Student Handbooks outline course requirements, enrollment and graduation procedures, information about funding, SoA Laboratory Systems, Library resources and Computing. Handbooks serve as a quick, not encyclopedic, reference for SoA policies and procedures. For specific questions students should contact the Department Representative or DGS for their program.

Visit https://soa.princeton.edu/studenthandbook for future updates during the year.
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Faculty Contact Information
soa.princeton.edu/zone/people-faculty

Dean

Mónica Ponce de León  mpdl@princeton.edu

Associate Dean

Michael Meredith  mm0@princeton.edu

Director of Undergraduate Studies

Cameron Wu  cwu@princeton.edu

Directors of Graduate Studies

Marshall Brown, Professional
Professional M.Arch & Post-
Professional M.Arch Program  marshall.brown@princeton.edu

Beatriz Colomina,
Ph.D. Program  colomina@princeton.edu

Professors

Stanley T. Allen  stallen@princeton.edu
M. Christine Boyer  mcboyer@princeton.edu
Beatriz Colomina  colomina@princeton.edu
Elizabeth Diller  ediller@dsrny.com
Mario Gandelsonas  mgnlslns@princeton.edu
Sylvia Lavin  lavins@princeton.edu
Paul Lewis  plewis1@princeton.edu
Michael Meredith  mm0@princeton.edu
Guy Nordenson  
gjpn@nordenson.com
Mónica Ponce de León  
mpdl@princeton.edu
Jesse Reiser  
jesse@reiser-umemoto.com

**Associate Professors**

Marshall Brown  
marshall.brown@princeton.edu
Spyros Papapetros  
spapapet@princeton.edu

**Assistant Professors**

Erin Besler  
ebesler@princeton.edu
Jay Cephas  
jc8085@princeton.edu
V. Mitch McEwen  
vmcewen@princeton.edu
Forrest Meggers  
fmeggers@princeton.edu
Stefana Parascho  
parascho@princeton.edu
Cameron Wu  
cwu@princeton.edu

**Visiting Faculty Fall 2021**

Sylvester Black  
sblack9@princeton.edu
Fernanda Canales  
ac3630@princeton.edu
Chukwuemeka Chukwuemeka  
cc1770@princeton.edu
Cynthia Davidson  
cd5562@princeton.edu
Darell Wayne Fields  
df0082@princeton.edu
Kurt Forster  
kurtf@princeton.edu
Anda French  
afrench@PRINCETON.EDU
Shoshana Goldstein  
srg2@princeton.edu

J. Robert Hillier  
hillier@princeton.edu

Andrew Laing  
alaing@princeton.edu

Mahadev Raman  
mraman@princeton.edu

Daniel Sherer  
dsherer@princeton.edu

Aaron Shkuda  
ashkuda@princeton.edu

Anthony Vidler  
avidler@princeton.edu

**Visiting Faculty Spring 2022**

Visit https://soa.princeton.edu/zone/people-faculty

**Associated Faculty**

Sigrid Adriaenssens  
sadriaen@princeton.edu

Eduardo Cadava  
cadava@princeton.edu

Brigid Doherty  
bdoherty@princeton.edu

Hal Foster  
hfoster@princeton.edu

Ruben Gallo  
gallo@princeton.edu

Maria Garlock  
mgarlock@princeton.edu

Thomas Levin  
tylevin@princeton.edu

Douglas Massey  
dmassey@princeton.edu

Anson Rabinbach  
rabin@princeton.edu
School of Architecture Information

The Architecture Building is available for use by students 24 hours a day. For security purposes, the exterior doors of the building are locked from 12:00am until 7:00am. Your Student ID will be programmed to unlock the door. If your Student ID does not open the exterior door when locked, or you encounter any other maintenance concerns, such as problems with heating/cooling, leaking water or other building issues, please contact the School Administrator.

Main Office Hours and Staff Contact Information

School Year
Monday-Friday: 8:45am-5:00pm
Saturday-Sunday: CLOSED

Summer
Monday-Friday: 8:30am-4:30pm
Saturday & Sunday: CLOSED

Main Office: 609-258-3741

Visit https://soa.princeton.edu/content/soa-staff for the full administrative contact list.
Undergraduate Program

The undergraduate program at the School of Architecture is known for its rigorous interdisciplinary approach to pre-professional education. The four-year undergraduate program leads to an A.B. with a concentration in architecture and offers an introduction to the discipline of architecture within the framework of a liberal arts curriculum. The program prepares students for a graduate program in architecture or other related disciplines such as landscape architecture, urban planning, historic preservation, civil engineering, art history, and the visual arts.

Prerequisites
ARC 203: Introduction to Architectural Thinking
ARC 204: Introduction to Architectural Design

Course Requirements (Departmentals)
History & Theory of Architecture
  ARC 308, ARC 403, and one elective
History & Theory of Urbanism & Landscape
  Two electives
Art and Archaeology
  Two upper level courses
Building Technology
  ARC 311 and one elective
Design Seminar
  ARC 206
Design Studios
  ARC 350, ARC 351, and ARC 404

Independent Work
At Princeton, students are required to complete independent work in each semester of their junior and senior years. During the junior year, independent work is fulfilled by completing a research paper. During the senior year, independent work is fulfilled by researching and writing the senior thesis.

Junior Independent Work (JIW)

Subject to change. Please address questions to the Academic Program Manager.
All work is due by 5:00 p.m. on the listed due dates below.

The Junior Independent Work requirement is satisfied by a paper (9,000-10,000 words), due at the end of the academic year addressing a subject related to architecture selected by the student, in consultation with a faculty member. The work will be initiated in the fall (topic, outline and bibliography) and completed in the spring. Students will work in consultation with their faculty adviser and with the assistance of a graduate student, who will provide writing support. Juniors may keep the same faculty advisor and are encouraged to continue working on a similar research area for their senior thesis.

Independent Work Schedule

2021-22

Fall Term

September 2021 – First Funding Proposals Due to ODOC
  - Review the Dean of the College’s Junior Action Plan https://odoc.princeton.edu/advising/timelines-class-year/junior-action-plan
  - Review the Office of Undergraduate Research “getting started” guidelines https://undergraduate-research.princeton.edu/getting-started/juniors
  - See https://undergraduate-research.princeton.edu/calendar for funding deadlines throughout the year

September 16, 2021 3:50pm – Information Session
  - Attend an informal session hosted by Professor Cameron Wu, Department Representative, and Carrie Bly, PhD student, who will provide an overview of the Junior Independent Work requirements and upcoming writing workshops.
  - Schedule meetings with at least three faculty members in the department to discuss your proposed research topic.

End of September – JP Workshop I

October 8, 2021 – Preliminary Abstract and Advisor Choices Due
• Submit a one-page proposal of research topic and top three choices of advisor to Prof. Wu and Dan Claro
  o Students are not guaranteed their first choice of advisor. The final decision will be made by the Departmental Representative in consultation with the SoA faculty.

**Week of October 25 - 29, 2021 – Faculty Advisor(s) Assigned**
• Throughout the remainder of the academic year, students should arrange a schedule for progress meetings/consultations with advisors and a graduate student.

