

BALL STATE UNIVERSITY

ARCH 400 – Comprehensive Architecture Studio

Phillippe

Spring 2026

MWF 1-4:50pm



CONTACT INFORMATION

Instructor – Megan Phillippe, AIA, NCARB, NCIDQ Certified

Email: mephillippe@bsu.edu

Office Hours: By Appointment (Tuesdays or Friday AM best)

Office: AB 405

CATALOG COURSE DESCRIPTION / PREREQUISITES

This architectural studio involves architectural design explorations requiring integrated evaluations and decision-making in the design process. Projects will demonstrate consideration and integration of environmental and structural systems, environmental stewardship, technical documentation, accessibility, site conditions, life safety and building envelopes and assemblies.

Level: Undergraduate

Schedule Type: Studio

Course Attributes: STARS, Includes Sustainability

Prerequisites: ARCH 302, Parallel: ARCH 420, Open only to B. Arch majors.

COURSE GOALS & OBJECTIVES

- Identify design criteria (programmatic, contextual, systemic, tectonic, spatial) and apply architectural strategies at the scale of the site, building, and room.
- Expand understanding of the design process through critical thinking, analysis and synthesis.
- Consider the practice of architecture through innovative methods of construction and project documentation, sustainability, and environmental and social responsibility.
- Design sustainable buildings made with renewable resources, offering expedient, affordable construction, innovating with new and traditional materials, and delivering human-scaled, healthy community resiliency and climate stewardship.

HIGH-IMPACT PRACTICE (HIP) STUDENT LEARNING OBJECTIVES

- Student will create a constructive collaborative climate.
- Students will apply previous knowledge or skills to demonstrate comprehension and performance in unique, community engaged situations.

COURSE MODALITY:

This class will be delivered in person with studio desk crits and some workshops/presentations, design pin-ups and final reviews. Some days maybe online or hybrid synchronous learning. This class uses Canvas and emails for communication.

IMMERSIVE LEARNING OBJECTIVES

This is a Ball State Immersive Learning course.

Community-engaged: We will work with several community partners to help educate the class and support its work. We will work with the BRVA (possibly), Hanover College, and Hanover-based community partners.

Collaborative: Students will work together to complete projects. Teams of two or three are encouraged.

Project-Based: Students work with the community partners to help create products and deliverables that help to address community issues.

Student Learning Objectives: NAAB Program Criteria (PC)

PC.6 Leadership and Collaboration: How the program ensures that students understand approaches to leadership in multi-disciplinary team, diverse stakeholder constituents, and dynamic physical and social contexts, and learn how to apply effective collaboration skills to solve complex problems.

PC.7 Learning and Teaching Culture: How the program fosters and ensures a positive and respectful environment that encourages optimism, respect, sharing, engagement, and innovation among its faculty, students, administration, and staff.

Student Learning Objectives: NAAB Student Criteria (SC)

SC.1 Health, Safety and Welfare in the Built Environment (Understanding): How the program ensures that students understand the impact of the built environment on human health, safety and welfare at multiple scales, from buildings to cities.

SC.5 Design Synthesis (Ability): How the program ensures that students develop the ability to make design decisions within architectural projects while demonstrating synthesis of user requirements, regulatory requirements, site conditions, and accessible design, and consideration of the measurable environmental impacts of their design decisions (all 4th year student work is assessed).

SC.6 Building Integration (Ability): How the program ensures that students develop the ability to make design decisions within architectural projects while demonstrating integration of the building envelope systems and assemblies, structural systems, environmental control systems, life safety systems, and the measurable outcomes of building performance (all 4th year student works is assessed).

