Course Basics

ARCH 100: Introduction to Architecture
Section 1, Credits-2, Fall Semester, 2026 T/TR 12:30-1:20pm, AB101

Instructor Information

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Course Information

Course Description
An introduction to architecture through an exploration of products of the built environment.

Prerequisites
None. Open to all students

Course Objectives

- **To Introduce**;
  - To provide an introduction to architecture through an exploration of products of the built environment (from BSU Undergraduate Course Catalog)
  - To introduce architectural theory, perspective, and critique
  - To develop the skills needed to analyze architectural form and space
  - To examine social, technical, cultural, economic, and environmental issues which underlie the built environment

NAAB Program And Student Criteria

- **A.7 History and Global Culture:** Understanding of the parallel and divergent histories of architecture and the cultural norms of a variety of indigenous, vernacular, local, and regional settings in terms of their political, economic, social, ecological, and technological factors.
- **D.1 Stakeholder Roles in Architecture:** Understanding of the relationships among key stakeholders in the design process- client, contractor, architect, user groups, local community-and the architect's role to reconcile stakeholder needs.
- **D.5 Professional Conduct:** Understanding of ethical issues involved in the exercise of professional judgment in architectural design and practice and the understanding of the role of the NCARB Rules of conduct and the AIA Code of Ethics in defining professional conduct.

Course Modality/Structure
Face to face, in-person lecture-based course. The course consists primarily of Powerpoint lectures. At the discretion of the instructor, lectures may be posted as PDF (or other) file on Canvas or OneDrive. ***Typically, lectures will not be posted unless an official BSU accommodation is required. IF POSTED, lectures ARE NOT for external public use, copying, or distribution and are the property of the Instructor.*** There may also be classroom sketching exercises, feedback sessions, readings, guest speakers, field trips, assignments, and exams during or outside normal class hours. The course will cover a range of topics and content. A course specific sketchbook and final documentation is required. Canvas will be our primary platform for this course, for grading, communication, posting of assignments, etc.

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There is another section(s) of Arch100 this semester being taught by a different instructor. The content of our courses may differ. At no time should you assume or confuse this section's requirements and policies with the other section.

Course Materials

- **Textbooks**
  - **Required**
    - None
  - **Recommended**
    - Paolo Belardi — *Why Architects Still Draw*
    - Steen Eiler Rasmussen — *Experiencing Architecture*
    - Andrea Simitch and Val Warke — *The Language of Architecture: 26 Principles Every Architect Should Know*
  - **Additional**
    - Computer – A computer or equivalent will be required to take online quizzes as well as access materials posted
    - Sketchbook - For lecture sketching and note taking (analog), pens, pencils, highlighter markers, etc.
    - Projects – Course projects may require a variety of digital and analog materials and software based upon student designs, to be determined.
    - There may also be classroom sketching exercises, feedback sessions, readings (PDF or hyperlink will be provided), guest speakers, and videos

Course Assignments and Assessments

Grading

- Grade Distribution is as follows;
  - 60% = Exams (Based on class lectures, videos, textbook readings, etc.)
  - 30% = Final Exam (Comprehensive)
  - * = Extra Credit OPTIONAL Assignments
  - 7% = Sketchbook Assignments (TBD sketch/observational exercises will be assigned)
  - 3% = Course Sketchbook (class notes, sketches, et. al. – Minimum size 6x6 up to 8.5x11)
  - **100% = TOTAL COURSE GRADE* ***
    - * Non-mandatory assignments where extra points can be earned to augment an exam(s) original base grade
    - ** Borderline grades may be adjusted up based on strong attendance record, alternately, grades may be adjusted down due to poor attendance - see attendance policy.
    - ** Documentation of all work is to be provided to the instructor (One Drive Folder or Box) or final course grade will be reduced by 2 letter grades (Ex. B grade becomes a C+ grade)

- ***Late Work Grade Deduction***
  3 letter grades = 1 hour – 24 hours late (Ex. C grade becomes a D)

- ***No Work will be received after 24 hours from due date/time – A grade of "F" (zero, 0%) will be registered.***

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- **<u>All Work Needs To Be Saved in its entirety</u> until the end of the semester (or told otherwise.)** All work, both written and graphic, will be original work generated by the students. BSU CAP reserves the right to collect student work and use the work in presentations and promotional materials, including images of students.

