Master of Landscape Architecture
PROGRAM GUIDELINES

Department of Landscape Architecture
College of Built Environments
University of Washington

Updated | October 2018

Welcome to the UW MLA Program!

The purpose of this guide is to help students familiarize themselves with the policies and requirements concerning the MLA degree program at the University of Washington and make their graduate study a productive experience. For specific university and departmental policies, please visit the UW Graduate School and Departmental websites.

Enjoy the adventure!

Ken Yocom, PhD
Associate Professor and Department Chair

Julie Parrett, PLA ASLA
Senior Lecturer and Graduate Program Advisor

IMPORTANT CONTACTS + RESOURCES

Graduate Program Advisor:	Julie Parrett, Senior Lecturer	parrettj@uw.edu
Department Chair:	Ken Yocom, Associate Professor	kyocom@uw.edu
Counseling Services Coordinator:	JoAnne Edwards	slocan@uw.edu
Department Website:	larchwp.be.washington.edu/	
Department Forms + Guides:	larch.be.uw.edu/resources/students/	
MLA Curriculum Description + Guide:	larchwp.be.washington.edu/resources/students/	
MLA Capstone Guide:	larchwp.be.washington.edu/resources/students/	

HOW TO USE THIS GUIDE

This guide is intended as a resource for all students in the UW Master of Landscape Architecture degree program. Although it is recommended that students review the whole Guide, students can refer to individual sections for guidance without reading the Guide in its entirety. Students are expected to review and adhere to the information, protocols, and policies described in the Guide. If additional information is required, students should contact the Graduate Program Advisor.

LIST OF COMMONLY USED ABBREVIATIONS

BLA   Bachelor of Landscape Architecture

CBE   College of Built Environments

CSC   Counseling Services Coordinator

GPA   Graduate Program Advisor

LA   Department of Landscape Architecture

LARCH   Prefix for courses offered by the Department of Landscape Architecture

MLA   Master of Landscape Architecture

MLA I   Master of Landscape Architecture 3-year track

MLA II Master of Landscape Architecture 2-year track

UW   University of Washington

DISCLAIMER

The Program Guidelines for the Master of Landscape Architecture (MLA) is an official document of the Department of Landscape Architecture at the University of Washington. The information provided is reviewed, and if necessary, updated annually. The procedures and policies described form the operational foundation of the program but are not all encompassing. New issues and concerns regarding the MLA program are raised periodically. The department reserves the right to create new or adjust existing procedures and policies based on current conditions.

CONTENTS

INTRODUCTION

We are pleased that you have chosen to undertake your graduate studies in landscape architecture at the University of Washington (UW). Many of the resources available to you are identified in this Guide. Included is information regarding department faculty, students, facilities, and helpful hints. The information included is by no means exhaustive but is meant as a resource and provides direction for more detailed information where necessary. We hope you find that this Guide adds to your educational and personal experiences at the University.

During your time at UW, we encourage you to participate fully in department and college activities. Your participation in academic and extra-curricular opportunities is certain to enrich the program and enhance your education. Above all, shared participation with your colleagues and community is the basic step in learning to be a landscape architect in the service of society.

The Department of Landscape Architecture is one of five departments in the College of Built Environments (CBE). The other departments are Architecture, Construction Management, Real Estate, and Urban Design + Planning. The Landscape Architecture graduate enrollment includes approximately 115 students. The Department is a member of the Council of Educators in Landscape Architecture (CELA) and is accredited by the Landscape Architectural Accreditation Board (LAAB) of the American Society of Landscape Architects (ASLA).

The Department of Landscape Architecture offers two professional degrees: Bachelor of Landscape Architecture (BLA) and Master of Landscape Architecture (MLA). The BLA is a five-year professional program providing design knowledge and focusing on traditional projects in a design education context. The primary pedagogical objectives are to educate future professional landscape architects with a broad range of competencies in landscape design and provide opportunities for specialization in selected professional areas. The MLA is a professional program emphasizing the connection between design and research with a focus on urban environmental issues, emerging areas of design inquiry, and projects that seek to expand the boundaries of the profession. The MLA degree is awarded after the completion of two years if students have completed a previous professional degree program in landscape architecture (BLA) or architecture (BArch) or after three years if undergraduate work is in a field not aligned to landscape architecture.

VISION

Our Vision for Landscape Architecture is to lead the allied design and planning fields towards creating a future that is sustainable and enhances quality of life. We look to accomplish this through **Urban Ecological Design**, which integrates site, landscape, and people in a design practice that is functional and artful. We are committed to an interdisciplinary approach to project-based learning in Urban Ecological Design with emphasis in our teaching, research, and scholarship to deepen our collective knowledge in *Ecological Infrastructure, Culturally-Based Place-Making, Design Activism, Design for Ecological Literacy,* and *Human and Environmental Health*.

Culture plays a significant role in our perception, interpretation, and expression of place. Each place is the product of interacting social and cultural forces on our surrounding environments. Over time, communities simultaneously adapt their environments to their needs and become adapted to the unique conditions in which they occur. These interactions create distinctive places that embody each culture's functional needs and values. Landscape architecture seeks to explore this relationship between culture and the environment so that our work in design emerges responsively to the unique needs and values of each place. Landscape architects also play a significant role in addressing historic and cultural landscapes. We recognize the potential of powerful contemporary social, economic and technological forces to disconnect culture from place with the resulting sense of individual alienation and displacement. While we do not have singular answers to these problems, our approach to design attempts to consider and reconcile these factors in our work.

STUDENT ADVISING

Graduate Program Advisor

The Graduate Program Advisor (GPA) is a faculty member who is an official representative of an academic unit that offers a graduate degree program. They advise, counsel, and assist students on curriculum and program related issues. Currently, Senior Lecturer Julie Parrett is serving as the GPA. (parrettj@uw.edu)

The GPA arranges for and oversees the academic advising of students, facilitates and participates in the admission process, advises on successful completion of departmental and Graduate School degree requirements and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School. Concerning the latter, petitions to the department and to the Graduate School, must be acted on by the GPA.

The GPA provides individual program advising for all MLA students through regular office hours and by individual appointments. Appointments may be made via the department website or by emailing the GPA.

Counseling Services Coordinator

The Counseling Services Coordinator (CSC) is a staff member who provides a wide range of services to students in the department including assisting with registration, providing information on College and University policies and procedures, reviewing student progress toward graduation, and providing information to prospective students. The CSC maintains student files and receives and inputs admission applications. The CSC is available by appointment only during regular working hours. JoAnne Edwards serves as the CSC for the MLA program. (slocan@uw.edu)

Quarterly Advising Meetings

Prior to registration each term, the GPA hosts an advising meeting for all MLA students at which course opportunities, program changes, and department updates are announced. Students will be reminded of the courses they need to take to stay on sequence. This is also an opportunity for students to ask questions and seek advice.

ENROLLMENT PROCESS

Enrollment Confirmation Deposit

Once a student has received an offer of enrollment and has accepted the offer through the UW Graduate School, an Enrollment Confirmation Deposit (ECD) is required. This deposit is directed to the Registrar's Office and will be applied towards tuition. See http://www.washington.edu/students/reg/newstd.html for details. International students are required to send a money order in US currency. Include student's name, UW student number, Department of Landscape Architecture, Masters.

