
WELCOME

This guide is intended to help students new to the graduate program in the Department of Architecture at Penn State to deal more effectively with the many questions that may arise during their stay here.

It is designed to help graduate students understand the policies, requirements, and practices governing the post-professional Master of Science in Architecture (M.S. in Arch.) degree. This guide repeats some information that appears in the Penn State Graduate Degree Programs Bulletin; however, the bulletin is more comprehensive and remains an invaluable source of information. It can be viewed at: bulletins.psu.edu/graduate/.

This guide contains information you need now, and will use again later.

Keep it for future reference.

M.S. IN ARCHITECTURE GRADUATE STUDENT GUIDE

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ARRIVAL AT PENN STATE

The Department of Architecture is part of the Stuckeman School of Architecture and Landscape Architecture in the College of Arts and Architecture at Penn State. The Stuckeman Family Building is in the middle of the College of Arts and Architecture campus, surrounded by the facilities for the Department of Art History, the Schools of Music, Theater, and Visual Arts, the Integrative Arts Program, the Palmer Museum, and several other facilities.

Completed in 2005, the 111,000-square-foot Stuckeman Family Building has a LEED Gold Rating, making it one of the first buildings on any U.S. university campus to earn that distinction. The four-story building, adjacent to both the Palmer Museum of Art and the Arts Building on the University Park campus, has an exterior made of recycled copper, brick, and energy-conserving glazed windows with exterior sun-control louvers, which minimize glare inside. Interior sustainable features include lighting controls with automatic daylight and occupancy sensors and an HVAC system that relies on a natural ventilation system in appropriate weather conditions. Integrated landscape and parking design filters storm water run-off to minimize pollutants.

GETTING STARTED

The Architecture Department staff can be found in the Stuckeman School main office in 128 Stuckeman. You will be assigned a mailbox in the office and you can receive information about registration and answers to any questions you may have. The staff will also provide you with a key to your locker in the graduate studio. If you have been awarded a teaching assistantship or fellowship, you should see the appropriate administrative assistant, located in the same office. Here, you will receive information with respect to your work assignment, your faculty supervisor, your starting date, and your stipend payments. While you are in the department office, you may want to ask the administrative assistant if the Department Head is available for an informal meeting.

If you want to reach the department office by phone, call (814) 865-9535. If you are phoning within the University system, you need only dial the last 5 numbers, in this case 5-9535. If you are dialing an off-campus phone from a university phone, you need to first dial 8 and then the seven-digit number. Upon arrival, you may also make an appointment to see the Director of Graduate Studies, who will serve as your academic adviser until you have a thesis adviser.

The graduate studios are located on the fourth level. Graduate students have a desk and locker there. The Architecture and Landscape Architecture Library is located in 111 Stuckeman Building.

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Registration/LionPATH questions
Graduate School policies and paperwork

THE BASIC STRUCTURE OF THE PROGRAM

FACULTY RESEARCH CLUSTERS

The M.S. in Architecture program offers concentrated inquiry, research, study, and pedagogy in the following major areas:

CULTURE, SOCIETY, SPACE: The Culture, Society, Space research cluster examines how built spaces – from the artifact to the urban – affect those who interact with them and, conversely, how cultural, societal, and disciplinary values shape the spaces we create. Projects can address individual buildings, public spaces, communities, or cities, as well as typological, institutional, and wider forms of inquiry. Research methods include formal, theoretical, historic/historiographical, sociological, and systemic analyses. Studies may focus on spaces and ideas as forms of cultural expression, the people who produce and use them, and/or the ideological forces in which they operate, including all aspects of their sustainability.

DESIGN COMPUTING: The Design Computing research cluster offers students critical knowledge and advanced skills in the use of digital technologies in architecture and related design fields, especially in the areas of visualization and fabrication. By critically examining contemporary discourse on digital media and architecture, this cluster examines the impact of emerging digital technologies on creative processes in shaping our built environment, and investigates how they can be productively utilized in sustainable design, interdisciplinary collaboration, and fabrication. The work of faculty and students in this group ranges from research on immersive environments and critical studies of design technologies, software development, to innovative uses of numerically controlled devices.

MATERIAL MATTERS: The Material Matters research cluster explores the inherent and expressive attributes of materials to generate design ideas that inform the conception of form and space in architecture and other creative disciplines. This cluster develops innovative, experimental, and sustainable

attitudes and habits toward the use and reuse of materials and resources, and produces artifacts that exemplify the behavior and phenomenal perception of materials. The work of the faculty and students in the MM cluster ranges from interdisciplinary research such as collaborative projects with material studies and engineering disciplines, to manual and digital prototyping, to various modes and scales of hands on explorations including full-scale execution and fabrication of designed artifacts.

SUSTAINABILITY: The Sustainability research cluster investigates architecture's potential to improve the quality of life for current and future societies around the globe, addressing issues of natural resource consumption, pollution prevention, and organizational dependencies. Our faculty address aesthetic, technical, economic, and social issues in projects that cover multiple scales. From design processes, historical and theoretical aspects of sustainability, material reclamation, and reuse, to identifying social structures preventing sustainable practice, this research cluster offers a comprehensive view of sustainability that promotes interdisciplinary integration. Faculty bring both practitioner and academic experience to their investigations, producing generalizable knowledge that can also be applied in the professional practice of architecture.

THE UNIVERSITY'S FORMAL ORGANIZATION

Penn State is hierarchically organized, with the Graduate School having jurisdiction over all graduate programs at Penn State. The Graduate School thus determines and monitors the minimum standards for all of the graduate programs at Penn State. The Department of Architecture receives applications to its graduate program and recommends applicants to the (University's) Graduate School. The Graduate School in turn first admits students to the University and then to our graduate program.

The graduate faculty of the Department of Architecture, part of the College of Arts and Architecture, establishes the graduate program and its policies, standards, and regulations. The Graduate Executive Council and the Associate Dean for Research and Graduate Studies of the College of Arts and Architecture may establish additional regulations for the various graduate programs in the College. Policies established by the Department of Architecture may be more rigorous than those established by the College or the University, but not the other way around.

The graduate program in architecture is directed by the Head of the Department and administered by the Director of Graduate Studies and the staff. A graduate curriculum committee oversees the structure of the program.

PROGRAM PHILOSOPHY AND MISSION

Penn State's post-professional Master of Science in Architecture is an academic degree, but is not professionally accredited. It is intended for students with professional degrees in architecture who seek to develop a better understanding of the principles and theory that underlie the discipline. The program is inquiry-oriented and emphasizes the application of theory to critical architectural and urban issues. Advanced study is offered in four research clusters (with some overlap): Culture, Society and Space (CSS), Design Computing (DC), Material Matters (MM), and Sustainability (SUS). The program offers the opportunity to pursue individual goals, independent inquiry and research, and interdisciplinary study.

In addition to helping you develop detailed knowledge and skills, a major objective of the program is teaching you to conduct research. Consistent with this approach, the thesis or final project should be your main concern from the moment you enter the program. A thesis must develop new knowledge. Understanding the methodology of researching and writing the thesis is one of the major goals of the M.S. in Architecture program. In clusters with a studio requirement, the studio is viewed as an experience in architectural inquiry related to critical architectural issues.

The graduate program is intentionally small and flexible. Its primary resource is the faculty. The program matches individual faculty and students who share common interests

within the clusters. The program is neither highly structured nor does it offer an extensive array of courses. To complement the core set of required courses, you are encouraged to select coursework as directed electives within or outside of the department. The program works best for students who have clearly defined interests that are matched by the faculty resources at Penn State.