IMPORTANT DATES:

Feb. 9th: Project 1 Reviews

April 24th: Project 2 Reviews

EVALUATION:

10%	Professionalism, Participation and Attendance
30%	Project 1 (code review, ADA)
10%	BR Research
10%	Wall Sections
30%	Project 2 (cost estimates, ADA)
10%	Hanover Research

GRADING SYSTEM & SCALE:

Grade descriptions are as follows (describing the quality of both product and process):

A (93+), A- (90-92)

B+ (87-89), B (83-86), B- (80-82)

C+ (77-79), C (70-76)

D (60-69)

F (below 60)

A, A- excellent and exceptional quality work (going above and beyond minimal project requirements)

B+, B, B- good quality work that is above average

C+, C, C- average quality work

D+, D, D- below average quality work, just above failure

F not acceptable quality work

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](#).

MATERIALS REQUIRED

Please have a computer (with appropriate software, microphone and camera), an external hard drive for back up is strongly recommended, sketchbook or note-taking materials.

ATTENDANCE POLICY / LATENESS / LATE WORK

It is imperative that you come to class on time, attendance during this time is required. Please be punctual.

We meet in class MWF from 1-5pm, please keep this time open each day that we meet (don't schedule work or other appointments during this time). If you have more than 2 unexcused absences, this will affect your grade by 10%. Missing 5 times will result in a failing grade. I prefer doctor's excuses when you are sick, but understand that not all illnesses require a doctor's care. 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. Required work must be ready on presentation days and must on time. No late work will be accepted. Participation in all aspects of this class is required. If you have a medical or family emergency (including funerals, etc.), please let me know as soon as possible in order to make arrangements with your missed work/time. It is your responsibility to make-up any missed class time, presentations or assignments.

INCOMPLETE GRADE POLICY

No Incomplete (I) will be given as a final course grade without sufficient and compelling cause (e.g., documented illness, family crisis, etc.). In such cases, the instructor must be fully informed and agree to the appropriateness and expectations of the Incomplete.

ONLINE PARTICIPATION POLICY

You are expected to be an active participant in the course. This course is designed to include discussion and other forms of collaboration and communication. You should be willing and ready to communicate with me and your classmates regularly. You will participate in weekly activities in your course. You will need to log into your course 3 to 4 times a week and check your official BSU University email account daily. Doing so will allow you to view announcements, participate in class activities, prepare for and complete assignments and assessments. You are expected to complete all tasks, projects, and any other activities by the due date. It is implied that you will not record any instructors, peers or others without their knowledge or share videos or other materials without permission.

FEEDBACK POLICY

- I will try to return email from your official BSU address, within 48 hours during business days and within 48 hours on the weekend.

- I will make every effort to grade your projects no later than within 10 business days of submission.
- Please feel free to email me before that time if you have any questions or concerns about your performance in class.

LATE POLICY

- All assignments are due by midnight EST/EDT time or as specified on the due dates indicated.
- Assignments posted after the indicated due dates will be subject to a loss of 10% of the available points for each day late.
- Technical issues are not valid excuses for late work unless the problem stems from Canvas servers.
- Canvas will not accept assignments for grading after 11:59 pm on the final day of class.
- Assignment Submission Policy
- All assignments should be submitted as PDF's unless otherwise indicated in the assignment description.
- Assignments, unless otherwise indicated should be submitted using the assignment link in the module.

GRADING POLICY

It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information on grade appeal, [consult the Ball State website](#)

ACADEMIC INTEGRITY/PLAGARISM POLICY

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. Please review the [University's Academic Integrity Policy](#).

For all assignments, you must work independently by yourself. Sharing of files is not permitted for any reason.

Violations

Examples of academic integrity violations include but are not limited to:

- 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.
- Use or possession of a file created by someone else.
- Reusing work from another semester, course, or section.
- Fraudulent submission of work.
- Impersonating someone else or having them impersonate you.
- Making fraudulent or dishonest statements regarding your work.
- Soliciting others to complete work for you.
- Posting course files and resources on study or content sharing websites.

[The Plagiarism Tutorial from UNC Libraries](#) provides you with a great foundation in Academic Integrity.

