COURSE DATA

FACULTY
Colby Moeller RA, LEED AP, NCARB
Contact: 520.228.2304  email: cmoeller@u.arizona.edu
Office Hours: By Appointment

CRITERIA FULFILLMENT
This course a requirement in the Master of Science in Architecture (MS-ARCH) Degree Program, an elective in the Master of Architecture Degree Program and an elective in the Bachelor of Architecture Degree Program.

CONTACT
Tuesday, 3:30-6:15, ARCH 200, (Dinsmore Conference Room)

COURSE CONTENT

CATALOGUE DESCRIPTION
An interdisciplinary survey of research methods applicable to research in Architecture, Planning, and Landscape Architecture. Graduate-level requirements include an additional assignment of seeking out a granting agency applicable to their research topic and following their application guidelines in the completion of this assignment.

COURSE DESCRIPTION
This course is intended to provide the skills to write and submit a successful grant application. In addition, a survey of research methodologies used in the design disciplines will be presented. The course will expose students to the rigor of intensive reading, writing and discussion whose product will provide a solid foundation for subsequent research in the Master program in Architecture, Planning and Landscape Architecture. The course will have regular readings and follows a seminar format where everyone participates in discussion. Assignments are sequenced to identify potential research grants, prepare successful applications and to culminate with submitting to the granting institution. Writing assignments and readings will complement the preparation of the grant proposal.

OBJECTIVES AND OUTCOMES
There are three overall objectives to this course:

1. Enable students to develop the skills to write a successful grant application
2. To introduce students to the theoretical issues of research and methods by which research is conducted
3. To reinforce the mechanics and pragmatic requirements to implement and communicate research

STRUCTURE AND ORGANIZATION
There will be two types of assignments: daily and periodic. Daily assignments will require the student to read the assigned readings and be prepared to participate in a seminar discussion of those readings. The intent of the discussion assignments is to introduce a rigor of efficient reading, to learn skills in paraphrasing the ideas of others, and to interpret these ideas into use within your own research. The students should be able to concisely summarize key points of the readings and recognize applications to your own research topic. Periodic assignments will apply the research skills from the readings toward developing a final research proposal. The periodic assignments are cumulative and are meant to produce a concise proposal for your subsequent research. All periodic assignments must comply with the format and style criteria established in the required reference texts for this course. Descriptions of individual assignments are located within the course schedule and samples are available on D2L. All assignments should be submitted electronically as Word or PDF documents.
COURSE COMPONENTS + CRITERIA OF EVALUATION
The graded components of this course and their criteria of evaluation are:

CLASS PARTICIPATION 10%
ASSIGNMENT ONE: IDENTIFY GRANT OPPORTUNITY 5%
ASSIGNMENT TWO: GRANT APPLICATION 25%
ASSIGNMENT THREE: DEFINE RESEARCH TOPIC 5%
ASSIGNMENT FOUR: ANNOTATED BIBLIOGRAPHY 15%
ASSIGNMENT FIVE: RESEARCH PROPOSAL
  Part 1: Initial Proposal 2.5
  Part 2: Peer Review 7.5
  Part 3: Revised Proposal 2.5
  Part 4: Peer Review 7.5
  Part 1: Final Proposal 10
  30%

ASSIGNMENT SIX: CURRICULUM VITAE (CV) 5%
FINAL EXAM 5%

TOTAL 100%

REFERENCES
REQUIRED
  Dissertation and thesis format guide manuals: http://grad.arizona.edu/current-students/manuals

GENERAL

ADDITIONAL BOOKS YOU MIGHT FIND USEFUL FOR DEVELOPING A GRANT PROPOSAL OR YOUR THESIS INCLUDE:

FOR STUDENTS REQUIRING EXTRA HELP IN WRITING SKILLS, I HIGHLY RECOMMEND:
  University of Arizona Graduate College, Graduate Writing Resources: http://www.gwr.arizona.edu/
SEMESTER SCHEDULE
A course calendar is attached to this syllabus.

