# CONTENTS

## 1. ARCHITECTURE WELCOME

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. School of Architecture Mission</td>
<td>4</td>
</tr>
<tr>
<td>B. M.ARCH Degree Goals</td>
<td>5</td>
</tr>
<tr>
<td>C. BS in Architectural Studies Degree Goals</td>
<td>9</td>
</tr>
</tbody>
</table>

## 2. School of Architecture Academic Policies

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Studio Culture Policy</td>
<td>14</td>
</tr>
<tr>
<td>B. University of Utah Faculty Code</td>
<td>18</td>
</tr>
<tr>
<td>C. Grievance &amp; Disciplinary Procedures</td>
<td>19</td>
</tr>
</tbody>
</table>

## 3. School Organization

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Faculty &amp; Staff</td>
<td>24</td>
</tr>
<tr>
<td>B. School of Architecture Committee Structure</td>
<td>27</td>
</tr>
<tr>
<td>C. 2015 – 2016 Committee Membership &amp; Charges</td>
<td>33</td>
</tr>
</tbody>
</table>

## 4. School Facilities and Equipment

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Campus Information System</td>
<td>35</td>
</tr>
<tr>
<td>B. Facilities</td>
<td>37</td>
</tr>
<tr>
<td>C. Faculty Resources</td>
<td>42</td>
</tr>
</tbody>
</table>

## Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1 Syllabus Template</td>
<td>44</td>
</tr>
<tr>
<td>Appendix 2 Local Fabrication and Material Resources</td>
<td>48</td>
</tr>
</tbody>
</table>
1. ARCHITECTURE WELCOME

*Time and space. In the desert there is space. Space is the twin sister of time. If we have open space then we have open time to breath, to dream, to dare, to play, to pray, to move freely, so freely, in a world our minds have forgotten but our bodies remember. Time and space. This partnership is holy. In these redrock canyons, time creates space—an arch, an eye, this blue eye of sky. We remember why we love the desert; it is our tactile response to light, to silence, and to stillness.*


It is a luxury to live and to study architecture in a place full of unparalleled natural beauty, complex cultural history, and time-honored can-do spirit as Utah. As researchers and designers, we learn from those who observe this place and put words to our indescribable landscapes, our multifaceted society, and our far-ranging attitudes. Important voices like Edward Abbey, Wallace Stegner, and Terry Tempest Williams remind us to carefully examine where we are and learn from this place: “…the earth which bore us and sustains us, [is] the only paradise we shall ever know, the only paradise we ever need, if only we had the eyes to see” (Edward Abbey, *Desert Solitaire*, 1968). These writers chronicle our human interactions with nature, beneficial and detrimental, and offer us hopeful remedies to the errors humankind has made. “One cannot be pessimistic about the West. This is the native home of hope. When it fully learns that cooperation, not rugged individualism, is the quality that most characterizes and preserves it, then it will have achieved itself and outlived its origins. Then it has a chance to create a society to match its scenery” (Wallace Stegner, *The Sound of Mountain Water*, 1997).

As a School of Architecture, we strive to do our part in the creation of a society that matches our magnificent scenery. We value curiosity, adventure, risk-taking, and discovery. We understand the vital role that thoughtful, well-designed built environments have in the physical and emotional well-being of individuals and communities. We promote empathetic responses to foster community and environmental health. We support creativity and innovation in architecture and design through theoretical understanding and collaborative research. We understand the power of context and the potency of the local, which inform our systems-thinking approach to place and practical approach to the act of making. We are proud of our long tradition of community engagement and environmental ethics, and we aspire to respond to this time and this place — this paradise of light, silence, and stillness — with optimism, cooperation, and creativity.

As architects and designer, students and teachers, we are dedicated to confronting the imperative issues of our time, including air quality, water accessibility, public health, and social equity, and to do the greatest good for our society and our world.

Mira Locher (Mimi)
Associate Professor and Chair
A. SCHOOL OF ARCHITECTURE MISSION

The University of Utah School of Architecture is committed to the belief that architectural education must take as its object the production of thoughtful and humane architects capable of thinking as creatively about their representations of the world as they think about building technology and design. The School of Architecture approaches teaching and practice with a rigor that holds us, and others, accountable to high standards, without losing a sense of adventure, risk taking and discovery. We are dedicated to mentoring young people to help them discover where their passions lie.

Four core beliefs underpin the Utah School of Architecture:

• Architects must take **Responsibility** for their work as a form of political discourse.

  Architects are important civic actors because whether they know it or not, their work is a form of political discourse. Their work should provide an empathetic response to all of their audiences, especially those culturally, socially, economically, physically, and mentally vulnerable. Only then can they foster community and environmental health.

• Architects must be focused on social, economic, and environmental **Resiliency**.

  Architects can only become relevant to the burning problems of the burning planet if they learn the power of context and the potency of local methods in relation to social, economic, and environmental sustainability. A systems thinking approach to place will enable new perspectives, resilience and opportunities to emerge.

• Architects must **Respect and Respond** to the communities in which they work.

  The School of Architecture has a proud tradition of community engagement. Our students and faculty enable communities and clients connect their values with making and the production of space. An Architect should be a dedicated team player that seeks to elevate everyone in the community through collaboration. They should be constantly curious, learning and expanding their understanding of culture and the impact of architecture on communities.

• Architects must be committed to **Design** excellence and ecology.

  Effective architects should know how to combine theoretical concerns with practical knowledge of making things and buildings. The School of Architecture teaches a process driven approach to architecture. It begins with research and discovery, moves to development and illustration of the conceptual grounding for a project, and ends with a clearly articulated building, product, or experience. Our work focuses on both contemporary as well as traditional forms of construction with an emphasis on connecting people, program and physical setting in innovative ways.
B. M.ARCH DEGREE GOALS

Master of Architecture

The M.Arch is a first accredited professional degree that provides students with a comprehensive education leading to the practice of architecture. It is designed to provide students with opportunities to prepare for specialization in the areas of architectural design and representation, historic preservation, architectural technologies and building performance, digital fabrication, architectural history, and society and culture. In addition the College offers several dual-degrees and certificate programs which may set students apart in a competitive employment market.

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The University of Utah School of Architecture offers the following NAAB-accredited degree programs:

- M. Arch. 2-year (preprofessional degree + 53 graduate credits)
- M. Arch. 3+ (non-preprofessional degree + 100 credits)

Next accreditation visit for all programs: 2016

Program Requirements

The graduate program is characterized by choice and flexibility. The student assembles a program tailored to his/her individual interests. The curriculum is composed of nine academic areas in which courses are offered in a session (7-week) or semester (15-week) format. The student selects from course areas to meet required semester hours. Extra work in an academic area is applied as an elective. Please note the following guidelines for structuring a program:

1. Required courses must be taken in all of the academic areas to fulfill the requirements for graduation, including studio, communications, structures, technology, history/theory/criticism, professional practice, electives, and master's project.
2. A semester of studio must be included in the first fall semester of the program.
3. Both semester-length courses from the Professional Practice academic area are required and are co-requisite with the Final Studio course.

4. Final Studio is a one-semester course and must be completed during the final semester of the program.

5. Students must complete the equivalent of three semester courses per semester in order to demonstrate progress towards graduation. (Two session courses equal one semester course.) Progress at less than this rate without prior written permission of the School of Architecture Chair will result in dismissal from the program.

<table>
<thead>
<tr>
<th>Academic Area</th>
<th>Requirement</th>
<th>Select From</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>3 semesters of course work</td>
<td>6005(3), 6015, 6016, 6018, 6030</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>repeatable</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>1 semester of course work</td>
<td>6043(1.5), 6050, 6051, 6052, 6053,</td>
<td>6060 must be taken in fall of 1st year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6054, 6056, 6057, 6058, 6059, 6060(1.5)</td>
<td></td>
</tr>
<tr>
<td>Structures</td>
<td>1 semester of course work</td>
<td>6301(1.5), 6302(1.5), 6303(1.5)</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>1 semester of course work</td>
<td>6340(1.5), 6352, 6353, 6360(1.5), 6370, 6570</td>
<td></td>
</tr>
<tr>
<td>History, Theory &amp; Criticism</td>
<td>2 semesters of course work</td>
<td>6214, 6229(1.5), 6236, 6237, 6239, 6271; 6275</td>
<td></td>
</tr>
<tr>
<td>Professional Practice</td>
<td>All 4 sessions are required</td>
<td>6700, 6701, 6702(1.5), 6703(1.5)</td>
<td>Must be taken in last year of program</td>
</tr>
<tr>
<td>Electives</td>
<td>12 credit hours</td>
<td>Graduate Level Class</td>
<td>5000 + in any academic program</td>
</tr>
<tr>
<td>Master's Project</td>
<td>1 semester</td>
<td>6971</td>
<td>See Guidelines link below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Area</th>
<th>Requirement</th>
<th>Select From</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>3 semesters of course work</td>
<td>6012, 6010, 6011</td>
<td>6012 is taken in the summer</td>
</tr>
<tr>
<td>Communications</td>
<td>1 semester of course work</td>
<td>6055</td>
<td>Taken in the summer</td>
</tr>
<tr>
<td>Structures</td>
<td>1 semester of course work</td>
<td>6301(1.5), 6302(1.5), 6303(1.5)</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>3 semesters of course work</td>
<td>6350, 6371, 6372, 6310, 6311, 6112</td>
<td>6372 and 6310 are taken in the same semester</td>
</tr>
<tr>
<td>History, Theory &amp; Criticism</td>
<td>3 semesters of course work</td>
<td>6275, 6210, 6211</td>
<td>6275 is taken in the summer</td>
</tr>
</tbody>
</table>
Studio Courses

Studio courses are designed to support the student’s different areas of focus. Each year studio topics are presented, and students indicate preferences for the studios that best support their program design.

