

## ACADEMIC INTEGRITY

Built upon Peter Cooper’s vision of education, The Cooper Union from its inception has been dedicated to the highest ethical standards. The School of Architecture, founded on principles of independent and exploratory thought, maintains that individual creativity within a willing community is a profoundly social act. In fostering a context of intellectual rigor, the program gives emphasis to a broad spectrum of cultural and ethical concerns which are of significance in the preparation of students for a professional degree and their role in society as practicing professionals of intelligence, creativity and integrity.

**Authorship** Acts of academic dishonesty are extremely serious violations of both the spirit and the substance of this community. The Academic Standards Committee of the School of Architecture will review acts of academic dishonesty including cheating, plagiarizing or the submission of work that has not been prepared by the person claiming authorship. Such acts are viewed as extremely serious violations, punishable by probation, suspension or dismissal. The action of the Academic Standards Committee in such cases will become part of the student’s permanent academic record.

**The Studios/Studio Culture** Central to maintaining a creative environment for intellectual investigation and intuitive exploration are the shared design and computer studio spaces on the third and seventh floors of the Foundation Building. Students must be aware of and observe all policies and conditions for the use of the studios (which are distributed at the beginning of each academic year). Students are required to be present in studio for all hours that their design studio meets and to develop their work in the studio.

In the studios, students work together as a community of individuals. Here, students and faculty from all years engage in a process of rigorous inquiry, discussion and critique, freely sharing knowledge, ideas and methodologies. Students study the principles and works of architecture that have contributed to the betterment of the human condition in the development of their own projects. Students of the upper years serve as mentors for the lower years. Diversity and balance are critical values in generating an academic ambiance where humanistic ideals and ethical views serve as a constant reference for individual growth and development. The social and intellectual environment thus created is considered a vital part of the students’ experience at The Cooper Union.

As articulated by our Architectonics (first-year Design studio) faculty: Educational institutions are the stewards of discipline, they are the crucibles in which the living form of a discipline is transferred through the generations. Many forms of resource are marshaled toward animating this stewardship; the primary

resource, in fact the meaning and purpose of education, lies in the community of teachers and students at the heart of an institution. Young minds filled with endless possibilities come searching for a sanctuary in which they can be inspired, strengthened and tempered by listening to and working with voices of wisdom, knowledge and experience. There is no higher calling for an educational institution than the stewardship and advocacy of this community. The particular modes of knowledge that form the discipline of architecture are to a large extent embodied knowledge; they are acquired through a combination of intense study and present tense creativity. The education of an architect requires a studio culture that encourages the faculty and students to explore their creativity in teaching and learning, it requires crafting and maintaining an evolving studio environment that cultivates the personal imagination. Individual creativity within a willing community is a profoundly transformative act. As each moment contains the potential for reinvention, “school” is not a means to a predetermined end, but rather it is a place for significant works, for research and exploration, a place of creative urgency, for people and their works to listen to each other. Great educational institutions are great communities: physically, geographically and intellectually, the studio is the center of the community at the School of Architecture. The myriad personal and public exchanges that form our studio culture lead to new ideas, new forms of expression and movements of thought that ultimately enrich our discipline and our humanity.

**Annual Exhibition of Student Work** The End of Year Show is an essential part of the pedagogy of the school, exhibiting student work developed during the academic year to the academic and professional communities and the public at large. It is an opportunity to present the pedagogical framework of the school and faculty and to celebrate the rigor and diversity of the student work. The School of Architecture exhibition covers approximately 10,000 square feet of space. Preparation of exhibition spaces—lobbies, halls and classrooms of the third and seventh floors, and the Houghton Gallery—and hanging the work is a tremendous task that must be accomplished in the very short period of time between the end of classes and commencement. All students must make requested projects available for the exhibition and are expected to fully participate in the installation.

In addition to the Annual Exhibition, individual student work may be requested for other purposes (other exhibitions, accreditations, etc.). Students are required to provide requested projects or other materials, which will be returned to them in a timely manner. While student work is to be available for these purposes, work produced by students as part of their coursework remains their property.

# SECURITY: The School of Architecture

## ID CARDS

1) Your Cooper Union ID card is the only acceptable form of identification for access to The Cooper Union and while in the school. All students and faculty must have their ID cards at all times while in The Cooper Union.

2) You MUST swipe your Cooper Union ID card at the scanner at the front guard's desk whenever you enter Cooper Union buildings. Be prepared to show your Cooper Union ID to the guards at other times upon request, especially during the first few weeks of the semester. For more information, please review the Building Access Policy using the link below:

<http://cooper.edu/about/policies/building-access-policy>

## BUILDING HOURS

1) The Foundation Building hours are determined in response to security concerns, the general health and safety of all, and budgetary realities. The building hours for the academic year will be available on The Cooper Union website as per the link below:

<http://cooper.edu/about/building-hours>

2) It is IMPERATIVE that building opening and closing times be observed by ALL students and faculty in the interest of the safety of the entire community.