PLAGARISM DETECTION: The campus subscribes to Turnitin SimCheck, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin SimCheck. 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.

While we do not have quizzes and tests in this class, it is your responsibility to approach academic integrity with honesty. Your work is your own. Please use primary or peer-reviewed sources (books, journals, magazines, etc) for reference when possible and quote all your sources properly. You are allowed to have only 3 internet resources for the semester, that need to be approved by me (no Wikipedia, etc.).

Ball State Department of Architecture Student Academic Ethics Policy:

<https://www.bsu.edu/about/administrativeoffices/associateprovost/services/studentethics>

Cheating, plagiarism, or other violations will not be permitted in this class and you will be reported to the Department, College, and the University. If you are accused and proven of cheating or plagiarism, you could fail this course and possibly be removed from the University.

AI POLICY

The use of AI has a future in the profession. However, in this class, any fabrication or reuse of someone else's work (even if it is yours from a previous semester or another student's work) will be considered plagiarism. Any writing, text, graphics or any work produced by AI will also be considered plagiarism. Please document all your sources of your work.

UNIVERSITY CODE OF STUDENTS RIGHTS AND RESPONSIBILITIES

Students are expected to read, understand, and adhere to these community standards.

<https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode>

RULES OF CONDUCT

While electronics are good and useful, I hope that you will limit your use of cell phones, computers and electronics that are not being used for production or research during class. Just like being in an actual architecture office, communication and collaboration are key to learning and we need to be aware of what's happening during classtime. Please be civil and practice respect during our time together.

DIVERSITY AND INCLUSION STATEMENT

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge. For Bias Incident Response information, go to <http://cms.bsu.edu/campuslife/multiculturalcenter/bias-incident-reporting> or email mc2@bsu.edu.

COURSE ACCOMODATIONS

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.

With any accommodation, a student is responsible for:

- learning subject knowledge; demonstrating mastery of content; satisfying the essential requirements of course; meeting the same coursework demands required of all students.

Course accommodation agreements may include, but are not limited to:

- flexed attendance requirements; deadline extensions on assignments; etc

LEARNING CENTER STATEMENT

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.

WRITING CENTER

- *All designers must be able to effectively write about and verbally present their projects in a clear and concise way. You are encouraged to use the Writing Center (Robert Bell 295) to get additional feedback on your writing. Online and face-to-face appointments are available seven days a week: www.bsu.edu/writingcenter*

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.

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.

COUNSELING & PSYCHOLOGICAL SERVICES RESOURCES

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](#).

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](#).

CANVAS ACCESSIBILITY

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e., text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).

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](#).

FACULTY DISCLOSURE STATEMENT

As Instructors at BSU, we care about your well-being and your future. If you are experiencing any life issues, please feel free to approach a professor for advice but be aware that all BSU employees are required by BSU regulations, Indiana State laws, and/or US laws to report various instances of (including but not limited to) child abuse, spousal abuse, sexual harassment, abuse, intentions of self-harm or violence, etc.

CARDINAL CARE PLEDGE

<https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus/cardinals-care-pledge>

BSU COVID-19 RESPONSE

For the most current COVID information from Ball State University – please refer to the following webpage: Cardinals Care

This site should provide the most current information on COVID to you, students and visitors.

<https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus>

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 www.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.

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](#).

FURTHER UNIVERSITY RESOURCES:

You may find the following services helpful in your course of study.

- [Ball State's Student Support Services](#)
- [Remote Learner Resources](#)
- [Library](#)
- [Writing Center](#)
- [Learning Center](#)
- [Counseling Center](#)

If you have difficulty with computer access or internet access, please let me know as soon as possible.

SUBJECT TO CHANGE STATEMENT:

This syllabus and schedule are subject to change in the event of extenuating circumstances.

TEXTBOOKS/LEARNING RESOURCES (on reserve in library)

COURSE SCHEDULE (subject to change): See separate page attached.