

**2023–24
Princeton
University
School of
Architecture
Undergraduate
Student
Handbook**

**Architecture Building
Room S-110
Princeton NJ 08544
609-258-3741**



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 Director of Undergraduate Studies or DGS for their program.

Visit soa.princeton.edu/studenthandbook for future updates during the year.

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Faculty Contact Information

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VISITING FACULTY SPRING 2024

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

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Visit soa.princeton.edu/zone/people-faculty for more information.

School of Architecture Information

The Architecture Building is available for use by students 24 hours a day. Doors are open Monday–Friday 7am–8:30pm; Saturday 10am–8:30pm; and Sunday 1pm–8:30pm. For security purposes, the exterior doors of the building are locked at other times, but 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 Department Manager.

SCHOOL YEAR OFFICE HOURS

Monday–Friday	8:45am–5pm
Saturday–Sunday	closed

SUMMER OFFICE HOURS

Monday–Friday	8:30am–4:30pm
Saturday–Sunday	closed

CONTACT INFORMATION

Main Office	609–258–3741
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Visit 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)

The Junior Independent Work requirement is satisfied by a paper (9,000–10,000 words) addressing a subject related to architecture selected by the student, in consultation with a faculty member; this paper is due April 30, 2024. Students will work in consultation with their faculty adviser and with the assistance of a graduate student, who will provide writing support. Juniors are encouraged to continue working on a similar research area for their senior thesis and may elect to keep the same faculty advisor.

INDEPENDENT WORK SCHEDULE

A schedule will be provided via email.

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 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

A schedule will be provided via email.

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:

- It is not submitted to soaprograms@princeton.edu by the due date, April 29.
- It is submitted after 5pm on the due date.
- The honor statement is missing or is not signed.
- It has no page numbers.

Extensions for submission of thesis will be granted only in the most extreme cases. Requests for extensions must be directed to the Director of Undergraduate Studies 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
- See guidelines for Thesis Central rbsc.princeton.edu/policies/senior-thesis-submission-information-students

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 complete and correct information in the footnotes or endnotes and in the bibliography, using the guidelines established by the 17th edition of *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers* (University of Chicago Press, 2017).
- 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

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: 40%

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 Director of Undergraduate Studies 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 Undergraduate Thesis Prize

This prize will be awarded to the senior who has written the most outstanding thesis.

School of Architecture Undergraduate 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 Effron Center for the Study of America, 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
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Patricia Fernández-Kelly, Sociology
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William A. Gleason, English
Joshua B. Guild, History
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Peter R. Jaffé, CEE
Harold James, History
Jennifer L. Jennings, Sociology
Michael Koortbojian, Art and Archaeology
Kevin M. Kruse, History

Germán Labrador Méndez, Spanish and Portuguese
Eduardo Morales, Economics
Jan-Werner Müller, Politics
Guy J.P. Nordenson, Architecture
Alejandro Portes, Sociology
Stephen J. Redding, Economics
Patrick T. Sharkey, Sociology
James Smith, CEE
Janet A. Vertesi, Sociology
Aaron P. Shkuda, Princeton-Mellon Initiative
(sits with committee)

PROGRAM INFORMATION

The Certificate 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. Students take 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, the Princeton Environmental Institute, the School of Architecture, and the Princeton 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 Program for Community-Engaged Scholarship (ProCES) 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 Certificate Program in Urban Studies is open to all undergraduate students, regardless of discipline. Students apply for admission by filling out the application form and arranging an interview with the director of the program, if necessary. Students are accepted into the program on the basis of interest and a coherent academic plan. In their application, students are asked to propose a tentative course of study. Applications are accepted on a rolling basis.

**IMPORTANT
NOTE FOR NEW
CERTIFICATE
STUDENTS**

PROGRAM OF STUDY

Please be aware that we strongly advise you to take the core required courses as soon as possible (URB 201 and ARC 205 or ARC 204 for Architecture majors). These courses provide you with foundational knowledge in the discipline and help you to discover where your future interests might lie, informing your elective choices and the urban element of your thesis.

With approval of the program director, students may substitute URB 388 for URB 201 in a semester in which URB 201 is not offered. Students must pass the core courses with a grade of B or above (not pass/fail).

In addition to the two core courses, students must complete three electives: one from social sciences; one from the humanities; and one from engineering or the natural sciences. A list of approved electives is posted on the website. Courses not on the approved list may be used as electives with the approval of the program director. However, each selected course must contain substantial urban content to fulfill the requirements of the certificate program.