M. Arch roadmap

![M. Arch roadmap diagram]

Master of Architecture – 2 Yr. Program

REQUIRED COURSE WORK

G1 FALL

- Studio Environments
- Studio Design

G1 SPRING

- Urban Design
- Theory and Criticism

G2 FALL

- Communications Design
- Architectural Design

G2 SPRING

- Studio Environments
- Studio Design

4 Semesters (20-21 Total Credits)

1 Semester (3 Total Credits)

1 Semester
+ 1 Session (4.5 Total Credits)

1 Semester (3 Total Credits)

2 Semesters (6 Total Credits)

4 Sessions (6 Total Credits)

CLASS TYPE

- Studio
- Structures
- Communications
- Technology
- History/Theory/Criticism
- Professional Practice

ELECTIVE COURSE WORK

(12 Total Credits in Communications, Technology or History/Theory)
3+ roadmap

FIRST YEAR 3+

SUMMER
ARCH 6012 [G]  
STUDIO 1 [G]

ARCH 6055  
INTENSIVE ARCH COMM. 1 [G]

ARCH 6275  
Intro to Theory [G]

ARCH 6010 [G]  
STUDIO 2 [G]

ARCH 6210  
HISTORY 1 [G]

ARCH 6350  
ENVIRON. SYSTEMS 1 [G]

ARCH 6371  
MATERIALS & CONST. (G)

FALL
ARCH 6011 [G]  
STUDIO 4 [G]

ARCH 6112  
SITE & URBAN DESIGN (G)

ARCH 6211  
HISTORY 2 [G]

ARCH 6372  
BUILDING TECHNOLOGY ARCH. DESIGN (G)

ARCH 6310  
ARCHITECTURAL STRUCTURES (G)

SPRING

ARCH 6311  
STRUCTURES 2 (G)

2ND FALL
C. BS IN ARCHITECTURE DEGREE GOALS

_Bachelor of Science in Architectural Studies_

The undergraduate program in architectural studies is a pre-professional degree in architecture that provides a well-rounded academic foundation from which an individual might develop pre-professional competency for entry-level employment in the building industry. For those seeking work at the graduate level, it provides a thorough preparation for a professionally-accredited Master of Architecture program or studies in related environmental design fields. The program requires two years of liberal arts education during which students take a number of pre-architecture requirements. Once admitted into the major in the junior year, students continue their liberal arts education with a full load of required courses focused on architecture, which provide a broad introduction to the field of architecture and a solid foundation for the development of individualized programs at the graduate level.

_Pre-Architecture Requirements_

Students who wish to major in architectural studies should first meet with the departmental undergraduate adviser to receive an orientation to the major. Any student interested in the architectural studies major may request to be classified as pre-architecture.

During the freshman and sophomore years, the pre-architecture student explores a variety of subject areas and methodologies of critical inquiry while strengthening quantitative and writing skills. Pre-architecture coursework fulfills only a portion of the University and General Education requirements. Additional coursework within the University is required to provide the student with a broad education in preparation for the Architectural Studies major. This process provides the foundation study required for the architecture curriculum.

At the end of the sophomore year, the student applies for admission to full major status in architectural studies. Resource limitations and accreditation requirements limit the number of students who may be accepted into the major.
**BSAs roadmap**

---

**Additional Programs**

Both the School of Architecture and the University of Utah offer additional programs to enhance your educational experience:

- **LEAP Program** (Link)
- **Honors College** (Link)
- **Undergraduate Research** (link: http://urop.utah.edu/)
- **My Utah Signature Experience (MUSE)** (link to http://muse.utah.edu/)

Note: Students seeking to pursue a second bachelor's degree in architecture are not eligible to apply to the Bachelor of Science in Architectural Studies Major. We strongly encourage these students to apply to the **Master of Architecture 3+ program.** (Link to M.Arch page)
2. SOA ACADEMIC POLICIES

Grades

In major undergraduate courses, a grade of B or better indicates that the work is appropriate as a foundation for graduate work in the architecture program. Grades of C+, C, and C- indicate that the work meets a standard acceptable for undergraduate work but is not acceptable as a foundation for continuation at the graduate level. Admission to graduate programs in the School of Architecture requires a minimum GPA of 3.0.

In the graduate program students must achieve a minimum letter grade of B- to count a course toward graduate degree requirements. Courses with lower grades or with a credit/no-credit grading option will not be counted.

Each professor will include a grade scale as part of their syllabus, in addition to a statement of the work required for the course. In accordance with the University of Utah grade scale (Found here), a grade of C+, C, or C- indicates “standard performance and achievement.” In order to receive a B- or higher, students must show “good performance” and “substantial achievement” or better.

Minimum grade point regulations

Graduate students must maintain a minimum GPA of 3.0. Students whose GPAs fall below a 3.0 or who accumulate more than 3 incompletes will be placed on probation. Probation may carry specific requirements that the student must meet in order for probation to be removed. Students who are on probation may not take the Final Studio. Students on probation for two consecutive terms will be asked to withdraw from the program.

Students may retake courses up to a total of three times in an attempt to raise their grades. At the point of entry of the first grade, a student’s transcript will note that the course has been repeated. The new grade is shown in the semester in which the course is retaken. The student’s GPA is recalculated to eliminate the effect of the first grade and to recognize only the new grade.

Incompletes and Work-in-Progress Grades

Occasionally, a student needs to discontinue work in a particular course before the semester is finished. An “I” (incomplete) can be given in such cases and needs to be cleared within one calendar year, or the “I” will be converted to an “E” (failure) automatically. If the course is successfully completed, the “I” will remain on a student’s transcript, and a letter grade will be inserted next to the “I”. Sometimes a “T” grade is used instead of an “I” for courses, such the professional project course, where students are engaged in independent research. Students can check the status of their grades by visiting the Campus Information System.
Returning Class Assignments

The professor is responsible for the collection and return of course work directly to the students. Please become familiar and comply with the Family Educational Rights and Privacy Act (FERPA) regulations for posting grades, privacy, return of assignments, etc. by going to the site: http://www.sa.utah.edu/regist/ferpa/faculty/guide.htm. Do not have students drop off class materials to the College office. You may arrange with Mayra to have students drop off class materials for faculty members to the School of Architecture Office on the 3rd floor.

Adding Students to a Class

Occasionally, even if a class has reached its set capacity, additional students will ask to be added. This is totally at your discretion. You cannot register a student into a class; students must have a permission code. If you give permission, you must let Mayra know which students can receive permission codes. Do not exceed the physical capacity of the room.

Syllabus

At the beginning of each semester, please provide Mayra with one syllabus for each of your classes. This is required and becomes part of the College permanent records. In order to assist students in deciding what courses to take from the School of Architecture offerings, you will need to write a short descriptive paragraph of your class or studio. These paragraphs are needed as follows: Fall Semester – June 30th; Spring Semester – October 15th; Summer Semester – March 15th. Please email to Mayra at focht@arch.utah.edu.

Emergency Class Change

If an emergency prevents you from meeting your class at the expected time, please call Mayra and request a note be posted in the classroom. You can email your students when time permits from your CIS employee page.

Field Trips

If your class/studio is leaving campus on a site visit students must fill out the Liability/Field Trip Waiver Form. If you are planning a trip please make sure to let Mayra know, and she will create the appropriate form. The following information is needed: date, class #, and place you are visiting.

Driving Training and Test

If you or students will be driving for an activity related to a course, those driving, even if just themselves, need to take the NEW DRIVER TRAINING, which can be accessed at http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/driver_training/driver_training.htm. Either a copy of the result page or the certificate must be emailed to focht@arch.utah.edu for our records.
Course Material Handouts

You are encouraged to use electronic means of delivery for non-reserve materials that you would like members of the class to have. Outlines, syllabi, handouts, etc., are best delivered in this manner. An HTML folder can be set up for you by Don Burris in the College. All of your class postings can be placed there.

