the Dean of Students may impose additional disciplinary actions, including suspension or expulsion from the University of Arizona.

More information can be found at: https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity

Students should feel free to exchange ideas in and out of the classroom and consult with each other concerning course materials. All submitted work must reflect the student’s own contributions, thoughts, ideas, and references.

Student Assistance: The Writing Center is a free resource for UA undergraduate and graduate students. At the Writing Center, a trained peer consultant will work individually with you on anything you’re writing (in or out of class) at any point in the writing process from brainstorming to editing. For more information or to make an appointment, visit their website at http://uawc.web.arizona.edu/[1], stop by Bear Down Gym 102 or call 621-3182.

Holidays and Absences: All holidays or special events observed by organized religions will be honored for those students that show affiliation with that particular religion. Also absences pre-approved by the University of Arizona’s Dean of Students will be honored. Please speak with the professor at the beginning of the semester about these special holidays, special events or excuses from the Dean of Students so that appropriate arrangements may be made.

Special Needs Students: Students with special needs who are registered with the S.A.L.T. Center (http://www.salt.arizona.edu/) or the Disability Resource Center (http://drc.arizona.edu/) must submit appropriate documentation if requesting special accommodations. These requests should be made at the beginning of the semester so that appropriate arrangements may be made.

University Incomplete Policy

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the semester.

Subject to Change

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.