Please send to:
Registrar's Processing Center
Schmitz Hall, Room 225, Box 355850
Seattle, WA 98195

Proof of Measles Immunization

The University of Washington requires proof of measles vaccination prior to enrollment. For information on this requirement see: http://depts.washington.edu/hhpccweb/project/measles-requirement/ Deliver the Proof of Measles Immunization Form to Hall Health Center: measles@uw.edu

Official Transcript

Official transcripts should be sent directly to the Graduate School:

University of Washington
Graduate Enrollment Management Services
Box 353770
Seattle, WA 98195-3770

University of Washington: NetID

A UW NetID gives students access to the University's online resources such as online course registration, course schedules, grades, student account statements, MyUW, UW email accounts, printing, use of computer labs, library, etc.

To create a UW NetID, go to: https://uwnetid.washington.edu/newid/

You will need your PAC (Private Access Code) and Student Number. To find this information, you can log into your UW application and click on "Status."

STUDENT STATUS

Full-time Status

A graduate student is considered full-time if taking at least 10 credits per quarter. MLA students normally take 15 - 18 credits of coursework per quarter to meet the MLA degree requirements. International students and students receiving financial aid must maintain full-time status.

On-Leave Status

Graduate students are required to maintain graduate status during their program of study. Failure to maintain this status requires reinstatement to the University of Washington. Students who desire to take a quarter off without going through the reinstatement process must apply for on-leave status for each quarter they do not register. For complete details regarding the on-leave policy and elgibilty, refer to Graduate School Memorandum 9 - http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/

If a student is not going to enroll for a quarter they **must** complete an "on-leave" form, which requires the signature of the GPA. A student may be "on-leave" for a **maximum of one quarter only** unless the circumstances are exceptional, and an alternative plan is approved by the GPA. If approved, students must change their status to "on-leave" by submitting an online Request for On-Leave Status via MyGrad Program.

If a student discontinues enrollment and fails to change their status to "on-leave", they will be withdrawn from the University and will be required to file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students' eligibility for reinstatement, students will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement.

Re-Admission into the MLA Program

Students who have left the program for more than one academic term and have not filed for on-leave status through the University must meet all University requirements for readmission and provide the Department Chair and GPA with the following materials:

(1) A clear statement of willingness and ability to complete the remaining requirements of the program, as outlined and defined by the MLA Degree Requirements found on the department's website

(2) A written plan for completing outstanding credits.

If the student is in the final year of the program, the student is also required to provide an agreement signed by the student and a 2-person advisory committee including one LA department faculty and another from Graduate School faculty (can also be LA department faculty) for completion of their Capstone Project.

DEGREES OFFERED

MLA I and MLA II Tracks

Within the professional MLA curriculum at the University of Washington there are two tracks.   The MLA I track is a first professional degree and the MLA II track is for students with a previous professional degree and/or significant professional experience in either Landscape Architecture or Architecture. Each student is assigned to a track based on their educational and professional experience background and through negotiation with the Graduate Program Advisor (GPA).

Concurrent Degrees

The department offers concurrent degrees with the Master of Urban Planning in the Department of Urban Design and Planning (MLA/MUP) and the Master of Architecture in the Department of Architecture (MLA/MArch). Students apply to both departments' degree programs individually as if applying to only a single degree program, i.e. just MLA. If accepted into both departments' degree programs, the departments will coordinate the concurrent degrees. Additional information about the concurrent degrees and admissions is available on the department website - http://larchwp.be.washington.edu/programs/graduate/concurrent-mla-degrees/

In addition, students may obtain informal concurrent degrees by pursuing two degrees from different departments simultaneously. For those interested in pursuing the informal concurrent degrees, please consult with the Graduate Program Advisor.

Certificate Programs and Areas of Specialization

The College of Built Environments (CBE) offers specialized certificate programs. The certificate programs include: *Historic Preservation, Urban Design,* and *Real Estate*. While these programs provide structured opportunities for professional specialization, students are free to, and commonly do, design their own sets of courses for this purpose. The MLA Capstone project provides an excellent opportunity for an informal focus and students may include faculty from other departments on their Individual Thesis Committees. Students should consult with the Certificate Coordinator to review options for completing the certificate. See the CBE website for more information - http://be.uw.edu/academics/college-wide-certificates/

Procedure for Receipt of MLA Degree

A MLA degree will be awarded to the student when all degree requirements have been met. Refer to the Graduate School's website for specific requirements to apply to graduate.

1. Application for Graduation
It is necessary to be enrolled at UW for a minimum of 2 credits during the quarter in which a student intends to graduate. Application for Graduation must be made online **during the first two weeks** of that quarter.

2. Review of Curriculum and Earned Credits
When the department receives an application for a Master's Degree from the Graduate School, the Counseling Services Coordinator (CSC) will review the student's file and curriculum checklist to ensure all departmental and Graduate School requirements have been fulfilled. It is highly advised to consult with the CSC up to 1 quarter prior to applying for graduation. The CSC will inform the student of any identified issues.

3. Graduate School Deadlines for Individual Thesis Capstone Option
If a student has chosen the Individual Thesis option for their capstone project, the student must upload the completed thesis signed by their Thesis Committee Chair and the application for degree signed by the Thesis Committee Chair and all committee members to the Graduate School by the last day of final exams of the quarter in which the student intends to graduate. If the work is not submitted **and accepted** by the last day of final exams, the student must register for the following quarter for at least 2 credits.

CURRICULUM AND REQUIREMENTS

Course Credit Requirements

In order to be awarded a MLA degree, a student must satisfactorily complete a minimum of 72 credit hours of 400 level and above coursework in landscape architecture and related fields (63 credits of coursework and 9 of capstone). Only 400-level and above courses can be used for credits applied to the MLA degree.

Full-time MLA students typically take 15-18 credits per quarter. A minimum of 10 credits per quarter is required to maintain full-time statue. International students or students receiving financial aid must maintain full-time status. See Graduate School Memo 9 for more information - http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/

A 3.0 cumulative grade point average in all courses is required to graduate. Additionally, a minimum 3.0 grade is required in all required courses for the MLA degree. Required courses include all courses listed as a required course as well as all courses taken to fulfill selective credit requirements. For open electives, a minimum 2.7 grade is required per UW Graduate School policy. For more details, see the ***Academic Performance Evaluation*** section of this guide and Graduate School Memo 16 - http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/

Curriculum Requirements

The MLA curriculum is structured into two components – *Basic Graduate* and *Advanced Graduate*. Typically, MLA I track students (students with educational backgrounds other than landscape architecture or architecture) begin with the Basic Graduate curriculum while students in the MLA II track (students with a previous degree in landscape architecture or architecture) begin their coursework with the Advanced Graduate curriculum.

Students with previous graduate-level coursework or professional experience may be approved to enroll in more advanced courses to substitute for some of the requirements, or in some cases have the requirement waived. No more than 12 credits of Advanced Graduate curriculum may be waived during the program. The Graduate Program Advisor determines approval, and formal paperwork must be signed and recorded.

