

STUDENT HANDBOOK

Department of Landscape Architecture

The following policies concern the administration of the Landscape Architecture Program and the use of its resources and facilities. These guidelines have been prepared in your best interest. We ask for your cooperation.

I. FACILITIES

A. Access and Vandalism

The landscape architecture studios are open for your use at any time when another class is not in session. The building is locked in the evenings and on weekends. A keycard to the main entrance of Blake Hall is available to you for the academic year. Locked outside doors **must not be left propped open**.

Vandalism to personal and University property is punishable. The University is not liable for any damages to personal property caused by vandalism. Students are reminded that it is their responsibility to secure their personal belongings.

B. Studios

1. Assignment of Drafting Table/Space
 - a. Seniors
Each fall the seniors will have first choice of studio tables based on a lottery drawing during the first lecture period. Clearly indicate your choice of a table in Studio 244 on the master sign up chart, and label the selected table clearly.
 - b. Juniors
The juniors who desire a permanent table in Studio 244 will conduct their lottery during lecture period after the senior selection.
 - c. Sophomores
Sophomore students are not assigned individual tables. Any table in Studio 149 or those not assigned to juniors in Studio 228 are available for your use. It is not advisable to keep your work mounted on a board for an extended period of time. Please respect other people's work.
2. Personalization of Assigned Work Space
 - a. If the light level in your area is not adequate for drafting, you may use a drafting light at your table. Only approved desk and drafting lights may be used.

- b. Nothing may be hung from light fixtures, conduit, heat ducts or skylight louvers.
 - c. Fire code regulations prohibit blocking of entry and exit doors for any reason. A safe access aisle must be maintained into and out of each area. Those areas which have connecting 'doorways' must be kept open to the aisle.
 - d. Fire code regulations prohibit any kind of hanging or overhead cloth to be used to create a partial enclosure.
 - e. Any other constructed devices must be made with fire-rated materials, or painted with fire retardant paint (prior to final coat).
 - f. No nails may be used as fasteners. Screw hooks and other screw-type attachments must be approved by a faculty member.
 - g. The floor must be kept uncluttered to allow the custodian to sweep efficiently.
3. Smoking and Drinking
- a. University regulations prohibit smoking in any lecture hall or studio on campus.
 - b. University regulations prohibit the drinking of beer, wine or any other alcohol on University property or at any University-sponsored event.
4. Use of Studios and Tables
- a. Avoid unnecessary clutter and keep your work confined to your own table. Dispose of trash appropriately and recycle all paper and beverage containers in the appropriate containers. The Department and custodians cannot be held responsible for discarding any paper found on the floor, even if it is final design work.
 - b. Do not cut or place wet objects on covered drafting tables or otherwise ruin surfaces. Students found damaging table surfaces will be held responsible for their repair and will be assessed \$125.00 to pay for recovering. **USE THE CUTTING MATS AS YOUR CUTTING SURFACE.** Also, place a sheet of yellow trace paper between your print and the board surface when rendering with Ad Markers to prevent "bleed-through."
 - c. No table drawers, stools or other equipment are to be removed from any studio.
 - d. Hasp fasteners are installed on some drafting table drawers to allow use of a combination lock if you desire.

- e. **NO RADIOS OR STEREOs** are to be played in any studio **FROM 8:00 am to 6:00 pm** or when classes are in session, unless individual headphones are used. During other hours, give proper consideration to other students with the noise level of music and talking.
 - f. **TURN OFF ALL THE LIGHTS** if you are the last person to leave a classroom or studio.
5. Lockers
- a. Lockers are available on the first and second floors for the storage of your equipment and supplies. These are available on a first-come-first-served basis. Put your name on the locker (on the label supplied) and provide yourself with a lock.
 - b. Clean labels are placed on all lockers in early September. After October 1st, locks on unnamed lockers and drafting table drawers will be cut off.
 - c. If you lose your key, or forget your combination, the lock must be cut. Do not damage the latch mechanism or the door! A damage assessment will be made and a minimum of \$50.00 will be required to cover the repair of damaged lockers.

C. Reference Collection

A basic collection of references has been procured by the Landscape Architecture Program through alumni and memorial donations and collected fines. Announcements of new acquisitions are posted on the bulletin board outside Room 130. These books are cataloged using the University Library System, and in fact, many titles are duplicated at the Douglass-Cook and other University Libraries. The main objective in establishing this collection is to provide easily accessible references for use in the studios. To insure the availability of these books for all to use, the following guidelines have been established.

