R. Wayne Estopinal College of Architecture + Planning
Ball State University

CAP101 + CAP161 SYLLABUS

Fall 2026

Classes
CAP101: Environmental Design and Planning (Studio)
CAP161: Design Communications Media (DCM)

Class Location
CAP Building
6th Floor and 5th Floor North Studios

Class Time
Monday/Wednesday/Friday 8:30am-12:20pm

Faculty

April Westcott
CAPFY Program Co-Director (FALL)
Assistant Teaching Professor of Landscape Architecture
awestcott@bsu.edu AB307

Kionna Walker
CAPFY Program Co-Director (SPRING)
Assistant Teaching Professor of Architecture
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Architecture
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Josh Coggeshall
Allison Gadacz
Miguel San Miguel
Paul Puzzello
Kionna Walker

Urban Planning
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Lohren Deeg
Ralph Holmes
Danicia Malone
Catherine Reynolds

Landscape Architecture
Office/MailBoxes AB226

Dorna Eshrati
Ann Hildner
Jeremy Merrill
Zac Walrod
April Westcott

Faculty will provide contact information directly to their sections

Additional Resources

Assistant Director of Student Services
Claire Sims-Jones
ceclose@bsu.edu AB 508

Tammy McCord
Design Resources Manager
tamccord@bsu.edu AB 022 + CRC

Course Communication

Student is responsible for reading (and responding to, when requested) all communications from the CAPFY instructors (email, Canvas message, etc.). You will need to log into Canvas and check your BSU email at least daily in order to view announcements, participate in class activities, and prepare for and complete assignments. Your studio instructor will provide additional information about their preferred method of communication. It is your responsibility to understand your instructor's method and use this as your primary way of communicating. Instructors typically respond to correspondence within 24 hours between 9am and 5pm, Monday-Friday. Please do not expect an immediate response.

Course Catalog Descriptions

CAP101: Environmental Design and Planning (4)

Basic problem solving related to abstract, historical, and contemporary problems in environmental design. Elements of space, form, function, and human use as they affect (and are affected by) the natural and built environments.

CAP161: Design Communication Media (2)

Methods for environmental design communications in a variety of media.

Course Overviews

The common first year's foundational structure will be a new learning experience for most of you. The studio space is a distinct culture. It is a unique format for cooperative learning that is most effective through respectful collaboration among students and faculty. While you will work primarily with your section instructor, you should feel comfortable asking any of the other 101 + 161 instructors for help in the studio space, during scheduled office hours, or by email.

CAP101 + CAP161 are foundational design courses that, along with the PLAN, LA, and ARCH 100 courses, will introduce the environmental design disciplines. What you will do and learn in these courses is also a foundation for the work of all the disciplines. At the end of first year, you will have new thinking processes, skills and techniques, and knowledge in each of the three environmental design disciplines (Architecture, Landscape Architecture, and Urban Planning) to then choose which major best suits your further education in the College of Architecture and Planning.

CAP101 (Studio) and CAP161 (DCM) are complementary courses. You will learn communication skills using 161 Workshops and Projects that will be necessary to develop and present the work that you do in 101 Units. You will learn design ideas in the 101 Units that will be used to help generate work in the 161 Workshops and Projects. Each course provides basic tools, techniques, and processes for creative approaches to environmental design. At their most basic, the design studios in the common foundational year involve seeing, thinking, doing, and making. The design communication media course involves methods and techniques such as visualizing, drawing, model making, graphic design, and writing. You will develop the ability to see the world in multiple and varied ways, think critically, analyze, and interrogate problems.

Course Goals and Objectives

Upon completion of these courses, you should demonstrate, at minimum, these skills and understandings:

1. How to be an effective design student: time/task management, learning and functioning in a positive and respectful studio environment, working independently and has a team in a way that encourages optimism, respect, sharing, engagement, and innovation.

2. The fundamental tools and methods of design: spatial organizations and relationships, analytical tools, and ordering principles.

3. Effective use of basic communication tools and methods: diagrams, drawing, model making, speaking, and writing.

4. The investigations and processes that lead to the formation of design concepts and their realization as objects and places.

5. Fundamentals of critical thinking and a foundation of literacy in design and environmental ideas.

6. The ability to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform 2D and 3D design along with the integration of multiple factors into a design proposal.

Course Format and Methods

These courses are conducted in-person and may be supplemented by a variety of online modalities such as Canvas, OneDrive, Zoom, etc.