**End of October – JP Workshop II**

**November 5, 2021 – Faculty Advisor + Student should have their first meeting by this date**
• Student and faculty advisor discuss the project proposal, next steps, expectations for check-ins/regular meetings and availability for the duration of the project.

**Mid-November – JP Workshop III**

**November 22, 2021 – Junior Paper Outline and Bibliography Due**
• Send to faculty advisor, Prof. Wu and Dan Claro

**December 3, 2021 – Feedback on Outline**
• Faculty advisor and student meet to discuss progress, next steps

**January 14, 2022 – First 10 Pages of Junior Paper Due**
• Deadline to submit first 10 pages of Junior paper to advisor
• Submission should include an annotated bibliography.

**Spring Term**

January 24, 2022 Spring Classes begin

**Early February 2022**
During the months of February through April, students should schedule meetings with their JIW advisors at least every two weeks to discuss progress and next steps.
Mid-February 2022 – **JP Workshop IV**

**February 14, 2022** - **First 15-20 Pages of Junior Paper Due**

**Late February – ODOC Funding deadlines**
- Deadline to apply for A.B. senior thesis funding through the Student Activities Funding Engine (SAFE) to fund your thesis research over the summer.
- Office of Undergraduate Research Student Initiated Internship Program application due for funding for unpaid faculty internship [https://undergraduateresearch.princeton.edu/programs/summer-programs/oursip](https://undergraduateresearch.princeton.edu/programs/summer-programs/oursip)

**Early March 2022 – **JP Workshop V**

**March 21, 2022** - **First FULL Draft of Junior Paper Due** to department by 4:00 p.m.

**Mid-April 2022** – Faculty Advisor and Student meet to discuss progress and next steps

**April 4, 2022** – **Junior Paper Revisions Due to Advisor**

**End of April 2022 – **JP Workshop VI**

**Mid to Late April 2022** – Faculty Advisor and Student meet to discuss progress and next steps

**April 26, 2022** – **Final Junior Paper Due** to department by 4:00 p.m.
Senior Thesis
The senior thesis is a detailed project, presenting a well-argued piece of research on a precise architectural theme, and may include a substantial amount and variety of visual materials, including any of several forms of representation: architectural drawings, models, video, photographs, and computer-generated images. The relative proportion of written to visual material for each student must be agreed upon with the adviser and thesis committee. The final presentation and oral defense of the senior thesis in the spring will constitute a section of the departmental examination.

During the first weeks of the academic year, seniors should begin thinking about possible thesis topics and advisers. After they have been assigned their individual adviser, students work independently on their specific thesis project. Students will also have the chance to present part of their research in ARC 403: History & Theory of Architecture and in writing workshops in the fall semester of their senior year.

Thesis Schedule

2021-22

Subject to change. Please address questions to the Academic Program Manager.

All work is due by 5:00 p.m. on the listed due dates below.

Fall Term

September 1 – Getting Started
- Suggestions: Meet with Center for Career Development to learn how to use the Alumni Careers Network and HireTigers Meetup; Explore post-graduate opportunities through the Office of International Programs; Sign up for Thesis Bootcamp in your residential college; attend McGraw Center for Teaching & Learning workshops; talk to faculty about your research/career interests; begin to write.
- Office of Undergraduate Research “getting started” guidelines https://undergraduateresearch.princeton.edu/getting-started/seniors
September / October – Making Plans

- **Action Plan**
  - Dean of the College’s Senior Action Plan
    https://odoc.princeton.edu/advising/timelines-class-year/senior-action-plan
  - Research opportunities Calendar
    https://undergraduateresearch.princeton.edu/calendar

- **Funding Deadlines**
  - September 19 – Fall Research funding deadline
  - December 1 – Winter Research funding deadline (appl. Opens Nov. 16)
  - Review information on
    https://odoc.princeton.edu/support/senior-thesis-funding
  - Questions? email thesis@princeton.edu

- **Precedents** – Visit Mudd Library Thesis Archive for SoA theses 1924 - 2021
  https://dataspace.princeton.edu/jspui/handle/88435/dsp019c67wm88m

September 22, 2021 – Revised Thesis Statement and bibliography, Meet with potential advisors

October 13, 2021 - Three Page Thesis Proposal First Draft

- Submit a draft three-page proposal of the anticipated thesis topic, including research methods, an annotated bibliography, and first, second, and third choice for an adviser.
  - Seniors are not limited to faculty within the School of Architecture for advisers, but they are expected to coordinate with the outside adviser before submitting their name.
  - Students are not guaranteed to receive their first choice of an adviser. The final decision will be made by the ARC 403 faculty member in consultation with the thesis seminar professors.

November 3, 2021 — Final Thesis Proposal, Bibliography and 3 Advisor Choices

- FINAL thesis proposal draft and 1-page bibliography
- 3 advisor choices
- Throughout the academic year, seniors should attend regular weekly meetings with their thesis advisers. Advisers and
students should arrange a schedule for submission of drafts and illustrations.

**November 10, 2021 – Thesis Symposium**
- Final proposal due
- Advisor choices due

**November 17, 2021 – Thesis Symposium**
- Thesis outline due

**Dec 14, 2021 (Dean’s Date) — Fifteen Pages of Thesis Due**
- Submit a fifteen-page research document containing substantial thesis research conducted throughout the fall semester, as well as an outline of research methodology and annotated bibliography.

**Spring Term**

**January 24, 2022 – Spring Classes begin**
- Note: three optional yet highly-recommended Senior Thesis workshops to be offered in the Spring semester.

**March 1, 2021 — Second Reader Choices**
- Students should discuss choice of second reader with thesis adviser. Second readers may be from outside the School of Architecture.
- Submit the three names to the Academic Program Manager.

**March 22, 2022 — Thesis Draft Due**
- Students e-mail a complete draft of the thesis to their thesis advisor, copying the Academic Program Manager.

**April 25, 2022 — Deadline for Submitting Senior Thesis**
- Submit the following to the Academic Program Manager:
  - Two bound copies
  - One PDF copy
  - Abstract and four images documenting the thesis (as a separate document for department archive)
- One copy will be given to the adviser. The other copy will be given to the second reader and passed back to the Academic Program Manager following the oral exam to display on Class Day and added to the Architecture Library’s collection.
• The PDF copy should follow the formatting guidelines provided by Mudd Library (see “Formatting and Binding Information” below).

May 4-5, 2022 – Senior Departmental Exam (Oral Exams)
• Students will give a 15-20 minute presentation outlining their thesis and findings, followed by a Q&A session. This presentation is open to the public and students are encouraged to attend each other’s exams.

Late Thesis Submissions

Please do not underestimate the time necessary for acquiring or producing illustrations, and for proofreading, printing and binding.

A penalty of one-third letter grade per day will be applied to late submissions. A thesis is considered late if:
• Fewer than four copies are submitted.
• The honor statement is missing or is not signed.
• It has no page numbers.
• It is submitted after 5:00 p.m. on the due date.

Extensions for submission of thesis will be granted only in the most extreme cases. Requests for extensions must be directed to the Departmental Representative and approved by the thesis advisor. After the University deadline, only the Dean of the College may authorize extensions. Please note: Last minute computer difficulties or oversleeping do not constitute extreme cases.

