

### SYLLABUS

<b>Class meeting times:</b>	<i>T 7<sup>th</sup> Period – 9<sup>th</sup> Period (1:55 PM – 4:55 PM)</i>
<b>Studio/Lecture:</b>	<i>316 ARC</i>
<b>Credits:</b>	<i>2</i>
<b>Instructor:</b>	<i>Daniel Manley, RLA, LEED-AP, ASLA</i> <i>431E ARC</i> <i>352-294-1442</i> <a href="mailto:dpsmanley@ufl.edu">dpsmanley@ufl.edu</a>
<b>Office Hours:</b>	<i>T 9:30 AM – 11:30 AM or by appointment</i>
<b>Canvas e-learning Website:</b>	<a href="http://elearning.ufl.edu/">http://elearning.ufl.edu/</a>

### Course Overview

This fall seminar assists students in the development and presentation of a proposal and preliminary schedule/organization for the LAA 4358 Fifth Year Independent Project/Senior Capstone (which occurs the following spring semester). To design a viable proposal with reasonable schedule/organization, it is imperative to also identify and partially complete the initial research and critical analysis work. The seminar also helps the student craft the forthcoming spring semester Capstone to best provide individual learning experiences and successful completion of LAA 4358.

Unlike most studio projects to date, the Senior Capstone is an independent project in which the student is responsible for not only the implementation of the project, but as importantly, the definition of the project and its organization.

### Course Objectives

The first educational goal is to design an individual project that meets personal and professional goals. Within this are important objectives for the fall:

- a. identify and describe an educational challenge and opportunity for yourself.
- b. learn to analyze situations and strategize solutions to challenging situations independently.

The second educational goal of the seminar is to organize and communicate your goals and process. This is through a clear, well-organized stand-alone proposal that presents reasonable and appropriate scope of work, schedule/critical path, methodologies, and anticipated products for the project you have chosen.

### Student Learning Outcomes

The course reinforces the following student learning outcomes for the Bachelor of Landscape Architecture:

- SLO 1: Integrate concepts from the general body of knowledge
- SLO 3: Apply ethical understanding to design decision-making
- SLO 4: Combine and analyze information from multiple sources to support design decision-making.
- SLO 5: Produce professional visual, oral, and written communications.

## COURSE POLICIES

### Class Attendance and Participation

- Participation in class is critical. Attendance is mandatory, and students are expected to arrive on time. Acceptable reasons for excused absences are as follows:
  - 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)
- If necessary, students shall be permitted a reasonable amount of time to make up material or activities covered in their excused 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 individual critique portion of the course, it is expected that all students will be in attendance for the entire class and working on your capstone proposal and not other assignments. Arriving late to class, leaving during class for extended durations, or leaving early from class may be considered being absent from class.
- 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.
- 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/UGRD/academic-regulations/attendance-policies/>

### Class Demeanor

- Please schedule an office meeting for any discussions regarding attendance, tardiness, and late assignments. Do not discuss these issues with the instructor during immediately before, or after class time.

### 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. Please follow the directions given by the instructor as to how they will be submitted (e.g., Canvas, CD, PDF, word file, etc.). If an assignment is required to be scanned, it must be scanned; photographs of assignments are not acceptable. If a multipage PDF is requested, do NOT submit each page as a separate PDF. It must be submitted as one file.

All files must be named as follows:

(Course#Name)(Project+Description)(Student-Lastname).( pdf)

*Example:*

3421LConst2HardscapSmith.pdf

4ch 8ch 8ch 6ch (ch = letter characters)

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

### **Texts, Software and Other Resources**

Although there may be required reading, there are no required texts for the seminar.

The following software may be needed to complete portions of the course:

- MS Office (Word, Excel and Powerpoint)
- Adobe Suite Products (Photoshop, Illustrator, and In-Design)
- AutoCAD/Civil3D and LandF/X (latest version)
- Rhino or Sketch-up
- Adobe Acrobat Reader or other PDF reading software

All software listed above is required as part of the department's computer requirement. In addition, 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 using Boot Camp or Parallels (or equivalent software). LandF/X only runs in a Windows environment.