Studio Culture + Access

CAP101 and CAP161 are studio-based classes. Part of the learning that you will do comes not only from being in class, but working in the studio environment. While you are allowed to complete your work outside of class wherever you feel most comfortable, it is highly encouraged that you embrace the studio culture and work there. The desk that you will be assigned on the first day of class is yours for the semester; you may leave your projects and supplies there. Please see the information on Studio Policies on page 11 for more information. The doors to studio are equipped with electronic locks that are operated by your valid Ball State ID. You will have access only to the studio to which your section is assigned. Please keep studios locked when vacant, or if you are working in studio late at night. If you cannot gain access to studio with your BSU ID, contact Tammy McCord (information on page 1.).

Course Expectations

Time Requirements

You are expected to be an active participant in these courses. They are designed to include discussion and other forms of collaboration and communication. You should be willing and ready to regularly communicate

with your instructor and your classmates. In order to succeed at the university level, you should expect that projects and other assignments will require substantial time outside of regular class meetings. You are expected to complete all assignments by the due date provided by your instructor.

Please contact your instructor immediately if you are having difficulty balancing your course load. We want to see you succeed and have resources that we can suggest to assist you.

Preparedness

It is essential that you come to class prepared. In the studio classroom, it is expected that you have made new progress on your projects and design work in between class meetings regardless of specifically assigned homework so that you always have new work to discuss with your instructor. You are required to have all necessary materials and work with you during class.

Professionalism

We will conduct these classes in an atmosphere of mutual respect for both your instructor and fellow classmates. You should anticipate that if your conduct during class seriously disrupts this expectation, you will be asked to leave class and counted absent for the day. If your conduct is consistently disrespectful, or deemed excessive by your instructor, you may be reported to the Dean's Office.

General Communication Etiquette

Please remember the following in all forms of communication in these courses.

- Be mindful to use mutually respectful language and constructive criticism
- Keep all correspondence concise and as professional and accurate as possible
- Edit all writing to make sure that it clearly conveys the exact intended message and stays on topic

Presentations and Discussions

You will regularly be required to present your work to your instructor and fellow students in these courses. These pin ups of your work are a key part of studio culture and an integral method of instruction. It is imperative that you not only do not speak while another student is presenting, but pay attention to both the presentations being given and the feedback that you and other students receive. Your active participation in the discussion following presentations is encouraged. The respectful, constructive questioning of the ideas of others, including the instructors, is welcome and encouraged. As in regular class meetings, you are required to be respectful and will be asked to leave if you violate this expectation.

Sketchbook

You will be required to keep a sketchbook over the course of this semester. This is an integral part of the design process and an effective way to keep track of your notes, feedback, and ideas as they evolve. Your instructor will require specific content which may include investigation sketches, notes, personal writing, and drawing exercises.

Assignments

You are expected to complete the exercises and assignments assigned in CAP101 + CAP161 by the due date set forth by your instructor with authentic efforts that follow the procedures set forth by the design brief and any subsequent instruction. Tracing or copying work from other students, digital underlay drawings, and/or

reference drawings without explicit, written permission from your instructor are not permitted and will result in a 0 (zero) score for the assignment. Please see the following section on Academic Conduct on page 9 for more information.

Student Work Evaluations

Evaluations are important feedback and part of the studio learning process. You can expect feedback from you instructor on the products of each assignment, evidence of process, commitment, and participation. Your evaluation may come as verbal feedback during an open critique with your instructor, classmates, and possibly visiting critics. Your section instructor will be solely responsible for establishing your final grade based on the objectives of each assignment.

Course Evaluations by Students

Course evaluations are completed at the end of every semester for each course and are a valuable opportunity for you to provide feedback on the class, methods, and instruction. You will receive an email from the university at your BSU address alerting you when the evaluations are available near the end of term.

Guest Lectures

Attendance of at least two (2) of the College's visiting lecture series are required for CAP101. These are important enrichment opportunities to course content and will expand your understanding of our disciplines and how various practitioners approach environmental design. Attending such lectures is a good habit to acquire and continue in for the rest of your academic and professional careers. Your instructor may require proof of attendance such as notes in your sketchbook or a summary of the lecture.