Thesis Guidelines

The thesis should be no less than 20,000 words in length, and it is suggested that the thesis not exceed 25,000 words.

Formatting for Mudd Library
• Must be a pdf
• Images within the text should be reduced to a reasonable size (kb) to keep the total file size down
• No specific format is required
Required Elements

Title page
- This page should contain the title, name of author, date, the names of the advisor and second reader, and the following statement:

“A senior thesis submitted to the School of Architecture of Princeton University in partial fulfillment of the requirements for the degree of Bachelor of Arts in Architecture.”

Honor Pledge:
“This paper represents my own work in accordance with University regulations.”

- Student Signature

Citations
- Provide captions for all illustrations and list all necessary credits with the caption or at the end of the thesis.

Optional Inclusions

- Table of Contents
- Dedication
  - A preface, acknowledgment or dedication is optional, and if used should precede the table of contents.

Late Thesis Submissions

Please do not underestimate the time necessary for acquiring or producing illustrations, proofreading, printing, and binding.

A penalty of one-third letter grade per day will be applied to late submissions. A thesis is considered late if:

- Fewer than four copies are submitted.
The honor statement is missing or is not signed.
- It has no page numbers.
- It is submitted after 4:00 p.m. on the due date.

Extensions for submission of thesis will be granted only in the most extreme cases. Requests for extensions must be directed to the Departmental Representative and approved by the thesis adviser. After the University deadline, only the Dean of the College may authorize extensions. Please note: Last minute computer difficulties or oversleeping do not constitute extreme cases.

**Thesis Guidelines**

The thesis should be no less than 20,000 words in length, and it is suggested that the thesis not exceed 25,000 words.

**Format for Mudd Library Submission (Thesis Central)**

- Must be a PDF
- Images within the text should be reduced to a reasonable size to keep the total file size down
- No specific format is required
- See guidelines for Thesis Central
  http://rsbc.princeton.edu/policies/senior-thesis-submission-information-students

Bound copies created for the SoA Library, advisers, readers or the students themselves do not need to follow any particular format and may be more technical and elaborate in their design.

**Required Features**

**Title Page**

- This page should contain the title, name of author, date, the names of the adviser and second reader, and the following statement: “A senior thesis submitted to the School of Architecture of Princeton University in partial fulfillment of the requirements for the degree of Bachelor of Arts in Architecture.”
Honor Pledge
“This paper represents my own work in accordance with University regulations.”
— Student Signature

Citations

- Provide complete and correct information in the footnotes or endnotes and in the bibliography, using the guidelines established by the 16th edition of The Chicago Manual of Style.
- Provide captions for all illustrations and list all necessary credits with the caption or at the end of the thesis.

Optional Features

Dedication

- A preface, acknowledgment or dedication is optional, and if used should precede the table of contents.

Table of Contents

Prizes and Honors

Departmental Honors
Honors are awarded at graduation by the concentration department. The degree may be awarded with honors, high honors, or highest honors. The School of Architecture determines honors on the basis of the grades received in a student’s departmental courses, independent work, senior thesis, and senior departmental exam. The weighting is as follows:

- Departmental GPA: 30%
- Junior Independent Work (fall semester): 10%
- Junior Independent Work (spring semester): 10%
- ARC 404: 10%
- Senior Thesis: 35%
- Senior Thesis Exam: 5%

School of Architecture Prizes
Joseph Sanford Shanley '17 Memorial Prize in Architecture
This prize is awarded to an outstanding graduating senior for travel and research. Faculty members will recommend students to the Departmental Representative to apply for this prize. The selected students will be asked to submit anonymous proposals to the Awards Committee. The winner will be invited back to the School the next academic term to make a public presentation on the travel and research completed using the prize monies.
William Feay Shellman Travel Fund
A prize is to be given to a junior or senior who excels in drawing and drafting. The award will be granted for travel, preferably to Europe, with the expectation that the itinerary focus on buildings and gardens. Interested students will be asked to submit portfolios and proposals in early April. The winners will be invited back to the School the next academic term to make a public presentation on the travel and research completed using the prize monies.

Thesis Prizes
School of Architecture Thesis Prize
This prize will be awarded to the senior who has written the most outstanding thesis.

School of Architecture Urbanism Prize
This prize will be awarded to the senior who has written the most outstanding thesis involving an urban topic.

Frederick Barnard White Prize in Architecture
This prize is offered by the Department of Art and Archaeology to the best senior thesis with an architectural theme.

André Maman Senior Thesis Prize
This is a senior thesis prize awarded by the French and Italian Department for an outstanding senior thesis on the culture, economy, history, politics or society of France.

Grace May Tilton Prize in Fine Arts
Given by the American Studies Department, this prize is an award for an outstanding thesis that must deal wholly or principally with some aspect of the fine arts or crafts, past or present, within the territory now embraced by the United States, or elsewhere in the Americas.

University Center for Human Values Senior Thesis Prize
A prize will be awarded to the senior who has written the most outstanding thesis in the area of ethics and human values by the Philosophy Department.

American Society of the Italian Legion of Merits Senior Thesis Prize
The Department of French and Italian award for the most outstanding senior thesis in the area of Italian studies.

John Martyn Warbeke 1903 Senior Thesis Prize
A prize awarded by the Philosophy Department to the senior who has done the most distinguished work in the field of aesthetics.

Strayer Senior Thesis Prize
This prize is awarded by Medieval Studies to the best thesis dealing with Medieval Studies.

Carolyn L. Drucker Senior Thesis Prize
A prize awarded by Judaic Studies to the best Senior Thesis on a Judaic Studies topic.

Program in Near Eastern Studies Senior Thesis Prize
A prize awarded by Near Eastern Studies to the best senior thesis on a topic involving the Near East.

Richard D. Challener Senior Thesis Prize
The Committee for Canadian Studies award for a superior thesis on a topic of substantial relevance to Canadian culture, themes, experience, or issues.

Stanley J. Stein Senior Thesis Prize
The prize awarded by the Program in Latin American Studies for the best thesis written on a topic involving Latin America. Primary sources in Spanish, Portuguese, or French must constitute more than 50% of all citations.

Peter W. Stroh ’51 Senior Thesis Prize
The Princeton Environmental Institute awards this prize for the best thesis on an environmental topic.

Leigh Buchanan Bienen and Henry S. Bienen Senior Thesis Prize
The East Asian Studies Department and Program award for the most outstanding thesis on an East Asian topic. The senior thesis must be based on extensive and appropriate sources in Chinese, Japanese, or Korean as well as Western language materials.

Kenneth Maxwell Senior Thesis Prize
The Program in Latin American Studies award for the best thesis related to Brazil.
Certificates in Architecture

Urban Studies

Please visit urbanstudies.princeton.edu for the most up-to-date information.

