

## STUDIO POLICY

Stuckeman School

(Compilation from both Architecture and Landscape Architecture Studio Policies)

The Stuckeman School of Architecture and Landscape Architecture has developed the following policy for all students as a means of maintaining a studio ambience of which we can all be proud, which reflects a professional image and which makes visitors feel welcome. Policies have been established for reasons of safety and personal welfare and are enforced by University regulations. It is the express purpose of the School to establish a studio experience that prepares students for the professional world. To that end:

### Studio Access

1. Studio is open to the public during the hours of operation for the Architecture and Landscape Architecture Library. Architecture and Landscape Architecture students, faculty and staff may access the building during off hours using PSU ID Access Card in the card swipes. You will also need to use your ID card to access the stairway and elevator during off hours.

### Studio Desks and Lockers

2. An assigned desk location will be yours for the entire year. Your instructors will change, but you will stay in the same place. If desk relocation is necessary, the faculty reserves the right to change your location at any time during the year.
3. Desks must remain in their present location in order to maintain necessary circulation.
4. All desktop surfaces are used for drawing only. Absolutely no cutting is permitted on your desktop, unless you have a proper synthetic cutting surface or a 3-ply chipboard cutting mat. Designated cutting tables are provided throughout the building for cutting and trimming projects.
5. Two students share one locker tower. Each student will be issued a separate and independent key. They will be assigned during the first week of classes. Name labels are held by clear plastic sleeves to identify each locker.
6. You are responsible for leaving the desk, locker, and chair at the close of the year in the same condition as you found them.
7. The condition of each desk is assessed at the beginning of the Fall semester. Students will be financially liable for any damage to the desk including, but not limited to cut surfaces, missing hardware, destructive modifications, or painted surfaces. Please inspect your desks carefully and report any problems not documented in the conditions report.

### Quality of Studio Space

8. Studio space is to be kept neat and well-maintained at all times. Each student is responsible for her/his desk space as well as for helping to maintain public areas in the studio such as the entrances, corridors, lounge and work areas. Personalized surroundings (lockers, desks, stools, walls) by writing or drawing upon them is both inappropriate and prohibited.
9. It is good practice to clean-up your desk at the end of each day. This practice will insure the highest level of productivity during each day. If necessary, your faculty will insist upon personal and/or studio clean-up. In that event, compliance is mandatory.
10. Graphic displays, posters, pictures, etc. are expected to be chosen with professional judgment. While studio will soon feel like "home" to many of you, visitors are brought through on a regular basis. Studio is not private space.
11. Do not post any offensive or derogatory material. Derogatory materials shall include but is not limited to offensive material related to racial, ethnic, gender or sexual slurs. In this case, the student shall be reported to the University Police.
12. Moving or rearrangement of cubicle partitions, lockers, etc. is prohibited unless approved of by studio faculty.
13. A lounge/ common space are located near the South Forum on the 2nd floor, and at south end of 4<sup>th</sup> floor; these are provided for all SALA majors. Please help keep these furnishings well maintained. Additional lounge areas within the studio are not permitted. This includes bringing in outside furnishings such as: sofa's, chairs, and tables.

14. Do not tape fliers and announcements to the doors or walls of the building. This will mar the finish of the wood, or damage the paint. Use the tack-able surfaces near the elevators, or other bulletin boards to post fliers and notices. Do not pin things into the drywall or wood walls.
15. Damage incurred to the building and furniture will be considered vandalism. Students will be reported to the University Police and will be held responsible for the damages.
16. As a pre-professional and steward of the land, you share direct responsibility to practice and promote recycling. Recycle your waste in the appropriate receptacles provided. Faculty will notify you of specific "clean-up" times as they occur.
17. At no time shall materials or projects be left on the Forum steps! If you are using this space to work during the nights or the weekends, you must clean up before you leave each night. Unauthorized materials and/or projects left in the Forums will be discarded without notification.
18. The crit spaces under the mezzanine shall be kept clean and clear of materials and projects. If you cannot store your materials/projects in your locker or desk drawer, consult your faculty for the best TEMPORARY location to store your items.

#### Safety and Welfare

19. The building walkways, including the spaces between the rows of desks, are considered to be emergency egress paths. As such, all walkways must be kept free of material and projects. Unauthorized items in the walkways will be discarded without notification.
20. Each studio area must maintain an appropriate circulation system for open movement. Entrances into student work areas and desks must be kept free of enclosures and visibility from aisles into work areas to be unrestricted.
21. Studio lighting is extremely important to the studio environment. The ceiling area must be kept free from canopies and other materials that interfere with lighting or visibility, or create safety hazards.
22. There will be absolutely no use of aerosol products in the studio or anywhere in the building, other than in the approved spray booths located at the north ends of the second and fourth floors and in the shop. This includes spray paints, spray adhesives, or spray fixatives.
23. The School is firmly against all use of spray paints and spray fixatives and you are encouraged to refrain from their use. If you must use these products, consideration for both human health and maintenance of departmental facilities necessitates that you must use the spray booths located adjacent to the north end exits at second and fourth floors.
24. Activities and behavior within the studio must respect all rules and regulations of Penn State University. This includes no alcoholic beverages in the building and no actions or activities that are criminal or endanger the health, safety or welfare of others. Discovery of such will result in enforcement of University policies.

#### Personal Conduct

25. The design studio is provided as a place to study and work; it is to be used in the same manner as a professional office. Open-sound systems are not allowed in the studio at any time--you should plan on using headsets. During scheduled classes, the use of headsets should be cleared with the studio professors so that they do not impede class instruction.
26. The playing of music during class time is prohibited including the use of headphones. Faculty reserves the right to request silence in studio outside of class hours. Be courteous to others. Refrain from playing loud music through speakers.
27. Cell phones and smartphones must be silenced and should not be used or answered at any time during studio hours. At all times noise of any kind must be kept low enough to prevent disturbance to others in the studios or in adjacent faculty offices.
28. The School is committed to an educational atmosphere, which is free from intolerance and harassment towards individuals or groups. It is a violation of University policy, and School policy to discriminate against anyone based on sex, race, religion, sexual orientation, national origin or other characteristics included in the nondiscrimination policy (such as disability). Harassment—at any level—will not be tolerated within this School.