POLICIES + STATEMENTS

GRADING
Evaluations will be distributed at intervals during the semester and will indicate performance according to the stated criteria of evaluation. Students are expected to use this system to monitor and adjust their performance and to seek additional support from the professor, as appropriate. Evaluations will be based primarily on student’s work, rather than effort expended. Students are expected to acquire knowledge and skill, not merely endeavor to do so.

LATE WORK
Late work is not accepted.

INCOMPLETE WORK
Incomplete work will not be accepted without instructor's prior approval and written agreement as to revised due date and grading policy.

GRADING SCALE
Grades will be defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A (90-100)</td>
<td>Excellence to High Competence in most areas of evaluation.</td>
</tr>
<tr>
<td>B (80-89)</td>
<td>Very good to competent work in most areas of evaluation; fulfilled requirements.</td>
</tr>
<tr>
<td>C (70-79)</td>
<td>Less than complete or competent work in some areas; requirements lacking and/or sub-standard quality.</td>
</tr>
<tr>
<td>D (60-69)</td>
<td>Substantially incomplete or inadequate quality.</td>
</tr>
<tr>
<td>E (0-59)</td>
<td>Grossly inadequate.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Work left incomplete at the end of the semester due to circumstances beyond the student's control.</td>
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ATTENDANCE
Students are required to attend all classes for their duration. Upon the 2 unexcused absence (whether in part or for a session's entirety), the final grade will be lowered by 5% per absence.

DOCUMENTATION STANDARDS
A professional standard in contract documents insures that every page indicates sufficient information to link it to its host set and, similarly, every drawing provides sufficient metadata that it is clearly linked to its dataset. In keeping with this data standard, documentation in this course will comply with the following standards:

ARCHIVE DOCUMENTATION
Work submitted for this course, whether interim or final, must comply with the School's documentation standards so we comply with accreditation requirements. See the School Policy on Documentation.

CLASSROOM BEHAVIOR + STUDIO CULTURE
The use of cell phones, pagers, electronic devices or other materials unrelated to course specific activities are not permitted during course hours; neither are unauthorized discussions amongst students or other disturbances.

All electronic media is limited to narrowcasting (headsets) at all times, set to a volume that is not audible to others. Per the University policy, non-assist animals are forbidden from University buildings.

ACADEMIC POLICIES
Academic policies can be found in The University of Arizona General Academic Catalog:
http://catalog.arizona.edu/allcats.html

For the principles, policies, and procedures governing issues of academic integrity, see:
http://deanofstudents.arizona.edu/codeofacademicintegrity.
PLAGIARISM
The practice of taking someone else's work or ideas and passing them off as one's own is known as plagiarism and is a violation of academic and professional ethics. This applies both to professional and public works as well as to the work of student peers. Students shall be assiduous in citing the work of others, whether in copying a graphic, either in part or in total, quoting a text, or in building upon ideas, designs, or forms.

Building upon the work of others is entirely proper (and is in fact inevitable), so long as the citation is properly attributed. Citations should include both the work (including its name, location, designer, and date) as well as the source from which the information about the work was obtained (which should follow the Chicago Manual Of Style: http://www.chicagomanualofstyle.org/tools_citationguide.html.)

This course follows the University of Arizona’s Policy on plagiarism:
http://deanofstudents.arizona.edu/codeofacademicintegrity

THREATENING BEHAVIOR
All participants must follow the University of Arizona’s Policy on student behavior:
http://deanofstudents.arizona.edu/sites/deanofstudents.arizona.edu/files/disruptive_threat_bklt_web_0.pdf

HANDICAPPED ACCESSIBILITY / DISABILITY RESOURCE CENTER
Every effort will be made to accommodate students with diagnosed disabilities. Please contact the instructor to initiate a discussion about how we can best help you succeed in this class. If you are registered with the Disability Resource Center please submit the associated documentation to the instructor.
http://drc.arizona.edu/teach/syllabus-statement.html

RETENTION OF WORK
Work produced in this course is the property of the School of Architecture, which may retain any student project for display, accreditation, documentation, or other purposes.

CHANGES
This syllabus is subject to change with notice, as deemed appropriate by the instructor.