Program Director
Mario Gandelsonas

Executive Committee
Sigrid M. Adriaenssens, Civil and Environmental Engineering
João Biehl, Anthropology
M. Christine Boyer, Architecture
Michael A. Celia, Civil and Environmental Engineering
Mario I. Gandelsonas, Architecture
Maria E. Garlock, Civil and Environmental Engineering
Alison E. Isenberg, History
Douglas S. Massey, Woodrow Wilson School and Sociology
Gyan Prakash, History

Associated Faculty
Roland J. Benabou, Woodrow Wilson School and Economics
John W. Borneman, Anthropology
Elie R. Bou-Zeid, Civil and Environmental Engineering
Leah P. Boustan, Economics
Vera S. Candiani, History
Miguel A. Centeno, Sociology and Woodrow Wilson School
Janet Y. Chen, History and East Asian Studies
Jill S. Dolan, Office of the Dean of the College
Patricia Fernández-Kelly, Sociology
Simon E. Gikandi, English
William A. Gleason, English and American Studies
Joshua B. Guild, History and African American Studies
Judith Hamer, Lewis Center for the Arts and Dance
Peter R. Jaffé, Civil and Environmental Engineering
Harold James, History and Woodrow Wilson School
Michael Koortbojian, Art and Archaeology
Kevin M. Kruse, History
Germán Labrador Méndez, Spanish and Portuguese Languages and Cultures
Douglas S. Massey, Woodrow Wilson School and Sociology
Sara McLanahan, Woodrow Wilson School and Sociology
Jan-Werner Müller, Politics
Program Information
The Program in Urban Studies is an interdepartmental plan of study for undergraduates that offers an interdisciplinary framework for the study of cities, metropolitan regions, and urban and suburban landscapes. With courses in diverse departments including anthropology, art and archaeology, history, African American Studies, English, Latin American Studies, Spanish and Portuguese languages and cultures, civil and environmental engineering, energy studies, sociology, politics, theater and the Princeton Environmental Institute along with the School of Architecture and the Woodrow Wilson School of Public and International Affairs, the program encourages students to think about metropolitan centers in all their complexity as physical spaces; social, cultural, political, and economic nexuses; and historical artifacts.

In addition, students are advised about opportunities to acquire field experience in urban settings through the Community-Based Learning Initiative (CBLI) and other programs. Those students with appropriate background and training are also encouraged to study and conceptualize cities via a comparative, international perspective, using the resources of Princeton’s area studies and international programs.

Admission to the Program
The Program in Urban Studies is open to all undergraduate students, regardless of discipline. Students apply for admission by filling out the application on the Urban Studies website and arranging an interview with the director of the program. Students are accepted into the program on the basis of interest and a coherent academic plan. Students are asked to propose a tentative course of study in their application.

Program of Study
Classes of 2019 and 2020: Core course requirements are URB200 and/or URB201. Please consult the archived 2016-2018 Undergraduate Announcement for more details.

As soon as possible after applying for admission to the Urban Studies undergraduate certificate program, students meet with the program
director or Urban Studies faculty adviser to establish an approved course of study. Every student is strongly encouraged to take the program’s two required courses, URB 200 and ARC 205, as soon as possible, although the courses can be taken at any time. ARC 205 and URB 200 are designed to be accessible to all majors. URB 200 is offered in the fall and ARC 205 is offered in the fall and spring semesters each year. Students must pass both required courses with a grade of B or above, and students must complete three electives: one from social sciences; one from humanities; and one from engineering or the natural sciences. A list of approved electives is posted on the website urbanstudies.princeton.edu. Courses not on the approved list may be used as electives with the approval of the Urban Studies Director. However, each selected course must contain substantial urban content to fulfill the requirements of the certificate program.

These courses must be in addition to course work taken to fulfill the requirements of the student’s department of concentration, although they may be used to fulfill distribution requirements. Students can double count one of the three electives toward their major and the certificate which is monitored in TigerHub. To be counted toward the certificate, all courses must be taken for a grade. Course overlap with another certificate program is permitted.

While urban studies students’ senior theses are written in their home departments, their work must contain an urban component, approved by the program director. A faculty member from the student’s home department serves as the primary adviser and first reader. Students’ urban studies advisers selected from the program’s associated faculty list provide additional consultation and layer of expertise as they write their thesis and think about potentially urban-related careers. The thesis title and abstract must be sent to the program director for final approval. The program provides additional support for independent student research through offering methods workshops, and through a May thesis colloquium.

**Certificate of Proficiency**

Students who fulfill the requirements of the program receive a certificate of proficiency in urban studies upon graduation.
The Program in Architecture and Engineering enables students to work at the intersection of engineering and architecture. It is a framework for interdisciplinary study to tackle problems that cannot be addressed by one discipline. The certificate is an opportunity to respond dynamically to evolving global challenges, where elegant and effective solutions lead to more resilient and sustainable communities.
The Program in Architecture and Engineering is open to all undergraduate students, regardless of discipline. A student planning to enroll in the program should fill out the online application form at arch-eng.princeton.edu, and then a special adviser will help plan a curriculum.

**Program of Study**
In addition to course requirements, the student must identify a global challenge theme, and incorporate the theme in their senior thesis as described below.

- **Identify a Global Challenge Theme:** Examples of current challenges are consequences of increasing population densities, limited water supplies, limited natural resources, climate change, ageing infrastructure, and natural and man-made hazards. Within this framework, students in the program will be asked to identify a global challenge to inform their program of study. This question will be posed to students in the application process for entering the program. We expect the program to be adaptive to emerging new challenges that the existing degree structure cannot respond to immediately.

- **Incorporate Theme in Senior Thesis:** The Senior Thesis should address a cross-disciplinary theme that can be a global challenge. The student must also contribute to a thesis colloquium in September/October of senior year, currently envisioned as ~10-minute discussions per student with the committee presenting the thesis topic and having an opportunity to discuss and match faculty advisers. This process will create an awareness of how the topic crosses disciplines, and how it addresses a relevant global challenge.

**Course Requirements**
Six courses total are required to obtain the certificate, four of which must be selected within a field of expertise chosen by the student. No more than two courses from the six may double count towards the major and certificate. All courses combined should illustrate a coherent program of study that addresses a global theme or challenge.

The following two design courses are required for all students:
- ARC 203 Introduction to Architectural Thinking
- ARC 204 Introduction to Architectural Design (Studio Class)

One course is required within a “field of expertise” chosen by the student:
- Structures: CEE262(A or B) Structures and the Urban Environment
- Computation: ARC374 Computational Design
- Environment: ENE202 Designing Sustainable Systems

Note: With approval of the committee, the student may construct their own “field of expertise” that demonstrates a coherent program of study addressing a global challenge theme.

Three additional courses are selected from a list of approved electives in each field of expertise. A list of the preapproved courses within each field of expertise are available at ua.princeton.edu/academic-units/program-architecture-and-engineering or arch-eng.princeton.edu.
Mail

Mailboxes are located on the 3rd floor mezzanine level of the design studios and are provided for all departmental majors and students in the Program in Architecture and Engineering. E-mail and mailboxes are the two principal means of communicating with students. Students are encouraged to check these sources daily.

The Main Office will accept delivery of packages for students, but retrieval of these packages should be prompt. The School does not accept any responsibility for lost or damaged packages received on behalf of students.

During the summer, the School will not forward student mail. Therefore, students who will be away from Princeton should arrange to have someone check their mailboxes for them or have the U.S. Postal Service forward all mail to their permanent or summer addresses.