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 two required courses as soon as possible, although the courses can be taken at any time. The core courses are designed to be accessible to all majors.

These courses must be completed in addition to course work taken to fulfill the requirements of the student's department of concentration, although courses 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 for the thesis and potential 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 participating in 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.

For more information, please visit urbanstudies.princeton.edu or email urbstudy@princeton.edu.

Architecture and Engineering

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

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Forrest M. Meggers

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Sigrid M. Adriaenssens, Civil and Environmental Engineering
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PROGRAM ADMINISTRATOR

Minmin Fan
minminf@princeton.edu

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.

ADMISSION TO THE PROGRAM

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) or ARC 205 Interdisciplinary Design Studio

One course is required within a “field of expertise” chosen by the student:

- Structures: CEE 262(A or B) Structures and the Urban Environment
- Computation: ARC 311 Architectural Building: Fab(rication) + Techno(logy)
- Environment: ENE 202 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 arch-eng.princeton.edu.

Mail and Kitchen

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Mail and
Kitchen

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 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.

STUDIO DESKS

At the beginning of each semester, studio desks are organized by studio course. Each student enrolled in studio will be assigned a desk in the space designated for that course.

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 Department Manager 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

Studio Culture Policy is not 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, Department Manager, 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 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 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

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

Up-to-date hours, information, tutorials, and resources can be found on our website, archfab.princeton.edu.

HOURS

Monday–Thursday	9am–10pm
Friday	9am–5pm
Saturday–Sunday*	12pm–8pm

*Weekend hours are subject to change based on shop monitor availability. Please check the sign posted on the shop door or our website for more up-to-date hours or changes in schedule. Extended hours may be offered during reviews and other busy times.

CONTACT INFORMATION

Email	soashops@princeton.edu <i>General shop inquiries</i>
Marie-Odile Baretsky	marie.baretsky@princeton.edu <i>Manager of Digital Fabrication, Technology, and Research</i>
William Tansley	wtansley@princeton.edu <i>Shop Technician (daytime hours)</i>
John Hunter	jhunter@princeton.edu <i>Shop Technician (evening hours)</i>

The School of Architecture has two facilities available as a resource to School of Architecture faculty and students enrolled in their courses. 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 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. 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. 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. 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 to 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: 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 archfab.princeton.edu.

- Zund G3 Digital Cutter
- 2 Universal Laser Systems PLS 6.150 75-watt CO2 Laser Cutters
- CAMaster Python 4'x8' CNC Router Table
- Formech 686 Thermoformer
- 10 Dremel DigiLab 3d45 3d printers
- 2 Creality Ender 3 pro

Digital Fabrication: 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 archfab.princeton.edu.

- ABB IRB 7600 Robotic Arm
- 2 ABB IRB 4600 Robotic Arms mounted on 12' tracks (linked together)
- 2 ABB IRB 120 Robotic Arms
- 2 UR3 Robotic Arms

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 HOURS

Monday–Thursday	8:30am–12am
Friday	8:30am–9pm
Saturday	11am–9pm
Sunday	1pm–11:45pm

SUMMER HOURS

Monday–Friday	9am–5pm
Saturday–Sunday	closed

CONTACT INFORMATION

Website	library.princeton.edu/architecture
Email	ues@princeton.edu
Phone	609-258-3256
Gabriella Karl-Johnson	gjk@princeton.edu <i>Architecture Librarian</i>

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 ten 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 22,000 volumes onsite with tens of 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 video and multimedia material. 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 semi-rare materials and the most recent SoA senior theses are held in the library for onsite use. Other rare architectural materials are held offsite at ReCAP and in Firestone Library. These items can be requested for in-library usage.

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 items for up to 8 weeks, depending on the library from which the materials are loaned. 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 reshelfed 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

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.

HELP DESK HOURS

Monday–Friday 9am–6pm

Additional help desk hours subject to student monitor availability:

Monday–Friday 6pm–10pm

Saturday 12pm–8pm

Sunday 12pm–4pm

CONTACT INFORMATION

Office N-09
Website archcomp.princeton.edu
Email archcomp@princeton.edu

Andrew Ona ao3057@princeton.edu
609–258–2250
*Manager of Architectural Visualization
and Classroom Instruction*

David T Santoro Jr dsantoro18@princeton.edu
609–258–8031
Technical Support Specialist

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 by submitting the following form: archcomp.princeton.edu/help-request. 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. Personal files and folders are deleted at the end of the school year. 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, visit the following page for more information: kb.princeton.edu/KB0011604.