In order to meet UW Graduate School requirements, students must have successfully completed a minimum of 72 credit hours of 400-level and above coursework. However, the professional MLA program curriculum requires a greater number of credits to fulfill degree requirements. Only 400-level and above courses can be used for credits applied to the MLA degree. Students can tailor their degree with the 12 credits of open electives (at 400+ level) to an area of specialization based on the student's individual interests. This encourages students to deepen their knowledge in a particular area, while maintaining flexibility for each individual.

In general, the curriculum is sufficiently flexible to fit each student's specific academic and professional background. Each student must meet with the Graduate Program Advisor (GPA) during their first quarter after entering the program to determine specifically for them which course requirements may be waived and which courses must be taken to earn their MLA degree. Any changes to the typical course requirements after the first quarter must go through the Curriculum Petition Process – see ***Waiver of Required Courses*** for details.

Students should refer to the *MLA Curriculum Description Guide* for additional details about required courses, recommended courses and approved alternative courses for selective credits and course waiver requirements for both MLA tracks. The *MLA Curriculum Description Guide* and *MLA Degree Requirement Checklists* for each MLA track are available on the department website - http://larch.be.uw.edu/resources/students/

Summary of the MLA Curriculum

Basic Graduate Curriculum	Advanced Graduate Curriculum
Studios:	Studios:
L Arch 301 Design Foundations	(4) L Arch 50(x) Advanced Studio
L Arch 302 Urban Systems	(max. 1 Wildcard studio may be substituted for 1 of the
L Arch 303 Ecological Systems	Advanced Studios)
Media:	Media:
L Arch 411 Landscape Representation	L Arch 441 Digital Media II
L Arch 440 Digital Media I	Media Selective
Construction:	Construction:
L Arch 331 Grading + Drainage	Soils + Hydrology Selective
L Arch 332 Craft, Materials + Construction	
L Arch 433 Design Implementation	
Plants:	Plants:
Plant Identification Selective	L Arch 424 Advanced Planting Design
	History + Theory:
	L Arch 570 Theory + Scholarship
	L Arch 598 Introduction to Faculty Research
	History of the Built Environment Selective
	Socio-Political Dimensions of Design Selective
	BioPhysical Ecology Selective
	Research Methods Selective
	Professional Practice:
	L Arch 473 Professional Practice
	Law, Finance + Policy:
	Advanced Law, Finance + Policy Selective
	Open Electives:
	Any 400+ level course at UW (min. 12 credits required)
	MLA Capstone:
	Individual Thesis, Group Project, or Capstone Studio
	See *MLA Capstone Guidelines* for details.

MLA Degree Requirements Checklist

The Department tracks each student's progress toward fulfilling their degree requirements on a *MLA Degree Requirements Checklist.* The Counseling Services Coordinator (CSC) updates each student's *Checklist* quarterly with grades for completed courses and currently enrolled courses and emails a copy to the student. After receiving their *Checklist,* each student is responsible for reviewing it thoroughly and contacting the CSC with any errors or omissions. *Checklists* may also be reviewed with the Graduate Program Advisor. *MLA Degree Requirements Checklists* are available on the department website - http://larchwp.be.washington.edu/resources/students/

Selective Credits

Selective credits fulfill credit hour requirements in specific topic areas. For Selective credits, there is a Department Recommended Course(s) which will meet the topic area requirements, however Approved Alternative courses may be substituted. For each topic selective, a list of Approved Alternative courses is provided if the student does not wish to or is unable to take the Department Recommended Course. For approval of courses not listed, see the Graduate Program Advisor. See the *MLA Curriculum Descriptions Guide* for the lists of Approved Alternative courses. The *Curriculum Guide* is available on the department website - http://larchwp.be.washington.edu/resources/students/

Open Electives

All courses taken to fulfill the Open Elective credits may be selected from among all courses offered at the University of Washington (any department). Students are encouraged to investigate the course offerings of other departments by reviewing the *UW General Catalog* and/or by contacting other departments directly. **Only credits taken at the 400-level or above may be used to fulfill degree requirements**.

UW General Catalog - http://www.washington.edu/students/gencat/

MLA Capstone

The capstone program is a 12-credit focused investigation taken over the course of the final year of the program. Each student may choose from three capstone options: Individual Thesis, Group Project, or Capstone Studio. The majority of the capstone program is taken over the winter and spring quarters of the final year. Please review the *MLA Capstone Guidelines* for more details about preparation courses taken prior to the final year, capstone options and requirements. The *MLA Capstone Guidelines* is available on the department website - http://larchwp.be.washington.edu/resources/students/

Waiver of Required Courses + Curriculum Petitions

In certain cases, where a student has completed prior academic work in landscape architecture at a graduate level and/or has had substantial professional working experience in landscape architecture, a waiver of a required course(s) may be approved. The Graduate Program Advisor (GPA) will review requests for course waivers on a case-by-case basis.

Incoming graduate students should meet with the GPA during their first term in the program to review and agree upon their course of study. This discussion will include decisions on waivers for required courses based on prior coursework or professional experience. The GPA may refer students to individual faculty for approval of specific waivers. Waiver requirements for individual courses can be found in the *MLA Curriculum Description Guide* - http://larchwp.be.washington.edu/resources/students/   Some required courses may not be waived.

After the first quarter in the program, waiver requests require a written Curriculum Petition explaining in specific terms why the student considers the waiver appropriate. *Request for Curriculum Petition* forms are available on the department website. Prior to submitting the written petition to the GPA, the student should consult with the instructor of the required course to confirm a waiver is appropriate. When a decision is made, the original request will be included in the student's file and a copy returned to the student with a notation of the decision by the GPA (who will consult the Curriculum Committee as deemed appropriate). Students are advised to maintain a copy of these waivers for their personal records.

The student does not receive credit hours for the waived course consequently, the waived course does not count toward the total credit hours necessary to meet degree requirements.

In most cases, the student can replace the waived course with an open elective (400+ level if credits needed to meet degree requirements) course. The GPA will confirm course replacement requirements.

Request for Curriculum Petition Form can be found here - http://larch.be.uw.edu/resources/students/

Approval of Credits for Coursework Done at Another Recognized Academic Institution

Up to 6 quarter credits for relevant graduate-level coursework done **as a graduate student** at another recognized academic institution <u>and not applied toward another degree</u> may be approved to fulfill degree credit requirements. The student must submit a formal petition to the Department's Graduate Program Advisor and to the UW Graduate School. Forms for petition are available from the Counseling Services Coordinator. More information is found on the UW Graduate School website - http://grad.uw.edu/policies-procedures/masters-degree-policies/transfer-credit/

Graded and Non-Graded Courses

<u>All required courses used to fulfill degree requirements must be numerically graded,</u> unless specified as Credit/No Credit (CR/NC) on the *Time Schedule.* The course instructor determines if a course will be graded as CR/NC. A student, with the approval of the Graduate Program Advisor may elect to be graded as Satisfactory/Not-Satisfactory (S/NS) in lieu of a numerical grade. **However, only courses NOT used to fulfill degree requirements may be taken as S/NS.** For more information about grading options and requirements, see the ***MLA Grading System*** section.

Incomplete Grades

A student may request a grade of *Incomplete* for coursework. Such requests must be made to the instructor prior to the beginning of final exams week of that term. Students should prepare and submit a written plan listing work to be completed and when it will be completed. The instructor must agree to this plan.

