



The Irwin S. Chanin
School of Architecture
Archive

The Cooper Union
for the Advancement
of Science and Art

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STUDENT WORK DOCUMENTATION & COLLECTION POLICIES

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ARCHIVE SUBMISSION GUIDELINES

Each semester, faculty select work from all design studios and some project-based courses for inclusion in the Archive's [Student Work Collection](#). If your work has been selected you will be notified by the Archive. Your models and hand drawings will be photographed by Archive staff at the close of the fall and spring semesters. You will be asked to submit your work according to the following guidelines:

1. Descriptive Text

- Provide a brief text (250 – 300 words) describing your final project. The text can summarize your final assignment, but it should focus on your approach to addressing the assignment.
- The text should begin with a header that includes your name, project title, and the academic year, semester, course name, and faculty. For example:
John Connors
A House for an Anthropologist
ARCH 121 2016-17 Fall, Professor Smith
- The text should be submitted as a Word (DOCX) or Adobe (PDF) file.

2. Digital Media

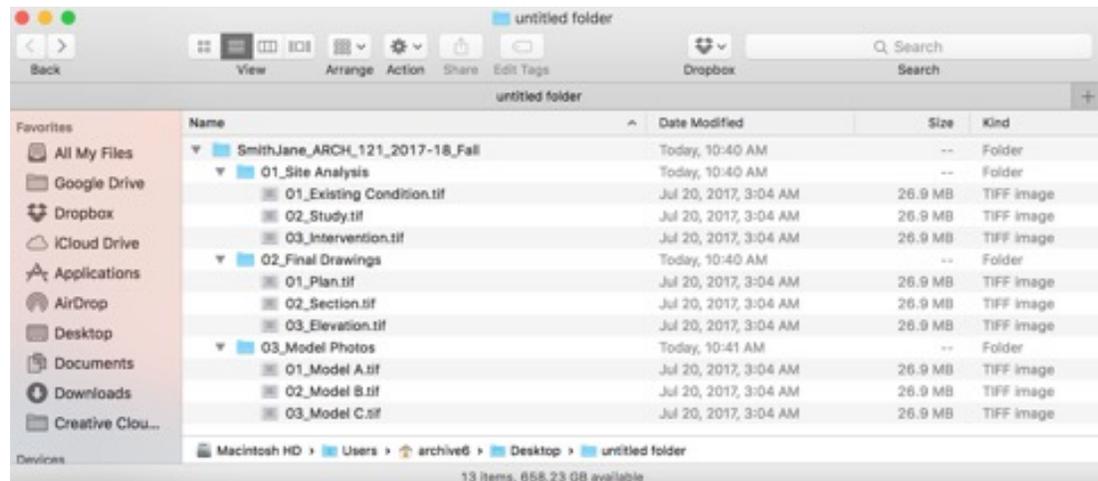
If any of your final drawings for the semester are digital, please provide the Archive with these files. You may also submit supplemental digital files documenting your research, design process, etc. if you feel they're critical to understanding your final project. To make work submission as easy as possible, the Archive will email you a Google form to fill out with basic project information. This will include an upload link for the requested content. All project files and subfolders must reside in a single, compressed folder, so the upload is completed in zip format.

File Formats

- Formats that require design software to open (.dwg, .ai, 3-D extensions) will not be accepted.
- All image files should be formatted either as PDFs, TIFs, or JPGs. TIFs are preferred.
- Digital moving image and/or audio files may also be submitted preferably as MOV, AVI, QT or WAV files.
- All files representing final work should be a minimum of 300 ppi at approximately 11" x 17" or larger.
- All files should be uncompressed 8 bit RGB or grayscale.