Mailboxes will not be available for continuing non-enrolled students. Upon completion of coursework, students should complete a change of address card with the U.S. Postal Service to have their mail forwarded. Mail received for non-enrolled students will be returned to sender.

Kitchen

A kitchen for undergraduate student use is located in the north end of the Architecture Building, mezzanine level. This is the only approved space for cooking and/or making coffee in the School. These activities may not occur in any other area of the studio. Due to fire hazards, coffee pots, toaster ovens, hot plates, etc., found in the studio will be confiscated.
Studios

Studio enrollment will generally be ten to twelve students. Depending on the number of students, multiple sections may be offered. Junior studios (ARC 350 & 351) and senior studio ARC 404 are mandatory for concentrators.

Each student will be issued the following furniture and equipment for each semester that they require space in a studio:

- one 3’ x 6’ work table
- one drafting lamp
- one power strip
- one task chair
- one lockable steel cabinet

Undergraduate students normally share a workspace in each studio. Students are responsible for the security of their own equipment and should lock their computer to their desks with their own security cables. They should not drill any holes or cut into the equipment in any manner. Students are required to return equipment at the end of the semester in the same condition it was received except for normal wear and tear. Students should report the breakage of any School-issued equipment to the School Administrator immediately.

Following the completion of the fall and spring semesters, all students must be prepared to move to a different desk. A new desk assignment will be issued each semester. Notifications will be sent out regarding deadlines for clearing out this space. Materials and supplies may not be stored in the building over the summer. Failure to clear out your space in a timely manner may result in items being thrown away.

There is a $20 fine for the replacement of lost keys.

Studio Culture Policy

Although this is termed the Studio Culture Policy, it should not be viewed as exclusive to studio. The guidelines regarding respect, intellectual engagement, experimentation, cooperation, collaboration,
and time management extend to all courses, events, and interactions within the School.

Background
As part of the National Architecture Accreditation Board (NAAB) conditions, each accredited school of architecture is required to have a written policy outlining the culture of its studio environment. This requirement is predicated on the American Institute of Architecture Students Studio Culture Task Force report from 2002, which encourages an environment that advocates values of optimism, respect, sharing, engagement, and innovation. These are all values that the Princeton University School of Architecture fully supports.

Studio Philosophy
Architecture is a discipline at once technical, aesthetic, and social in scope. As such, it involves a broad range of intellectual and practical abilities. Perhaps the primary attribute of architectural thinking is the ability to synthesize information from a number of different disciplines or areas of expertise. It is this synthetic, problem solving capacity that is best taught and understood in the context of design studio work. Studio work begins with the clear definition of a problem, proceeds through research to the identification of relevant data, and ends with the empirical testing and development of solutions. Many different skills come into play, from research and conceptualization, to drawing and model making. Students are encouraged to work with a wide range of media and to think about issues of process and representation parallel to design work. In studio work, material from the entire curriculum comes into play; you are encouraged to integrate material from courses in design, building technology, history/theory, and professional practice. Studio work is a collaborative process — an ongoing conversation with teachers, fellow students, and visiting critics.

Role of Studio
Studio is a central component of the Architecture curriculum: the studio is the place where students research, propose, test, develop, and present design propositions that synthesize material from a diverse range of sources, both inside and outside the curriculum. It is a place of collaboration, intellectual exchange, and experimentation for students and faculty alike. The design studio is a place where students learn by doing; the School promotes creativity and celebrates the values of innovation and discovery. The studio is also a place to take responsibility for what a student has created, and to be
able to present and defend a student’s work in public. Finally, architecture is a collective art form; many design projects at the School are group based, and there is always an aspect of collaboration in studio. Every individual project contributes to the School’s design culture. Students are very strongly encouraged to work in studio, in order to benefit from and contribute to this crucial collective dialogue.

**Studio Atmosphere**
The School of Architecture encourages an atmosphere of mutual respect among students, staff, faculty, and administration, in studio, in reviews, in classes, and in the School in general. The School supports an atmosphere of intellectual curiosity, where new ideas and multiple points of view are encouraged. The School promotes cooperative understanding and views the studio to be a place where architectural ideas are discussed and debated, and where contradictory viewpoints can co-exist. Princeton’s School of Architecture is known for discourse, critical thinking and self-directed learning. We actively encourage students not only to participate, but to initiate dialogue. The Studio is a laboratory for new ideas. One of the most productive aspects of studio culture is its variety and informality; many of the best ideas arise independent of a particular class, structure, or event, through an after-hours discussion or a chance encounter. Pidgin, the film series, and other such publications, programs, and events, for example, are often where new ideas take root. The School of Architecture welcomes and will support all such initiatives, which should be presented either directly to the Dean, School Administrator, or to the student representative.

**Design Process**
Studio culture encompasses a number of distinct aspects of design teaching: class sessions and group meetings in which ideas, studio problems or readings are discussed; individual tutorials (desk crits), which are perhaps the most characteristic component of design studio teaching; public reviews of varying degrees of formality (with and without outside critics); and finally the private time spent working in studio, where individual or group projects are developed and produced. Each of these has a particular protocol and needs that have to be respected. In design teaching, production is important, but attention to design process is also necessary. Students are encouraged to clarify their thinking and present a full range of material that documents their design process. Individual desk crits
will always be more productive when the student brings ideas and sketches to the table for discussion. Criticism in reviews will often focus on process, suggesting different avenues for exploration or alternative approaches. A productive studio culture benefits individual students and the School as a whole. Students working in studio are engaged in a common purpose; ideas, methods, and proposals may differ, but in different ways, everyone is working toward a similar goal. Students will find that this atmosphere of shared purpose informs and enriches everyone’s individual work.

**Time Management**
While studio is a home, the School of Architecture does not expect students to live there. Studio assignments can and should be completed in reasonable periods of time, without students having to spend all night at the School. The faculty is required to spell out all expectations, requirements, and deadlines in a clear manner and to work with their students to ensure that these are achievable within a realistic timeframe. The School of Architecture encourages students to balance their academic and personal obligations, including regular sleep, exercise, and healthy eating habits. Furthermore, studio should be rigorous and challenging, but it should not be allowed to overwhelm other academic obligations. Students in particular should manage their time so as to avoid all-nighters, and if a conflict arises with any course deadlines, we encourage students to take up the issue as soon as the conflict becomes evident. Students should take any considerations they have at the School — whether compliments or criticisms — either directly to the respective faculty, the Dean, or to their student representative.

**Studio Space & Equipment**
While the School of Architecture is a small world, where everyone knows everyone else, we strongly encourage students to lock their valuables any time that they leave their desks. Students are also encouraged to turn off lights and other electronics when not in use. Studio desks are a student’s “home base” in the School. We ask that students respect the fact that they are all sharing a single space and that noise travels. Students are encouraged to use headphones if listening to music and to take cell phone or extended conversations to the student lounge or another area of the building. We remind students that most of this is common sense and simple courtesy;
communication and respect will go a long way to assuring that we can maintain a positive and productive atmosphere in studio.