GETTING TO KNOW THE FACULTY

The success and efficacy of your graduate work will depend largely on your ability to identify the bodies of knowledge and methods you need to achieve your goals. For this reason, it is important for you to get to know the members of the faculty and their research interests. The Director of Graduate Studies and the Head of the Department can provide additional information. A direct talk with faculty members in the research cluster you are interested in can be arranged by making an appointment or by stopping in during their office hours. Taking the initiative to arrange your own meetings with faculty members is probably the fastest way to identify the advisers you would like to work with. If you are an international student, you will probably find the Penn State architecture professors (even if they were not born in the United States) much less formal than those in your home country. So, don't hesitate to strike up a conversation if you have a question or need advice.

ACADEMIC ADVISERS

The role of the academic adviser is to assist you in defining your area of interest, formulating your program of study, and identifying appropriate courses. The Director of Graduate Studies will serve as your academic adviser until you identify a thesis adviser.

THE MASTER OF SCIENCE IN ARCHITECTURE AND INTEGRATED B.ARCH.—M.S. IN ARCHITECTURE PROGRAM

The post-professional Master of Science in Architecture culminates in a degree for students interested in advanced studies in the field. Most students complete their studies within two calendar years. The Department of Architecture also offers a limited number of students enrolled in the fourth year of the Penn State Bachelor of Architecture degree program the opportunity to enroll in an integrated program leading to both the B.Arch. and the M.S. in Architecture degrees. This program permits the student to integrate the fifth year of study

for the professional B.Arch. degree with the program of study for the M.S. in Architecture degree into a continuous program of study culminating in the award of both degrees.

The ability to coordinate as well as concurrently pursue the two degree programs enables the student to achieve greater depth and comprehensiveness than if the degrees are pursued sequentially. The student may also earn the two degrees in a shorter period of time. Students who at any time during the Integrated Program decide not to complete the M.S. in Architecture can graduate with the B.Arch. assuming they have completed all requirements for the B.Arch degree.

RECOMMENDED RESEARCH CLUSTER CURRICULA

REQUIRED COURSES FOR ALL M.S. STUDENTS

- All students are required to take ARCH 511 (3cr), ARCH 520 (3cr), ARCH 536 (6cr), ARCH 550 (3cr), ARCH 600 (6cr), and Electives (9cr).
- Students of all clusters take the following courses together: ARCH 511 (3), ARCH 520 (3), ARCH 550 (3).
- The following courses are individualized for each student: ARCH 536 (6), ARCH 600 (6), Electives (9).

	CSS	DC	MM	SUS	Credits
FIRST YEAR FALL					
Ethics	ARCH 520 (3)	ARCH 520 (3)	ARCH 520 (3)	ARCH 520 (3)	3
Specialization depending on student interest	Elective (3)	ARCH 497 DC (3)	Elective (3)	ARCH 412 (3)	3
Specialization depending on student interest	Elective (3)	Elective (3) or ARCH 536 DC (6)	ARCH 491 (6)	Elective (3) or ARCH 536 SUS (6)	3–6
FIRST YEAR SPRING					
Theory	ARCH 511 (3)	ARCH 511 (3) (or in 2 nd -year Spring)	ARCH 511 (3)	ARCH 511 (3)	3
Research Methods	ARCH 550 (3)	ARCH 550 (3)	ARCH 550 (3)	ARCH 550 (3)	3
Specialization depending on student interest	ARCH 536 CSS	Elective (3) or Arch 536 DC (6)	Elective (3) or ARCH 536 MM (6)	Elective (3) or ARCH 536 SUS	3–6
Specialization	Additional electives depending on student research Important date: Last week of class: presentation of research progress				3
SECOND YEAR FALL					
Thesis Research	ARCH 600 with thesis adviser. Electives depending on student research in consultation with thesis adviser Important date: Last week of class: presentation of research progress				3–6 3–6
SECOND YEAR SPRING					
Theory		ARCH 511 (3) (or in 1 st -year Spring)			3
Thesis	ARCH 600 with thesis adviser. (If needed, additional electives depending on student research in consultation with thesis adviser.) Students must follow the Graduate School's schedule: gradschool.psu.edu/calendars/important-dates Important dates (for exact dates consult Graduate School website): approx. mid-February: upload of thesis draft on Graduate School website approx. mid-March: submit and defend thesis approx. first week of April: upload of final thesis on Graduate School website Check: "M.S. in Architecture Thesis Completion Checklist" stuckeman.psu.edu/arch/programs/msarch				3–9
Total Credits Minimum:					30

CURRICULA OVERVIEW

The program consists of four research clusters that correspond to departmental expertise:

- Culture, Society and Space (CSS)
- Design Computing (DC)
- Material Matters (MM)
- Sustainability (SUS)

The Master of Science in Architecture is a 30-credit program that requires 24 credits of course work and 6 credits of thesis or thesis project. At least 18 credits must be at the 500 or 600 levels, and at least 20 credits must be taken in residence at University Park. Electives will include additional courses related to your thesis area. They may be taken from other disciplines, such as landscape architecture, geography, sociology, philosophy, psychology, art history, and computer science, as well as within the architecture department.

Each research cluster has developed a list of courses required for students pursuing their degree within the cluster. Following are the current requirements per cluster.

COURSES: CULTURE, SOCIETY, SPACE (CSS)

ARCH 511 | Theoretical Perspectives in Architecture

The course analyzes selected writings of architects and theorists from the recent past to the present. Architectural theory is examined as a recurring set of critical questions or issues that have consistently shaped architectural thought and experimentation.

ARCH 550 | Ethics in Design

This interdisciplinary course examines the effects of the environmental initiative on the design professions since the 1960s while providing an overview of research methods used to generate this knowledge. Featuring a wide spectrum of prominent voices in science, art, history, literature, ecology, psychology, philosophy, linguistics, sociology, economics, agriculture, and politics, students will access the integrative thinking behind major scholarly and design achievements through research that will culminate in a written or design project.

ARCH 597/497 | Graduate Elective

Course to be chosen in consultation and with the approval of student's thesis adviser or the Department's Director of Graduate Studies.

ARCH 536 | Socio-Cultural Research Applications in Architecture

In this project-oriented course, students will analyze a facet of architecture's sociological, historical, and theoretical dimensions, then communicate the results through an exhibition, publication, symposium, or other public product. It will emphasize incorporating socio-cultural research with ideas of architectural production and meaning, and strategies for successful communication of the outcome with an audience.

ARCH 520 | Methods of Inquiry in Architecture

In this course, students will gain an overview of effective research methods and research design in architecture and related fields. Topics covered include formulating an area of inquiry and a research question, conducting a literature review, ethics in research, primary and secondary source research, qualitative and quantitative research, historical research, analytical argumentation, and research through design. This course will serve as a peer-review platform as students develop their own thesis proposals, and introduces students to scholarly discussion of their work through a culminating public presentation of their proposals.

COURSES: DESIGN COMPUTING (DC)

ARCH 497 | Inquiry into Design Computing

This course introduces computational design as a field of creative and scholarly inquiry. Topics include theories and practices of computation as they relate to design, fabrication, wearables, systems theory, and experience. Weekly assignments and discussions familiarize students with the key technical paradigms, literature, and methods of computational design. The course also serves as an introduction to the design computing faculty members, who participate as guests, giving an overview of the cluster's different approaches to computation in design.

