Fall 2020   University of Florida Department of Landscape Architecture
LAA 4450   **Implementation Studio**

syllabus

Class Meeting: MWF 1:55 – 4:55
Credits: 5
Instructor: Kevin Thompson
eMail: gday@ufl.edu
Office Hours: MW 12:45 – 1:30 or by appointment

Course Overview
This course reinforces the importance of design and design development as critical steps in the process of landscape construction and implementation with an emphasis on innovative approaches, materials and methods.

In response to the COVID-19 global pandemic, this course is has been modified for online delivery and includes face-to-face interactions between students and students and instructor. Lectures and discussion are given online during regularly scheduled class meeting times. Materials used during the lectures, and in some cases, recordings of the lectures themselves are available online for later review.

Our work this semester centers in the process of design development and implementation and employs a variety of approaches and methods in exploring themes and developing pertinent professional skills. These method include producing, sharing a sketchbooks through three distinct phases of project development, case studies, site investigations and analysis, critical reading and reflections, group discussions and one-on-one design development and critical review. Additionally, for students residing in the Gainesville area and <u>choosing</u> to participate in person, I have arranged for a series of live, on-site demonstrations at a local, open-air landscape site where students can observe and gain hands-on experience in various landscape implementation processes.

All appropriate health and safety precautions will be followed.

In person or hands-on participation is considered a valuable and enjoyable part of our learning but due to the current public health environment, student participation in these activities is voluntary. Those choosing not to participate in person will have access to video-recorded demonstration sessions available online for their review and reflection.

Course Objectives
- explore traditional building materials and techniques employed in the crafting of outdoor spaces, gardens and landscapes
- explore the concepts of innovation and sustainability, the advancement of material technologies and the development of new and emerging materials and implementation approaches
- explore the challenges of complex design outcomes and the various methods of communicating design intention
- observe or gain hands-on experience in translating designed objects to built forms

Prerequisite Knowledge and Skills
Students are required to have completed LAA3420 and 3421: Landscape Construction 1 & 2

Teaching Philosophy

The course will be a combination of lectures, readings reflections, design and design review (through both one-on-one and juried presentations),and in-field observations and trials. The lecture portion of the course covers a range of topics focusing on innovation and sustainability in landscape construction. The studio portion of class will provide students opportunities to apply the concepts presented in the lectures. As the learning process is largely based on feedback and criticism of work, the student's and group's self-motivation and preparedness for class are critical to the successful outcome of the course.

Instructional Methods

Course instruction will be a combination of lectures, readings, site visits, and individual and group investigations, explorations and critical reviews. Methods by which students are evaluated and graded include a major design project and active participation in all activities associated with the course.

COURSE POLICIES

Class Attendance and Participation

- **Active participation in class is critical**. <u>Attendance is mandatory</u> and students are expected to arrive on time. Unexcused absences are counted as a 5% cumulative penalty. Students must notify instructor of any and all intended absences in advance of the scheduled class meeting or activity.

  Please email the instructor if you think you may be absent for any of the following reasons:
  - Illness
  - Serious family emergency
  - Special curricular requirements (e.g., judging trips, field trips, professional conferences)
  - Military obligation
  - Severe weather conditions
  - Religious holidays
  - Participation in official university activities such as music performances, athletic competition or debate.
  - Court-imposed legal obligations (e.g., jury duty or subpoena)

- A doctor's note (e.g., doctor's verification of visit form or excuse note) must be provided for an illness to be considered excused. You must schedule a meeting with the instructor to discuss any other excused absence before it will be considered excused. The instructor will not be responsible for coordinating the meeting; it is the student's responsibility.
- If necessary, students shall be permitted a reasonable amount of time to make up material or activities covered in their absence; however, absences do not affect project deadline dates unless prior arrangements have been made.
- Studio work time and desk critiques are essential to the learning experience; therefore, attendance is expected for the entire class time. During the studio (desk instruction) portion of the course, it is expected that all students will be in attendance for the entire class and working on LAA4450 assignments. Attendance may be taken more than once during class (e.g., at the beginning and at the end of class). Arriving late to class, leaving during class for extended durations, leaving early from class, or working on assignments from other courses may be considered being absent. The same attendance policies stated above will apply.
- The instructor will not provide the student notifications regarding absences and tardiness. You may email the instructor should you have any questions regarding your attendance.
- Work must be done in the studio and computers must be brought to class; instruction will not be given outside the studio during class times (e.g., in the computer lab).
- Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Class Demeanor