Course Grading System

Assignments in CAP101 and CAP161 will be both individual and in groups. There will be a variety of assignment types throughout the semester including in-class workshops and longer, phased projects. Instructions will be given both verbally and in writing. You should be prepared to listen carefully to your studio instructor as assignment requirements and timelines may change from the initial project brief. You are responsible for following the criteria outlined for each assignment carefully, whether that information is written or verbal. The intent is to prepare you for working in a professional discipline where you will need to meet the expectations of your clients, stakeholders, colleagues, etc. as a project evolves. Ask questions as soon as possible and well in advance of the due date. Instructors have discretion on how they will grade each assignment and provide feedback, but final course grades will be based on the University's grading scheme as follows:

A = Achievements exceed average standards
- A 100+% to 94%
- A- <94% to 90%

B = Achievements above average standards
- B+ <90% to 87%
- B <87% to 84%
- B- <84% to 80%

C = Achievements meet average standards
- C+ <80% to 77%
- C <77% to 74%
- C- <74% to 70%

D = Achievements barely meet the minimum standard

D+ <70% to 67%
D <67% to 64%
D- <64% to 60%
F = Fails to meet the minimum standard
F <60%

The grades for assignments in these courses will be calculated based on length of assignment, effort required, difficulty, and place in sequence of assignments. Individual assignment grades will be based on the objectives listed in the project brief, but will typically include, at minimum: correctly following instructions, craft, quality of investigation, and accuracy. *Each instructor is responsible for their own grading within their studio section; however, the final grade percentages will likely follow this framework:*

CAP101 (4 credits)	
Unit 01	40% *
Unit 02	50% *
Guest Lectures	5% *
Participation	5% *
Total	100%

CAP161 (2 credits)	
Workshops (10)	75% *
Field Trip Sketchbook	5% *
Field Trip Analytique	15% *
Participation	5% *
Total	100%

"Participation" includes: coming to class prepared with new work to show, participating in group critiques, having good work ethic, using class time effectively, taking initiative on projects and requirements, and demonstrating clear evidence of a desire to learn.

**Verify final grade percentages with your instructor*

Course + Student Work Policies

Course Content Permissions

Students may not reproduce, distribute, or publicly post any course materials without written faculty permission in advance. Students may not record (video, audio, etc.) instructor's lectures and/or any other general instruction without written faculty permission in advance.

ATTENDANCE

Attendance is required during scheduled days/hours as listed on page 1 of the syllabus unless otherwise stated by your instructor. Attendance in class is vital as projects depend on feedback from instructors and other information presented in class.

STUDENTS ARE ALLOWED A MAXIMUM OF THREE (3) UNEXCUSED ABSENCES.

- After your third (3rd) unexcused absence, your final semester grade will be affected in the following ways:
- Your fourth (4th) unexcused absence will result in the automatic lowering of your final semester grade by one letter (e.g., an A becomes a B).

- Your sixth (6th) unexcused absence will result in the automatic lowering of your final semester grade by an additional letter (e.g., an A becomes a C).

The instructors reserve the right to count tardiness as an absence. Each instructor will explain their unexcused absence policy, including what constitutes an excused absence. If you have an excused absence on the day an assignment is due or a review is scheduled, you must speak with your instructor to arrange a revised due date and present documentation of the absence (in the form of a doctor's or otherwise official note).

Late Work

- Late work will receive a deduction of one-third of a letter grade per calendar day (e.g., an A becomes an A-).

- No work is accepted a week beyond the original due date and a zero will be recorded for that project.

- If you are experiencing difficulties with the workload, make arrangements to talk to your instructor as soon as possible.

Class Time Policies

During scheduled class meeting times, you are expected to work on the assigned project for that class. This may take the form of working independently, in a one-on-one critique with the instructor, in discussion with your classmates, or another format organized by your instructor. It should be a focused, working atmosphere. Excessive socializing and loud music will not be tolerated. The use of cell phones and laptops is prohibited unless permitted by your instructor to aid in your coursework. Students may not use their cell phones or laptops for checking non-school email, watching videos, social media, working on assignments for other courses, or any other personal activities during schedule class meeting times.

Academic Misconduct

Students must comply with and are responsible for knowing the Ball State Academic Ethics Policy on academic misconduct, especially:

Academic misconduct includes, but is not limited to the following:

1. **VIOLATIONS OF PROCEDURES** which protect the integrity of educational assessments (e.g., quizzes, examinations, etc.) or activities (e.g., laboratory exercises, group performances), such as:

1. Possessing, referring to, or employing open textbooks or notes or other devises not authorized by the faculty member;
2. Copying from another person's work;
3. Communication with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
4. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;

5. Taking a quiz or examination or similar evaluation on behalf of another person;
6. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;

7. Changing material on a graded examination and then requesting a re-grading of the examination;
8. The use of any form of technology capable of originating, storing, receiving or sending alphanumeric data and photographic or other images to accomplish or abet any of the violations listed in parts 1 through 7;
9. Distribution of course materials (including notes) through Ball State University communications or external communications (e.g., a commercial website).