ARCH 511 | Theoretical Perspectives in Architecture

The course analyzes selected writings of architects and theorists from the recent past to the present. Architectural theory is examined as a recurring set of critical questions or issues that have consistently shaped architectural thought and experimentation.

ARCH 550 | Ethics in Design

This interdisciplinary course examines the effects of the environmental initiative on the design professions since the 1960s while providing an overview of research methods used to generate this knowledge. Featuring a wide spectrum of prominent voices in science, art, history, literature, ecology, psychology, philosophy, linguistics, sociology, economics, agriculture, and politics, students will access the integrative thinking behind major scholarly and design achievements through research that will culminate in a written or design project.

ARCH 536 | Design Computing Pre-Thesis Studio

The Design Computing Independent Studio offers students the opportunity to craft with their advisers a personalized program of research and learning based on their research interests, taking advantage of Penn State's wealth of courses and research opportunities. Students will be guided through cluster-recommended options in fields such as computer science, material science, and philosophy, based on their relevance to each student's research question. In bi-weekly "thesis-preparation" meetings, students discuss their progress, getting feedback from both the cluster faculty and their peers.

ARCH 520 | Methods Of Inquiry In Architecture

In this course, students will gain an overview of effective research methods and research design in architecture and related fields. Topics covered include formulating an area of inquiry and a research question, conducting a literature review, ethics in research, primary and secondary source research, qualitative and quantitative research, historical research, analytical argumentation, and research through design. This course will serve as a peer-review platform as students develop their own thesis proposals, and introduces students to scholarly discussion of their work through a culminating public presentation of their proposals.

ARCH 597/497 | Graduate Elective

Course to be chosen in consultation and with the approval of student's thesis adviser or the Department's Director of Graduate Studies.

COURSES: MATERIAL MATTERS (MM)**ARCH 491/536 | Material Matters Studio**

The primary goal of the studio is to generate knowledge through *hands-on critical making*. This studio will function as a research environment open to any/all variety of processes and materials with architectural potential. Students in this studio will be invited to research a process/tooling and its associated materials, fabricate tectonic tools/machines, develop and fabricate architectural elements (blocks, panels, framing units, etc.), and build full-scale components. This course will include occasional lectures, assigned readings, and tool-related workshops.

ARCH 511 | Theoretical Perspectives in Architecture

The course analyzes selected writings of architects and theorists from the recent past to the present. Architectural theory is examined as a recurring set of critical questions or issues that have consistently shaped architectural thought and experimentation.

ARCH 550 | Ethics In Design

This interdisciplinary course examines the effects of the environmental initiative on the design professions since the 1960s while providing an overview of research methods used to generate this knowledge. Featuring a wide spectrum of prominent voices in science, art, history, literature, ecology, psychology, philosophy, linguistics, sociology, economics, agriculture, and politics, students will access the integrative thinking behind major scholarly and design achievements through research that will culminate in a written or design project.

ARCH 520 | Methods of Inquiry in Architecture

In this course, students will gain an overview of effective research methods and research design in architecture and related fields. Topics covered include formulating an area

of inquiry and a research question, conducting a literature review, ethics in research, primary and secondary source research, qualitative and quantitative research, historical research, analytical argumentation, and research through design. This course will serve as a peer-review platform as students develop their own thesis proposals, and introduces students to scholarly discussion of their work through a culminating public presentation of their proposals.

COURSES: SUSTAINABILITY (SUS)

ARCH 511 | Theoretical Perspectives in Architecture

The course analyzes selected writings of architects and theorists from the recent past to the present. Architectural theory is examined as a recurring set of critical questions or issues that have consistently shaped architectural thought and experimentation.

ARCH 550 | Ethics in Design

This interdisciplinary course examines the effects of the environmental initiative on the design professions since the 1960s while providing an overview of research methods used to generate this knowledge. Featuring a wide spectrum of prominent voices in science, art, history, literature, ecology, psychology, philosophy, linguistics, sociology, economics, agriculture, and politics, students will access the integrative thinking behind major scholarly and design achievements through research that will culminate in a written or design project.

ARCH 412 | Integrative Energy and Environmental Design

This course will introduce environmentally conscious design and using the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) as a point of departure for students' critical inquiry into approaches to sustainable design and the built environment. The goal of this course is to help students to develop the vocabulary and skills to become productive contributors to sustainable building project teams.

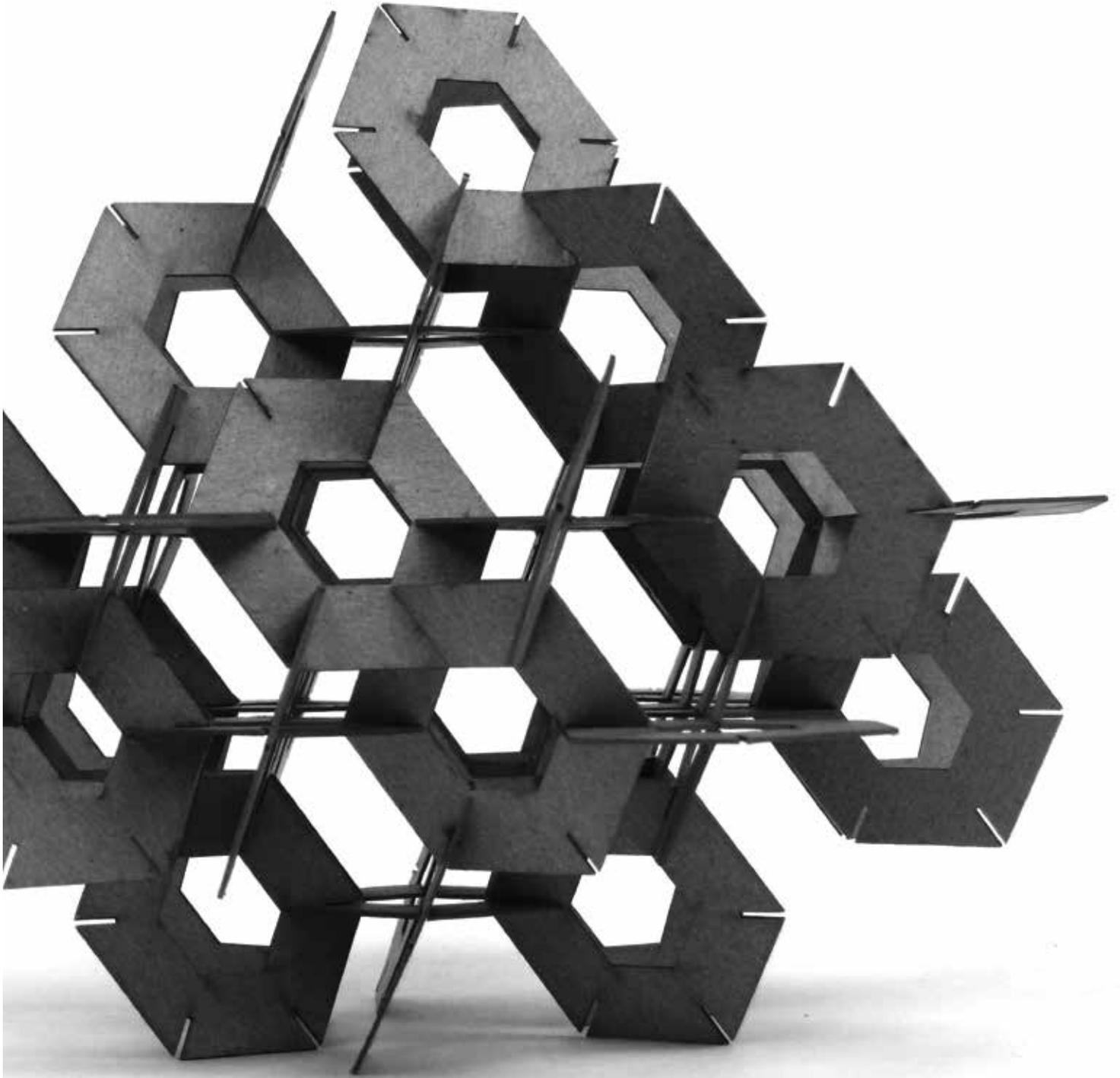
ARCH 536 | Inquiry Studio in Sustainability

This studio will challenge students to develop their design and representation skills while applying research, theory, and

concepts of sustainability to design problems. Emphasis will be placed on design integration, materials, and methods of construction, and social responsibility at varying scales from urban design and site planning to project detailing.