### **Materials and Supplies Fees**

This course has additional course fees as listed in the schedule of courses.

### **Course Materials and Class Recordings on Canvas**

The digital course materials provided on Canvas (e.g., lectures, assignments, 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.

Our class sessions may be audio visually recorded for students in the class to refer to and for enrolled students who are unable to attend live. Students who participate on camera or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. 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, which 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.

Please note that not all class sessions will be recorded and copies of the PowerPoint slides will not necessarily be provided. Students should expect to attend class as required and take their own notes in class.

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

### **Communication**

Students may contact the instructor via phone or email. Email is the primary communication method to contact the instructor outside of class time and office hours. Please use the email address listed above. Also, please only communicate with your instructor using your ufl.edu account or through the Canvas message system. Do not send emails from other accounts such as gmail.

## **UF POLICIES**

### **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/](http://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.

### **GETTING HELP**

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto: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](mailto: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.

## GRADING POLICIES AND ASSIGNMENTS

Assignments will be a combination of the following:

- **Weekly Progress Assignments:** These are intended to help coalesce your project ideas and identify items that need to be addressed as you build your project. These are typically intended to be assigned during one class and due the next.
- **Project Milestone Assignments:** These assignments are more substantial, multi-week efforts that formalize project scope and parameters, goals and objectives, and programmatic elements as well as project research, inventory, analysis, and synthesis.

Both weekly progress and project milestone assignments that may include both written and graphic components as well as formal and informal presentations.

Grading for this course is S/U (satisfactory/unsatisfactory). To receive an S, students must:

- Complete a viable final proposal that is accepted by the faculty
- Satisfactorily complete the fall semester work products
- Develop a working critical path for the spring semester that supports the proposal.
- Satisfactorily attend class and actively participate in class activities

Grading will adhere to the University of Florida Grade Policy:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

### Evaluation of Faculty

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/>.

**LAA4357 - Weekly Course Schedule (subject to change)**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Assignments Due</b>
1	24-Aug	Course Introduction Class Discussion: Project and Site Selection	
2	31-Aug	Group Discussions: Deliverables Determination Research and Data Collection	Weekly Progress 1: Project Definition, Deliverables, and Data Collection
3	7-Sept	Individual Critiques: Methodology and Preliminary Schedule	Weekly Progress 2: Methodology and Schedule
4	14-Sept	Individual Critiques and Work: Research and Inventory	
5	21-Sept	Individual Critiques and Work: Research and Inventory	
6	28-Sept	Research and Inventory Presentations	Project Milestone 1: Research and Inventory
7	5-Oct	Group Discussions: Project Goals & Objectives, Preliminary Program Elements, Additional Research and Data Collection and Analysis Strategy	Weekly Progress 3: G&O, Programming, and Analysis Strategy
8	12-Oct	Individual Critiques and Work: Research and Analysis	
9	19-Oct	Individual Critiques and Work: Research and Analysis	
10	26-Oct	Group Discussion: Synthesis (Note: Instructor will be on BLA3 trip to Portland and Seattle during this time)	Project Milestone 2: Analysis Weekly Progress 4: Synthesis Discussion
11	2-Nov	Individual Critiques and Work: Poster Preparation	
12	9-Nov	Poster Presentations	Project Milestone 3: Poster
13	16-Nov	Individual Discussions: Project Comments and Revisions	Weekly Progress 5: Comments and Revisions
14	23-Nov	Individual Critiques and Work: Synthesis	
15	30-Nov	Group Discussion: Finalized Schedule	Weekly Progress 6: Finalized Schedule
16	7-Dec	Individual Critiques and Work: Proposal Finalization	Project Milestone 4: Final Proposal