1. **PLAGIARISM—**defined as "intentionally or knowingly representing the words or ideas of others as one's own in any academic exercise" (also see discussion below) or violations of procedures prescribed to protect the integrity of an assignment, such as:

1. Submitting an assignment purporting to be the student's original work which has wholly or partly been created by another person;
2. Presenting as one's own work the ideas, representations or words of another person without customary and proper acknowledgement of sources;
3. Submitting as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class at Ball State University or elsewhere;
4. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.

Discussion: Regarding plagiarism, the Council of Writing Program Administrators notes the following:

"Most current discussions of plagiarism fail to distinguish between:

a. Submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source,and
b. Carelessly or inadequately citing ideas and words borrowed from another source.

Such discussions conflate plagiarism with the misuse of sources. Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student wo attempts (even clumsily) to identify and credit their source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately."

5. Falsely claiming to have completed work during an internship or class group assignment;
6. Cooperating with another person in academic misconduct, either directly or indirectly as an intermediary agent or broker;
7. Knowingly destroying or altering another student's work whether in written form, computer files, art work, or other format;
8. Aiding, abetting, or attempting to commit an act or action that would constitute academic misconduct;
9. Fabrication, or "intentional and unauthorized falsification of invention of any information or citation in an academic exercise."

NOTE: The use of AI programs in CAP101 and CAP161 will be at the discretion of the section

instructor. You may NOT use AI to assist in your work in either class unless directed to do so by your instructor. If you do use AI, you must acknowledge this via citation and explanation of your process.

CAP Policies for Retention and Use of Student Work, and Images of Student Work

The R. Wayne Estopinal College of Architecture and Planning reserves the right to retain selected examples of student work for its archives, and for exhibits during accreditation and similar proceedings. A student whose work has been chosen for retention will be given the opportunity to photograph their work for personal record. CAP also reserves the right to photograph student projects, and to photograph students working in studio, on field trips, or similar learning situations. The images will contribute to the archival record of CAP student work, and may additionally be used on the College website, for assessment of learning outcomes and the design of studio projects, for promotional materials, and/or other uses that serve the missions of the College and University.

Finished Projects

There is limited storage space in the studio for completed projects. Your instructor will help you learn how to document your work, particularly models. Document all work soon after a project ends, then remove it from the studio so your workspace isn't cluttered by former projects.

Studio + Building Policies

Prohibited Items

The following are prohibited at all times in the studios and throughout the building:

- Presence of and/or consumption of alcoholic beverages
- Smoking and vaping; see the University smoking policy
- Use of skateboards, rollerblades, or bicycles (and the storage of bicycles)
- Pets
- Playing music out loud/not using headphones

According to fire regulations, the following personal items are prohibited from all studios:

- Mattresses, sofas, lounge chairs or other upholstered furniture (excepting desk chairs)
- Area rugs or carpeting
- Fabric drapes or wall hangings
- Electric extension cords

Food and drink may not be brought into the College computer labs and electronic studios.

Furniture and Equipment

Please be respectful of CAP property and aware of costs involved to replace these resources. Student accounts may be charged for damages, loss, or disrepair directly cause or attributed to students' inappropriate action or behavior causing damage to facilities or equipment.

You are forbidden from making any kind of permanent changes to the building, particularly the common spaces, including but not limited to: painting, puncturing, and cutting.

Building Access and Interior Spaces

- For your safety, all exterior doors to the CAP building are locked in the evening except for the card access doors for CAP students on the ground floor.
- Don't compromise the security of the building by propping doors open.
- To meet fire and safety codes, all doors for each studio must be kept clear and accessible with a clear aisle of access from each student workstation to a door.
- Nothing is to be placed within eight (8) feet of the door. Inoperable doors will be marked as such.
- All aisles formed between tables and lockers must be a minimum of 44" wide.
- Building corridors and areas adjacent to elevators and open stairs are to be kept free of studio furnishings and personal belongings.
- Overhead structures or storage units over aisles in the studio are prohibited.
- Stable storage units over drafting tables are acceptable, but don't attach task lighting fixtures to these structures.