- Please schedule an office hours chat for any discussions regarding attendance, tardiness, and late assignments. Do not discuss these issues with the instructor during the class meeting time.
- Please try to reduce distractions (online or otherwise) during class meetings
- Please be respectful, to both the other students in our class and to your instructor
- Your attendance is expected during our scheduled class meeting times. There will be regular occasions when we will break-out for individual or group work or discussions but we hope to find you when we return.
- Please be mindful of due dates and times

Submission of Student Work

All student work may be retained and used by the Department of Landscape Architecture. Digital copies of student work for this course must be turned in at the completion of each assignment. Unless otherwise stated, all work for this course is to be submitted as a professional-quality powerpoint (.ppt) file uploaded to the dedicated assignment portal on our Canvas course site. All graphic submissions are expected to be reproduced at the highest quality. Numerous online resources exist for reproducing hardcopy work and hand graphics to ensure high quality resolution, color reproduction, lighting and sheet composition. Please discuss any concerns you might have regarding submission quality with me. I'm always happy to try and find the best workarounds and solutions for committed students and professionals in training!

All files must adhere to the following file naming protocol:
(Course#Name)(Project+Description)(Student-Lastname).(pdf)
Example:
4450DesignImGradPlanSmith.pdf
4ch   8ch   8ch   6ch   (ch = letter characters)

- Use CAPS for Separation
- Save images in <u>PDF format</u> at a maximum 200 resolution
- *No spaces, hyphens, or underscoring*

Texts, Software and Other Resources

There may be required readings; however, there is no required textbook.

The following software is required:
- AutoCAD (current release)
- Sketch-up and/or Rhinoceros (both can be run through UF Apps)
- MS Office (Word, Excel and Powerpoint)
- Adobe Products (Photoshop, Illustrator, In-Design, and Acrobat Reader)

All students are required to have a laptop computer that meets the Department's computer requirement. If a Mac is being used, AutoCAD should be run in a Windows environment such as Boot Camp or Parallels.

Course Materials Made Available to You Online and Communication

The digital course materials provided on a cloud-based share folder (e.g., lectures, assignments, presentations, et cetera) are provided for personal study and are not intended for distribution by electronic or other means. Further distribution or posting on other websites is not permitted. This course uses Canvas as it's homebase. In addition, I have established a project website that will serve as the public face of our work together this semester and to the extent possible and appropriate, course resources will be made available through the project website where it can also be shared in the public domain as appropriate. UF email is absolutely essential and each student is encouraged and expected to maintain email vigilance throughout the course.

Our class meetings may be recorded for your review. Students who participate in online activities associated with this course and with their camera and/or microphone on are agreeing to have their video or image or voice recorded. If you are unwilling to consent to have your profile or video image or voice recorded, be sure to keep your camera off and do not use a profile image. If you are not willing to consent to have your voice recorded

during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature that allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Students may contact the instructor via email or in-person. Email is the primary communication method to contact the instructor outside of class time and office hours. Please use the email address listed at the top of this document. All communications must be directed through your ufl.edu account. Do not send emails from other accounts such as gmail. Again, please be vigilant in checking and responding to your emails.

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UF POLICIES

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Student Accommodations

Support services for students with disabilities are coordinated by the Disability Resource Center in the Dean of Students Office (352-392-8565, www.dso.ufl.edu/drc/). To obtain individual support services, each student must meet with a support coordinator in the Disability Resources Program who will work with the individual student and the instructor to determine appropriate support strategies. There is no requirement for a student to self-identify his/her disability; however, students with disabilities requesting accommodations should first register with the Dean of Students Office. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service. Students with disabilities should follow this procedure as early as possible in the semester. Accommodations will be provided once the accommodation letter is presented to the instructor; accommodations are not retroactive.