File Organization

- Files should be organized into subfolders by type (e.g. Site Study, Final Drawings, Model Photos, etc.).
- File and folder names should be brief. The host folder for your project should include your name, course number, semester and year (e.g. SmithJane_ARCH_121_2017-18_Fall).
- If there is a sequence to images within a subfolder, number them accordingly.
- File names should correspond to brief captions (01_Plan, 02_Elevation, 03_Section, etc.).
- In general, please name and organize your files in a clear, common-sense, hierarchical manner that facilitates archiving, for example:



3. Portfolio Pages

If your current portfolio documents the project that's being archived, please submit this documentation. This is not required, but it's very helpful as a tool for understanding how your project images relate to one another, and it will help the archive publish and represent your work in the future.

4. Physical Media

At the close of the fall semester, models and hand drawings of your final project will be collected by the Archive for documentation over the winter break. It is imperative that you bring these materials to the Archive prior to leaving for the break. Your work will be returned to you at the outset of the spring semester. Spring semester models and hand drawings will be documented by the Archive in the first two weeks after the End-of-Year-Exhibition closes.

5. Copyright Release Form

If you have not yet completed a copyright release form, the Archive will request that you do so. This form will allow Cooper Union to use your work for educational and promotional purposes, including online and print publication. Please note that you are not relinquishing copyright to your work. You are providing the school with rights to publish your work.

6. Submitting Files

Digital media can be submitted via the Google form provided by the Archive. If you have difficulty using the form, the Archive will also accept work via:

- A shared folder on Google Drive or Dropbox
- WeTransfer or other file-sharing services

- An external drive delivered in person to the Archive

Please submit your files to Chris Dierks, the Archive's Collections Manager:
(chris.dierks@cooper.edu)

END-OF-THE-YEAR EXHIBITION SUBMISSION GUIDELINES

At the end of each academic year, the School of Architecture exhibits student work from the previous fall and spring semesters on the 1st, 2nd and 3rd floors of the Foundation Building; this frequently includes other floors as well. If your work is included in the exhibition, please observe the following guidelines:

- Whenever possible, drawings should be stored flat, in a portfolio. If they are very long, we suggest rolling them in a tube. Portfolios and tubes should be clearly identified with your name, design studio, semester, and year.
- On the reverse side of each drawing, label the right corner with your name, the design studio name, semester, and year (e.g.: Smith, John ARCH 121 Fall 2011). The base of your model(s) should also be similarly identified.
- Draw an arrow pointing up to designate the proper orientation for your drawings.
- Please remove all masking tape, etc. from your drawings.
- If your drawings are rolled, please enclose them with a labelled piece of paper around the center of the roll, secured with artist tape.

RETRIEVING EXHIBITION MATERIAL

- At the end of the spring semester, all students will be notified of a final deadline by which End-of-the-Year Exhibition work must be retrieved. **Please take this deadline into consideration when planning your summer activities.** The 3rd floor of the Foundation Building is used for summer programs, so your work will need to be retrieved in early July.
- After the EOYS closes, student work that is not being documented for the Archive will be temporarily stored in the third floor lobby.
- Documentation of student work selected for the Archive will take place in the two weeks immediately following the close of the exhibition.
- All work from the exhibition will be available for return roughly two weeks after the exhibition closes. As previously mentioned, all students will be notified about the deadline for work pickup at the close of the spring semester.
- If you are not present to retrieve your work yourself, please find a classmate, friend or family member who can retrieve it for you. If you need access to the Foundation Building after hours, Archive staff will provide you with a building pass.
- Work remaining in the lobby after the deadline may be discarded.

CARING FOR WORK DURING THE ACADEMIC YEAR

- Keep drawings flat in a portfolio. If they are too large, roll and store them in tubes. Use a sheet of paper rolled and taped around the outside to hold the roll together. Make sure to remove any tape on the back of your drawings before storing them.
- Refrain from sticking masking tape to drawings, as it tends to discolor and leave a sticky residue. If you need to use masking tape to hang work, remove it promptly. We recommend that you use archival artist tape instead.
- If your drawing tears or gets damaged, consult with Archive for the best way to repair it.
- Keep sketches, study models, etc. so that you can track your process for each project.
- The School of Architecture Computer Studio has photo equipment that you may use to document your own work over the course of the semester for portfolio purposes.