Spray-based Materials

Do not use spray paint or spray adhesives in the studios, stairwells, or any other location in the building, except the paint room (AB028) on the ground floor. Breaking this rule is considered to be malicious vandalism and will be dealt with accordingly. Exercise caution with glue guns and do not leave them unattended.

Thermostats

Thermostats cannot be adjusted by studio occupants. If the thermostat is vandalized, all occupants of the studio will be charged for the cost of its repair or replacement. If the studio is excessively hot or cold, contact Tammy McCord (contact information on page 1).

Trash

Be considerate of the custodial staff and always clean up around your desk to limit confusion about what is waste. Do not leave trash on the floor; please use the provided reuse, recycle, and waste bins. Put discarded models or other large waste materials in the trash dumpster at the southeast corner of the building. Studio users must keep the studios in a safe and orderly condition.

Personal Items

Please keep personal belongings on your desktop or in lockers. Write your name on all your personal supplies. Materials left on the floor and/or near a trash container may legitimately be discarded by staff.

Software

Privately-owned software may not be loaded on Ball State University-owned computers and will be immediately deleted. Ball State University will not condone software piracy. Violating the University's software policy may result in civil or criminal action against the offender and disciplinary action under the provisions of the Student Academic Ethics Policy or the Academic Freedom and Ethics Committee.

Course Materials, Tools, + Supplies

Student purchase of computers is NOT required for the first year. BSU has computer labs available for student use in multiple locations on campus, including the Architecture Library and Bracken.

Course Textbooks

Texts will be a fundamental resource for developing your design thinking, providing tools and examples, and will form the nucleus of your professional library. You will have periodic assignments that use the texts, but you should also get into the habit of using these resources independently. A variety of other texts, readings, and websites may be assigned throughout the semester. Use the libraries (BSU and local community) and the librarians on your own initiative, not just for assignments. Required texts can be purchased from the bookstore and will also be on the Reserve Bookshelf in the Architecture Library. Your instructor will provide other readings as announced, typically via Canvas or OneDrive. Other materials may be placed on electronic reserve in the Architecture Library throughout the semester.

Required for CAP101 + CAP161 (and available online through BSU library as eBook)

Francis Ching. Architecture: Form Space and Order. Van Nostrand Reinhold. 3rd, 4th, or latest edition.

Francis Ching. Design Drawing. Van Nostrand Reinhold. 2nd, 3rd, or latest edition.

Highly Recommended

Paul Laseau. Freehand Sketching, An Introduction. W. W. Norton, 2004.

Paul Laseau. Visual Notes. W. W. Norton. 1st or 2nd edition.

Jim Leggitt. Drawing Shortcuts. John Wiley and Sons. 2002.

Grant Reid. Landscape Graphics. Watson-Guptill. Revised edition 2002.

Edward White. Site Analysis. Architectural Media. 2004. (Out of print).

Required Materials + Supplies

A list of basic studio equipment was given to you prior to your arrival on campus and will be provided as a separate document. Additional supplies and equipment may be required by your instructor throughout the semester and in CAP102. These tools are "staples" of many practitioners in the design disciplines and will serve you for a long time. A word of caution: limit purchases to the list and shop wisely for the best value. Many items are available in the CRC on the ground floor of the CAP building. Some items may need to be purchased elsewhere. Consumable supplies (paper, chipboard, cardboard, etc.) will need to be bought by the student for each project and will be specified in the project brief. Former students have reported spending between $500 and $700 on equipment and supplies during their first year, exclusive of the laptop and required texts.

Additional Resources

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 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.

Learning Center

The Learning Center offers free tutoring and academic coaching for many courses at Ball State. To make an appointment, visit my.bsu.edu “Additional Tools” section and click on “TutorTrac.”

Writing Center

All writers improve with practice and feedback, so as a student in these courses you are encouraged to use the Writing Center (located in Robert Bell 295, Bracken Library, or online) to get additional assistance with your writing. To schedule a free appointment to discuss

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, please call 765-285-1736. Ball State now 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 thoughts of suicide and/or self harm or any other mental health concern.

The Counseling Center provides therapy that is designed to help you address your concerns and feel better as quickly as possible. They see students for a variety of reasons, some of which include anxiety, depression, relationship concerns, and homesickness. At your first appointment, you will work with a therapist to create a plan that will connect you with the resources that best fit your needs. The Counseling Center assists clients with getting connected to therapeutic resources within our Center as well as self-help resources, other on-campus resources, and community-based resources. All of these resources, including a direct link to our website, can be found on the Counseling Center Linktree.