Note, several courses in the department and college are taught by Lecturers rather than permanent faculty. Often Lecturers are hired for a single quarter and are no longer employed by UW after the quarter ends. **In cases where an Incomplete is requested in a course taught by a Lecturer, the student must also consult with the Graduate Program Advisor.**

<u>For the grade to be converted from an Incomplete to a numeric grade, the work must be submitted on-time and approved by the instructor. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more per the Graduate School.</u>

A request does not mean that the Incomplete will be granted. The student must provide a detailed reason and hardship for needing the Incomplete.

See also ***MLA Grading System – Incomplete***, in this Guide.

LANDSCAPE ARCHITECTURE COURSE OFFERINGS

Course Catalog + Descriptions

All courses regularly offered by the Department are described in the *MLA Curriculum Description Guide* and the University *Course Catalog*. The Department also produces "Course Listings" each quarter for all courses offered by the Department and a limited selection of relevant courses offered by other departments. The departmental listings are available on the department website. The *Course Catalog* is available on the University's website.

Additional information for relevant courses may be available through course "flyers" posted on the department bulletin board (outside the department office) and/or throughout Gould Hall. Typically, faculty provide course "flyers" for advanced studios and other "selective" and "elective" courses in the quarter before they are taught. Course descriptions and "flyers" for the next quarter will also be provided at the Quarterly Advising Meetings.

For non-L Arch courses, see other department's websites or the *Time Schedule* (which lists courses offered the following quarter) and the *Course Catalog* (which lists course descriptions for all courses taught at UW not just those offered the following quarter) on the University's website. The University *Time Schedule* is updated daily.

LA course descriptions – department website - http://larch.be.uw.edu/programs/courses/all-courses/
LA course listings - department website - http://larch.be.uw.edu/programs/courses/
UW Course Catalog - https://www.washington.edu/students/crscat/
UW Time Schedule - http://www.washington.edu/students/timeschd/

Special Topics – L Arch 498 and 598

Each year, several courses are offered as Special Topics (L Arch 498/598). These courses provide an opportunity for faculty to engage in experimental courses (which may later become offered regularly) and/or to develop courses on current issues or using temporary faculty resources (in which case the course may only be offered once). Typically, the Department publishes descriptions of L Arch 498/598 courses to be offered the following quarter shortly before registration to inform students of these opportunities. Students who wish more information on such a course should speak with the faculty member offering the course.

Independent Study – L Arch 600

Graduate School Memo #36 describes the purpose of Independent Study courses as providing an opportunity for "individual readings or study, including independent study in preparation for doctoral examination, research, etc." To conduct an Independent Study, the student should speak directly with faculty to recruit a faculty sponsor. Remember that if accepted, your request will be an additional teaching load for the supervising faculty member, therefore, the independent study should be taken seriously and the student assumes the primary responsibility for outlining the proposed work and generating a timeline for completion.

The student must complete a *Student-Faculty Agreement* form that describes the work to be completed during the quarter prior to registration. The form is to be filled out by the student and signed by their faculty supervisor for L Arch 600. In the interests of equity and propriety, the quality and quantity of work per credit of L Arch 600 should be at least comparable to that required by other graduate level courses. The *Student-Faculty Agreement* form requires that the student and sponsoring faculty agree to

- (1) a statement describing the proposed program of study or research and
- (2) a statement of expected output or product.

The completed form must be approved by the Graduate Program Advisor (GPA) and submitted to the Counseling Services Coordinator (CSC) in order to obtain an entry code. Please allow at least one week prior to the registration date for sufficient time for a credit check prior to issuing the course entry code. (See also the ***Course Registration*** section of this Guide.)

Copies of the form are given to the student and supervising faculty; the original is placed in the student's file. MLA students may take a maximum of 12 credits of L Arch 600 coursework. Independent study may be taken either for a grade or as CR/NC, if approved by the supervising faculty. If it is graded, the grade will not factored into the student's grade point average.

L Arch 600 Request / Student Faculty Agreement Form - http://larch.be.uw.edu/resources/students/

Internships – L Arch 601

Internship positions are available through local and non-local firms, public agencies, and non-profit organizations. They provide invaluable opportunities for students to acquire professional experiences while in school. Announcements for internship positions are often distributed via email. Students are also encouraged to check firms' and agencies' websites for listed opportunities.

To receive course credits for a professional internship, a *Record of Student's Work* form must be completed by the student. The student should document the work/experience received each week during the internship. The completed form must then be signed by the Department Chair. Additionally, a signed letter indicating the dates of internship and type of work should be sent to the Department Chair from the student's supervisor for the internship.

To register for L Arch 601 credits, the student must speak with the Counseling Services Coordinator (CSC) in order to obtain an entry code. Please allow at least a week prior to the registration date for sufficient time for a credit check prior to issuing the course entry code. See also the **Course Registration** section of this Guide.

L Arch 601 / Record of Student's Work Form - http://larch.be.uw.edu/resources/students/

MLA Capstone Courses – L Arch 700, 701, and 702

See *MLA Capstone Guidelines* found on Department website for requirements and description of all capstone related courses - http://larchwp.be.washington.edu/resources/students/

International Programs (Study Abroad)

The field of landscape architecture increasingly requires cross-cultural knowledge and international perspectives. In the face of growing cultural diversity and transnational flow of people and ideas, study abroad programs at UW enable students to acquire these important skills. The Department's curriculum supports international exchange through programs abroad and collaboration with partner institutions overseas. Students may participate in international programs through other departments in the College or University provided courses offered through the program will fulfill the student's MLA degree curriculum requirements. Study Abroad programs that include a design studio led by department faculty are eligible for Advanced Studio credit requirements. Students interested in a program from another department must meet with the Graduate Program Advisor before enrolling to determine credit eligibility.

Past department led/organized programs include design/build studios in Bosnia, Croatia, Guatemala, Japan, Nepal, Mexico, and Peru; summer field studios in China and Taiwan; field trips to Denmark, the Netherlands, and Germany; and distance collaborative studios with Chiba University in Japan and Tamkang University in Taiwan. The Department also offers students an opportunity to study for a quarter at UW's Rome Facility through the Landscape Architecture in Rome program and in Japan through exchange agreements with Chiba University (Japan). Programs are usually announced a several months in advance. If interested, please watch for announcements from the Department and individual faculty.

For information about studying at another recognized academic institution (not through a UW study abroad program), refer to the **Approval of Credits for Coursework Done at Another Recognized Academic Institution** section in this guide.

Course Evaluations

At the end of each quarter, students evaluate most courses. Evaluation forms and review services provided by the Educational Assessment Center of the University are used for this purpose. Students complete the assessment online and will receive email notification when the assessments are available. It is very important for students to complete the assessments. It is an opportunity for students to provide anonymous feedback to faculty about their teaching and the course. Faculty performance evaluations are impacted by the assessments and the feedback is regularly used to adapt and in some cases restructure courses in future quarters.

COURSE REGISTRATION

Registration Procedures

All continuing students are eligible and encouraged to register for the next quarter prior to the beginning of the quarter. Dates for registration periods and deadlines are included in the *Academic Calendar* on the UW website. A listing of courses offered is provided in the quarterly *Time Schedule* also on the UW website. Students are highly encouraged to register early to reserve space in desired courses. *If the free registration period deadline is missed, a late fee is charged.* Students should see the Counseling Services Coordinator if they are unable to register for a required course because the course is listed as full.