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 itpolicy.princeton.edu.

The School provides numerous software applications including Architecture specific software, a high-end computer lab, 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.

Students are strongly encouraged to use a cable lock to secure their computer equipment to their desks. Feel free to reach out to staff for recommendations. The School takes no responsibility for computer equipment that is damaged or stolen while in the building.

I.T. 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

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 archcomp.princeton.edu.

Students will be charged for printing activities at the School of Architecture (excluding PH.D. students). The Dean provides each student with a \$150 allowance per semester. 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 at the end of each semester 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.

RESOURCE FEE

An annual resource fee of \$350 is charged to Graduate (non-Ph.D.) 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, the SoA built a FileMaker database to allow faculty and students 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.

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.

ACCESSING THE ARCHIVES

Instructions for accessing the Archives is provided via the website each semester. Please reach out to archcomp@princeton.edu with any questions.

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:
soa.princeton.edu/content/student-work-cataloging-form
- Complete the Release and Hold Harmless Form:
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 jpgs 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 format (.mov or .mp4)
- 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 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 can take advantage of opportunities to study abroad, often during the spring semester of their junior year. Students interested in study abroad should meet Director of Undergraduate Studies 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 Director of Undergraduate Studies upon their return.

University Policies

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

Student Engagement

Student Groups

The SoA is home to multiple student groups. Details, links and contact information at soa.princeton.edu.

NOMAS

The Princeton University Chapter of the National Organization of Minority Architecture Students is an organization of BIPOC students and allies within the SoA, and the larger architectural student body of Mercer County, who are dedicated to advancing visibility and opportunity for minority groups in architecture. NOMAS serves as a resource for employment, fellowships, grants, and professional mentorship opportunities. Through events, lectures, and other programming NOMAS fosters an inclusive community environment for the graduate and undergraduate student bodies.

SALON SERIES

Salon Series are evenings of participatory conversations held at the SoA's South Review Space curated around a central topic, in which SoA students and emerging voices within and adjacent to the discipline can share work and engage in dialogue.

SOA HAPPY HOUR

A monthly Happy Hour organized and hosted by the Happy Hour Society comprised of SoA graduate students, themed (for fun!) and occasionally co-hosted with other SoA Student Groups.

SOA RADIO

Hosted on Mixlr (psoa_radio), SoA Radio broadcasts a variety of media, including: breakfast shows and studio jams, songs about buildings, book readings, and interviews with SoA Faculty, along with cross-programming with other SoA Student Groups, like *Pidgin Radio*.

PIDGIN MAGAZINE

Pidgin is a publication edited and designed by graduate students at the Princeton University School of Architecture. The name *Pidgin* encapsulates the spirit of the journal: a type of communication formed by a lack of common language, and a homonym for a low-tech, feathered dispatch. From its inception in 2005,

Pidgin has provided a platform for the written and visual detritus of students, faculty, practitioners, historians, and theorists at Princeton and beyond, emphasizing current critical work across formats rather than polished products. By assembling a range of contributors and work, each issue creates an eclectic compilation of contemporary thought in architecture and its related disciplines.

RUMOR

Rumor is a monthly publication and installation. Each *Rumor* reviews* a work of architecture** and comes with an interactive launch intervention in or around the School of Architecture at Princeton University. *Rumors* spread via email, across desks, and on air. They're forwarded, or printed, folded, and passed as notes.

*Working in the language of critiques and proposals rather than abstract speculation, each issue takes on a single work of architecture, reviewed by one or more authors.

**What is a work of architecture is a matter of language. *Rumor* defines it as anything that fits together separate parts, or assembles materials into a structure. It is a piece of the world, physically constructed in the 21st century.

WOMXN IN DESIGN AND ARCHITECTURE (WDA)

A graduate student group formed in 2014, WDA presents an annual conference that celebrates the work and legacy of a pivotal architect or designer with contributions from international historians and scholars, in addition to artists, curators, and practitioners.

Exhibitions

The SoA presents one to two exhibitions in the North Gallery each semester; find details and dates on the website. SoA staff hires M. Arch students to assist with production and installation; contact the Exhibitions Manager for details.

Student Representatives

Student representatives for every class are elected in September, details will be posted on the SoA website.

2023-24

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