When hard copies are needed (as with tests) please give the copy request to Mayra at least 48 hours in advance of the test date, in order to have them sent to Print Services. Any copy jobs of more than 50 total sheets should be sent out to Print Services, necessitating this lead time. Please limit the number of class copies done on the workroom copy machine to 50. Payment for any course materials (large packets and reprints, etc.) cannot be handled through the office. Such materials are handled through Print Services and the bookstore. Please see Mayra for help. Remember that copyright restrictions apply on all materials and may necessitate time for clearance.
A. STUDIO CULTURE POLICY

Studio Culture Policy and Procedures for Implementation

Values
Place of Synthesis: In the College of Architecture + Planning, we believe in the importance of the design studio as an essential point of engagement, convergence, and integration for the educational and personal experiences of our students. In the design studio, students synthesize experiences from coursework, research, and observations into their work through processes of critical thinking, engaged action, and understanding. The studio model is critical and central to the educational mission of the College, for it is intended to foster the exchange of ideas, the cultivation of critical thought, and the development of a variety of skills needed to prepare the next generation of design professionals for changing professional roles and responsibilities within the context of increasing cultural diversity and an expanding knowledge base.

The Iterative Nature of Design: Architectural design is an art-full and intellectual process, simultaneously intuitive and reasoned, aesthetic and utilitarian, as well as being experimental and inherently inefficient. While personal, design ideas are subject to formal, functional, physical, historical, and cultural principles and knowledge. Design, an open-ended and evolving process, demands that ideas are continually assessed and reassessed through an intensive thinking and making progression. Critical inquiry and self-examination are fundamental for personal growth and development for students and faculty. Design is therefore, iterative and requires a simultaneous objective and subjective learning and evaluation process within the studio.

Social Art: Architectural design is ultimately an activity intended for the improvement of the environment and the societies and individuals, which occupy it. Design is an activity enhanced by the opportunity for dialogue, reflection, and experimentation, and this should occur freely. The design process is accentuated by collaboration between students, faculty, and guests, and is supported by working resources (fabrication shop, computer labs, library, review space, etc.). The studio environment, as a physical, psychological, and intellectual environment, should result in the productive generation and investigation of ideas.

Public Space: The studio is a public academic space, and discussion among students, faculty, and guests is an integral part of the experience. The strength of this process is dependent upon the level of engagement of each participant to contribute to a positive learning atmosphere that fosters healthy competition and collaboration. The studio environment should be centered on sharing, engagement, innovation, collaboration and respect among all participants.

Conduct
The design studio is driven by the energy, intensity, commitment, and experimentation students bring to their work. Student engagement is fueled by personal ideas and experiences, as well as individual interests and interpretations, which add richness to the studio process as well as stimulate experimentation. Through their pedagogy and engagement, faculty encourage and
sustain intensity and commitment while fostering inquiry and experimentation that respond to a diversity of views and positions.

**Studio Culture Bill of Rights**

Faculty have the right to expect that students will:

- Come to the studio with the desire to learn from others, assist others with their learning needs, and work toward a robust shared experience where thoughts, ideas, and concerns are advanced.
- Be willing to take risks in the design process in seeking ideas that are new and unique.
- Value and benefit from the diversity of each individual in the class, and respect each person’s cultural history, educational background, ideas, beliefs, and experiences.
- Promote a sense of optimism, and value the efforts and contributions of colleagues.
- During studio hours, be fully engaged in the tasks at hand, and be prepared for studio activities (pin-ups, desk crits, reviews, field trips, etc.).
- Endeavor to meet the course expectations and specific assignments in a timely and efficient manner.

Students have the right to expect that the faculty will:

- Regard each student as a unique individual deserving of concern and attention, and value each student’s contributions to the studio.
- Come with the best interests of each student, and treat each student fairly and in a respectful, consistent and supportive manner.
- Share his/her knowledge, and assist students to find other resources (faculty, professionals, literature, examples etc.) that will aid student understanding and enrichment.
- Provide timely and detailed feedback of their work to support their growth and development.
- Value the time of students by establishing and adhering to fair and reasonable schedules for class time activities and by assignments that are directed toward learning and knowledge acquisition as well as product.
- Respect students’ time commitments by starting and ending class on schedule. Should formal reviews and desk crits extend beyond class hours, faculty will make appropriate accommodations for students with conflicts.
- Coordinate whenever possible due dates in all required courses in the undergraduate major.

Students have the right to expect that other students will:

- Come to the studio with the desire to learn from others, assist others with their learning needs, and work toward a robust shared experience where thoughts, ideas, and concerns are advanced.
- Regard each other as unique individuals deserving of concern and attention, and value each student’s contributions to the studio.
- Value and benefit from the diversity of each individual in the class, and respect each person’s cultural history, educational background, ideas, beliefs, and experiences.
- Promote a sense of optimism, and value the efforts and contributions of other classmates.
• Assist in maintaining a secure and safe environment that respects and safeguards the personal property and work products of individual students.

Students have the right to expect that Jurors will:
• Understand that the review process is primarily a learning experience where students are to perfect formal presentation skills and learn to respond extemporaneously to valid questions about their design
• Regard each student as a unique individual deserving of respect and concern for their well being.
• Reward risk taking and encourage students to think beyond predictable solutions.
• Respond to a student’s presentations means and methods with positive reinforcement and constructive criticism.
• Promote optimism about the profession of architecture.
• Make comments that are germane to the project assignment.
• Provide resources and precedents to aid in their understanding of novel design approaches.
• Respect the student’s unique cultural perspective and personal history and aid in applying those resources to the common language of design.
• Respect the work product and the examples of the design process.
• Refrain from taking phone calls and other interruptions during presentation.

Jurors have the right to expect:
• The review will begin and end on time and they will be provided with a break sometime during the session.
• Their opinions will be respected.
• Students will be respectful and courteous
• The instructor will be organized and clearly describe the expectations of the studio.

The design studio employs a variety of means and formats to review the ideas and work of students and is an essential element of the culture of the studio. Reviews are simultaneously an opportunity to facilitate discussion of greater issues and relationships such as those between theory and practice, idea and realization, and ethics and responsibilities, as well as the occasion to consider differing view points and possibilities. Where appropriate, reviews may include community and/or user participation to provide a broad array of input.

For formal reviews, students and faculty are expected to arrive on time and stay engaged as active participants throughout the review process. In advance of the reviews, faculty are responsible for informing invited guests and reviewers about the project intentions and background, as well the expectation that the review will reflect the College’s commitment to a culture of respect, engagement, and professionalism. Students are expected to be prepared to discuss their work, as well as to participate in the discussions of their peers work.

**Rules**
The studio is a public, academic space, and in order to advance a culture of respect, care should be given so that the work of others is not disrupted. Activities that challenge this environment – such as excessive noise (personal entertainment devices must be listened to with headphones
only), computer gaming, and the like – could undermine the academic mission of the College and the quality of life of its students. Unacceptable behaviors include the display of pornographic or offensive images and the use of drugs and alcohol.

**Implementation**

Ultimately, the goal of a highly positive studio culture can be achieved only through all stakeholders appreciation of the benefits of this shared interest, as well as a long-term commitment to its attainment. With that in mind, the ACOC Committee, acting on behalf of the Chair, shall annually organize a Studio Culture Committee, comprised of faculty and elected student representatives, whose responsibilities are fivefold:

1. To periodically review the studio culture policy and its successes and issues, and make recommendations for changes to the College Council as appropriate.
2. To hold a town hall meeting at the beginning of each academic year to review the Studio Culture policy and its implementation. All students and regular faculty, as well as auxiliary faculty teaching design studio will attend this meeting.
3. To ensure that all students, regular faculty, and auxiliary faculty teaching design studio, receive and review the policy. The committee will hold any necessary discussions with regular and auxiliary faculty to clarify the policy.
4. To advise students or faculty who believe that the policy may have been violated, and to refer any complaints or questions to the appropriate administrator, in accordance with University of Utah policies.
5. To organize and schedule time management workshops at the beginning of each academic year (for both students and faculty).

The College will have a Studio Culture link on its web site that will house the policy and include links to other sites and information as appropriate.
B. UNIVERSITY OF UTAH FACULTY CODE

University of Utah Faculty Code Rights and Responsibilities
The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the university community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the right of all individuals. Faculty at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.

Faculty at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility, integrity, autonomy, justice, respect and responsibilities that follow. Policy 6-316, The Code of Faculty Rights and Responsibilities has five primary parts: Academic Rights of Faculty Members, Ethical Canons. Rules, which includes duties to students and professional and university obligations, Sanctions, and Procedures. Faculty are expected to be familiar with the contents of these provisions: http://regulations.utah.edu/academics/6-316.php.
C. GRIEVANCE & DISCIPLINARY PROCEDURES

The University encourages informal resolution of problems, and faculty are urged to discuss their concerns with involved faculty members, the SoA department chair, the SoA Associate chair, The SoA Policy and Grievance Committee, dean of the college, or Senior Vice President for Academic Affairs. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. (See The School of Architecture Grievance Policy below for procedures for informal resolution.)