Even after registering, students may adjust their courses (add/drop) during the first week of the quarter without financial penalty *if the student has registered already for at least one course*. This leeway gives students the opportunity to assess the appropriateness of elective courses that they think will be of interest to them. Students should refer to the *Academic Calendar* on the University website for deadlines to add or drop classes, late fees, and tuition forfeiture for late changes.

UW Time Schedule - http://www.washington.edu/students/timeschd/
UW Academic Calendar - http://www.washington.edu/students/reg/calendar.html

Course Entry Codes

Courses may require entry codes for various reasons. Students requiring an entry code for a course should contact the Counseling Services Coordinator (CSC) of the department offering the course. The CSC may consult with the course instructor and/or Graduate Program Advisor prior to providing an entry code. Since possession of an entry code virtually assures the student a place in the classroom, they often go quickly.

L Arch 600 (Independent Study), L Arch 601 (Internship) and L Arch 700 (Master Thesis) Registration Requirements

L Arch 600, 601 and 700 require a *Student-Faculty Agreement* Form that describes the work to be completed during the quarter prior to registration. The form is to be filled out by the student and signed by

- the faculty supervisor for L Arch 600
- the Department Chair for L Arch 601
- the Thesis Committee Chair and Committee Members for L Arch 700.

The completed form must be submitted to the Counseling Services Coordinator in order to obtain an entry code for that course. Please allow at least a week prior to the registration date for sufficient time for a credit check prior to issuing the course entry code.

Registration / Student Faculty Agreement Forms - http://larch.be.uw.edu/resources/students/

ACADEMIC PERFORMANCE EVALUATION FOR MLA STUDENTS

MLA Grading Policy

The Department of Landscape Architecture considers the careful and fair evaluation of student work, using grades and other formalized methods, to be a crucial part of the assessment of student work. The Grading Policy elaborated here is guided by University of Washington policies as well as guidelines published in the UW's Faculty Resources on Grading. Furthermore, this policy is drawn from the policies of all the departments in the College of Built Environments.

All course syllabi include a clear description of assessment measures and grade calculations. Grades should reflect the student's academic performance in the course. University policy and federal law assert that faculty may not grade on the basis of student behavior. However, in many department courses, interpersonal interaction and contribution to overall class effort are essential aspects of student learning; in these cases the student's participation in class (but not merely attendance or behavior) can and should be evaluated.

MLA Grading System

Per the University, in reporting grades for graduate students, the department shall use the system described herein. Grades shall be entered as numbers, the possible values being 4.0, 3.9, … and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward total credit count, or grade and credit requirements. <u>A minimum of 3.0 is required in each required course in the MLA Program.</u> Required courses include all courses listed as a required course as well as all courses taken to fulfill selective credit requirements. For open electives, a minimum 2.7 grade is required per UW Graduate School policy. <u>Any lower grade than the 3.0 or 2.7 minimum will require MLA students to repeat the course for it to apply to MLA degree requirements. A cumulative grade point average of 3.0 is required in ALL courses for graduation</u>. See <u>Summary of MLA Curriculum</u> in this guide or the MLA Course Description Guide for a listing of all required courses and selective credit requirements.

<u>All courses used to fulfill MLA degree requirements must be graded using numeric grades, unless specified as Credit/No Credit (CR/NC) on the Time Schedule</u>. In our department, all advanced studios, some technical courses, and courses numbered 600, 601, 700, 701 and 702 may be graded with a decimal grade or CR/NC at the Instructor's option. See also, ***Graded and Non-Graded Courses*** in this Guide.

<u>Numeric Grades</u>

The numeric grades with interpretive statements serve as a guideline only, as grading standards are at the discretion of the faculty. *Minimum grades noted below for MLA students are requirements*.

<u>Grade</u>   <u>Interpretative Statement</u>

4.0 - 3.8   **Exceptional performance**; work at this level is creative, thorough, well-reasoned, insightful, well executed, and shows clear recognition and an incisive understanding of the salient issues.

3.7 – 3.5   **Strong performance**; work at this level shows signs of creativity, is thorough and well-reasoned, and demonstrates clear recognition and good understanding of the salient issues.

3.4 – 3.2   **Good performance;** the work shows consistent improvement and creativity; there is evidence of recognition and understanding of the salient issues.

3.1 – 3.0   **Competent performance**; well-reasoned and complete, but not especially creative or insightful; Understanding, while competent, warrants improvement.

<u>3.0 is the minimum grade allowed for all required courses and courses taken to fulfill selective credits in the MLA program; any lower grade will require MLA students to repeat the course for it to apply to MLA degree requirements.</u>

2.9 – 2.6   **Minimally competent performance**: moderately well-reasoned with indications that understanding of the important issues could be improved upon and expanded, it does not meet professional degree expectations for MLA students.

2.7 is the minimum grade allowed for all open elective courses in the MLA program; any lower grade will require MLA students to repeat the course for it to apply to MLA degree requirements.

2.5 – 2.3   **Unsatisfactory performance**: with indications that understanding of the important issues is less than complete and perhaps inadequate in other respects.

2.2 – 2.0   **Poor performance**: understanding of salient issues is incomplete.

1.9 – 1.7   **Unacceptable work**: the understanding of salient issues and overall performance indicate further study is required prior to continuing to more advanced work in the professional program.

1.6 – 0.7   Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements

Letter Grades

The following letter grades also may be used:

[I]   **Incomplete**. An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

When a student requests a grade of *Incomplete* for coursework, they should prepare and submit a written plan which includes a listing of the work to be done and a timeline for when the work must be completed. The instructor must agree to this plan. For the grade to be converted from and Incomplete, the work must be submitted on-time and approved by the instructor.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. **In no case may an Incomplete be converted into a passing grade after a lapse of two years or more.** An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

Students should note that several courses in the department and college are taught by Lecturers rather than permanent faculty. Often Lecturers are hired for a single quarter and are no longer employed by UW after the quarter ends. In cases where an Incomplete is requested in a course taught by a Lecturer, the student must also consult with the Graduate Program Advisor.

A request does not mean that the *incomplete* will be granted. The student must provide a detailed reason and hardship. See also ***Curriculum and Requirements - Incomplete Grades*** in this Guide.

[N]   **No grade**. Used only for hyphenated courses (courses which continue beyond a single quarter) and courses numbered 600 (Independent Study), 601 (Internship), and 700 (Master Thesis). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the independent study, master thesis, or internship, at which time the instructor, Committee Chair, or Department Chair should change the N grade(s) to one reflecting the final evaluation (typically CR/NC).

[S/NS]   **Satisfactory/Not-Satisfactory**. A graduate student, with the approval of the Graduate Program Advisor may elect to be graded S/NS in any numerically-graded course for which they are eligible. **Courses used to meet program requirements for the degree may not be graded in this manner.** The choice must be indicated at the time of registration or during the official change period. The instructor will submit a numeric grade to the Registrar's Office for conversion to S (numeric grades of 2.7 and above) or NS (numeric grades lower than 2.7).