ARCH 520 | Methods Of Inquiry In Architecture

In this course, students will gain an overview of effective research methods and research design in architecture and related fields. Topics covered include formulating an area of inquiry and a research question, conducting a literature review, ethics in research, primary and secondary source research, qualitative and quantitative research, historical research, analytical argumentation, and research through design. This course will serve as a peer-review platform as students develop their own thesis proposals, and introduces students to scholarly discussion of their work through a culminating public presentation of their proposals.



THESIS: MASTER OF SCIENCE IN ARCHITECTURE

THESIS CONTENT

The department research clusters have slightly different demands for the thesis project, but in all cases the thesis is the culminating project of the post-professional M.S. in Architecture degree. The thesis course (ARCH 600) is taken for 6 credits, although a great deal of preliminary work is done in other courses or on your own. It is critical that you be able to realize the project within the time allotted and with the resources you have at hand. Defining the question and building the body of knowledge required to examine it should be at the center of your attention from the day you enter the program.

The Graduate School specifies that the thesis must be an independent effort on the part of the graduate student and must *produce new knowledge*.

“Independent effort” does not mean that you must do everything alone. Rather you will be guided by your committee (see below) and may even have the help of an editor, data gatherer, or methodologist. The conceptual analysis and development, however, must be your own.

The Graduate School defines “new knowledge” systematically, though with room for flexibility. First, the knowledge must be new to society including academia; it is insufficient if it is only new to you. Second, to be knowledge, it must have been shared, tested, and acknowledged as valuable and usable by society, in this case by academia. In practice, the adequacy of your thesis will be defined by your committee, many of whom will hold that the most important criteria is the adequacy of the learning experience, i.e., your having learned how to conduct research.

THESIS TYPE 1

Thesis Type 1 first conducts a thorough study and assimilation of existing scholarship and data (which may include analyses of existing architectural designs). Then, a hypothesis is tested through appropriate methods including qualitative or quantitative studies such as surveys, historical analysis, simulation studies, or other modeling techniques. Graduate School formatting requirements are followed so that the thesis may be submitted to the Graduate School database as well as the Department of Architecture.

THESIS TYPE 2

Thesis Type 2 also requires a thorough study and assimilation of existing theory, scholarship and data, which must be presented as a monograph or similar. A hypothesis is then derived and examined through an architectural design inquiry. Formatting requirements are more flexible in this type of thesis, which is submitted to the Department of Architecture.

A design project may be a part of the thesis; but in this case too, new theoretical knowledge or insight must be generated. The latter is usually described in a written document or monograph of which the design project becomes a part. The applicability of the new knowledge to the discipline and/or the profession of architecture is an important criterion for acceptability.

The Department of Architecture sets requirements beyond those set by the Graduate School. The department specifies that the thesis must be related and make a contribution to the profession and/or discipline of architecture. Beyond that, the substance, scope, and methodology is determined by you and your thesis committee.

THESIS PROCESS AND TIMETABLE

Following is a brief description of the formal steps in the M.S. in Architecture thesis process. Certain dates are set by departmental policy, for example thesis proposal presentation dates and thesis defense dates.

1. First Year: Establishing the Thesis Committee

Throughout the first year, the student asks specific faculty to serve as the committee adviser and members, and once established (likely in the spring semester), sends the departmental staff assistant an email informing them of the committee members' names. The student must inform the departmental assistant in writing of any changes that may occur in the committee membership.

2. First Year Spring Semester (Finals Week): Formal Presentation of the Thesis Proposal

This step serves to verify that the candidate has a viable thesis topic, question, and strategy and to authorize initiation of the thesis process. It takes place after the student has discussed their topic with the committee and developed the final proposal with the assistance of the adviser. The master's thesis proposal must be a clearly set forth paper that demonstrates that the necessary literature review has been completed, that all conceptual and methodological problems have been resolved, and that the student is adequately prepared to move on to gathering the appropriate information, processing it,

and drawing the appropriate and necessary conclusions commensurate with the thesis claim, question, or hypothesis.

Copies of the thesis proposal must be in the hands of each of the committee members two weeks before the scheduled meeting, except as may be waived/alterd by a unanimous vote of the committee. All committee members are expected to attend the proposal presentation in order to evaluate the proposal.

The committee must accept or reject the proposal on a pass-fail basis and, if judged satisfactory by all members, approves the proposal signifying that the candidate is prepared to move forward and execute the thesis. If the proposal is not approved, the committee must provide the candidate an evaluation of the proposal and recommendations for proceeding. In either case, the student must complete the thesis proposal approval form, available online or in the departmental office, have all committee members sign it and submit it to the departmental office. This form must be accompanied with a copy of the approved proposal and will be placed in the student's file. If the proposal is not approved, this step may be repeated. There are no limits to the number of times a proposal may be presented for approval except as limited by the Graduate School.

Students who are on an assistantship must pass this step by the end of the spring semester of their first year or risk losing subsequent funding.

3. Second Year Spring Semester: Presentation and Defense of the Thesis

Early in the spring semester, you should discuss with your advisers the schedule of the defense and submission of your thesis. Students must follow the Graduate School's schedule, available at: gradschool.psu.edu/calendars/important-dates/.

In order to graduate in the spring semester, a thesis draft must be uploaded to the Graduate School website approximately in mid-February (check exact date on the Graduate School website). The defense should be scheduled no later than mid-March so that there is enough time to revise the thesis before the final submission deadline which is roughly in the first week of April (check exact date on the Graduate School website).

If a defense cannot be scheduled in time because the committee feels the student has not adequately completed the thesis work, the student may negotiate with the committee a defense at the end of the spring semester and postponement of graduation to the summer semester. However, this option is entirely up to the committee, as faculty are not required to be on campus over the summer. Thesis defense dates may not be scheduled during the summer.

Copies of the thesis must be submitted to the committee members 10 working days (two calendar weeks) prior to the scheduled defense date.

Students must also announce the presentation of their thesis sending a PDF file of the thesis draft and a digital poster – listing student name, date and time of defense, thesis title, and committee members – to the Graduate Programs Assistant, with a request to have it forwarded to all faculty and students. The presentation must be announced no less than 10 working days prior to the event.

Department policy requires that the candidate make a formal presentation of the final draft of the thesis to the faculty and graduate students before it may be formally approved by the committee. This step is meant to provide a vehicle for intellectual discourse in the department, and to give non-committee members an opportunity to express their views regarding the quality of the thesis.