If informal resolution is inappropriate or not achieved within 30 days, any person directly aggrieved by the allegation or any faculty member, student or staff member may file a complaint alleging a violation of the rules of this code by a faculty member. Complaints alleging illegal discrimination, including sexual harassment, will be handled in accordance with Policy 5-210. Complaints alleging charges of misconduct in sponsored research will be handled in accordance with Policy 7-001. Other complaints of violations of this code may be filed in the office of the Senior Vice President for Academic Affairs or the Senior Vice President for Health Sciences depending on the department of the responding faculty member. If either vice president is the complainant or the respondent, the other vice president shall act under these rules. The complaint shall be in writing and signed, shall set forth briefly the relevant facts, shall specify the rule or rules violated, and shall describe any previous effort to resolve the complaint. Instructions and forms for filing complaints, shall be available from the vice presidents' offices and the Academic Senate office and published electronically in an Appendix to the Policy and Procedures Manual. All parties shall comply with such instructions and use the proper forms. The cognizant Vice President shall provide the responding faculty member with a copy of the complaint.

The University, the Committees and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Standards of Academic Performance or the Standards of Behavior.

Reasonable accommodation
The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you to make arrangements for accommodations.

Sexual misconduct
Title IX of the federal Education Amendments of 1972 states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Under this law, violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a
disability, veteran’s status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

The School of Architecture Grievance Policy (Approved Nov 25, 2015)

Section I: General Provisions and Definitions

A. General Provisions

The School of Architecture Grievances policy is intended to create a structure for the informal resolution of grievances within the school. The Committee may receive a complaint directly from a member of the academic community and attempt to resolve the matter informally in accordance with the following policies. If the Committee is unable to resolve the matter, or if grievances are reported which fall under the jurisdiction of university policy then the Committee should explain further options for appeal to the claimant or refer the individual filing the complaint to the appropriate committee and process.

Grievances which involve violations of Policy 6-316: Code of Faculty Rights and Responsibilities, shall be governed by and handled in accordance with the provisions of Policy 6-316 section 6 procedures. Grievances which involve violations of Policy 6-400: Code of Student Rights and Responsibilities (this includes grade appeals), shall be governed by and handled in accordance with the provisions of Policy 6-400 section IV. Any grievances involving misconduct in sponsored research shall be governed by and handled in accordance with the provisions of Policy 7-001: Policy for Research Misconduct, and violations involving discrimination or sexual harassment shall be governed by and handled in accordance with the provisions of Policy 5-107: Sexual Harassment and Consensual Relations and Policy 5-210: Discriminations and Sexual Harassment Complaint Policy consistent with Policy 6-002: The Academic Senate and Senate Committees: Structure, Functions, Procedures.

A complaint that is frivolous, or that is not timely, may be dismissed by the P&G committee following initial review. A person who knowingly and intentionally files a false complaint may be referred to the appropriate committee or office within the University for possible disciplinary action as described in Policy 5-111 (staff), Policy 6-316 (faculty) or Policy 6-400 (students). The Complainant may choose to pursue the matter according to University Policy above.

As a public institution, the university, including its faculty, is open to comments and criticisms from students, faculty, staff, administrators, and other interested citizens. Such comments and criticisms should be directed to appropriate university officials. The official will respond to such comments in a timely and appropriate fashion.

The University encourages informal resolution of problems and affected persons are urged to discuss their concerns with the involved faculty member, with the relevant department chair and dean (unless either is the complainant or respondent). Informal resolution of concerns by mutual consent of all parties is highly desired and is appropriate at any time. Use of a qualified mediator should also be considered.
B. Definitions

1. “Arbitrary and capricious” means that there was no principled basis for the academic action or sanction.
2. “Business day” is every day that the University is open for business, excluding weekends and University-recognized holidays. The official calendar is maintained by the University registrar’s office.
3. “School” Means the School of Architecture and all of its undergraduate, graduate and professional divisions and programs.
4. “College” means the College of Architecture + Planning and all of its undergraduate, graduate and professional schools, divisions and programs.
5. “University” means the University of Utah and all of its undergraduate, graduate and professional schools, divisions and programs.

Section II: Procedures

A. From the outset, the School, the P & G Committee, and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved, including individuals who in good faith report perceived misconduct.

B Initial Oral or Written Complaint

Any person may submit an oral or written complaint to the Policy and Grievance Committee, Chair of the School or the Associate Chair of the School. If the complaint references a particular act or action, then the initial complaint should be made within forty-five (45) business days of the date of discovery of the alleged action. If the complaint refers to School policy or practices, then the complaint may be filed at any time. Complaints may be referred to the P & G Committee or to the appropriate University committee or procedure.

1. When a complaint is submitted, the P & G Committee member will log the date and content of the complaint and any actions taken toward resolving the complaint. These records will be kept in a file on the server accessible only to the P & G Committee. If a complaint is resolved informally these record will be expunged after an appropriate time frame.

C Initial Inquiry and Informal Resolution

1. After an oral or written complaint has been submitted, the P & G Committee shall, within ten (10) business days, give written notice of the allegations of the complaint and the procedures to resolve the issue to anyone involved.
2. Within twenty (20) business days of receipt of a complaint pertaining to a particular action, the P & G Committee or designee, shall begin an initial inquiry to determine whether there is a reasonable basis for action. P & G Committee or designee, shall interview the complaining party, the responding student and any other persons believed to have pertinent factual knowledge of the allegations. P & G Committee, or designee, may also review any other relevant evidence, including documentary material.
3. At the conclusion of the initial inquiry the P & G Committee, or designee, shall determine whether there is a reasonable basis for action. They shall determine whether the complaint merits a hearing by the entire committee or whether efforts at informal resolution are appropriate and, if so, shall take whatever steps are useful to that end. Efforts to informally resolve the dispute shall occur within ten (10) business days of the
conclusion of the initial inquiry or within thirty days (30) business days of receipt of the initial complaint (whichever is later). If an informal resolution is reached and all parties comply with the terms and conditions, if any, of the resolution, no further action is required and the matter will be closed, and records will be expunged after an appropriate time.

4. Within twenty (20) business days of receipt of a complaint pertaining to a particular School policy or practice, the P & G Committee or designee, shall begin an initial inquiry to determine whether there is a reasonable basis for action. P & G Committee or designee, shall interview the complaining party, the responding student and any other persons believed to have pertinent factual knowledge of the allegations. P & G Committee, or designee, may also review any other relevant evidence, including documentary material. The complaint will then be included on the next available P & G Committee agenda for a hearing and discussion. All interested parties will be informed of the date of the meeting. During this meeting the P & G committee will determine weather to recommend a policy change to the School faculty council. If this does not resolve the issues to the satisfaction of the Complaining party, they may elect to pursue their complaint with the appropriate university committee.

D Formal Written Complaint and Referral to University Committee or official

1. If informal resolution or policy discussion is inappropriate, or if efforts at informal resolution or policy discussion are not successful within the allowed time period, P & G Committee, or designee, shall determine whether the initial written complaint is sufficiently detailed to submit to the appropriate university committee or official. If the initial complaint was oral, or was not sufficiently detailed, the P & G Committee, or designee, shall instruct the complaining party to prepare and submit, within five (5) business days of this instruction, a detailed formal written complaint of the circumstances giving rise to the complaint. For complaints resolved within the school see section III on instructions on preparing a formal written complaint. For complaints referred to university committees the appropriate forms should be used: Policy 6-316.6 Appendix: Instructions for Filing Complaint for Violation of Faculty Code.

2. If a complaining party elects not to pursue a matter P & G Committee, or designee, or another University official, may submit a formal written complaint and pursue the matter before the appropriate university committee or official.

3. The P & G Committee, or designee, shall provide all parties a copy of the formal written complaint.

4. Within five (5) business days of receiving the formal written complaint, all parties involved may submit a written response to the P & G Committee, or designee.

5. The P & G Committee, or designee, shall refer the formal written complaint and any written response to the appropriate university committee or official.

Section III: Written and Oral Complaint

A Every Complaint including oral complaints should include the following information:

1. Party Making Complaint: This should include full name and contact information as well as the standing of the party: student, staff, faculty, etc....

2. Information about the party against whom the complaint is made including full name and contact information. If the complaint is made against a policy or practice then a
description of current practice or copy of the current policy, as well as parties impacted by the policy to the best knowledge of the complainant.

3. Factual Basis for the Complaint: Briefly state the circumstances which lead to the complaint be they actions or policies.

4. Procedures Followed to Resolve the Complaint: Describe any attempts to remedy the situation. State any faculty member, staff member, student, committee, office or administrator approached about this matter. State what that individual has been told, and any actions that individual has taken to attempt to resolve the complaint.