- **<u>Digital or Computer Failure/ Printing Delays</u>** - ***Failure of computer equipment, loss of digital data, etc. will not be an acceptable excuse for late or missing work. ALWAYS BACKUP YOUR WORK in at least two different places.*** Be thoughtful in planning your output if you are planning on using university plotters/printers. Many people may have the same due dates you have and there may be backups/delays.

- **<u>Grade Distribution Scale/ Policy</u>**
  - "A" - Work of excellent quality and is recorded for those students who do superior work.
  - "B" - Work of good quality and is recorded for those students who do work which is clearly above the average.
  - "C" -Work of average quality and is recorded for those students who do average work. Fulfilling the requirements without any additional effort will earn you a C.
  - "D" - Work of below average quality but above failure.
  - "F" –Work that is not of acceptable quality.
    - "F" is recorded (1) when a student fails a course and (2) when a student drops a course after the twenty-third day of a semester or the seventh day of classes in a summer session unless, in the judgment of the instructor, the reasons for dropping the course are such that the student should have a "W". Students who discontinue attending a class for which they are registered will receive an "F" unless they officially (by appropriate signature) withdraw from the course.

A	= 94% or higher	A-	= 90%		
B+	= 87%	B	= 84%	B-	= 80%
C+	= 77%	C	= 74%	C-	= 70%
D+	= 67%	D	= 64%	D-	= 60%
F	= 59% and lower				

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University Statement
We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Freedom of Expression
In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

Attendance Policy (for this course)

- Attendance at all class meetings is expected. You are expected to actively participate/attend to all in scheduled class periods, discussions, activities, workshops, complete course reading assignments etc. You are expected to contribute to class discussions and activities in a meaningful way every week and fully engage in all experiential activities. You are expected to attend scheduled class times and show care and respect for the process, goals of the projects, and your fellow classmates.
- Attendance will be taken in various ways (Ex. Roll call, sign-in sheet, etc.), at instructor's discretion
- **Three (3) unexcused absences are allowed. Starting with the fourth (4th) unexcused absence your final course grade will be lowered by one letter grade (ex. B becoming a B-.)** For every additional three (3) unexcused absences, your final course grade will continue to lower by one additional letter grade (Ex. Student has nine absences which will change a B- grade to a C)
- **A person is considered absent if arriving later than 15 minutes after class has begun**
- A person is considered absent if they leave class 15 minutes before it has ended
- If a person is consistently late to class their grade may be adjusted down
- Absences will be excused for the following: funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, student-athletes participating in University or department-approved activities, and university advisories. Official documentation is required (ex. Doctor's note, etc.)
- Students may encounter other circumstances (e.g. car accidents, job interviews) that result in course absences. Only faculty members can excuse these absences and adjustments are at the discretion of the instructor.
- In general, students are expected to notify all their instructors once they anticipate being absent for any reason (e.g., funeral) or as soon as possible after the absence begins (e.g., unexpected injury or illness). The student may need to provide documentation (with confidential information redacted when appropriate) to each instructor if requested.
- Exams that are missed due to an excused absence can be retaken at a later time (time to be determined with Instructor) with no penalty.
- Exams missed due to an unexcused absence can be retaken (time to be determined with Instructor) but will be severely penalized by a grade reduction of 2 letter grades (Ex. B grade becomes a C+ grade)
- If you are feeling ill or self-isolating due to illness, students should stay home and ***NOTIFY THE INSTRUCTOR via e-mail*** the day of the absence or earlier. Obtain a doctor's note, if possible.

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant **chooses** to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

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University Grade Appeal Policy
If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.]

Student Academic Ethics Policy
Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. Student's must comply with and are responsible for knowing the student academic ethics policy, per Ball State University. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Generative AI Statement
The Use of Generative AI Programs IS NOT Permitted (for this course)
All work conducted and/or submitted in this course must be your own, completed in accordance with the Ball State University's Student Academic Ethics Policy. You may not collaborate with or make use of ChatGPT or any other generative AI applications at any time to develop materials submitted in this course.