3) The Cooper Union Catalog includes the following information about School of Architecture studio access:

"The school does not support the principle or practice of continual 24-hour studio access. Studios are generally open Monday-Thursday 7:30 AM-2 AM, Friday 7:30 AM-midnight, Saturday 8 AM-midnight, and Sunday noon-2 AM."

## VISITOR POLICY

1) No visitors can be admitted to The Cooper Union without written permission. Requests for a Visitor Pass are made through the School of Architecture Office during business hours (normally Monday-Friday 9:00AM-5:00PM.) Guests are only permitted between the hours of 9:00AM-10:00PM.

2) You must present the Visitor Pass obtained from the School of Architecture Office to the guard's desk to admit your visitor. All visitors to The Cooper Union's academic buildings must present a photo ID (driver's license, DMV issued non-driver's ID, passport, military identification.) Visitors must also sign the Guest Book located at the guard's desk. Visitors must be prepared to show the Visitor Pass to the guards upon request while they are on campus. Visitors must surrender the Visitor Pass to the guard's desk once their visit has ended.

3) The length of the visit should be limited to a tour of the school.

4) Due to strict insurance liability considerations, visitors may not use any of the technical facilities or equipment of the school and may not assist students with the construction of their projects.

## PERSONAL PROPERTY/THEFT

1) Please do not leave any of your valuables unattended. Many cases of theft are the result of carelessness, ex. a wallet or phone is left in a studio or classroom for "just a minute."

2) Try to be aware of strangers walking through or visiting the studios. Unaccompanied visitors are not permitted in the Foundation Building, but when there is an event occurring that is open to the public some of the attendees may take it upon themselves to explore the building. While those people would be asked to leave the building by a guard, there is no way for the guard to keep track of all people in the building. It is everyone's responsibility to be aware of strangers and alert the guards.

3) If a theft occurs, please be sure to report it to the School of Architecture Office. An incident report will be filed with the guard's desk and the Campus-wide Safety Coordinator. It is important that the school is aware of any theft that occurs and what items were stolen. While it may not be possible to recover the stolen item(s) and the school cannot reimburse you for your loss, a timely report with accurate details can help to better protect everyone.

# STUDIO USE AND RESPONSIBILITIES: The School of Architecture

It is intended that all students enrolled in the School of Architecture study and work in the School of Architecture studios as a community of individuals.

The studios are your design classroom and personal workspace as well as a workspace shared by others; a place of dialogue, debate and serious work where the needs of scholarship and respect for others should inform all activity.

In the studio, your commitment to your own work as well as the community of the school should be evident at all times. The use of the studios is a privilege, and failure to work responsibly and respectfully in the studio may result in the loss of this privilege.

Please read and familiarize yourself with the following policies. **YOU ARE REQUIRED TO OBSERVE THEM AT ALL TIMES.**

## **BUILDING HOURS**

It is the responsibility of each student to be aware of the building hours and observe all opening and closing times throughout the academic year. Building hours are available on The Cooper Union website via the link below:

<http://cooper.edu/about/building-hours>

## **FIRE LANES**

1) Fire lanes and passageways in the studios are clearly marked and must be kept clear of all furniture and materials at all times.

2) Do not store any materials in the entryways of the studios. Materials left in fire lanes or studio entryways will be removed by Buildings & Grounds.

3) The Safety Director of The Cooper Union as well as the New York City Fire Department monitor compliance with fire lane regulations.

4) Our local New York City Firefighters can and will conduct inspections of The Cooper Union's studios and labs at any time, without notice. Failure to maintain fire lanes that are free of all obstructions at all times is unsafe and a violation of the New York City Fire Code that can result in significant fines to The School of Architecture.

## **HAZARDOUS MATERIALS**

1) It is important for your own health and the health of your colleagues that all products and materials be used in strict accordance with manufacturer's recommendations.

2) It is the responsibility of all students to familiarize themselves with the dangers and safe use of the materials they purchase by reading the MSDS/SDS (Material Safety Data Sheet/Safety Data Sheet) before using the material. The MSDS/SDS can be obtained by contacting the product manufacturer.

3) All flammable/hazardous material (ex. spray paint, fixative finish, wood stain, adhesive, etc.) must be stored in the yellow Hazmat cabinet located at the north end of the big studio. Please follow the rules for storage located on the outside of the cabinet.