[CR/NC]   **Credit/No Credit**. The faculty must approve designating a course for grading on the CR/NC basis. The designation will be indicated in the Time Schedule. For such courses, the instructor will submit a grade of CR or NC to be recorded by the Registrar's Office for each student in the class at the end of the quarter. All advanced studios, some technical courses, and courses numbered 600, 601, 700, 701 and 702 may be graded CR/NC at the instructor's option.

[W]   **Withdrawal**. Refer to the University of Washington time schedule or homepage at www.washington.edu/students/reg/wdoffleave.html.

[HW]   **Hardship Withdrawal** Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0. The grade W will count neither as completed credits nor in computation of grade-point average. Graduate students who withdraw from the University (dropping all courses for the quarter) during the first week of two consecutive quarters (Summer Quarter excepted) will not be eligible to register as a continuing graduate student for the third quarter. Such graduate students must reapply as former graduate students returning to the University.

Grade Point Average Calculation

Per UW Policy, a graduate student's grade point average will be calculated entirely on the basis of numerical grades in 400- and 500- level courses. The grades of S, NS, CR, NC, and N will be excluded, as will all grades in courses numbered 600, 601, and 700, and in 100-, 200-, and 300- level courses.

MLA ACADEMIC PERFORMANCE POLICY

Purpose

The purpose of the Academic Performance policy is to identify and assist MLA program students whose academic performance indicates they are not acquiring adequate knowledge and skills necessary for satisfactory professional performance. This policy addresses academic success as reflected in course grades and the grade point average (GPA).

UW Graduate School Policies

As noted by the UW GRADUATE SCHOOL "A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA is calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N are excluded, as are all grades in courses numbered 600, 601, 700, 750, and 800, and in courses at the 100, 200, and 300 levels.

Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the Graduate School."

Per the Graduate School Guidelines "Admission to the Graduate School allows students to continue graduate study and research at the University of Washington only as long as they maintain satisfactory performance and progress toward completion of their graduate degree program."

A student must complete all degree requirements within six years. The timeframe/clock begins on the first day of the quarter that the Graduate student uses a course to satisfy degree requirements when they are coded as either a Graduate Non-matriculated student (department code with class 6) or as a Graduate student (department code with class 8) in the department. UW Graduate Non-matriculated credits used towards the total credits are counted in the six years. Quarters spent On-Leave and out of status are counted in the six years.

For a full listing of UW Graduate School Master's Degree Requirements see the website - http://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/

Department MLA Academic Requirements

Per department grading standards, students must receive at least 3.0 grade point average in all required courses. Additionally, a minimum 3.0 grade is required in all required courses for the MLA degree. Required courses include all courses listed as a required course as well as all courses taken to fulfill selective credit requirements. For open electives, a minimum 2.7 grade is required per UW Graduate School policy. For more details, see the ***Academic Performance Evaluation*** section of this guide and Graduate School Memo 19.

Academic Probation Protocol.

A student may be placed on academic probation if, in the judgment of the Department Chair and Graduate Program Advisor, they are making insufficient progress towards meeting the criteria for graduation.

Specifically, if a student fails to meet the standards set by the department to earn a passing grade in any required course they may be placed on academic probation. Once on academic probation, failure to earn a passing grade in a subsequent required course may result in dismissal from the program.

Each student placed on academic probation will meet with the Department Chair and the Graduate Program Advisor and be asked to sign an academic probationary letter. Academic probation is internal to the department. A record of the academic probation will be included in the student's department file but will not be recorded on the University transcript.

Removal from Academic Probation

A student is eligible for consideration for removal from academic probation when the following condition(s) related to being placed on academic probation has/have been met:

(1) satisfactory remediation of all failed coursework
(2) satisfactory completion of two quarters of full-time coursework
(3) absence of any other issues of concern related to the student's progress towards completing the degree

Students are removed from probation once they have met the criteria specified. Depending on the student's academic record, a student may be retained on probation until successful completion of the degree.

Dismissal Due to Academic Probation

The department may recommend a student be dropped from the program if the student does not improve after being placed on Academic Probation. The Graduate School will consider exceptions to this policy only in extenuating circumstances. If the Graduate School accepts a drop recommendation, the Graduate School notifies the Registrar and the student is immediately removed from the graduate program.

Recommendation for dismissal from the graduate program is the final action for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified by the graduate program.

UNIVERSITY ACADEMIC REFERENCES AND RESOURCES

Standard Grading System

See https://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADE

Student Appeals of Course Grades

See "Grading Procedures" at http://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADING

Required Scholastic Standards

See https://grad.uw.edu/policies-procedures/general-graduate-student-policies/scholarship/

"Low Scholarship" Policies

See https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/

SCHOLARSHIPS, FELLOWSHIPS + ASSISTANTSHIPS

Scholarships

A limited number of scholarships are offered for incoming and current students. These scholarships range from several hundred dollars to full tuition and are dependent upon merit and financial need. External scholarships are offered frequently. The department notifies students of these opportunities, but it is up to individuals to apply. The Grants & Funding Information Services Center (GFIS) can assist with identifying grant and scholarship opportunities internal and external to the University.

Student Awards include the Jay Bee Scholarship, TRA Scholarship, WASLA Scholarship, Washington State Garden Club Federation, Nehammer Scholarship, Terry Gerrard Memorial Scholarship, Sakuma Scholarship, Jones & Jones Scholarship, WASLA Student Awards, National ASLA Awards, and Tau Sigma Delta. Students are nominated by faculty for some of these awards; for others, students must apply directly. Watch for announcements regarding application deadlines.

The Valle Scholarship Fund provides scholarships for UW students in civil engineering and closely related fields (i.e. Landscape Architecture). The application process usually opens early Winter quarter, with a deadline of January 15. These scholarships offer substantial stipends. Watch closely for announcements.

Limited Travel Funds are available for students to present work at a conference from the Graduate School. Please contact the Graduate Program Advisor if you are interested.

Support for Students of Color

UW Graduate Opportunities and Minority Achievement Program (GO-MAP) is at the heart of the Graduate School's commitment to expanding graduate education to underrepresented minoritized (URM) communities. GO-MAP helps create an inclusive and equitable campus environment through its focused efforts on outreach and recruitment; graduate funding; scholarship and research; advocacy, consulting and advising; educational, personal and professional development opportunities; and social networking events.

UW GO-MAP website - http://grad.uw.edu/diversity/go-map/

Teaching and Research Assistantships

There are a limited number of graduate student assistantships available which provide quarterly stipends. Typically, Teaching Assistantships are awarded on a quarter-by-quarter basis. Research Assistantships are often project-oriented and are usually funded out of research contracts. Consequently, they are less predictable in terms of availability and length of appointment. Decisions regarding appointments are made by the Department Chair. In the Spring quarter of each year, students are invited to apply online for positions open in the following academic year. Students will be notified if they are selected. Departmental Policy on Graduate Student Appointments is supplemental to Chapter 6 of the University Handbook.

General Criteria

1. Students selected shall have demonstrated high achievement and potential in the field of landscape architecture and be judged likely to render a high level of performance in teaching, research, or related activities.

2. It is not necessary to appoint students to the highest category for which they are eligible. Limited funds may dictate appointment levels below eligible categories in order to distribute TA/RA appointments to the largest number of students.