The use of explicit AI programs to assist in writing, generating images, or other aspects of assignments is prohibited. This includes programs such as ChatGPT, Midjourney, DALL-E, Nano Banana, etc. If a student is found to have used such a program to complete an assignment, they will receive a zero for that assignment.

The use of AI tools built into other programs such as Adobe products (Ai, Ps, Id, etc.) should be limited to specific tasks. For example, the Magic Wand tool in Photoshop uses AI to select related pixels in an image; however, control of the tolerance and other settings remains with the user. This is an acceptable use of an integrated AI tool. Using an integrated AI tool to create the majority or totality of a project is unacceptable.

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The Learning Center
The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.
Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Writing Center
All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.
The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub
If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

The Counseling Center
The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found **here**.

The Speaking Center
The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message.

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The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time**.** Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Canvas and Student Privacy

Canvas and One Drive Accessibility
Canvas and/or One Drive may be used to deliver course content (Ex. Exams, grades, etc.) as well as receive student assignments and documentation.

FERPA and Privacy
As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading **Ball State's FERPA and Privacy and Protection.**

Video Conferencing Recording
If required, in this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual camera. If you have concerns, please discuss these options with me.

Plagiarism Detection
The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the Instructor that he/she refuses to participate in the plagiarism detection process, in which case the Instructor can use other electronic means to verify the originality of their work.

Proctoring
Exams will typically be proctored, in person. The use of the Respondus LockDown Browser and Monitor for online exams may occur and will be determined through the course of the semester.

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Course Expectations and Policies

Course Participation Expectations

- This course relies primarily on daily lectures. Weekly activities, discussion, and other forms of regular collaboration and communication may occur and will be determined through the course of the semester.
- As necessary, it is recommended that you log into your Canvas course 1 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments, quizzes, tests, and any other activities by the stated due dates.

Instructor Feedback Policy

- I will respond to email from your official Ball State email address within 72 hours (3 school days)
- I will read every discussion post, but I will not always personally comment on posts.
- I will grade your quizzes, assignments, and discussions no later than within 10 school days of submission.
- Contact me directly if you have questions or concerns about your performance in class.

Student Course Evaluation

- The instruction of the course is evaluated by Departmental student evaluations and peer evaluation. The course is reviewed and revised periodically by the instructor and the Department Curriculum Committee. Students will be asked and are expected to complete the course evaluation either in or outside of class.

Engagement Expectations

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- **Respect different perspectives.** Share your ideas and let others share theirs.
- **Challenge ideas, not people.** Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.
- **Listen to understand.** Stay curious, ask questions to understand, and give others space to speak.
- **Assume good intentions.** Approach discussions with curiosity and compassion.
- **Keep it private.** What is shared in class stays in class. Do not share others' words or work without permission.
- **Be respectful.** Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.
- ***BE ON TIME AND PREPARED for each class.*** Bring all appropriate materials required.
- ***ELECTRONIC MEDIA IS NOT ALLOWED*** (computers, cell phones, etc.) during course time unless you have an approved university accommodation for such a device or by Instructor approval.
- ***NO FOOD*** is allowed during course time.
- ***DRINKS ARE PERMITTED*** unless they become disruptive. Drinks should be minimized and do not displace the need for a face mask on a regular and consistent basis during class time.
- ***YOU ARE EXPECTED*** to actively participate in discussions, drawing workshops, do the readings within the course textbook and/or supplemental readings, take the exams, and do necessary work inside and outside of class to adequately complete the coursework. Learning through observation, experimentation, analysis, design, and discussion requires commitment, focus, and energy. Changes to the class schedule may occur to enable student success and accommodate any guest speakers.
- ***Work turned in*** will be inside a OneDrive folder (or other form)
- ***Course field trips / Workshops are*** *to be determined*
- ***Facemasks – Please comply with current BSU University wide Covid/Pandemic/Health policies***
- ***Students may*** excuse themselves from class to sneeze, cough, use the restroom, et.al.

Course Schedule

To support a learning experience that is responsive to the needs, interests, and pace of our class community, the course schedule may shift over the semester. The most current version of the schedule will always be available on Canvas. I will also notify you of any changes to the course schedule, should they occur.

Subject to Change Statement

This syllabus is subject to change in the event of extenuating circumstances and at Instructor's discretion.

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