DEPARTMENT OF ARCHITECTURE
COLLEGE OF ARCHITECTURE AND PLANNING
BALL STATE UNIVERSITY

ARCH 606 Documentation Studio

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Office Hours: by appointment in person, video conference/zoom, or via phone

Catalog Description

In a studio course format, this course examines methods of recording and documenting historic buildings and sites with particular emphasis on standards and guidelines established by the U.S. Department of the Interior. Students examine and apply traditional manual as well as digital methods of documentation.

Course Objectives

1. To gain an ***understanding*** of methods employed to document historic building and sites;
2. To be able to ***identify and select*** documentation field methods appropriate for specific situations and outcome goals;
3. To ***develop*** graphic techniques and skills for documentation;
4. To ***explore*** means and methods of building documentation.

Course/University Policies

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.

Code of Student Rights and Responsibilities

Students are expected to read, understand, and adhere to these community standards. https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures

Academic Integrity

Students are expected to uphold the highest level of academic integrity and honesty. Students are bound by the Ball State Academic Ethics Policy as found in the Code of Student Rights and Responsibilities). Cheating, plagiarism, disruptions of instructional activity, fraud and/or lying will result in, at a minimum, a grade of "F" for the assignment/test with no makeup permitted. Any of these infractions may result in an "F" for the course as well as formal disciplinary action by the University described in the Code.

Use of Artificial Intellegence

As you work on and submit assignments this semester, know that using genertive AI tools to complete your assignments is a violation of Ball State's Academic Ethics Policy unless the AI use is explicitly

approved by the instructor. In general, students may not submit any work generated by an AI program as their own. Doing so is plagiarism. If there are assignments where AI use is permitted, the instructor will have guidelines for that use. Work created outside of those guidelines will be considered an Academic Ethics Policy violation. If a student's grade is affected by an academic ethics violation, faculty are required to report the violation to the Office of the Vice Provost for Academic Affairs who oversees the Student Academic Ethics policy and maintains records of its violations.

Learning Center

The Learning Center offers free tutoring for courses in the science and humanities area, a variety of math and business courses, any writing task, some foreign language courses, and study skills such as organization, time management, test taking, and notetaking. Call (765) 285-3780 or visit NQ 350 to make an appointment to meet with a tutor.

Textbooks/Learning Resources

There is not a specific textbook for this course. The references and learning resources needed for this class are available on-line through the National Park Service website or are posted on the course Canvas site.

Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation define the products acceptable for inclusion in the HABS/HAER/HALS collection at the Library of Congress as measured drawings, large-format black-and-white photographs, large-format color transparencies, written histories and descriptions, and field records. The **Standards** were published in the Federal Register on September 29, 1983 (Vol. 48, No. 190, pp. 44730-34).
https://www.nps.gov/articles/sec-standards_arch_and_engineering_guidelines.htm

Historic American Building Survey Guidelines
https://www.nps.gov/subjects/heritagedocumentation/guidelines-resources.htm

- HABS History Guidelines
- HAER History Guidelines
- HABS Drawing Guidelines
- HAER Drawing Guidelines
- Photography Guidelines
- HABS Guide to Field Documentation
- CAD Guidelines

Course Format

Activities will be organized around the development of a series of tasks that will evolve from individual and group work. Class sessions will include discussions, presentations, field trips, studio workdays and field workshops. Class time has been allotted for this; however, students will be required to spend additional time completing the work. The nature of the course involves several trips to the community for research, field documentation, and other activities, etc.

The class meets on Mondays and Wednesdays. It is expected that students will use this entire time productively toward completion of studio projects. It is expected that the class participants focus on work/discussion of studio projects during those times. Please check the course schedule for meeting times outside of scheduled studio time.

As is the nature of any preservation project and any studio course, the projects will develop as we learn more about the specific project and their needs.

Assignments/Grading

(Within the syllabus is an overview of each assignment. Additional information is provided on the course's Canvas website)

The 1st project focuses on the preparation of measured drawings. This project will be divided into several phases

Phase 1 – orientation, reconnaissance and preliminary survey
Phase 2 – Field work and note taking
Phase 3 – Preparation of Measured Drawings

The 2nd project will be the development of photogrammetric model of an artifact or object. Photogrammetry is the use of digital photography to create a 3-dimensional digital model to use in documentation and interpretation efforts of historic properties.

Evaluation and Grading - Individual final grades will be an evaluation of the student's engagement in all project's stages, activities, and documentation of process, and final result. Each student will be expected to contribute to class discussion, group activities, and on project work. Participation and engagement will be a part of your grade. Simply showing up in all the class activities will not merit a passing grade. Interpretation and scale of final grades will be as follows:

Reading Assignments	5%
Field Documentation	25%
Measured Drawings	30%
Photogrammetry	15%
Participation + Engagement	25%

Participation/Engagement/Attendance – To receive the class participation grade indicated below are an evaluation of your contributions to class discussions and activities in a meaningful way every week and full engagement in all activities. This grade is not solely an attendance grade. However, you will be unable to earn this component of your course grade without attending. If emergencies arise which preclude attendance, please notify the course instructor before class.