5. Harm: Briefly describe the harm or negative effects of the action or policy in question.

6. Remedy: State what remedy is requested if appropriate and explain why.

7. Attach copies of any document relevant to the matter, relied upon, or referred to.
3. SCHOOL ORGANIZATION

A. FACULTY & STAFF

Deans Office

Keith Diaz Moore
Dean/Professor
5-1766
diazmoore@utah.edu

Keith Bartholomew
Associate Dean Academic Affairs/Associate Professor CMP
5-8944
bartholomew@arch.utah.edu

Ryan Smith
Associate Dean Research & Communications/Associate Professor ARCH
5-8948
rsmith@arch.utah.edu

Ashley Babbitt
Public Relations Specialist
1-7045
babbitt@arch.utah.edu

Jennifer Bailey
College Office Assistant
1-8254
college@arch.utah.edu

Derick Bingman
Network Manager
1-8357
bingman@arch.utah.edu

Don Burris
Computer Technician
burris@arch.utah.edu

Keith Findling
Director of Fabrication Lab
5-7377
findling@arch.utah.edu

Zachary Franzoni
Academic Advisor
1-7175
advisor@arch.utah.edu

Jenny Lind
College Administrative Manager
5-1766
lind@arch.utah.edu

Saolo Manaleugautu
Recruitment & Admissions
5-2361
betham@arch.utah.edu
School of Architecture

Mira Locher
Chair, School of Architecture/Associate Professor
5-8946 (7-3172)
locher@arch.utah.edu

Lisa C. Henry Benham
Associate Chair, School of Architecture/Associate Professor
1-8353
benham@arch.utah.edu

Rima Ajlouni,
Associate Professor
1-7757
ajlouni@arch.utah.edu

Prescott Muir
Professor
1-7414
muir@arch.utah.edu

Martha Bradley
Professor/ AVP Academic Affairs
5-5765 (1-3188)
bradley@arch.utah.edu

Joerg Ruegmer
Associate Professor
5-8951
ruegmer@arch.utah.edu

Erin Carraher
Assistant Professor
5-9124
carraher@arch.utah.edu

Brenda Scheer
Professor
5-1858
scheer@arch.utah.edu

Ole Fischer
Assistant Professor
5-0414
fischer@arch.utah.edu

Stephen Tobler
Associate Professor (Clinical)
1-8490
tobler@arch.utah.edu

Mayra Focht
Admin. Assist/Advisor
5-5354
focht@arch.utah.edu

Pat Tripeny
Associate Professor/ Director CTLE
1-8351
tripeny@arch.utah.edu

Jose Galarza
Assistant Professor Clinical
1-8617
jose.r.galarza@gmail .com

Robert Young
Professor
1-3909
young@arch.utah.edu

Ben HD
Research Assist Professor
7-79293
ben.hengofer.daniell@utah.edu

Shundana Yusaf
Assistant Professor
5-9968
shundana@arch.utah.edu

Anne Mooney
Associate Professor
5-8945
mooney@arch.utah.edu

Windy Zhao
Post Doc
zhao@arch.utah.edu
B. SCHOOL OF ARCHITECTURE COMMITTEES

A. School of Architecture Faculty Council

A. Membership:
   i. Chair: Chair of the School of Architecture
   ii. The dean, associate chair, and all members of the tenure-line and career-line faculty of the School of Architecture; and
   iii. The SAC Representative for the School; and
   iv. All members of the School staff; and
   v. All adjunct-faculty present.

b. All members have voting privileges unless otherwise required.
   i. A simple majority of the members of the tenure-line and career-line faculty shall constitute a quorum for the transaction of business. All actions or recommendations of the Council shall be by majority vote of the members present unless otherwise required. Voting shall be by secret ballot if requested by two members of the Council.
   ii. Annual Determination of Quorum: At the beginning of each academic year, the administrative assistant (Mayra) shall provide a list of all tenure-line and career-line faculty to determine the number needed for establishing quorum. In addition the administrative assistant shall create a list of student representatives, these students will then be copied on all council scheduling and materials sent out prior to meetings for consideration of the council.
   iii. The council may establish appropriate ad-hoc sub-committees and procedures to aid in the effective performance of its functions. Appointment of faculty members and students to council committees is the responsibility of the chairperson.

c. Responsibilities and Powers
The council has responsibility for and authority with respect to all matters properly within the scope of responsibility and authority of the faculty of the School of Architecture under applicable policies and regulations of the university, with the exception of faculty personnel matters. Additional exceptions to the responsibility and authority of the council as above defined, with respect to other matters not presently anticipated, may be determined by the council as such issues arise.
   i. A school council shall formulate policies and exercise primary authority to make decisions relating to school and department affairs to the extent authorized by Faculty Regulations. All actions taken by a school council shall be reviewable by the Executive Committee of the Academic Senate in accordance with criteria approved by the senate, and shall be subject to the power of the Academic Senate to establish uniform policies and take final action
on all matters of university concern.
ii. School councils shall develop curriculum and related academic programs to meet the goals and purposes of the university. Any program requiring approval of the State Board of Regents including the establishment of a new department or a new degree, must be submitted to the Academic Senate for approval.
iii. A school council may recommend to the Academic Senate, through the Executive Committee of Academic Senate, new policies or policy modifications in relationship to any aspect of the university operation.
iv. Committees of the faculty established pursuant to University Regulations for purposes of considering proposals respecting tenure, promotion, and retention of faculty personnel constitute committees of the School of Architecture and do not serve as committees of the council.

B. RPT Advisory Committee
d. Membership
   i. Chair: elected by SoA faculty
   ii. All tenured and tenure-track faculty of equal or higher rank than reviewee
   iii. Students: SAC Reps elected by peers
e. Charge: To implement University of Utah policies and reviews of tenure-line and career line faculty members for purposes of retention, promotion, and tenure decisions (RPT), and for periodic post-tenure reviews of tenured-faculty members (TFR). Please refer to the College of Architecture + Planning RPT Guidelines (Link) and University Policy 6-303, and University Policy 6-310.
f. Meetings: To be determined by the RPT Committee Chair in accordance with the policies above.

C. Curriculum Committee
a. Membership
   i. Chair: appointed by SoA Chair
   ii. All Curriculum Area Coordinators
   iii. SoA Chair or Associate Chair
   iv. Adjunct representative: appointed by the SoA Chair
   v. Students: appointed by the committee chair in coordination with studio coordinators - 1 each from M1, M2, 3+, G1, G2
b. Charge and authority: The curriculum committee has the responsibility to review and recommend changes to the curriculum of all degree and
certificate programs in the department, including changes to the completion requirements for degrees and certificate programs in the department, courses offered, and course descriptions and representation in the catalogue. In addition this committee will be responsible for an annual review of general catalogue for the department. All curriculum changes, including all new courses, must be approved by the department curriculum committee or its designee, and submitted to the Chair’s office for further action. The Chair will refer changes to the SoA Faculty Council for discussion and approval. Once changes are approved buy the SoA Faculty Council they will be referred to the Dean’s office. The dean will refer changes to the completion requirements for degrees and certificate programs to the College Curriculum Committee for advice, who will report to the College Council. The College Council will make the final determination.

c. Meetings: monthly (at least four times per semester), TBD by the committee chair

D. Admissions, Recruiting, and Diversity Committee (ARDC)

a. Membership
   i. Chair: appointed by the SoA Chair
   ii. Members appointed by the SoA Chair
   iii. Adjunct representative: appointed by the SoA Chair
   iv. Students: Appointed by the committee chair in coordination with studio coordinators - 1 incoming G2 from 2-year program and 1 incoming G2 from 3+ program

b. Charge: This committee sets forth the criteria, standards and procedures that will be used for admission of all undergraduate and graduate students to the SoA in accordance with University of Utah Policy including Policy 6-404: Undergraduate Admissions, Policy 6-200: Graduate Admissions, and any other University Regulation, process or practice regarding admission of undergraduate or graduate students to the University. The Committee is an appropriate forum for reviewing any proposed changes to SoA admissions policy. This committee also formulates proposals, schedules, and means for broader faculty to participate in recruiting and diversity efforts.

   i. The ARDC has the authority to determine the value of course credit and academic standing of all M.Arch students, particularly those admitted to the 2-year track, to determine if they have met all NAAB SPC’s covered in our undergraduate program, and which
courses (if any) they should be required to take to ensure that they will meet the full standards of our M.Arch program. It is the responsibility of the committee to ensure proper records are maintained regarding students’ academic standing per above.

ii. It is the responsibility of the ARDC to conduct regular and periodic research and review of the admissions criteria and standards to ensure that no student is denied admission because of policies, procedures or criteria that may discriminate on the basis of race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression, or protected veteran’s status.

iii. It is the responsibility of the Committee to conduct regular and periodic review of the SoA admission procedures to ensure that they are consistent with University of Utah policy and typical procedures for similar degree programs at other institutions.