The student is responsible for making all the arrangements including reserving the room or audio-visual equipment for the presentation. There is no prescribed format for the presentation except that sufficient time should be provided for discussion. The committee is expected to attend the discussion and factor this into their final evaluation. In exceptional cases, committee members may attend remotely, for example via Skype. The student and adviser must be physically present. In addition, either the Director of Graduate Studies or the Department Head must be physically present.

At the defense, students present a summary of their thesis. Usually this presentation takes approximately 30 minutes. After the presentation, the discussion is opened to the general public, after which the committee may ask questions or make comments in an open or closed (with or without the public) session. If there are no further comments, the committee

convenes, and decides if the thesis may pass as is, if it needs minor revisions, or if it needs extensive revisions to pass. The thesis may only pass with a unanimous affirmative decision of the thesis committee.

If the thesis needs minor revisions, the committee sets a deadline for the revisions to be completed.

If the thesis needs major revisions or is not satisfactorily defended, the committee provides appropriate feedback to the candidate, the candidate makes the necessary changes in accordance with a schedule set by the committee, and the thesis defense must be repeated.

4. Thesis Final Submissions

The student is responsible for making any final corrections, and submitting copies of the final manuscript to the Department of Architecture and the Graduate School. If you will be submitting the thesis to the Graduate School, the thesis must pass the Graduate School formatting review, deadlines for which are located on the Graduate School website. If the thesis cannot conform to the Graduate School thesis formatting requirements, the student may – with the committee's approval – elect to submit the thesis to the Department only. Thesis requirements for the Graduate School and the process for submitting a thesis to the Graduate School are available for download at: gradsch.psu.edu/current/thesis.html.

- Along with the final thesis, you must submit a thesis fee (the Graduate School will provide information about the exact amount) and the Master's Approval Page with the required signatures (thesis author, thesis adviser, committee members, and Department Head or Director of Graduate Studies). The Master's Approval Page is available online and in the Graduate School Thesis Guide.
- Await notification of thesis approval from the Graduate School by email. If formatting changes are required, you will be notified. The Thesis Office certifies that the thesis has been prepared in accordance with the regulations of the Graduate School Thesis Guide. After final approval by the Thesis Office, changes are not permitted.

Finally, you must ask all of your committee members if you should provide them with a bound copy of your thesis.

THE THESIS ADVISER AND COMMITTEE

The thesis committee must be composed of a minimum of three Graduate Faculty members, not less than two of whom shall be members of the Graduate Faculty in Architecture. One of these two Graduate Faculty members shall serve as the chair of the committee and as your thesis adviser. One or more members of your committee may be from another department. The Director of Graduate Studies or Department Head must also attend your thesis defense and sign off on the thesis; if the Director of Graduate Studies is your adviser or a committee member then the Department Head must play this role and vice versa. You may have more than three members on your committee, but keep in mind that this may make it more difficult to schedule meetings.

The committee's role is similar to that of design studio critics: to guide you, advise you, critique the thesis, and finally, to judge your effort. One of the committee members is your primary guide or mentor and is referred to as the adviser. Usually, the adviser takes a more active and dominant role in substantive issues and is responsible for administrative matters. The other members usually play a secondary role, primarily helping you with substantive questions. External members (from another department) provide guidance and expertise when your thesis crosses disciplinary lines.

The Graduate School permits faculty from other universities to be on a committee when no one at Penn State represents the expertise desired. The addition of a non-Penn State faculty member requires the Graduate School's approval.

Should the need arise, committee membership can be changed, including the adviser. Because this may result in a delay in graduation, you should consult as soon as possible with your adviser in the case of a committee member change, or with the Director of Graduate Studies or Department Head in case of a change of advisers.

REGISTRATION FOR ARCH 600 THESIS

In principle, only the work related to executing thesis is done under ARCH 600 (Thesis). This is a capstone course, and is taken in the last semester of your studies. Deciding on a topic, preparing to study the topic, and writing the thesis proposal are all done in other courses or "on your own." The initial ideas for the thesis are identified in the first year of study. As you begin to think about your topic, you will spend much time reading in various areas trying to define a focus and to learn enough about the subject matter to think of it as a thesis. While you are preparing yourself for the thesis, you should register for appropriate supporting courses. If an appropriate elective course on a desired topic is not offered, you may register for ARCH 596 (Independent Studies). In preparing your thesis project, you may also register for ARCH 591 (Architectural Research), usually under the supervision of your adviser. Only when you are working directly on the thesis, i.e., gathering or analyzing the information, should you be registered for ARCH 600. ARCH 600 is a controlled course and you must successfully defend your thesis proposal in order to register through the departmental office.

No more than 6 credits of ARCH 600 may count toward fulfilling the degree requirements. If you need to be enrolled for additional thesis work beyond the 6-credit minimum, you may register for additional credits in ARCH 600. In this case, you will receive permanent R grades for ARCH 600 because the Graduate School limits ARCH 600 for master's theses to a maximum of 6 credits of "quality grades." A master's candidate who has completed all of the requirements for the M.S. degree prior to their semester of graduation does not need to register for any credits in their final semester in order to graduate.

ELECTIVES

Students may choose to enroll in electives beyond the number of credits required. Keep in mind, however, that elective courses do effect your grade point average (GPA) and that you must get a C or better for them to count toward meeting the degree requirements.

GRADUATE EXHIBITION

Each spring semester the Graduate School organizes a University-wide Graduate Exhibition. This is an excellent opportunity to present your thesis work, to become engaged in the University at large, and to network beyond our own

discipline. You will find the schedule and guidelines on the Graduate School's website.

In recent years, the Department of Architecture has been very successful in the University's Graduate Exhibition with the following M.S. students receiving recognitions:

- 2018 **Manal Anis**, 3rd Place
- 2017 **Angelica Rocio Rodriguez Ramirez**, 1st Place
- 2016 **Cansu Tari**, 1st Place
Dhaval Chheda, 2nd Place
Shivaram Punathambekar, 3rd Place
- 2015 **Farah Abdel Galil**, 2nd Place

FIRST SEMESTER

FALL

FIRST YEAR

MAIN TASKS FOR ON-TIME COMPLETION

- Identify a field and topic.
- Determine an appropriate method of inquiry.
- Get to know faculty familiar with your thesis interests who might serve as your thesis adviser and/or committee members.

COURSEWORK

CSS: ARCH 520, Electives

DC: ARCH 520, ARCH 497, Elective, or ARCH 536 DC

MM: ARCH 520, ARCH 491, Elective

SUS: ARCH 412, ARCH 520, Elective, or ARCH 536 SUS

SCHEDULE OF DELIVERABLES

WEEK

- | | |
|----|---|
| 15 | You should have possible research questions identified and a literature review of your topic developed. |
|----|---|

SECOND SEMESTER

SPRING

FIRST YEAR

MAIN TASKS FOR ON-TIME COMPLETION

- Gain depth in chosen field and topic.
- Establish thesis committee.
- Submit and discuss several drafts of thesis proposal with committee members.
- Successfully defend thesis proposal on departmentally specified date during Finals Week.