**Critiques and Reviews**
In architecture, as in other creative fields, there is no single, shared set of objective criteria that allow us to say definitively that a project or solution is right or wrong, good or bad. It is for this reason that discussion and criticism on reviews tends to concentrate on clarity and consistency, as opposed to making judgments of value or quality. While adhering to rigorous standards and promoting high expectations for design work, the School of Architecture advocates constructive criticism and respectful dialogue, however spirited, in all reviews and discussions, public or private. Faculty need to understand that reviews are stressful to the students; the School encourages thoughtful debate and respectful dialogue. Criticism should be specific in nature and dedicated to advancing the student’s work. For their part, students also need to respect the review process. This means arriving on time, being well prepared, adhering to the schedule proposed by the design critic, and attending the entire review. In addition to serving as a means to assess the progress of individual students, reviews are a valuable forum for public discussion. The conversations that take place in reviews are an integral component of design teaching. It is expected that all students will be present for the entirety of all reviews. Attending the full review is not only a gesture of respect and support for fellow students, in many instances, all students will benefit from comments made at another student’s review. Remaining in studio working up to the last minute not only disrupts the review process but is also disrespectful to fellow students, and one will miss out on important studio content.

Presentation materials for design reviews must be ready one-half hour prior to the starting time of the review, and the first student(s) to present their work must have their project hung and arranged for presentation by the appointed starting time.

**Studio Grades**
All undergraduate studios are graded on a letter grade basis. Studio grades serve two purposes: on the one hand they let students know where they stand in relation to the expectations of the School and the individual professor, and on the other hand, they allow the School to
track the performance of each student and make sure no one is allowed to fall behind. That said, it should be emphasized that grades are only one measure — and probably not the most important measure — of a student’s performance in studio or of future potential. Criticism and advice provided in desk crits, pin-ups, and reviews will form a more substantial and productive evaluation. In all studios, the design teacher is required to give a detailed written or verbal evaluation that addresses each individual student’s strengths and areas for improvement as well as outlined recommendations for further work and future studios.
SoA Laboratory Systems

**Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday — Thursday</td>
<td>9:00am to 12:00am</td>
</tr>
<tr>
<td>Friday — Saturday</td>
<td>11:00am to 10:00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00am to 12:00am</td>
</tr>
</tbody>
</table>

*Extended hours may be offered during reviews and other busy times.*

**Contact Information**

609-258-3739  
soa.princeton.edu/zone/labsystems  
soashops@princeton.edu

William Tansley (daytime hours)  
Shop Technician  
wtansley@princeton.edu

John Hunter (evening hours)  
Shop Technician  
jhunter@princeton.edu

The School of Architecture has two facilities available solely for use by architecture students. The first is the School of Architecture Laboratory (aka SoA Lab), a full service model laboratory located on the School of Architecture’s ground floor. It houses some of the latest computer-driven fabrication tools, a list of which can be found below. All can be utilized after the completion of orientation and training sessions. There is a material charge to students for any 3D prints. There are always shop staff or trained student shop monitors on duty when open.

The second facility is the Embodied Computation Lab (ECL), which is located behind Frick Chemistry and in front of Jadwin Gymnasium off Washington Road. It is available for supervised use to all students when a monitor is present (schedule to be posted online and outside the building), or to those who have undergone the training sessions.
This facility houses a robotics lab, a gantry crane, metal shop, and ample space to pursue and build complex architectural mock-ups.

Orientations regarding shop safety, machine operation and nomenclature, and digital fabrication machine use are mandatory for all architecture students using either of the labs and are given at the beginning of every semester. It is mandatory for all undergraduate architecture students to be supervised at all times when utilizing the labs. A fee of $50 per year is charged to your student account at the beginning of the fall semester for use of the lab for work not associated with the School, and all work of this nature must be cleared with the School Administrator prior to being scheduled. Students using any of the SoA Laboratory Systems resources will be responsible for the purchase of individual supplies. The shop is not responsible for stocking any materials or equipment except for that which allows for a safe and productive use of the equipment. Careful treatment of the equipment is expected.

The School of Architecture laboratory systems makes every attempt to assist students with material procurement, but delivery, acceptance of delivery, payment, and transport are students’ responsibility. The Architectural Laboratory staff are not responsible for any delivery or transport of materials ordered by students. An exception is made for 4x8 sheets, or large quantities of lumber. These orders must be placed with the Lab Technicians before 4:00pm. At that time all orders will be placed with the supplier. The material will be stored in the shop for no more than two weeks, at which point it will be sacrificed to shop ownership.

There should be no spray painting in and around the Architecture Building and on the grounds by the building; violators will be subject to disciplinary action. There is a spray booth located in the woodshop available during regular shop hours. Only approved paints and chemicals may be used in the spray booth. Please find a list of these approved chemicals on the School of Architecture website. Any other chemicals purchased by students for use in their projects must have all accompanying MSDS documents and be stored off of the School of Architecture property. Any chemical product left at the School without appropriate documentation will be confiscated and discarded in accordance with University policy.

Students are responsible to adhere to all university shop and lab policies when operating within the shops. This is in tandem with any
machine or shop specific policies. We ask students to please clean up after themselves, and be considerate of the resources we provide. Additionally, the shop reserves the right to deny access to students if they fail to adhere to the stated policies.

**Digital Fabrication at the SoA Laboratory Systems**

The following is a list of digital fabrication tools available for School of Architecture students to use at the SoA. For specific use policies, please visit soa.princeton.edu/zone/labsystems.

- Zund G3 Digital Cutter
- Universal Laser Systems PLS 6.150 75-watt CO2 Laser Cutters
- CAMaster Python 4’x8’ CNC Router Table
- 3D Systems z-650 3D Powder Printer
- Formech 686 Thermoformer
- 5 Ultimaker 3s and 2 Ultimaker 3 Extendeds
- Formlabs Form 2 Resin 3D Printer

**Digital Fabrication at the Embodied Computation Lab (ECL)**

The following is a list of digital fabrication tools available for School of Architecture students to use at the ECL. For specific use policies, please visit soa.princeton.edu/zone/labsystems.

- ABB IRB 7600 Robotic Arm
- 2 ABB IRB 4600 Robotic Arms mounted on 12’ tracks (linked together)
- 2 ABB IRB 120 Robotic Arms
- 3 UR3 Robotic Arms
- Tormach PCNC 1100
- Langmuir Systems Crossfire CNC Plasma Table

Additionally, the shop houses an array of metal working machines and tools, a small woodshop, a 5-ton gantry crane, and the space to construct large architectural mock-ups.
Library

**Academic Year**

Monday — Friday 9:00am to 11:45pm
Saturday 10:00am to 11:45pm
Sunday 1:00 pm to 11:45pm

**Summer**

Monday — Friday 9:00am to 5:00pm
Saturday & Sunday Closed

**Contact Information**

Library E-mail: ues@princeton.edu
Architecture Librarian: Gabriella Karl-Johnson, gjk@princeton.edu
Phone: 609-258-3256
Website: library.princeton.edu/architecture

The SoA Library opened in 1964 as the Library for Urban and Environmental Studies, with the Bureau of Urban Research constituting its charter collection. Today, the library, still familiarly referred to as UES, is one of fourteen libraries within the Princeton University Library system. The collection’s strengths include modern and contemporary architecture and urban design, architectural history, theory, and practice. Additionally, the Library supports green design, sustainable architecture, social factors in design, architecture and the visual arts, architecture in developing countries, landscape architecture, and building technology. Together, with the resources housed throughout the Princeton University Libraries, the SoA Library provides access to a comprehensive collection supporting the fields of architecture, architectural research and theory, and urban planning and design.