Academic Honesty

The University requires all members of its community to be honest in all endeavors. When students enroll at UF they commit themselves to honesty and integrity. The faculty of Landscape Architecture fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF. In completing the registration form at the University of Florida, every student has signed the following statement:

> *"I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."*

Furthermore, on work submitted for credit by all UF students, the following pledge is either required or implied:

> *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is to be assumed that all work will be completed independently unless the assignment is defined as a group project by the instructor. This does not mean that students cannot help one another in learning material, but all work that is turned in must be independent work of that individual.

Misrepresentation or plagiarism, such as claiming another's work to be one's own, refers to graphic, images, and design work as well as written work. Submitting work from one course to fulfill the requirements of another (unless expressly allowed by the instructor) is also misrepresentation.

The University Honor Code and the Department of Landscape Architecture Academic Honesty Policy are to be followed to the letter. Any students found to have cheated, plagiarized, or otherwise violated the Honor Code in any assignment will be punished according to the severity of the act and may be referred to the Honor Court. It is each student's responsibility to report any infraction, and it is expected that each faculty will report all infractions as well.

For more information, see http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/ and the Department of Landscape Architecture Academic Honesty Policy.

Netiquette: Communication Courtesy
All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. For a description of what is expected and what will occur as a result of improper behavior see the University's Netiquette Guide for Online Courses.

Religious Holidays
The university calendar does not include observance of any religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

University's Syllabus Policy
The University's complete Syllabus Policy can be found at:
http://syllabus.ufl.edu/media/aaufledu/policies/Syllabus-Policy.pdf

<div align="center">GETTING HELP</div>

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:
- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Counseling Resources
Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

<div align="center">GRADING POLICIES</div>

Course grades will be based on problem solving skills as they relate to the accomplishment of the objectives. Grading will adhere to the University of Florida Grade Policy:

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Numeric Grade	100 -93	92- 90	89- 87	86- 83	82- 80	79- 77	76- 73	72- 70	69- 67	66- 63	62- 60	59- 0
Quality Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0

For greater detail, see the Registrar's Grade Policy regulations at
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

As per department policy, Landscape Architecture Majors must receive a C or better to move forward. Any grade lower than a **C** will require that the course be taken over again.

Unless specifically stated otherwise, all assignments (including presentations) given as part of this class will be graded, assigned a point value, and included in the determination of the student's final grade. Course grades will be based on the following approximate points and weighting (subject to change):

Description	Percentage of Total Grade
Reading Reflection Essays	10
Sketch Book Collections	15
Case Studies	10
Demonstration Reflection Essays	10
Inventory, Synthesis and Master Plan *(group)*	10
Detailed Design	
Concept Ideation	10
Design Development	15
Final Design	20
Total Points	**100**

Assignments are expected to be submitted by the specified due date. If no prior arrangement is made with the instructor for a late submittal, the maximum points that the student can earn for the assignment will be reduced by 5% for every day it is late. A due date and time will be provided for every assignment and an assignment is considered a day late if it is submitted after the specified date and time.

The deadline is absolute; no exceptions will be made for scanning, computer related issues, upload speeds, etc.

Assignment submissions may be updated and re-uploaded to the course canvas site prior to a submittal deadline. Once the deadline has passed for an assignment and a submission has been made, submittals may not be accepted. If the updated, late submittal is accepted, the entire submittal will be considered late and points will be deducted based on the date of the late submission. In addition, it is the student's responsibility to ensure that a submission is complete; missing items will not be given credit.

Course Evaluation
Students in this class are participating in the pilot evaluation of the new course evaluation system called GatorEvals. The new evaluation system is designed to be more informative to instructors so that teaching effectiveness is enhanced and to be more seamlessly linked to UF's CANVAS learning management system. Students can complete their evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/ . Please note your other classes this semester may be evaluated in the current GatorRater online evaluation system at https://evaluations.ufl.edu . Thank you for serving as a partner in this important effort.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.