COURSEWORK

CSS: ARCH 511, ARCH 550, ARCH 536 CSS

DC: ARCH 511, ARCH 550, Elective or ARCH 536 DC

MM: ARCH 511, ARCH 550, Elective or ARCH 536 MM

SUS: ARCH 511, ARCH 550, Elective or ARCH 536 SUS

FIELDWORK

SUMMER

BETWEEN FIRST & SECOND YEARS

SCHEDULE OF DELIVERABLES

WEEK

1	
2	Identify adviser and committee members.
3	
4	
5	
6	
7	
8	Meet with committee for feedback.
9	
10	
11	
12	
13	THESIS PROPOSAL COMPLETED Student provides all committee members a copy of proposal for review no less than 10 working days prior to the presentation date.
14	
15	THESIS PROPOSAL APPROVED (FINALS WEEK) Student obtains committee proposal sign-off, presents copy of approved proposal with signature page as cover to Graduate Programs Assistant for placement in student's file.
	<i>If you are on an assistantship, successful presentation of the thesis proposal is a prerequisite for continued funding.</i>

THIRD SEMESTER

FALL

SECOND YEAR

MAIN TASKS FOR ON-TIME COMPLETION

- Work on thesis project.
- Meet with committee for in-progress review.

COURSEWORK

All Clusters: ARCH 600 and/or Electives

NOTES

Only after your thesis proposal is approved, can you enroll in ARCH 600: Thesis Research. The 6 credits needed for ARCH 600 may be taken in one semester or in any increments desired by the student and approved by the thesis adviser.

SCHEDULE OF DELIVERABLES

WEEK

- | | |
|---|---|
| 8 | No later than 8 th week, you should schedule a committee meeting for in-progress feedback. |
|---|---|

FOURTH SEMESTER

SPRING

SECOND YEAR

MAIN TASKS FOR ON-TIME COMPLETION

- Complete thesis final draft.
- Complete any remaining coursework.
- Follow the required schedule per the Graduate School website: gradschool.psu.edu/calendars/important-dates/.

RECOMMENDED COURSEWORK

All Clusters: ARCH 600, Elective

NOTES

The 6 credits needed for ARCH 600 may be taken in one semester or in any increments desired by the student and approved by the thesis adviser.

- 1 INTENT TO GRADUATE** Activate the intent to graduate in LionPATH if you plan to graduate in this semester. The last date for a spring graduate to activate the intent to graduate can be found on the Graduate School's website.
- 2** A thesis that will be submitted to the Graduate School must be presented for a "format review" prior to final submission. Some projects cannot accommodate the format requirements, in this case the thesis may not be submitted to the Graduate School, but must still be archived and made publically accessible through the University Library System.

SCHEDULE OF DELIVERABLES

WEEK

1	Check the Graduate School's schedule and discuss potential thesis schedule with your adviser.
2	Submit your Intent to Graduate in LionPATH.
3	
4	
5	Approximate time to upload thesis draft to Graduate School website.
6	
7	
8	Approximate time to defend your thesis.
9	
10	
11	
12	Approximate deadline for uploading final thesis on Graduate School website.
13	
14	
15	

GRADUATION

M.S. IN ARCHITECTURE

THESIS COMPLETION CHECKLIST

CHECK DEADLINES ON THE GRADUATE SCHOOL'S WEBSITE

gradschool.psu.edu/calendars/important-dates/

DOWNLOAD AND STUDY THE *THESIS GUIDE* FROM THE GRADUATE SCHOOL'S WEBSITE

gradschool.psu.edu/current-students/etd/

BEFORE THESIS DEFENSE

- "Intent to graduate" activated via LionPATH
(check deadline on the Graduate School's website, normally second week of semester)
- Draft of the master's thesis submitted to the eTD website for format review
(check deadline on the Graduate School's website)
- Schedule defense with committee members AND Director of Graduate Studies
- Defense scheduled for in room
- Final thesis draft sent to committee members and graduate officer no less than 10 working days in advance of defense
- Digital copy of thesis draft and defense invitation poster emailed to Department of Architecture main office
(Nina Bumgarner: ndb2@psu.edu) for distribution to faculty and students no less than 10 working days in advance of event, include: student name, title of thesis, committee members, date (day and time), and location.

AFTER SUCCESSFUL THESIS DEFENSE

- All changes requested by thesis committee and the Graduate School's format review response incorporated in final thesis document
- "Master's Signatory Page" completed by committee and Director of Graduate Studies; fee submitted to the Graduate School (check deadline)
Download: gradschool.psu.edu/current-students/etd/
- Master's thesis uploaded to the eTD website
(check deadline on the Graduate School's website)
- Hardcopy of thesis cover page, signatory page, and abstract submitted to Department of Architecture main office to be included in student folder
- The Penn State Library does not require bound paper copies; members of the student's thesis committee are entitled to request bound paper copies from the student

DUAL-TITLE M.S. DEGREE:

ARCHITECTURE AND HUMAN DIMENSIONS OF NATURAL RESOURCES AND THE ENVIRONMENT (HDNRE)

ADMISSION PROCESS

For admission to the dual-title degree under this program, a student must first apply and be admitted to Penn State's Graduate School as well as to the Architecture graduate program (M.S. in Architecture degree). Once accepted into the Architecture program, the student can apply to the Admissions Committee of HDNRE. The HDNRE admissions committee reviews applications and recommends students for admission to the dual-title degree program to the Graduate School.

REQUIREMENTS FOR DUAL-TITLE M.S. DEGREE

To qualify for a dual-title degree, students must satisfy the requirements of the Architecture program in which they are primarily enrolled. In addition, they must satisfy the requirements described below, as established by the HDNRE committee. Within this framework, final course selection is determined by the student, the HDNRE adviser, and the Architecture program adviser.

Upon a student's acceptance by the HDNRE admissions committee, the student will be assigned an HDNRE academic adviser in consultation with the HDNRE chair. As students develop specific scholarly interests, they may request that a different HDNRE faculty member serve as their adviser. The student and adviser will discuss a program of study that is appropriate for the student's professional objectives and that is in accord with the policies of the Graduate Council, the Architecture program, and the HDNRE program.

HDNRE PROGRAM COURSEWORK

A candidate for the dual-title intercollege M.S. in HDNRE must complete 17 credits of course work beyond the bachelor's degree in addition to curricular requirements for the masters' degree in the student's primary program. The HDNRE require-

ment includes four core courses in the HDNRE curriculum: HDNRE 590 Colloquium (2 credits), HDNRE 574 Integrated Perspectives in Human Dimensions of Natural Resources and the Environment (3), HDNRE 575 Ethical Issues in Human Dimensions of Natural Resources and the Environment (3), and RSOC 555 Human Dimensions of Natural Resources (3). In addition, each HDNRE student will take either ANTH 559 Human Ecology (3) or FOR 565 GIS-Based Socio-Ecological Landscape Analysis (3), and one additional 3-credit course selected in consultation with the student's graduate committee. The HDNRE Colloquium (HDNRE 590) must be taken in each of the first two semesters of enrollment in the dual-title intercollege degree program.

Some courses may satisfy both the graduate major program requirements and those of the dual-title program. Final course selection is determined by the student in consultation with their dual-title program advisers and their major program advisers.

THESIS COMMITTEE AND COMPLETION OF THESIS FOR THE DUAL-TITLE M.S. DEGREE

A thesis committee for the dual-title M.S. degree will consist of two Graduate Faculty members from Architecture and one Graduate Faculty member from HDNRE. The thesis topic itself will be an integration of both architecture and HDNRE.

Candidates for the dual-title M.S. degree in Architecture and HDNRE will also be required to pass a final defense covering the general field of architecture and HDNRE, with emphasis on the student's area of specialization. The defense is to be administered by the student's thesis committee. The thesis may only pass with a unanimous affirmative decision of the thesis committee.

OTHER INFORMATION

GRADUATE SCHOOL DEADLINES

It is highly advisable to regularly check the Graduate School website for important dates such as deadlines for uploads of dissertation drafts and final dissertations or submitting the intent to graduate: gradschool.psu.edu/calendars/important-dates.