**Collections**

Among the SoA Library holdings are more than 35,000 volumes onsite with thousands more in the Library’s Annex and ReCAP off-site locations. The SoA Library subscribes to a suite of online architectural, design, and engineering databases and online image collections, and regularly acquires architecture and urban studies related DVDs. The Library subscribes to more than 350 domestic and foreign periodicals,
ranging from professional practice and design titles to academic journals and peer institutional publications. A small collection of rare materials and SoA senior theses, known as the Librarian’s Office Collection, is available for restricted use. Many additional rare materials are held offsite at ReCAP and can be requested for on-site use in the Architecture Library.

Collections of interest beyond the SoA Library include the Marquand Library with some 400,000 volumes on all aspects of archaeology and art, including architectural history prior to the 20th century; the Stokes Library for Public and International Affairs and its Population Research Collection; the Engineering Library with its technical and civil engineering resources; and the Map and Geospatial Information Center (offering GIS resources and services) in the Fine Hall Annex.

### Circulation Policies
The SoA Library is a fully circulating collection. Faculty, staff, graduate students, and undergraduate seniors may borrow any circulating materials for a period of one academic term while all other undergraduates may borrow up to 10 titles at a time for a period of one academic term. Reference materials, periodicals, Librarian’s Office items, and restricted ReCAP collections will not circulate. Materials may be renewed but are subject to recall. Overdue materials are generally fined $0.25 per day and a patron’s account is blocked when $20 in fines have accrued. Fines for recalled material or overdue reserves are higher.

### Research Services
The Library offers focused orientations for incoming M.Arch and Ph.D. students each fall, as well as a number of classes on research methodologies, citation management systems, and one-on-one tutorials and consultations. Library research consultations can help ensure that all relevant PUL, regional, consortial, and international collections are identified in your research process, as well as refer you to other pertinent subject specialists on campus and further afield. Individual research consultations with the SoA Librarian are available on a drop-in basis and by appointment.

### Student Shelves & Carrels
UES has discontinued the assignment of study carrels to SoA seniors working on their theses and M.Archs in the final semesters of their programs. Carrel spaces are available for casual patron use on a daily...
basis. Materials left in or on carrels will be reshelved at the end of each day.

The collections of Marquand Library do not circulate outside the library, and all SoA students can request shelf space in Marquand when utilizing the collections. SoA Ph.D. students may request a study carrel in Marquand Library by contacting the SoA Librarian. All carrels and shelves are available on a first come, first served basis.

Computing

Computing Hours
The computing facilities are open 24 hours a day, 7 days a week year round. Princeton ID is required for building access after normal hours.

Contact Information
Office N-09
archcomp@princeton.edu
archcomp.princeton.edu

Matthew Johnson, Technical Support Specialist
E-mail: mj18@princeton.edu
Phone: 609-258-8031

Computing Facilities
The following policies should be observed while using the School’s computing facilities:

- Please report all computer-related problems to the School’s IT staff immediately at archcomp@princeton.edu. Please include the name of the computer and a description of the problem.
- Take all personal belongings with you when you leave the lab. You may leave resources at your workstation if you are in the middle of a project and leave momentarily.
- Please discard all scrap paper and draft prints in the recycling bins. You are responsible for cleaning up after yourself. All paper on the floor or left on the tables for more than one day will be discarded.
- Eating and drinking in the computing facilities is discouraged. If you bring food or beverages into the computer lab please discard all waste and clean up any spills.
- Personal folders and files are not to be saved to the hard drives on any of the computers in the lab. All personal files
will be deleted bi-weekly. Please save all personal folders and files to an external drive, cloud storage, or the central file server.

- The School’s computer facilities are for SoA-related design work only. E-mail, word-processing and web searches are permitted but must yield to architectural design projects. At no time should audio, video, or other recreational files or applications be downloaded to the machines in the lab without first consulting the IT Department.
- Plotters should be used to print large-scale drawings only. Text documents should be printed to the Canon laser printers.
- All computers, monitors, computer accessories, manuals, and chairs are the property of the School of Architecture and belong in the computer lab at all times.

The School’s IT Department reserves the right to restrict access to the School’s computing equipment in the event that a major problem occurs. In addition, the lab may be closed at certain, announced times for regular maintenance. The lab will be closed during this time. This restriction may include access to the printers.

Network

In order to use the School’s software, access the Internet, share files, and print to the plotters, students are required to maintain a network connection. The wireless network is accessed via Eduroam. If requesting a wired Ethernet connection, students must register their computers with the University through a program called Dormnet. www.princeton.edu/oit/students/

Tech Support

The resources in the lab and throughout the school are to be used in a manner consistent with the University policy and law. To review this policy, visit https://itpolicy.princeton.edu

The School provides numerous software applications including Architecture specific software, a high-end computer lab with a mixed Windows and MacOS environment, two Canon color printers (letter and tabloid), 5 high-end plotters (HP and OCE Colorwave), one wide-format Contex scanner, equipment loans, a Photo Room and several Media Carts (65” Vizio LCD panels on a mobile cart with Apple TV and MacMini connected).
The SoA Helpdesk (N-09 Window) provides support for most of the resources in the School (computing, printing, software, equipment loans, etc). Princeton University’s Office of Information Technology (OIT) offers support for computers through the OIT HelpDesk. The nearest helpdesk to the Architecture Building is in Frist.

The School of Architecture recommends all incoming Professional and Post-Professional students to own and maintain a computer, for the duration of their enrollment. Students are strongly encouraged to use a cable lock to secure their computer equipment to their desks. The School takes no responsibility for computer equipment that is damaged or stolen while in the building. Computer recommendations and guidelines are posted on the website https://archcomp.princeton.edu

Bootcamp orientation for new students will be offered at the beginning of the year to explain how to access software and printing resources. Staff are available Monday-Friday during normal business hours to offer technical support. In addition, the University offers a 24/7 helpdesk (258-HELP) and an extensive knowledge base on the University’s website.

**Printing Policies**

All students will be charged for all printing activities at the School of Architecture (excluding PH.D. students). The Dean provides each student with a $150 allowance at the beginning of the year. Using the print management system, PaperCut (separate from the rest of the University) students can add additional funds to their account by logging into the PaperCut portal with their NetID and password. Student accounts will be charged on a monthly basis for any additional funds added to their printing account. Using the PaperCut portal, students can check balances, job transactions, print jobs, and request refunds. Pricing for printing to the plotters and laser printers is posted on the SoA website and in the computer lab.

A variety of plotter paper will be provided by the School, including regular bond, heavyweight bond, Vellum, Mylar and Clear Film. If students want to use their own paper, please see the IT Department for instructions and to confirm that the paper will work with SoA plotter.
In order to print from a personal computer, all users will be required to download and install a printing client, Papercut. Instructions will be posted on the computing website https://archcomp.princeton.edu.

