

Code of Ethics and Behavior

Last revised August 2007

An Ethic of Professionalism

This is a professional school. Students expect an ethic of professionalism from the faculty and staff. The faculty and staff, in turn, expect the same ethic of professionalism from the students. This is displayed in the work you do for all your classes, the environment in which you work, and the conduct of your behavior. The following policies and rules are meant to instill this ethic throughout your educational career here at the College and beyond into your career as a working professional.

Studio, Classroom, and Lab Environments

We have just completed construction of a new facility which is not only a working environment for our students, faculty and staff, but also now a landmark for the design professionals, the university community, the general public, and guests of all stripes. We are calling on you to maintain the studio and lab environments that convey not only active engagement, but a clean environment worthy of visitors at any time.

1. There will be no work done anywhere inside the College facilities that uses cement, pour-stone, plaster, modeling wax, or aerosol spray of any kind (especially Spraymount). That work will be confined to the designated Materials Lab spaces on the ground floor according to the policies established by Paulus Musters, Labs Coordinator. Do not conduct any materials experimentation in the Landscape Research Garden. Anyone who is caught working with these materials in these inappropriate spaces will be turned over to UA Police with charges of vandalism and will be eligible for academic suspension.
2. The studio environments must be kept clean; this is part of a professional ethic to create good working habits. Push-brooms are available from the Materials Labs if necessary. The studio instructors have been given the responsibility to maintain their individual studio sections and the authority to delegate this responsibility to the students. In addition, the studio instructors have the authority to withhold your grade if your studio section has not been properly cleaned up at the end of the semester.
3. To protect the exterior and interior appearance of the building, nothing should be attached to any of the glass walls, inside or out. Also, the corridor between the north glass façade and the exhibit panels in the East Building shall remain clear of any items. This will be strictly enforced.
4. The hallways, studios and building vestibules are not storage areas for large materials or bicycles. The hallways need to remain clear as exit

corridors or the Fire Marshall will fine us and has the authority to shut down the building if this becomes a regular pattern of behavior. I will instruct the building monitors to remove and dispose of any materials that are stored in areas that restrict accessibility through the building. Please talk to Paulus Musters, Labs Coordinator, prior to the delivery of any materials to the College so they can be stored properly.

5. There are outlet boxes distributed throughout the studio floors that contain power and data access. The College will do its best to provide power to your desk, but because of the various configurations of studio sections and the extraordinary demands of personal computers and other equipment in the studio, extra precaution is required by all of you, especially in the use of extension cords. The use of extension cords must comply with UA Risk Management guidelines including, using only UL-compliant multi-plug adaptors, no daisy-chaining of power strips or extension cords, and all extension cords exposed in high traffic areas are considered a safety hazard and must be covered with an UL-approved cable protector.
6. Small appliances, such as refrigerators and microwaves, must be plugged in directly to a permanent power source, not a power strip. Space heaters and hot plates are specifically prohibited in the studios.
7. There is no access to the roofs of either the east or west buildings of the College. The roof is not legally accessible, nor is it protected against life-safety risks. If people are reported on the roof, UA Police has informed us that they will be arrested for trespassing.
8. Extra-curricular activities in the studio. Balance your need to expend physical energy in the studio with a professional respect for others and their work. Choose an activity and a place that does harm to no one else (i.e. if you want to play sports, go outside).
9. The Break-Out and Conference Rooms are available for use but must be checked out from the Front Office by a faculty member. You are required to clean up, return the room to its original arrangement, lock the door before you leave, and return the key to the Front Office after you're finished.
10. The Graduate Studio has created a graduate student lounge area between the Architecture and Landscape Architecture studio sections. Please respect this space as being for graduate students only.

Landscape Research Garden

The garden on the south side of the East Building is designed to demonstrate various desert micro-climates and evaluate the College's water conservation strategies, as well as being an enjoyable outdoor space. Treat the Garden with respect by disposing of your trash appropriately and making sure others do too.

Garbage

We produce a lot of garbage and it needs to be managed accordingly. The building and its spaces are not trash dumps – they're working environments shared by all of us. This means all of us (students, faculty, & staff) need to work together to keep the studios, hallways, labs, and classrooms clean and presentable for ourselves and the many visitors who tour through the building, including potential donors, alumni, guest critics, prospective students and parents.

Also, please respect the custodians and the work they do for us. They take as much pride in their work as you do in yours – don't make their job more difficult than it has to be. Here are some reminders:

1. All large items should be put directly in the dumpster next to the ramp going down to the Materials Labs. Do not place items next to the dumpster expecting them to be picked up; they need to be inside the dumpster.
2. Garbage in the studio trash bins is picked up every day by the custodians during their 3-10.30am shift. If the bags are too heavy, they won't take them. Be considerate of the custodians as you fill up the trash bins.
3. The studios floors are swept once a week. I have told the custodians that anything left on the floor is fair game for pick-up.
4. Trash in faculty offices is emptied once a week. If your trashcan is full prior to a week's time, put it outside your door in the hallway and the custodians will empty it.