The purpose of a detailed syllabus is to make the course as transparent and as objective as possible, and thus to empower students to understand and earn the grades to which they aspire. It is not the intention of such a system to be used against learning or fairness.

Consequently, the professor retains the right to make adjustments that account for circumstances that were unforeseen when the course was designed and will notify the students when such changes are made. It may, for example, be advantageous to add or alter assignments or their criteria, or to modify criteria or project-weights, if it becomes evident that it is in the best interest of learning and fairness to do so. Students will notify the professor within one week of notification if such changes engender a hardship, after which time it will be agreed that students understand and are in accord with the change.

end of syllabus
Materials in this course may be copyrighted. They are intended for use only by students registered and enrolled in the course and are only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further without the written permission of the instructor. They are provided in compliance with the provisions of the Teach Act: http://www.copyright.com/Services/copyrightoncampus/basics/teach.html. Students should refer to University copyright policies: http://www.library.arizona.edu/help/tutorials/copyright/index.html
# Fall, 2012

| Week 1 | Tue | Aug 21 | Introduction to course, syllabus, & calendar  
Assignment One: Identify a grant opportunity, DOE, NSF, EPA, etc. |
|--------|-----|--------|--------------------------------------------------------------------------------------------------|
| Week 2 | Tue | Aug 28 | Guest Speaker: Bill Mackey, RA  
Assignment Two: Grant Application |
| Week 3 | Tue | Sep 04 | Guest Speaker: Georgia Ehlers, UofA Graduate College  
Assignment One due: Group Discussion on grant identification success |
| Week 4 | Tue | Sep 11 | Guest Speaker: Mark Frederickson  
Assignment Three: Define A Research/ Grant Topic.  
http://grad.arizona.edu/node/695 |
| Week 5 | Tue | Sep 18 | Work Session: Library Research Skills, IC Classroom (A112),  
http://lro.library.arizona.edu/course-guide/258-ARC-497A  
Assignment Four: Annotated Bibliography/Literature Review |
| Week 6 | Tue | Sep 25 | Guest Speaker: Brooks Jeffery, Director, Drachman Institute  
Assignment Three Due: Group Discussion. |
| Week 7 | Tue | Oct 02 | Guest Speaker: How to prepare a budget, David Shirk  
Topic Refinement Working Session  
Assignment Four Due: Annotated Bibliography/Literature Review |
| Week 8 | Tue | Oct 09 | Guest Speaker: Dr. Nader Chalfoun  
http://grad.arizona.edu/node/695 |
| Week 9 | Tue | Oct 16 | Guest Speaker: <Undefined>  
Assignment Five: Research Proposal |
| Week 10 | Tue | Oct 23 | Guest Speaker: Research Ethics, Dr. Rankin  
Assignment Five-Part 1 Due: Group Discussion  
Assignment Five-Part 2: Peer Review |
| Week 11 | Tue | Oct 30 | Guest Speaker: Susannah Dickinson, Assistant Professor  
Assignment Five-Part 2 Due: Peer review comments  
Assignment Five-Part 3: Revised Research Proposal |
| Week 12 | Tue | Nov 06 | Guest Speaker: Chris Trumble, Assistant Professor  
Grant Application Working Session |
| Week 13 | Tue | Nov 13 | Guest Speaker: Lisa Schrenk, Assistant Professor  
Grant Application Working Session  
Assignment Five-Part 3 Due: Revised Research Proposal  
Assignment Five-Part 4: Peer Review |
| Week 14 | Tue | Nov 20 | Guest Speaker: Elizabeth Scott, Assistant Professor  
Assignment Five-Part 4 Due: Peer Review  
Assignment Six: Curriculum Vitae |
| Week 15 | Tue | Nov 27 | Working Session  
Assignment Six Due: |
| Week 16 | Tue | Dec 04 | Final Grant Application Refinement Working Session |
| Fri | Dec 07 | | Assignment Five Due – Part 5 with Assignment Two: Final Grant Application Due (3:30 – 5:30pm) |

**NOTE:** All reading materials will be announced and/or distributed in class.