c. Meetings: monthly (at least four times per semester), TBD by committee chair

E. Policy and Grievance Committee (P&G)

a. Membership

i. Chair: appointed by SoA Chair

ii. Members appointed by SoA Chair

iii. Adjunct Representative: appointed by SoA Chair

iv. Students: Appointed by the committee chair in coordination with studio coordinators - 1 M2 undergraduate representative, 1 G2 graduate representative.

b. Charge: The P&G Committee is not a decision-making body, but a deliberative body established to facilitate communication and collaboration between students, faculty, and the SoA Chair. The University encourages informal resolution of problems, and students are urged to discuss their concerns with involved faculty members, the SoA department chair, the SoA Associate chair, the SoA Policy and Grievance Committee, the Dean of the College, or the Dean of Students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a more formal resolution of problems is needed, such as a grade appeal, distinct administrative procedures and timelines have been established in the Student Code (Policy 6-400). Likewise specific faculty grievances such as RPT appeals
(Policy 6-311) or remedies and sanctions covered in the faculty code of rights and responsibilities (Policy 6-316) are not covered by this committee. The P&G Committee shall have the following functions:

i. To advise the Chair and the School Faculty Council on matters of college administrative policy and procedure. The P&G Committee will review current policies and facilitate the development of a college handbook.

ii. To hear grievances from students, faculty, and staff regarding current policy, conduct, and conflicts. The P&G Committee will research the issues and make recommendations to the Dean, Chair, College Council, or the School Faculty Council as appropriate for the resolution of grievances.

iii. The P&G Committee is the appropriate place to discuss and propose any changes to SoA Policy.

iv. The P&G Committee is directly accountable to the SoA Chair and faculty as a whole. The rights and responsibilities of governance reside in the SoA Faculty Council.

c. Meetings: monthly (at least four times per semester) TBD by committee chair

F. Academic Culture and Outreach Committee (ACOC)
   
   a. Membership

   i. Chair: appointed by SoA Chair

   ii. Members appointed by SoA Chair

   iii. Adjunct representative/AIAS Advisor: appointed by SoA Chair

   iv. Students: Appointed by committee chair chair in coordination with studio coordinators - 1 undergraduate representative, one graduate representative

   v. CA+P PR Specialist

   b. Charge: ACOC is responsible for organizing and advertising (in collaboration with the CA+P PR Specialist) for the SoA Lecture Series, Brown Bag Lunch Series, Dialectic, and other cultural aspects of the SoA Community. The ACOC is responsible for The Studio Culture Policy, and its annual processes. The ACOC Oversees and advises the Student Community Outreach Committee in conjunction with ASUU. In addition the ACOC is charged with maintaining studio critic directories, working with the College on the development and maintenance of the SoA
website, and other initiatives to enrich the SoA’s academic culture and community outreach established by this committee.

c. Meetings: monthly (at least four times per semester), TBD by committee chair

G. SoA Leadership Team
   a. Membership
      i. Chair: SoA Chair
      ii. Associate Chair
      iii. Committee Chairs
      iv. Students: SAC Reps (elected by peers)
   b. Charge: The SoA Leadership Team advises and collaborates with the Chair of the School of Architecture on issues related to School governance and administration, as well as other relevant issues and activities.
   c. Meetings: at least twice per semester, also on as-needed basis
C. 2015-16 SCHOOL OF ARCHITECTURE COMMITTEE MEMBERSHIP

Membership & Charges Specific to the 2015 – 2016 Academic Year.
RPT Committee
• Chair: elected by SoA faculty
• All tenured and tenure-track faculty of equal or higher rank than reviewee
• Students: SAC Reps prepare reports

Curriculum Committee
• Chair: Anne Mooney
• All Curriculum Area Coordinators: M1: Erin Carraher, M2/3+: Anne Mooney, G1/ProPractice: Stephen Tobler, G2: Prescott Muir, Communications: Rima Ajlouni, Technology: Pat Tripeny, HTC: Ole Fischer, MSAS: Robert Young, DBB: Jose Galarza
• SoA Chair/Associate Chair: Mimi Locher or Lisa Henry Benham
• Adjunct representative: Darin Mano
• Students TBD

Charges specific to the 2015 – 2016 academic year:
• Examine our approach in the undergraduate program to admit for the junior year as opposed to earlier in a student’s academic career, which places us at a competitive disadvantage to many of our PAC-12 competitors.
• Study the effect of replacing the calculus pre-requisite with trigonometry (which is the prerequisite for Physics I).
• Create a formalized list of which courses meet SoA requirements for and are designated as studio, technology, h/t/c, communications, structures, pro practice, and electives, to which all faculty and students can refer.
• Consider the possibility of having a graduate structures course offered in spring semester, so students are more prepared to take the structures ARE in summer following graduation (student suggestion).
• Consider whether we can provide a full academic semester in the 3+ summer program - for example, should we offer structures I or another additional course to lighten the load in the first year?
• Develop BLOCK U Program and an Architecture Minor

Admissions, Recruiting, and Diversity Committee (ARDC)
• Chair: Joerg Ruegemoer
• Members: Pat Tripeny, Rima Ajlouni, Jose Galarza, Ole Fischer, Windy Zhao
• Adjunct representative: Hannah Vaughn
• Student(s) TBD

Charges specific to the 2015 – 2016 academic year:
• Formalize the schedule for admissions including March 1st deadline for missing application materials prior to letters being sent, specific timelines for reviews of applications and portfolios, when decisions are made, when letters are sent out, deadline for responses from accepted students, and when waitlisted applicants are informed of acceptance or rejection.
• Formalize policies regarding admission requirements and admissions decisions, including minimum GRE test score.

Policy and Grievance Committee (P&G)
• Chair Lisa Henry Benham
• Members Shundana Yusaf, Robert Young, Ben HD, Erin Carraher
• Adjunct Representative: Trent Smith
• Students: TBD

Charges specific to the 2015 – 2016 academic year:
• Develop a policy to deal with students who arrive late for the semester due to visa issues, etc.

Academic Culture and Outreach Committee (ACOC)
• Chair: Ryan Smith
• Members: Prescott Muir, Windy Zhao, Ben HD, Stephen Tobler, Shundana Yusaf
• Adjunct representative/AIAS Advisor: Dwight Yee
• Students TBD
• CA+P PR Specialist: Ashley Babbitt

Charge Specific to the 2015 – 2016 school year:
• The ACOC will establish a digital archive for our best student work from all courses. This archive will be the basis for display of student work on our website and other appropriate venues. The archive will also include “Low Pass” work and will be designed to anticipate a fully digital accreditation process.

SoA Leadership Team
• Chair: SoA Chair - Mimi Locher
• Associate Chair - Lisa Henry Benham
• Committee Chairs: RPT - TBD, Curriculum - Anne Mooney, ARDC - Joerg Ruegumer, P&G - Lisa Henry Benham, ACOC - Ryan Smith
• Students: SAC Reps (elected by peers)
4. SCHOOL FACILITIES AND EQUIPMENT

A. CAMPUS INFORMATION SYSTEM (CIS)

The employee page of CIS is used for grading, rolls, etc. To log in, go to www.utah.edu, click on faculty, then Campus Information System. You will need to log in.

Payroll
Payments will be made on the 7th and 22nd of each month. You may check your payroll information at the employee page on CIS: click on the green $ sign in the left column. Please set your direct deposit information here as well.

Class rolls
You will find your class roll (also available in spreadsheet format) by clicking "class rolls" under Academics on your CIS employee page. You will also find photographs of all students in your class by clicking "picture class rosters".

Class E-mail
You may easily email your class by using the system on your CIS employee page. Click "Email class lists" under Academics. Please use this system should you change meeting times or locations.

Canvas
The Canvas Course Management program is available for electronic posting of class materials. It allows you to post assignments, syllabi, readings, and class schedule. You may access the canvas page for each of your classes through the CIS employee page. You may also call the Technology Assisted Curriculum Center (TACC), http://tacc.utah.edu/, office at (801)585-0536 and ask for Canvas training. You will need your employee ID number for access.

Grades
Grades are reported online through your employee (CIS) page under Grading. The reporting system is very simple and intuitive. Ask Mayra should you have any questions. Please adhere to the deadline for reporting grades. Failure to do so means a much more time consuming process is necessary, and students' financial aid is affected. E-Grade calendar deadlines are at http://registrar.utah.edu/faculty/egrade.php

Course evaluations
These evaluations are conducted completely online. Students will receive a message on their student page instructing them to fill out their evaluations. The system will not make grades available to a student until the evaluation is complete or the evaluation period has ended.
Following the end of the semester, you will receive an email explaining how to look at your evaluations from your CIS page.
B. FACILITIES

Building Access

Faculty will have access via key card to the architecture building after hours. Faculty also have access to all facilities provided by the College for the use of the college community. Be respectful of others, particularly when using shared facilities and equipment. Keep these facilities clean and organized. A refrigerator, microwave, as well as coffee, tea, fresh water, and ice are provided in the mailroom by the school. Please keep this area clean and respect the property or others.