Student Behavior

1. There is no smoking, alcohol or drug use inside College facilities per University of Arizona policies. Anyone caught violating this university policy will be arrested by UA Police and eligible for academic suspension. In addition, if alcohol is reported by the custodial crew, UA Police will prohibit after-hours access to the building indefinitely. Unfortunately, this is a case of the behavior of a few dictating the policy for the whole, but this behavior will simply not be tolerated. Alcohol may be consumed at officially sanctioned events in the college, but only by those 21 years or older.
2. Enjoy your music, but use headphones to respect others' right to a quiet environment.

3. The front steps, landscaping, and areas outside the building are not gigantic ashtrays. Dispose of cigarette butts appropriately.

Smoking

No smoking is permitted inside the College facilities. Smoking is permitted outside the building on the west side in the court under the olive tree and on the east side in the patio with the table/chair ensembles. Both areas are marked by ashtray receptacles.

Stools

Studio stools will be distributed and signed out to undergraduate students at the beginning of each semester. You are responsible for securing, storing, taking care of, and returning the stool assigned to you each semester. If you lose the stool, or don't return it at the end of the semester, we will assess a \$100 fine against your university bursar's account. You are also welcome to bring in your own stool.

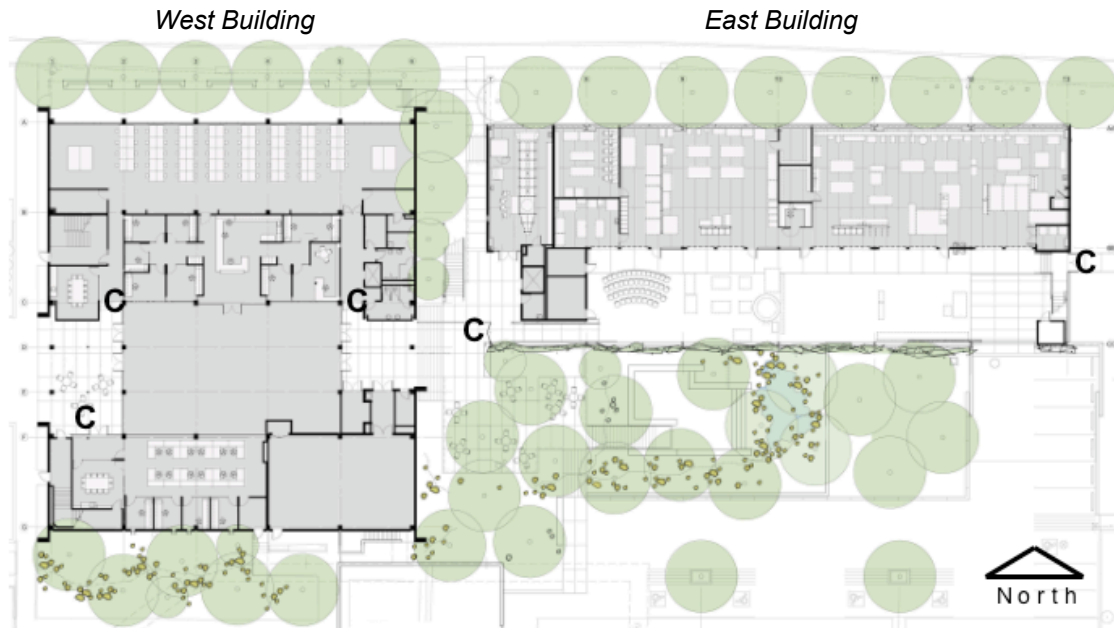
After Hours Access Using CATcards

Our goal is to provide you with as much access to the building as possible while balancing your need for security, particularly at night. For your safety and for the safety of others, do not prop the entry doors open or force the doors open in lieu of using your CATcard. This destroys the doors and the security they're meant to provide you. **If the entry doors are found propped open on a regular basis, access to the building after hours will be prohibited.** You are very fortunate to have after-hours access to this building; let's not abuse this privilege.

You will need an activated CATcard to access the building after hours. If you're a new student and haven't had this done yet, talk to Linda Craig in the front office.

1. Architecture professional students with activated CATcards have 24-hour access to both buildings (except the East Building, third floor graduate studio) including the Computer Lab, and the outdoor deck of the Materials Labs.
2. Architecture pre-professional students with activated CATcards have 24-hour access to the West Building (except for the Computer Lab), but are not permitted after-hours access to the studios nor labs of the East Building.
3. Graduate students (Architecture and Landscape Architecture) with activated CATcards have 24-hour access to both buildings. Only Graduate students are allowed on the third floor of the East Building.
4. No after-hours access is allowed inside the Materials Labs nor the Sundt Gallery without authorized monitors.

The ground floor plan below shows the various after-hours entry points using your CATcard (indicated below with the “C”). In addition, there are CATcard readers at the second floor Computer Lab and in the East Building at the second and third floor studio entrances.



Bicycle Parking

Bicycles are not allowed anywhere inside the building per University regulations. Nor are they allowed to be parked against any tree, plant, bush, utility pipes, or signs. Bike racks can be found throughout the entire perimeter of the building. In addition, six campus garages now include secure low-cost bicycle enclosures. Call 626-PARK or visit http://parking.arizona.edu/alternative/bike_parking.php for more information about bicycle racks, enclosures and lockers.

Your cooperation in enforcing these policies is appreciated. If you have any questions or observe any problems, please contact me.

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