3. The Department will only appoint students who are making satisfactory progress toward completion of the degree program. Guidelines in this regard pertain to those listed in Chapter 6, UW Handbook, including continuing enrollment in the Graduate School, satisfactory completion of program course work at a reasonable rate, minimum GPA of 3.0, and steady and substantial progress toward completion of thesis. Students on departmental academic probation are not eligible.

4. Appointments are determined by the availability of financial support. The type and duration of appointments will be adjusted to reflect the availability of departmental financial resources.

Part Time Appointments

The Department uses its limited resources for part time appointments in order to:
a. provide qualified students with in-service training in teaching and research.
b. provide qualified students with opportunities to work with faculty in efforts to secure outside financial support to benefit the student and faculty.
c. support achievement of departmental objectives in teaching and research and department development.

Reappointments

Appointments are ordinarily made on a quarter-by-quarter basis. Because of limited resources, appointments are typically not made on a continuing basis, year after year.

FINANCIAL AID AND EMPLOYMENT

Loans

Information about financial aid is available here:
Department Financial Aid webpage - http://larch.be.washington.edu/admissions/financial-aid/
UW Graduate School Funding webpage - http://grad.uw.edu/graduate-student-funding/for-students/
UW financial aid webpage - http://www.washington.edu/financialaid/
Information about financial aid for DREAMers - https://www.washington.edu/financialaid/hb-1079-real-hope/

Work/Study

Work Study is a great way to help pay for your education while working part-time. The Federal Work Study and state sponsored Washington State Work Study Programs give you the opportunity to work part-time while going to school. To qualify for Work Study jobs you must demonstrate financial need and have a Work Study award as part of your overall financial aid award. If you have financial need and haven't been awarded Work Study you can talk to a financial aid counselor about being placed on the Work Study waiting list. Please keep in mind that Work Study is only one type of job on campus. There are non-work study positions on-campus and other part-time employment jobs off-campus too.

In a Work Study program, the employer pays only 25-60 percent of the student's wages; the rest is subsidized by federal or state funds. Work Study students can therefore find jobs and may be able to keep their loan debt down by earning part of their aid, rather than borrowing more loans. Jobs may be located on or off campus with non-profit organizations or private corporations. Many offer career-related and/or community service experience. A student may work up to 19 hours per week and pay rates are the same as for comparable, non Work Study jobs. No job pays less than the prevailing minimum wage.

UW Work/Study information - https://www.washington.edu/financialaid/types-of-aid/work-study/

On-Campus Employment

The following website provides all information needed for finding an on-campus job:
https://www.washington.edu/studentlife/career-prep/work-on-campus/

Also consult the Student Employment Handout found online here: https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/117/2015/11/24184511/Student-Employment1.pdf

Part-Time and Summer Employment

Part-time and summer job announcements from various agencies and private consultants are posted or emailed throughout the year. Students should apply directly with the agency or firm.

Internships

See ***Internships – L Arch 601***, in this Guide.

GENERAL DEPARTMENTAL INFORMATION AND RESOURCES

UW E-Mail

Each student entering the department sets up a UW e-mail account. Many communications from the Department Chair and faculty as well as important announcements from the staff are communicated to this account. Students are expected to read their UW e-mail account daily, as many of the messages need to be responded to in a timely way.

Student Files

Each student and graduate of the program has a confidential file containing admissions materials, grade slips, and copies of correspondence. See the "University Policy on Student Education Records" (Washington Administrative Code 478-140-010 - copies are available at the Registrar's Office, Schmitz Hall), for specifics on student access. Student files are private, and access is available only to those persons and for those purposes specified by University policy. Student files are not to be removed from the Department Office.

Student Mail Folders

Each graduate student has a mail folder located just inside the 312 Studio entrance (entrance by the department office). These folders are primarily for University mail. U.S. Mail may be received c/o the Department for a short period until the student has a local address. The Department is not responsible for the safety of mail placed in student folders. For privacy and safety, students are urged to have their U.S. Mail delivered to their local residence rather than the Department. Students are encouraged to check their folders frequently for Departmental notices and notes from faculty and others.

No student has a reason to read or remove anything from any mailbox other than their own.

Faculty, Lecturer and Staff Mailboxes

Faculty, lecturer and staff mailboxes are located in the Department office. Students are encouraged to put non-urgent messages in these. **Messages that require a timely response are best sent via email, particularly for Lecturers who typically are not on campus daily.**

Faculty, Lecturer and Staff Office Hours

Appointments to meet with Faculty, Lecturers and Staff can be made through the Department Website - http://larch.be.uw.edu/lapeople/office-hours/

Faculty Meetings

Regularly scheduled and publicized faculty meetings are held for discussion of Departmental matters and for all Departmental policy making. Voting members include the faculty. Departmental meetings are open to all.

Departmental Committees and Student Representation

Most Departmental Committees include student membership, normally elected by the students and appointed by the Department Chair. All committee and Departmental meetings are open to all students except some promotion and tenure meetings.

Department Office Hours

The Department office is open 9:00 a.m. to 5:30 p.m., Monday through Friday. Any business you may have with the office should be conducted during these hours.

Department Website + Social Media

Everything you need to know about the department and the faculty is here!   http://larch.be.washington.edu
Department Facebook page: University of Washington Department of Landscape Architecture

CBE FACILITIES AND EQUIPMENT

Gould Hall, Architecture Hall and Community Design Building

The College of Built Environments is housed in three buildings on the Seattle Campus – Gould Hall, Architecture Hall and the Community Design Building. More information about CBE's facilities can be found on the CBE website - http://be.uw.edu/spaces/facilities/

Building Access

Students' UW Husky Cards are validated for access to the 312 Studio, outside doors of Gould Hall and Architecture Hall, and the Digital Commons. Graduate students assigned to the thesis studio space (Gould 106) must obtain an entry code for the door from their instructor or the Assistant to the Chair. Husky cards for students enrolled in a course in the Community Design Building are validated for access to outside doors.

CBE Library

The CBE Library is conveniently located on the third floor of Gould Hall. It is an essential resource for research and learning. Familiarize yourself with the resources available at the CBE by visiting its website -- http://www.lib.washington.edu/aup/. Students have access and borrowing rights from all UW Libraries.

Students may also borrow laptops, projectors, and digital cameras from the CBE Library.

CBE Computing

http://www.be.washington.edu/spaces/computing/ has useful information including plotting, equipment for loan, and access to software.

CBE Digital Commons

CBE's digital resources are centralized in the Digital Commons located in the basement of Gould Hall. The Digital Commons has individual MAC and Windows workstations, a 30-seat classroom, scanners, printers, and plotters and meeting areas. See the Digital Commons website for details about hours of operation, support and use of equipment. http://be.uw.edu/spaces/computing/digital-commons/

Archnet

Archnet is a design studio technology services group within the College of Built Environments. Archnet provides technology and design studio computing resources, supporting Windows and Mac OS design studio workstations, personal computers, design applications, scanners, printers, and plotters to the CBE community. The Archnet help desk, printers, and plotters are located in Architecture Hall, room G51. See website http://be.uw.edu/spaces/computing/archnet/

CBE Fabrication Laboratories

Located on the ground floor of Gould Hall, the CBE Fab Lab is a large, fully staffed, and equipped wood and metal shop that provides students with the opportunity to design and build projects. Laser cutters and other digital fabrication tools are available for use with appropriate training and orientation (http://www.be.washington.edu/Resources/DigitalFab/). It is a great resource for model making. The facility is available during open fab lab hours posted at the entrance of the lab. For instructions on using the lab facilities, please speak with the lab technician or the lab manager.