COURSE NUMBERING AND RELATED ISSUES

Courses at Penn State are numbered from 001 to 699 with some professional courses having 700–999 designations. You may take elective courses at any level but can only receive credit toward the M.Arch. degree for courses at the 400 level or above. You must have earned 36 or more credits at the 500 level to graduate.

Note that courses taken below the 400 level are given a grade, but the course will not count towards your degree.

ARCH 596 enables you to create an independent course with an instructor. Such a course results from the desire and willingness of a faculty member and a student to do a course of study not currently offered in the University at a time the student can enroll. The professor bears no institutional responsibility to offer such courses and they usually involve an extra load for the faculty. To register, the department requires that you and the faculty member have agreed upon the conditions of the course in writing. It is your responsibility to notify the Graduate Programs Assistant of this arrangement. ARCH 596 and other “independent study” courses are intended to fill in gaps. They are not to be used to substitute for extant courses.

COURSE GRADING

To maintain your status in the graduate program, the graduate school requires that you maintain a 3.0 grade point average (G.P.A.). Thus you can receive lower than a B in a course as long as the G.P.A. is not less than 3.0.

If you fall below the 3.0 average, you are subject to being suspended from the program and Penn State at the discretion

of the department. Further, if you receive one or more failing grades, you are also subject to suspension. Keep in mind that a D is a failing grade for graduate students and an F is immediate grounds for suspension.

Some courses permit you to receive a pass (P) or fail (F) grade in lieu of a “quality grade,” i.e., an A, B, C, D, or F. Other courses permit the faculty member to assign an R grade for passing work, when the nature of continuing work does not permit a quality grade to be assigned at the end of the semester. In this case, the quality grade may be assigned at a later date. Only specific courses are authorized to assign P, F or R grades. If adequate performance has not been shown, the faculty member is authorized to assign you a D or an F in lieu of an R grade.

Penn State also authorizes the use of the DF (deferred) grade for situations in which the student was not able to complete the work within the time limits. The deferred grade is authorized only in cases where the failure to complete the work within the semester was beyond the student’s control. In this case, the student must complete the requirements and receive a letter grade within the first nine weeks of the next semester or the grade will change to an F.

GRADUATE ASSISTANTSHIPS

If you have been awarded a graduate assistantship as a teaching assistant (TA) or research assistant (RA) you have already signed the contracts and are familiar with some of the conditions. The time frame for the assistantship, 18 weeks, is longer than the 15 week academic calendar. Please check your copy of the contract and/or consult with the Graduate Programs Assistant. Then, prior to the semester assigned, discuss the calendar with the faculty member you are assisting and come to an understanding of the conditions.

If you are a graduate assistant or on a fellowship for two semesters during an academic year, you are eligible to receive summer tuition assistance for the summer semester if you are taking required courses. Keep this in mind as you are planning

your program; it is an excellent way of covering a summer of study when you may not have an assistantship. You must apply for the Summer Tuition Assistance Program (STAP) in April or May to receive the grant.

INTERNATIONAL STUDENTS

Global Penn State hosts the Directorate of International Student and Scholar Advising (DISSA). If you are interested in working in the United States for the summer, please contact DISSA immediately to apply for the appropriate visa permission. Depending on your visa, you may apply for the Curricular Practical Training (CPT) or Optional Practical Training (OPT), as well as other programs. The Director of Graduate Studies (DGS) services as your academic adviser in this case, and typically must answer a number of questions that the DISSA office reviews to determine your application's approval. There are other programs available to you through DISSA/iStart that the academic adviser must approve. Please provide the DGS with all relevant information via email before submitting your online iStart application.

SUMMER COURSES

The Department of Architecture does not offer graduate courses in the summer, although students may arrange independent study courses with faculty during this period. Summer is also a good time to take courses outside of the department. Other departments frequently offer basic methodology and theory courses during the summer.

TRANSFERRING CREDITS

If you have transferred into the Department of Architecture from another major/department at Penn State, there is no limit to the number of credits you may transfer in. You may transfer all courses approved by the department.

If you have transferred from another university, the Graduate School limits the number of transferable credits to ten with a grade of B and above. Non-quality grades are ineligible. The transferability of coursework outside of Penn State must meet the requirements of the Graduate School and is subject to the approval of the department.

In order to transfer credits from another institution, you must fill out the appropriate Graduate School form and have this form approved by the Director of Graduate Studies. You must then submit the form to the Graduate School for final approval. Make sure that you keep a copy of the approval notification.

GRADE POINT AVERAGE

Penn State requires a 3.0 cumulative grade point average for graduation. In addition, the Department will consider the length of time a student has been enrolled in the program and may terminate any student whose cumulative grade point average at any time is less than a 3.0.

PROVISIONAL STATUS

A student admitted as a master's degree candidate on a provisional basis must satisfy the conditions of the admission within the time period specified. Failure to do so is grounds for dismissal.

RESPONSIBLE CONDUCT OF RESEARCH

All scholars confront ethical issues in their professions. Training is critical to prepare students and researchers to address ethical challenges that may arise when conducting research. Penn State requires Responsible Conduct of Research (RCR) training for all graduate students, post-docs, and new faculty to ensure the ethical conduct of research at the University. The University uses the Scholarship and Research Integrity (SARI) program to create an awareness of ethical principles and established professional norms in the performance of all activities related to scholarship and research. Each student must complete two components of SARI: an online Collaborative Institutional Training Initiative (CITI) course and at least five hours of discussion-based activities. Your training will be embedded in one of your required courses, but it is your responsibility to complete the work in a timely manner so that it can be reported to your academic file. You cannot graduate without completing both SARI components.

Additionally, federal, state, and University regulations (Penn State Policy RA14) require that the use of human participants in research (including any interviews) be reviewed and

approved by Penn State's Institutional Review Board (IRB). This includes completing an additional CITI course for Social and Behavioral Human Subjects Research. For more information, see the IRB website at: research.psu.edu/irb.

AWARDS AND COMPETITIONS

The Annual Graduate Research Exhibition occurs each year at the end of March. It is sponsored by the Graduate School as an exhibition of graduate student research and creative work. The work is judged and winners are awarded cash prizes. Being accepted and exhibiting your work is valuable both to you and the department, and the awards are not only financially helpful but also add prestige to your curriculum vitae or résumé.

Each year, the Graduate School awards a number of student recognition awards, such as the Distinguished Master's Thesis Award, the Graduate Student International Research Award, and the Harold F. Martin Graduate Assistant Outstanding Teaching Award.

The following Stuckeman School graduate student was awarded the Distinguished Master's Thesis Award:

- 2019 **Umme Hani**, Architecture

The beginning of each fall semester is marked by the annual Corbelletti Memorial Competition. This design charrette, named in honor of Raniero Corbelletti, Head of the Department from 1968 to 1988, is for students within the department and is open to both undergraduates and graduate students. There is a cash award for one or more winners.

The beginning of the Spring Semester marks the John Stewardson Memorial Scholarship Competition, a state-wide competition for which students are nominated by their institution. Graduate Students are eligible to participate.

The Alma Heinz and August Pohland Graduate Student Fellowship provides money each Spring to students in their early years of graduate study in the Department of Architecture. A school-wide competition will take place in which students apply for the fellowship by submitting a project proposal. In addition to the proposal, students will be judged on the promise of academic excellence by submitting their grades to date.