**Resource Fee**

An annual resource fee of $500 is charged to Graduate (non-Ph.D.) and Undergraduate student accounts at the beginning of each Fall semester. This provides access to the School of Architecture software, around-the-clock use of the SoA computer lab, unlimited access to and maintenance of all the available resources in the building including printers, plotters, computers, equipment loans, Media Carts, shop, and facilities.

**AV Equipment Loans and Photo Studio**

The School maintains and circulates a number of DSLR cameras, lenses, camcorders, digital audio recorders, tripods, digital/analog projectors, and a photo room equipped with two backdrops (black and white; green available by request) and a variety of light fixtures. To borrow equipment, SoA students should visit the SoA Helpdesk during normal business hours to check-out. The School uses Cheqroom to track and loan equipment. To retain borrowing privileges, students must return equipment promptly and in good order. Loans are typically for one day or one night only, unless by arrangement. Review the website for the most updated information.

**Workspace**

The space adjacent to the 3D Printers on the Ground Floor is a “dirty” workspace. Students can use the space to assemble models and finalize projects. Students are responsible for cleaning up after themselves and disposing of materials properly.
Archive

Located on the ground floor of the Architecture Building, the Archive houses the School’s archival multimedia collections (image, audio, video, works on paper) and historic faculty/staff administrative files.

**Architecture Collections Overview**

The image collection includes analog and digital content. Approximately 64,000 35mm teaching slides cover American and western European architecture from the 19th and 20th centuries. Digital image holdings include slide scans, born digital teaching images, photography of exhibitions and studio reviews, and student work. Digital images from the SoA and other repositories on campus are available to search and download for research and class presentations in Almagest, Princeton’s online media catalog, and Artstor Digital Library, a digital archive containing over two million images from 290 collections, including Princeton-specific holdings.

The audio visual Collection — about 1,300 analog cassette tapes, VHS, MiniDV, and Hi-8 video tapes — includes recordings of lectures, conferences, and public reviews held at the School of Architecture from 1975 to the present. Video recordings from events since 2009 are available on Vimeo and the SoA website. Older recordings, on cassette tapes, are digitized on request and as time permits. A FileMaker Pro database is available so that patrons can search the catalog.

The student work collection contains approximately 600 studio and thesis projects from c.1920s through c.1969. Between the 1920s and 1980, undergraduate and graduate students documented studio and thesis projects by submitting hand-illustrated 30”x40” (or larger) boards to the School. These projects reflect the shifting pedagogical focus of Princeton architecture faculty, including Jean Labatut, Neville Epstein, Robert Geddes, Alan Chimacoff, and Michael Graves. Most of these early MFA thesis and studio projects by students like Charles Moore, Hugh Hardy, and Robert Venturi are now digitized thanks to the generous support of the David A. Gardner ’69 Fund in the Humanities Council. As part of that project, we built a FileMaker database to allow visitors to search the catalog and view digital images for work up to 1970. Later projects, documented on slide film and born-digital since the early 2000s, are slowly being catalogued, although the images are readily available. This archive serves as a reference tool for faculty and
students. As we add new student work to the SoA website, we will also include archival projects to provide context and connect with alumni.

The SoA Archive is a repository of faculty collections, administrative records from 1930 to the present, syllabi, models, works on paper, and miscellaneous objects. At present, there is material related to two faculty members: Jean Labatut (1899-1986) and Martin L. Beck (1900-1989). The Labatut Collection includes papers, 35mm and lantern slides, films, blueprints, drawings, project files, and student works donated to the School by Professor Jean Labatut, Chief Design Critic and Director of Graduate Studies from 1928 to 1967. The Beck Collection consists of personal and professional files from 1925 to 1980. A 1928 graduate from Princeton’s School of Architecture, Martin L. Beck taught at the School until the war effort pulled him away on government contracts in the 1940s. His papers include lecture notes, slides, sketchbooks, plans and photos, and correspondence. These faculty collections remain uncatalogued at this time, but substantial materials from the Labatut collection (and the School) are available in the Department of Rare Books and Special Collections’ Manuscript Division (Firestone Library) and the Princeton University Archives and the Public Policy Papers (Seely G. Mudd Manuscript Library). The SoA object collection includes framed drawings by Frank Gehry, Robert Venturi, Jean Labatut, models used in Victor Olgyay’s book *Design with Climate* (1963) and a pair of drawings Le Corbusier executed in chalk on 18-foot-long rolls of tracing paper while lecturing in Princeton in 1935.

**Student Archiving Requirements**

Given the importance of the archive, every student must submit their studio work to the SoA Archive at the conclusion of each semester. This is required to be submitted before the beginning of the next semester, and thesis work is to be submitted before graduation. Work collected may be used by Princeton University for promotional purposes and accreditation.

The submission process and requirements are as follows:

- Complete the Student Work Cataloging Form [http://soa.princeton.edu/content/student-work-cataloging-form](http://soa.princeton.edu/content/student-work-cataloging-form)
- Complete the Release and Hold Harmless Form [http://soa.princeton.edu/content/student-work-release-form](http://soa.princeton.edu/content/student-work-release-form)
- Gather digital files and photography.
- Export full layout boards to .pdf at the “high quality print” setting.
- Extract key, or essential, images as individual files:
  - For the web: Key images should be jpegs or pngs saved for web at maximum 1920x1080 pixels, 72 pixels per inch (ppi). Please provide a caption for each image.
  - For publication: Vector line drawings and graphics should remain vector files (.ai or .eps), and should also be saved to .pdf. Make sure to include all linked files by embedding images and fonts. Photoshop documents should be flattened and saved as .tif files. Photographs (including model photos) and scanned images should also be saved as .tif files, and, if possible, no images should be smaller than 9x12 inches at 300 ppi (2700x3600 pixels).
- Include animations in Quicktime MPEG-4 (.mov or .mp4) format.
- Organize your files.
  - Files should be clearly labeled and arranged into titled folders (e.g. “Final Boards,” “Plans,” “Model Photographs,” “Renderings,” “Key Images”).
  - Discs should be labeled with student name, title of thesis, course name, faculty name, and date.
- Visit [http://soa.princeton.edu/zone/archive#137](http://soa.princeton.edu/zone/archive#137) and click the Dropbox links to upload your files. Please zip your files as one file, and upload the zip to Dropbox.

### Study Abroad

Architecture concentrators normally complete study abroad during the spring semester of the junior year. Students interested in study abroad should attend a meeting with the Departmental Representative and Academic Program Manager early in the fall to begin planning. Students must be in good academic standing (at least a 3.0 GPA) with adequate degree progress (on track to have completed at least 20 courses by the end of the fall semester) to be approved for study abroad.
Study abroad is conducted through the University, and detailed information can be found on the Office of International Programs website at princeton.edu/oip/sap.

Study abroad programs and courses must be pre-approved. Upon completion of the semester abroad, students will submit a transcript to the Office of International Programs (OIP) to receive credit for their coursework. If independent work is completed during study abroad, students should be prepared to present their work to the Departmental Representative upon their return.

**University Policy and Procedure**

For questions concerning Princeton University policies for undergraduate students not addressed in this handbook, please see the undergraduate announcement at princeton.edu/ua.