4) Any flammable/hazardous materials kept at student desks will be removed and disposed of.

5) The School of Architecture keeps two binders of MSDS/SDS for products stored in the Hazmat cabinet near the sinks in the big studio. Please use the binders for reference.

6) The wall above the sinks may be used to post signs about studio safety. Please take the time to read and familiarize yourself with the information, following any and all instructions.

## **SAFETY GUIDELINES**

1) Do not use aerosol cans (spray paint, fixative finish, matte finish, adhesive, etc.) in the studios, 3<sup>rd</sup> floor lobby, stairways, or any other space in the Foundation Building except: All spraying must occur in the High Ventilation Room located on the 4<sup>th</sup> floor of the Foundation Building. The High Ventilation Room is open whenever the Foundation Building is open.

2) Do not hang curtains, drapes, or other fabric in the studios.

3) Do not bring upholstered furniture of any kind into the studios.

4) Do not build any structures or enclosures around or over your desk. Partitions and storage lofts will be immediately removed by Buildings & Grounds.

5) Cooking and the use of hot plates in the studios is prohibited. The Student Council maintains a hot water kettle for use by all students. It is located near the sinks at the north end of the big studio.

6) Do not use power tools in studios, classrooms, or the 3<sup>rd</sup> floor lobby. If you need to use power tools, you must use them in the 4<sup>th</sup> floor Art and Architecture Shop. All personal power tools should be kept in your locker.

# STUDIO USE AND RESPONSIBILITIES: The School of Architecture

## SAFETY GUIDELINES

7) All electrical floor outlets in the studios should be in good working order. If any outlet sparks or fails to work properly, please report this to the School of Architecture Office immediately.

8) Use only the electrical outlets located in your immediate work area. Extension cords and electrical cords cannot cross fire lanes for any reason. In addition, do not run extension cords into the 3<sup>rd</sup> floor hallway or lobby. Extension cords used improperly will be removed.

## DRUGS, ALCOHOL AND SMOKING

1) The studios are to be free of drugs and alcohol at ALL times. The storage, consumption or exchange of alcohol or drugs is absolutely and unequivocally prohibited.

2) Smoking is absolutely prohibited in the studios and throughout the building at ALL times. Please refer to The Cooper Union Smoking Policy by visiting the following link:

<http://cooper.edu/about/policies/smoking-policy>

## OTHER CONSIDERATIONS

1) All studio furniture must remain in the studios. Do not move furniture out of the studios for any reason.

2) Windows in studios and classrooms must be kept closed AT ALL TIMES. This allows for the proper functioning of the HVAC system as well as the safety of pedestrians and students. Do not open windows; tamper with locks, environmental sensors, etc. in any rooms.

3) Keep windowsills in the studios and classrooms clear of materials at all times for the safety of pedestrians on the sidewalks below the studio.

4) Keep all materials away from the heating convectors along the exterior wall of the studio

5) When pinning up your work, use pushpins (at pin-up boards) or drafting tape only. Do not use adhesives, glue, staples, etc. Installations that require nailing into the walls, floor or ceiling must be reviewed and approved in advance by the School of Architecture Office and by Buildings and Grounds.

6) The roof of the south portico (in the 3<sup>rd</sup> floor lobby) is off limits at all times.

## OTHER CONSIDERATIONS

7) Rodents and other pests can become a serious problem in the studios, so it is very important for students to keep their work areas clean. Use the marked trash receptacles to separate recyclable materials and throw away garbage. Do not keep open food containers in the studios.

8) The Cooper Union has developed a policy regarding Bicycle Parking with the Student Council. Please follow the link below for details:

<http://cooper.edu/about/policies/bicycle-policy>

Bicycles are prohibited in the Foundation Building except as permitted by this policy.

8) Students may register for and use one locker on either the 3<sup>rd</sup> floor or 7<sup>th</sup> floor of the Foundation Building. Visit the School of Architecture Office for more information. Please note, all students who wish to continue using their lockers must re-register for the locker at the end of the Academic Year.

## VIOLATIONS

A) If the New York City Fire Department conducts an inspection of the school and finds anything out of compliance, they will fine the school. The fines can cost many thousands of dollars.

B) The School of Architecture Student Council has recommended that sanctions be imposed on students who violate policies for studio use.

The following procedure is now in effect:

--A student will receive a formal written warning from the Associate Dean, copied to the Student Judicial Committee, for the first (of any) violation.

-- A student will receive a \$50.00 fine for the second (of any) violation during the academic year.

-- A student will receive a \$50.00 fine for the third (of any) violation during the academic year AND will be required to meet with the Dean of the School of Architecture for possible disciplinary sanctions, including probation, suspension or dismissal.