Building clean out

The building will be cleaned out at the end of academic year in May. Please notify your students to remove ALL belongings before they leave for the summer. If they take summer classes, equipment still must be removed and brought in just for the summer session and removed again when it ends. There will be at least one dumpster outside the shop at the end of each semester for students to discard all trash - please encourage students to use these. During holiday break and fall and spring break, computers should be removed from the building for security reasons.

Room reservation

In addition to a regularly scheduled classroom, you may on occasion reserve other spaces for special needs (such as reviews). The red notebook for room sign out/reservation is in the workroom. Mayra or Jennifer can help orient you with this process. You will need to sign out your own room requests. The rooms for studio crits must be scheduled at the beginning of each semester. There are not many, and they go fast. Please be considerate of your colleagues who also may need to use these spaces.

The Bailey gallery

The Bailey Gallery is a gallery, exhibition space, and the main location for reviews for the entire college. The Bailey Gallery must be scheduled anytime that it is needed for a studio review, or for any reason. Please contact Jennifer at (801) 581-8254 or college@arch.utah.edu.

Bailey use policy

The Bailey Gallery must be reserved by a faculty member or college staff member. The person reserving the Bailey is responsible for its use. By reserving and using the Bailey you are agreeing to the terms in this use policy. Misuse or abuse of the Bailey will result in loss of privileges.

- Reservations for the Bailey are made through Jennifer in the dean’s office, 1-8254 or college@arch.utah.edu or in person in room 235. Reservations are first come first serve.
- Faculty are responsible for same-day set-up and take down of projects. Materials must be removed immediately after use of the Bailey. Extended display periods must be arranged at the time of reservation.
- All chairs must be stacked and returned to the rolling carts after use.
• All jacks must be neatly stacked on the carts and returned to the south closet after use.
• Any garbage must be disposed of.
• If the Bailey is in a less than desirable condition after use, the faculty or staff member who reserved it will receive notice, and the problem must be assessed in a timely manner. Failure to comply will result in loss of Bailey privileges.
• The Bailey Calendar may be viewed at http://www.arch.utah.edu/news/?page_id=1971 This calendar is for faculty and staff information and convenience.
• Informal use of The Bailey is permitted but it is highly recommended that you sign the calendar to ensure your access to the space. Same day reservations are fine.

**Faculty lounge**
When using the Faculty Lounge, please observe that the regular faculty offices may be in use. Minimize noise levels, and recognize that safe access must be maintained. Do not obstruct circulation space with large models or other items, especially if all lights are turned off. Please make sure to remove all student class work when finished and that chairs and other furnishings are not obstructing the circulation and egress paths.

**Visiting studio critics**
For the occasional visiting guest critic in your studio classes, visitor parking hourly validations are available through Mayra only. You may email your request to focht@arch.utah.edu or call (801)585-5354. **Mayra is not in the office on Fridays, so please make sure to let her know Monday-Thursday.**

**Multimedia for classes**
If you need a laptop or a digital projector please contact Don Burris at burris@arch.utah.edu. There is limited equipment, so he needs at least 24 hours notice - more would be nice. If you need equipment that we do not own IMS (Instructional Media Services), (801)581-6112 may also be contacted for equipment setup and delivery.

**The shop**
The shop hours vary during the semester and will be posted on the shop door. Please be aware that all students must complete a safety instruction orientation with the shop staff. Before assigning any project that will impact the shop, please see the Shop Supervisor, Keith Findling, findling@arch.utah.edu, or (801) 585-737 for coordination.

Faculty are allowed to use the shop for academic projects and research. Faculty do not have priority over students in this space and should be aware of deadlines that will lead to increased need of this space by students. You may checkout most of the tools in the shop. Speak directly with the shop tech on duty about checking out tools. The shop technicians are there to help if you have any questions.

SHOP MANAGER
Keith Findling
findling@arch.utah.edu
**Plotters**
Plotters are setup on the network so that you can print from your computer or any computer in the computer lab. Don Burris can help you with this as well as many of your students. Faculty do not have priority over students in this space and should be aware of deadlines that will lead to increased need of this space by students.

**Computer lab + Render farm**
The Computer Lab is available to all cA+P faculty outside of scheduled class times. Feel free to use any program installed.

A render farm is setup in the computer lab. Faculty can use the render farm to create large renders or animations outside of deadline time. For help using the render farm, contact Derick Bingman.

**Photo studio**
The photo booth is located within Don Burris’ office in the lower studio. It is open to all faculty. If Don is not in his office, a key can be obtained from Jennifer in the cA+P office.

**Spray booth**
The spray booth is located on the lower level under the stairs. There is a light switch (lever style) just inside the door to the right. The fan switch is to the left of the light switch. Make sure you turn the fan on for proper ventilation before spraying any materials and turn the fan off when finished. All spraying (paint, adhesives, etc) must be done in the spray booth where there is proper ventilation. Do not spray anything in the studios, hallways, stairs, or shop.

**Brio coffee**
Brio Coffee is located on the 2nd floor bridge in the Art and Architecture Building and offers coffee, pastries, soda, juice, fruit, yogurt, and other snacks.

HOURS: Monday - Thursday 7:30 AM - 6:00 PM  
Friday 7:30 AM - 4:00 PM

**On Campus Digital Fabrication Resources**

U OF U MECHANICAL ENGINEERING - ADVANCED MACHINING LAB
Waterjet cutting of carbon steel 1" thick - 2' x 2' bed size, variety of 3D printing capabilities, CNC milling (metal)
Tom Slowik  
801-585-5360  
slowik@mech.utah.edu  
1221 Merrill Engineering Building
Purchase waterjet cutting time cards here:  
[https://umarket.utah.edu/ecom/checkout.tpl?App_Type=007I&Item_Num=PC](https://umarket.utah.edu/ecom/checkout.tpl?App_Type=007I&Item_Num=PC)

U OF U LIBRARY - STUDENT COMPUTING SERVICES
3D printing and scanning
Knowledge Commons
Marriott Library

Reserve materials
Both traditional and electronic reserves are available at Marriott Library. Basic information about the types of reserve and the manner of placing materials on reserve may be found at www.lib.utah.edu/circ/reserve/faculty.html.

Fine arts + architecture library
The Fine Arts and Architecture Library, located on level 2 of the Marriott, provides specialized reference in the areas of the visual arts, art history, architecture, music, ballet, modern dance, theatre, and film and media arts. In addition Luke Leither is available to help you set up research materials for a particular course.

ART + ARCHITECTURE LIBRARIAN
Luke Leither
luke.leither@utah.edu
http://lib.utah.edu/collections/fine-arts.php
http://campusguides.lib.utah.edu/architecture

University Campus Store

Books orders/Reserve materials
Instructor copies are to be arranged by the faculty directly with the publisher. Textbook orders may be placed through the campus bookstore (801)581-6326 or http://www.bookstore.utah.edu/utah/home.aspx. The deadlines are Fall - April 15th Spring - October 15th and Summer - March 1st.

The bookstore on campus is also a great resource for model building and project supplies. If you plan ahead, you can contact the bookstore, and they will order supplies for you or your students. You will need 2 – 3 weeks lead time to get the supplies in.

Educational Supplies Sales Coordinator
University Campus Store
Kimberly Kilpatrick
kkilpatrick@bookstore.utah.edu
801-581-5352

Health And First Aid Emergencies

All students, staff and faculty are responsible for their own health and first aid when at the University. The College of Architecture + Planning may not direct or dispense medical advice or
aid. If sick or injured, each individual is responsible for requesting and directing their own medical assistance. Individuals offering assistance do so as individuals and not at the direction of the College or University.

Basic first aid supplies are located in the shop, in the first floor studio attached to the cabinets at both ends of the room, and on third floor in the south and middle studios attached to the cabinets. Phones are available on all floors for calling professional responders. The quickest response will come from calling 911 on a cell phone or 9-911 on a campus phone (the first 9 is dialed in order to call off campus). Please notify, for information purposes, the departmental assistant of any accident or injury. An incident report form must filled out http://web.utah.edu/risk_management/insurance/html/incident_accident_info.htm. Also, if there is a blood spill, notify the Dean’s office which will call for professional cleaning.

**General emergency procedures**

Emergency preparedness for the Art and Architecture Center requires that all people leave the building when either the fire alarm sounds or they are directed to leave by the College faculty and staff. Upon leaving, **gather on the pad outside the shop** on the south end of the building so everyone may be accounted for. When exiting the building take your purse/wallet and car keys since reentry may not be permitted. If at any time you feel there is someone disruptive in the building, please let the School of Architecture immediately, (801)585-5354. Also, any disruptive student behavior should also be reported to the architecture office immediately.

**EMERGENCY NUMBER FOR ACCIDENTS**

If someone has been injured, call 911.
C. FACULTY RESOURCES

Teaching Resources

For essential teaching tools, look no further. Whether it’s training, technology, or reference materials, there’s a wealth of knowledge at your disposal.