Third Floor Laser Cutter

An additional laser cutter is available for reservation and use outside of the third floor studio entrance by the department office. Use of laser cutters is for students and faculty who have received specialized training from Fabrication Lab staff. Individuals requesting training should send request to belaser@uw.edu.

Photo Laboratory

The Photo Lab and Lighting Studio, in the basement of Gould Hall (Gould 019), houses a traditional film darkroom and a studio space for lighting and shooting models, furniture, and other student work.

Lighting studio staff are available to assist students photograph their work on student personal devices. The BE Library has some photography equipment available for student checkout; inquire at the library circulation desk, Gould 334.

The darkroom is open to currently enrolled students in ARCH 410 or 413, with current hours posted outside the Photo Lab door. On a space-available basis, students with prior training in the lab may pay a quarterly materials fee to use the facility.

See the website: http://be.uw.edu/spaces/maker-spaces/photo-lab/

Design Studio Spaces

The studio spaces are a primary place for working and learning during the program. It is also a communal space shared by the entire department. Each student who takes a studio class is typically assigned a desk in the studio space. The location of their desks may shift from one quarter to the next depending on the size of the class and the need for studio arrangement. It is essential that students keep their work area clean, particularly at the end of each quarter, in order to maintain a healthy and enjoyable environment for everyone. See Department Studio Policy for further details.

Fishbowl

The Fishbowl is a communal meeting/work space located within the third floor studio that can be reserved by faculty, staff and students for courses, program related meetings or social gatherings. Use for courses will be prioritized.

Make reservations via the Department website - http://larch.be.uw.edu/resources/students/fishbowl-reservations/

Lockers

Graduate students may request a locker for storage of books and other materials. The lockers are located on the third floor of Gould Hall. Students should see Departmental staff for a locker assignment. Students must provide a lock for their locker. Lockers must be cleaned out at the end of each academic year and prior to a student changing to "on-leave" status unless the student has made prior arrangements with departmental staff.

Gould Pavilion

Gould Pavilion is comprised of both exhibition and educational space in the form of three galleries and a multifunctional studio/classroom. The creation of the gallery and studio space allows CBE to showcase and enhance all of the disciplines through exhibition, contribute valuable flexible educational space for seminars and studios, and foster a culture of cross-disciplinary ideas and research that impact our community at large.

The Buzz BE Café

A small café and gathering space is located in the main courtyard of Gould Hall.

COLLEGE RESOURCES

The Dean's Office

Dean's office is located in 224 Gould. The Dean's Office is always open to visits by students. If you would like to make an appointment with the Dean, see Assistant to the Dean, Susanne Adamson.

CBE Website

Everything you need to know about the College is here!   http://be.uw.edu/

UNIVERSITY RESOURCES

Husky Card

The Husky Card is the official identification card for members of the UW community. It provides access to a variety of services and opportunities, including access to campus libraries. For more information: https://hfs.uw.edu/Husky-Card-Services

Student Health & Wellness

The Counseling Center, 401 Schmitz Hall (206-543-1240) (www.washington.edu/counseling/), provides a variety of services which may be broadly described as psychological in nature and which are aimed toward maximizing one's potential for intellectual and social growth. Besides individual counseling, the Center also runs stress reduction programs for test anxiety, dissertation procrastination, single parents, returning students and so on. The center also maintains an occupational library in conjunction with its career-planning program. Except for this library, the Center operates on a fee schedule.

Hall Health Center, 4060 E. Stevens Way NE (206-685-1011) (http://depts.washington.edu/hhpccweb/) offers high-quality primary and specialty care to the UW community. UW-Seattle students are eligible for a number of health services at no further cost as a part of the UW Services & Activities Fee. Note: students are only eligible during quarters that they are enrolled in UW-Seattle classes.

Housing

Since the housing market is very tight in the Seattle area, students should make housing arrangements as early as possible, ideally several weeks before classes begin. The University has a Housing Office in 301 Schmitz Hall which maintains University residence halls and has a rental listing referral board. The graduate student "grapevine" can also be very helpful.

U-Pass and Parking

The U-PASS is a bus pass plus more. Loaded right onto the Husky Card, the U-PASS provides students with a variety of low-cost transportation options—from unlimited rides on buses, commuter train service and light rail, to vanpooling and discounted impromptu carpooling. Student U-PASS is a universal program for eligible students on the Seattle campus. All students who pay the Service & Activities Fee (SAF) are automatically U-PASS members and are required to pay the U-PASS fee. Students not eligible for a universal U-PASS can purchase U-PASS membership. https://facilities.uw.edu/transportation/student-u-pass

Parking for students on campus is very limited. Contact Transportation Services additional information.

Parking for Physically Handicapped: Physically handicapped students must obtain a certificate from a physician and a Disability Parking Request from Hall Health Center indicating that a special parking assignment is essential in order for them to perform their assigned duties or to attend classes.

UW Graduate School

The UW Graduate School website contains everything you need to know to survive and prosper as a graduate student at the University of Washington. http://grad.uw.edu/

Index of Graduate School Memoranda and Policies

This includes concurrent degrees, grading, low scholarship, on-leave procedures, and re-admission. https://grad.uw.edu/policies-procedures/

UW Student Guides

A comprehensive reference for UW students. It includes the time schedule, academic calendar, and tuition rates.   - http://www.washington.edu/students/

PROFESSIONAL RESOURCES

American Society of Landscape Architects (ASLA)

All students are eligible for student membership in this professional organization and qualify for a substantial discount in membership fees as full-time students. Membership materials are available on the ASLA website: www.asla.org

WASLA is the local Washington State Chapter of the ASLA - https://www.wasla.org/ WASLA has several committees that may be of interest such as Advocacy or Student and Emerging Professional.

WASLA Student Chapter (UWASLA)

The University of Washington Student Chapter of the American Society of Landscape Architects (UWASLA) represents both the graduate and undergraduate student bodies in the department. It offers a mentorship program and hosts a variety of social and educational activities throughout the school year. For the current activities, visit the website: www.uwasla.org or facebook: UW Student Chapter of the ASLA.

Landscape Architecture Professional Advisory Council (LA PAC)

The Professional Advisory Council (PAC) is a volunteer group of practicing landscape architects, formed to support the Department's teaching, outreach and fundraising efforts.

The PAC participates in various departmental events, serves as a sounding board for the Chair, and provides valuable input to the Department on professional issues, trends and opportunities as they relate to the teaching of landscape architecture. In doing so, it connects the Department with the professional community, grounds the program in actual practice, and expands the capacity of the Department at a time when University resources are limited.

See the department website for a list of current members - http://larchwp.be.washington.edu/lapeople/professional-advisory-council/

Professional Organizations for Allied Disciplines

There are several professional organization chapters for allied disciplines in Seattle, often with student groups. Students are encouraged to contact allied organizations directly as related to their interests. Some to consider are AIA Seattle and Center for Architecture and Design (Architecture), Urban Land Institute (Urban Development), American Planning Association (Urban Planning).