OTHER FUNDING

Students who have been accepted to present work at a conference may apply for travel funding. To apply, you should send a link to the conference website, a copy of your acceptance letter, and a detailed budget to the Director of Graduate Studies. The Associate Dean of Research and Graduate Studies' office in the College of Arts and Architecture will provide matching funding if available; a form is available from that office.

FINANCIAL AID

When you applied to this program, you were automatically considered for a Graduate Assistantship unless you indicated that you already had funding in place. If you were not awarded one and would like to be considered for one, make sure to inform the Department Head. Conditions change, sometimes on short notice. As you are aware from a bulletin sent to you by the Graduate School when you applied, various other forms of student aid are available.

GENERAL TIME LIMITATIONS

The Graduate School specifies that all requirements for the master's degree must be satisfied within eight years of being admitted into the program. This time limitation includes all coursework completed elsewhere and transferred to this program.

AVAILABILITY OF THESES AND DISSERTATIONS

All theses, papers, and projects done as part of the graduate program in architecture are available to the public through the University libraries.

GRADUATE STUDENT RESOURCES

There are a number of organizations to help you at Penn State. If you are planning to live off campus, contact the Organization for Town Independent Students (OTIS) at the Hetzel Union Building (HUB) – the Student Union Building. The HUB’s information desk provides a number of useful brochures, such as guides for new students published by student organizations. These provide considerable information about both the university and the town. The HUB provides other useful resources as well, such as the Penn State Bookstore, eateries, ATM machines, galleries, and study areas, as well as many scheduled activities. *The Collegian*, the Penn State student newspaper, is available in the HUB and in many other buildings on campus free of charge.

The University Office of International Programs is located across the street from the HUB in 222 Boucke Building. There is also a lounge there, where you can meet other international students.

The Graduate and Professional Student Association (GPSA) is the representative body for graduate students. The mission of the GPSA is to represent and support the interests of the University’s current and future graduate student community by supporting scholarly activities and providing leadership, service, and social opportunities. This volunteer organization, recognized by the University as the graduate students’ central organization, provides services, such as graduate student orientation; programs and workshops on topics including income tax issues; student advocacy on pertinent issues; social activities, such as free movies; and publications such as *The Guide to Graduate Life*, a newsletter distributed ten times a year (four times in both fall and spring, and twice in summer); a Tax Guide; typist listing; a babysitters listing; and a health insurance pamphlet. The GPSA is also charged with designating graduate student representatives to a number of committees throughout the University, thus maintaining contact between the graduate students and the many offices of the University.

The Office of Graduate Fellowships and Awards

Administration is responsible for facilitating all Graduate School funding programs and awards. Funding programs are available for both incoming and current graduate students. The Graduate School funding process, like the admissions process, is decentralized. Therefore, applicants for Graduate School funding must be nominated and supported by the academic department and college. Students should begin looking for funding approximately one year in advance of their need for funding and stay in close communication with their department or program head. Given that competitions for funding have particularly early deadlines, students should also investigate as many funding options as possible to avoid missing valuable opportunities.

The Office of Global Programs provides answers to questions and needs that are unique to international students. The office is located at 410 Boucke Building. global.psu.edu

The Office of Student Aid is a good place to begin the search for financial assistance. studentaid.psu.edu

The Office for Disability Services provides information and assistance to students with disabilities. equity.psu.edu

The Writing Center is sponsored by the Graduate School and provides assistance to graduate students who wish to enhance their writing skills. Graduate students are invited to schedule appointments for one-on-one discussions of their writing projects. pennstatelearning.psu.edu/tutoring/writing

Penn State Escort Service is operated under the auspices of Police Services and will provide an escort for students walking on campus after dark. The escort service may be reached at 5-WALK (865-9255). police.psu.edu

Off-Campus Housing opportunities are listed in 213 HUB-Robeson Center, 865-2346. studentaffairs.psu.edu/offcampus

Office of Judicial Affairs is responsible for dealing with violations of the Code of Conduct, including sexual assault, harassing, stalking, and physical assault. The phone number is 863-0342. sa.psu.edu/ja

Code of Conduct online: studentaffairs.psu.edu/conduct

The Affirmative Action Office is committed to ensuring the University maintains an environment free of harassment and discrimination. affirmativeaction.psu.edu

HUB-Robeson Center is the site for multiple student services including restaurants, a copy center, a bank (Penn State Federal Credit Union), STA Travel, a convenience store, the Penn State Bookstore, the Center for Arts and Crafts, Art Galleries, and the main information desk for the University. studentaffairs.psu.edu/hub

Counseling and Psychological Services (CAPS) can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some common concerns include difficulty with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating, or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs. studentaffairs.psu.edu/counseling

Career Services, located in the MBNA Career Services Building, is fully equipped to assist graduate students in the preparation of resumes and curriculum vitae and in developing effective interviewing skills. Career Services hosts a career fair that is open to graduate as well as undergraduate students. studentaffairs.psu.edu/career

Research Protections is the office that oversees all research on human participants, animals, radioisotopes and biohazardous materials. You must have permission from this office prior to conducting research involving any of these subjects. Permission can not be obtained after the work has begun. research.psu.edu/orp

Pasquerilla Spiritual Center is home to more than 50 spiritual organizations. The center is non-denominational and

provides students with opportunities to explore ethical and spiritual issues. studentaffairs.psu.edu/spiritual

Problem Resolution Graduate students occasionally have difficulties with advisers, programs, or an academic matter associated with their programs. The first step in problem resolution is always to talk with your adviser and then with the program chair or department head followed by the associate dean of your college. If this does not resolve the problem, the associate dean of the Graduate School is available to provide guidance and maintain neutrality. Issues discussed during meetings with the associate dean will remain confidential if requested by the student.

RECOMMENDED PRACTICES IN GRADUATE EDUCATION

The Graduate School suggests best practices for faculty members, graduate students, administrators, and staff members for engaging in a supportive climate, academic progress, and career development. gradschool.psu.edu/faculty-and-staff/faculty/recommended-practices/

ACADEMIC INTEGRITY

The University does not tolerate violations of academic integrity, which include but are not limited to: plagiarism, cheating, falsification of information, misrepresentation or deception. Academic Integrity Policies and Procedures can be found online: artsandarchitecture.psu.edu/students/acad_integrity

PLAGIARISM

Plagiarism is a serious misdoing. Plagiarism means taking someone's words and presenting them as your own. Cutting and pasting from a website is considered plagiarism. Copying verbatim from any source without using quotation marks and the full reference is plagiarism. Plagiarism is a serious violation of academic integrity regardless of whether it is a homework exercise, an exam, a thesis, or a manuscript for publication. For more information about plagiarism and its consequences, see: tlt.psu.edu/plagiarism

UNIVERSITY POLICIES

University policies may be viewed online. Important policies include:

- Sexual Harassment (AD85)
- Professional Ethics (AD47)
- Parking Rules (BS04)
- Intellectual Property (RA12)

guru.psu.edu/policies

GRADUATE STUDENT POLICIES

Graduate Student policies are available online. These include:

- Grade mediation (G-10),
- Resolution of problems (Appendix II),
- Termination of program (Appendix III),
- Termination of assistantship (Appendix IV), and
- Residency requirements (Appendix V).

gradschool.psu.edu/graduate-education-policies

A FINAL NOTE

It is important not to lose sight of why you have chosen to pursue a graduate-level degree. Different from the structure of an undergraduate curriculum, this program is designed to provide you with a more individually-tailored educational experience, allowing for both personal and intellectual development. Make the most of this opportunity!