In general, participation and engagement grades will be reflected as follows:

A: Attends all scheduled class times, engages in the activities of the class, dedicates appropriate time outside of scheduled class time consistent with the course, demonstrates full engagement and dedication to the project, demonstrates care in executing the work, shows initiative in project progression and completion.
B: Attends all scheduled class time, demonstrates engagement in class activities, and dedicates appropriate time outside of scheduled course time consistent with the course.
C: Attends all scheduled class times and class activities
D: Does not attend scheduled class times or is consistently last and/or unreasonably absent.
F: Does not attend scheduled class times, does not engage in the project, and shows lack of care or respect for the people, process and goals of the projects.

Late work - Late work will be penalized 1 grade (A to A-, A- to B+, B+ to B, etc.) for each day late. Assignments submitted more than 1 calendar week after due date will not be accepted. If extenuating circumstances arise, please meet with the instructor prior to the assignment due date.

Grading Scale Interpretation and scale of final grades will be as follows:

- A: Excellence: work exceeds all requirements and demonstrates exemplary understanding.
- B: Good work: satisfaction of requirements and demonstration of a depth of understanding.
- C: Average work: satisfaction of requirements. *Minimum passing grade for a graduate course.*
- D: Needs improvement: incomplete or ineffective satisfaction of requirements.
- F: Fail

A	94 – 100%	B-	80 – 84%	D	64 – 67%
A-	90 – 94%	C	74 – 77%	D-	60 – 64%
B+	87 – 90%	C-	70 – 74%	F	Below 60%
B	84– 87 %	D+	67 – 70%		

Absence Policy

While it may not be apparent, attendance will be documented. More than two *unexcused* absences will result in a reduction in your class participation portion of your grade. Excessive absence may be cause for receiving a failing grade in this course regardless of completion of projects. If extenuating circumstances occur, please let the instructor know as soon as possible. Belated excuses will not be accepted except under extraordinary circumstances. Early departure and/or late arrivals from class will be noted and may be considered as an absence. During scheduled class time it is expected that you will be attending to class activities. Excused absences for funerals, bereavement, jury duty, medical situations, pregnancy, military duty, etc. will be granted with proper documentation per policies established by the Office of the Vice Provost for Academic Affairs.

Digital/Computer Failure

Please be advised, that *failure of computer equipment, loss of digital data, etc. will not be an acceptable excuse for late or missing work*. There are numerous options for backup through the university, cloud storage, external drives, and other means. Be thoughtful in planning your output if you are planning on using university plotters/printers. Please see the CRC (basement of the CAP Building) for times/protocols for plotting. The Ball State Library has computers and software available for your use should the need arise.

Copyright Law

- Students may not reproduce, distribute or publicly post their course materials without faculty permission.
- Selling or distributing course materials may violate the Code of Student Conduct and/or the Information Technology Users' Privileges and Responsibilities policy. Violations will be referred to Dr. Mike Gillilan, Director of Student Rights and Community Standards.

ARCH 606 Documentation Studio Fall 2025

*** Schedule is subject to updates as semester progresses. Please check for updates on Canvas*

***Readings are posted on the Canvas course website*

	Mon	Wed	Other	Notes	
August	18	20			
Week 1	Course Introduction Orientation to 1st Field visit	**FIELD VISIT #1** **(Orientation Day)**		**Reading**: Akboy-Ilk Article	**Project 1 Phase 1**
August	25	27			
Week 2	Phase 1 research	Phase 1 Research		Reading: Swift Ch 6	
September	1	3			
Week 3	*No Class Labor Day*	Development of Preliminary Base Drawings		**Reading:** Swift Ch 7	**Project 1 Phase 2**
September	8	10			
Week 4	Field Recording Methods	**FIELD VISIT #2** **(Work Day)**			
September	15	17			
Week 5	**FIELD VISIT #3** **(Work Day)**	Work day on Field Notes			
September	22	24			
Week 6	HABS Photography Work Day on Field Notes	**FIELD VISIT #4** **(if needed)**			
September/October	29	1			
Week 7	Finalize field notes	**No Class: State HP Conference**			**Project 1 Phase 3**
October	6	8			
Week 8	Fall Break	Orientation to Drawing Introduction to AutoCAD Tutorials		Digital Scan of Field Notes Due Wednesday Oct 8 9:30am	
October	13	15			
Week 9	AutoCAD Tutorials	Drawing Preparation			
October	20	22			
Week 10	Drawing Preparation	Drawing Preparation		CAP Fieldtrip Week	
October	27	29			
Week 11	Preliminary Review of Drawigns	**FIELD VISIT #5 - If needed** **(Work Day)**		Printed Copies of Drawings required for review on Monday 10/27	
November	3	5			
Week 12	Drawing Finalization	Drawing Finalization		Final Drawings Due Wed 11/5 digital copy (PDF + DWG)	
November	10	12			
Week 13	Introduction to Digital Documentation Methods	software Tutorial In Class Photo Capture		**Reading:** Worthen Article **Reading:** Swift Ch 10	**Project 2**
November	17	19			
Week 14	In Class Photo Capture Day	In class work day			
November	24	26			
Week 15	**Field Photo Capture**	*No classes* *Thanksgiving Break*			
December	1	3			
Week 16	Overview of Structured Light Scanning	In class work day		Dec 1 is Rain Date for Fieldwork	
December	8	10			
Week 17	Last Day of BSU Classes	Project #2 Due Wed Dec 10, 12noon		Exam Week	