1. Books are available on a daily basis in Room 113 while the secretary is present.
2. If LA faculty meetings are being held, return after the meeting to browse the books.
2. Books must be signed out by and returned to the secretary. Do not put books on the shelf or leave them on the secretary's desk. **NEVER LEAVE BOOKS OUTSIDE THE DOOR!**
3. Books may normally be signed out for a 2-day period. Loans for a maximum one week period will be allowed if the book is not a general reference book or not in heavy demand. This extended period will not apply to any required reading for

- Landscape Architecture courses. Renewal of books in heavy demand will not be allowed if there are others waiting for it.
4. Failure to return a book by the due date will result in a \$1.00 donation to the book acquisition fund for every 24-hour period the book is overdue. Books signed out on Friday must be returned on Monday no later than 10:00 am.
 5. If a book is lost or stolen, the person who has checked out the book will be held responsible for the cost of its replacement.
 6. Books and references from faculty members' private collections may also be placed in the library from time to time for your use. These books may not be removed from the library.
 7. Students are also encouraged to utilize the University library system in seeking additional reading resources.
 8. The Department subscribes to various professional journals. Current issues of Landscape Architecture, Landscape Journal, Garden Design, Architecture, Architectural Record, Places and Metropolis are kept on the reference collection shelf in Room 113. These periodicals may **NOT** be taken out of the library.

D. Computer Lab

The Blake Hall computer lab is open for use during the academic year to all enrolled Department of Landscape Architecture students, all E.P.I.B. (Environmental Policy, Institutions And Behavior) students, and to any student taking a course that is held in this room. Students should email Marc Knowlton (knowlton@rci.rutgers.edu) to obtain a computer account and key access if they have not been provided one in class.

1. User Priority
Instructional use takes precedent over individual use at any time. A class schedule will be posted on the door of the lab. In some cases, instructional time is not limited to that schedule. The lab is generally open 24 hr/day, seven days per week. Priority is given to students completing departmental work over any other purpose. User priority is as follows:
 - a. Landscape Architecture students in Landscape Architecture 550:250, 550:337 and Human Ecology students.
 - b. Students in specific Landscape Architecture classes.
 - c. Students who have successfully completed Landscape Architecture 550:250.
 - d. Only students who are currently enrolled in a Landscape Architecture computer class or have successfully passed a Landscape Architecture

computer class may use the lab. (No guests are allowed.)

2. Operational Hours by Priority
 - a. Specific class times
 - b. Lab hours set by individual faculty
 - c. Additional hours by special arrangements
3. Lab Regulations
 - a. Students must not modify, in any way, the desktop of the computer by moving file folders, modifying colors or any other preset functions of the operating system.
 - b. Students will be given a list of supplies required of them at the beginning of the semester (e.g., CDs, USB memory drives, etc.).
 - c. Network storage space will be cleaned out **WITHOUT** warning 10 working days after the official end of each semester. It is your responsibility to remove files saved on the servers that you wish to keep. Each Landscape Architecture student may use up to 1 GB of private storage during the semester. If more is required one should confer with Marc Knowlton. Instructors will monitor the size of their class's shared files and should throw away all unnecessary files in their class folders. Good file management is critical for being able to maintain backups and keeping servers working well.
 - d. Absolutely no copying of lab programs is permitted.
 - e. Nobody is allowed to knowingly install ANY software on the PCs or network. This includes any viewers, screen savers, mail readers, messenger services, peer-to-peer services, etc. This is for two reasons. Software can corrupt machines and it can provide holes for worms into the network. (AOL IM created a hole in Summer '04, as an example.) Anyone found installing any software will, at least, lose privileges to the room.
 - f. Please browse the internet carefully. **MANY** sites contain viruses, keystroke loggers and other very damaging files. Use the internet to visit sites for coursework only and do not go to sites that may be suspect, such as gaming sites, porn sites, and program or music file sharing sites.
 - e. Absolutely no manuals are allowed leave the lab.
 - f. Only computer-related activities may take place in the lab.
 - g. Only faculty-approved visitors are permitted in the lab.

- h. Only re-sealable drinks are allowed in the lab. No coffee cups are allowed due to the likelihood of carpet stains. No food is allowed to be eaten in the lab in order to maintain cleanliness of the public work areas.
- i. No radios are permitted in the lab.
- j. Students must report any broken or missing equipment immediately to faculty. Purposeful physical damage to the room or the equipment will be reported to the RU police as vandalism and will fall under Rutgers policies for vandalism.
- k. Do not make multiple copies on the laser printer. If multiple copies are required, use a copy machine at the Student Center or one of the libraries.
- l. If one is found to be working on professional or other un-academic projects, some or all rights in the lab can be removed. In particular, if one is found to be printing work not associated with academic use that person will lose all printing rights for the duration of that person's enrollment in the department. This stringent rule exists because printing is subsidized by the departments.
- m. Adhesive-back transfer film must be approved by the faculty. Use of incorrect material will seriously damage the laser.
- n. The doors to the lab should be closed, except during lab class time. Do not leave the doors open when there is not a class in the room.
- o. Please report problems to Marc Knowlton (knowlton@rci.rutgers.edu).

4. Penalties

- a. If any student is found to be directly or indirectly involved in the following at the Landscape Architecture computer lab, he or she will be brought before the College Judicial Board:
 - stealing or intentional damage of any equipment.
 - removal of any software in disk or manual forms.
- b. Immediate failure of the enrolled course or immediate loss of facility use will follow if any student is involved in the following activities in the Landscape Architecture computer lab:
 - taking guests into the facility without permission
 - breaking any of the Operational Rules
 - using the facility for personal profit