- Center for Teaching & Learning Excellence: http://ctle.utah.edu/
- Teaching & Learning Technologies: http://tlt.utah.edu/

Employee Resources and Services

Your success and well-being are important to the U. Take advantage of the health, safety, and business resources available to faculty and staff.

- Human Resources: https://www.hr.utah.edu/
- Office of Equal Opportunity & Affirmative Action: http://oeo.utah.edu
- University Regulations Library: http://regulations.utah.edu/
- PEAK Health Services: http://www.health.utah.edu/peak/

IT Services

If you need assistance with your technology, the best people to contact are:
Derick Bingman
Network Manager
1-8357
bingman@arch.utah.edu

Don Burris
Computer Technician
burris@arch.utah.edu

The University also provides IT resources that you can access:

- University Information Technology: http://it.utah.edu/
- Campus Help Desk: http://it.utah.edu/help/
- Software Licensing: http://software.utah.edu/
SECURITY + EMERGENCIES
CAMPUS SECURITY - (801) 581-8669
CAMPUS POLICE - (801) 585-2677
UNIVERSITY DEPARTMENT OF PUBLIC SAFETY - http://dps.utah.edu/

SLC Design Community

AMERICAN INSTITUTE OF ARCHITECTS, UTAH CHAPTER - http://www.aiautah.org/
Heather Wilson, Executive Director
801-532-1727
hwilson@aiautah.org
268 S State Street #190


CENTER FOR ARCHITECTURE - http://utahcfa.org/

UTAH FILM CENTER - http://www.utahfilmcenter.org/

SALT LAKE FILM SOCIETY - http://saltlakefilmsociety.org/

UTAH HERITAGE FOUNDATION - http://www.utahheritagefoundation.com/

AIGA - http://saltlakecity.aiga.org/

SLC DESIGN WEEK - http://sldesignweek.org/

WOMEN IN ARCHITECTURE SLC - https://www.facebook.com/WIA.SLC

SUNDANCE FILM FESTIVAL - http://www.sundance.org/festival/

THE LEONARDO - http://www.theleonardo.org/

UMOCA - http://www.utahmoca.org/

CITYHOME COLLECTIVE CALENDAR - http://cityhomecollective.com/community/
Appendix 1 - SYLLABUS TEMPLATE

[Course Number and Name]

[Spring/Summer/Fall] Semester 20[XX]

[Meeting Days], [Time – Time]; [Room]

Instructor:

Email:

Phone Number:

Office Hours:

Office Location:

Skype/IM/Canvas Conference Office Hours:

[It’s good practice to identify your preferred method of contact/communication.]

Required Materials

[List references for books and other materials for the course here.]

Course Description

[The description should be from the course catalog; for courses that are special
topics your department should approve the description. Here you should also
indicate whether the course meets a GE requirement, what the pre/co-requisites are, and how many credit hours the course is too.]

Course Outcomes

[Learning outcomes should be phrased with active terminology. Ensure these
learning outcomes map to course assessments, so you can measure student success
in attaining these.]

By the end of this course, you will be able to:
• ...[example] identify the six major components of...

• ...

Teaching and Learning Methods
[Briefly list how you envision running this course. How will you teach this course – mostly lecture, discussions, exploring case studies, experiential learning, problem-based learning, etc.? How do you want students to be engaged? You might also insert a brief paragraph reflecting your teaching philosophy here.]

University Policies
[The ADA Statement is required on every course syllabus.]

1. The Americans with Disabilities Act. The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, (801) 581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the Center for Disability Services.

[The Addressing Sexual Misconduct Statement is strongly suggested on every course syllabus. According to University policy, at minimum instructors must include the contact information of the Title IX Coordinator.]

2. Addressing Sexual Misconduct. Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information. If you or someone you know has been harasssed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

[Other policies listed below vary from course to course and depend on instructors/students – below are some possible categories. For the verbiage to other policies, please see the Syllabus Checklist.]

4. [optional] Other important information to consider including:
   a. Student Code: http://regulations.utah.edu/academics/6-400.php
b. Accommodation Policy (see Section Q):  
   http://regulations.utah.edu/academics/6-100.php

6. [optional] Veterans Center.

Course Policies
[Policies vary from course to course; here are some possible categories. Also, this can address faculty and student responsibilities – so you can add expectations about work outside of class, your grading turn around time, etc. – general expectations for instructor and students.]

Attendance & Punctuality: [According to University policy, “Instructors must communicate any particular attendance requirements of the course to students in writing on or before the first class meeting” (PPM, Policy 6-100III-O)].

Participation:

Food & Drink:

Electronic Devices in Class:

Canvas:

Etc.:

Assignments
[You can provide entire summary/details of assignments here or provide brief overview and elaborate in class, on handouts, or in Canvas.]

Assignment Title [Repeat as necessary for each assignment.]  
Description, details, due dates, etc.

Grading Policy (Evaluation Methods & Criteria)  
[Depending on your approach – percentages, numeric values, scale you will use, any details about curves, etc.]

Course Schedule
[List the agenda for the semester including when and where the final exam will be held.]

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic/Discussion</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

46


**Week 1:**

Mon Jan 7          Course Introduction and
                   Syllabus/Schedule Review

Wed Jan 9          Important Definitions for the Course
                   Chapter 1

**Week 2:**

**Week 3: ... etc.**

**Week 16:**

**Finals Week:**

*Note: This syllabus is meant to serve as an outline and guide for our course. Please note that I may modify it with reasonable notice to you. I may also modify the Course Schedule to accommodate the needs of our class. Any changes will be announced in class and posted on Canvas under Announcements.*
Appendix 2 - LOCAL FABRICATION AND MATERIAL RESOURCES.

Outside Digital Fabrication Resources

Always mention that you are faculty at the university - many firms offer academic discounts for services, and you should be tax exempt for all materials and services.

Plastik Banana digital fabrication shop

The School has partnered with Plastik Banana to offer access to digital fabrication tools at a reduced price for students faculty are not included in this agreement, however Brad does work with faculty under individual agreements. Tools available include a 5’ x 10’ CNC router, 3’ x 4’ laser cutter, (2) Z-Corp powder-based 3D printers (one offering full-color prints), and a laser scanner available for student use.

Contact: Bradeson Brinton
660 N 300 W
(801) 953-0317
bradeson@plastikbanana.com
plastikbanana.com

ATMOSPHERE STUDIOS

Branding firm that also provides CNC routing services
Jason
801-201-2495
6142 S 300 W
www.atmosphereignites.com

F WEIXLER CO
Fine woodworking and 5-axis CNC router capabilities
Jerry Weixler
801-521-6469
jerry@fweixlerco.com
915 W Temple
www.fweixlerco.com

WASATCH LASER PROCESSING
Lasercutting of carbon steel up to 1” thick, stainless steel up to 3/8”, aluminum up to 3/8”, press break 5’ max length, carbon and stainless steel welding
801-971-8041
3270 Directors Row
www.wasatchlaser.com
Scanners

SBR Technologies
Large format scanning
2525 S 900 W
(801) 486-1391
e-sbr.com

Materials + Supplies

Utrecht
1025 E 2100 S
(801) 832-0400
www.utrechttart.com

Michaels
Sugar House Shopping
801 485 7799

Tandy Leather
1107 S. State St
801 531 7625

Capital Ceramics
2601 S. Constitution Blvd. (2700 S.), Suite 100
West Valley City, UT 84119

Acrylic
The sheets in blue wrapping from home improvement stores will not work because they cause problems in the shop. Both the suppliers listed here have a scrap pile with reduced pricing. Let them know you are an architecture student and you may receive a discount or free material.

Delvies Plastics
133 W Haven Ave
(801) 467-1548
www.delviesplastics.com

Regional Supply
3571 S 300 W
(801) 262-6451
www.regionalsupply.com

Wood
MacBeath Hardwood
1576 S 300 W
(801) 484-7616
www.macbeath.com
**Metal**
Wasatch Steel  
243 W 3300 S  
(801) 486-4463  
[www.wasatchsteel.com](http://www.wasatchsteel.com)

Metals Supermarket  
537 Pickett Cir #800  
(801) 972-5911  
[www.metalsupermarkets.com](http://www.metalsupermarkets.com)

**Cardboard**
PAK-N-WRAP  
9330 S State Street  
(801) 441-1424  
[www.paknwrap.com](http://www.paknwrap.com)

XPEDX  
1635 South 5070 West  
(801) 972-2661  
[www.xpedx.com](http://www.xpedx.com)

Note - this is not a retail store - call in advance to place an order and arrange pickup.

**Plotter paper**
Monsen Engineering  
960 S Main Street  
(800) 821-0672  
[monsenengineering.com](http://monsenengineering.com)

HyLine Paper & Reprografix  
70 Senior Way  
(801) 533-8144  
[www.hyline.biz](http://www.hyline.biz)