## Course Basics

**ARCHITECTURAL DESIGN**
ARCH 301, Section 3, Credits-5, Fall Semester, 2026 M/W/F 1:00-4:50pm, Cooper Science Bldg.

## Instructor Information

**Miguel San Miguel**
Department of Architecture, Room 402
Ball State University, Muncie, IN 47306
Email - mtsanmiguel@bsu.edu
Office Hours – To be determined, by appointment
Dept. Office – 765-285-1900
Office – AB 304
Office Phone – 765-285-1913

## Course Information

**Course Description**
Integration of all facets of design including design, research, programming, technology, function, human behavior, scheduling, time management, communication, use of materials, and systems. Workshops in the further exploration and development of visualization and communication skills at all stages of the design process.

**Prerequisites**
Arch 202, open only to B. ARCH; BA/BS architecture; BA/BS environmental design.

**Course Objectives**

1. **Design Iteration / Representation / Reflection:** To exercise deductive and inductive, problem-centered and value-centered methodological alternatives to frame, iteratively engage and evaluate design; and to further develop the methods of representation in the process and workflow of design integration.
2. **Diagramming / Programming**: Explore and develop pre-design skills including spatial programming, code analysis, and site analysis.
3. **Integration of Technologies:** Structure / Enclosure / Assembly / Material Strategies: Rigorously engage a diverse set of structure, enclosure, and material strategies in design; demonstrate knowledge and skills learned in architectural design support courses
4. **Design:** Instill in students the role of the design process in shaping the built environment and convey the methods by which design processes integrate multiple factors, in different settings and scales of development, from buildings to cities.
5. **Research and Innovation:** Prepare students to engage and participate in architectural research to test and evaluate innovations in the field.
6. **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.
7. **Health, Safety, and Welfare in the Built Environment:** Prepare students to understand the impact of the built environment on human health, safety, and welfare at multiple scales, from buildings to cities.
8. **Design Theory / Research / Methods / Process:** Use of conceptual frameworks and referencing constructs to support design explorations to foster critical design thinking.
9. **Cultural and Social Issues:** Gain an understanding of how cultural and social issues integrate with architectural theory to inform iterative design processes.
10. **Sustainable Technologies / Passive and Active Systems:** Gain an understanding of how technology and principles of sustainability integrate with architectural theory to inform iterative design processes.

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**NAAB Program and Student Criteria**
PC.2 Design—How the program instills in students the role of the design process in shaping the built environment and conveys the methods by which design processes integrate multiple factors, in different settings and scales of development, from buildings to cities.

**Course Modality/Structure**
Face to face, in-person, studio-based, instruction and reviews.

## Course Materials

- **Textbooks**
    - **Required**
        - Allen, E. et. al. — The Architect's Studio Companion, current 6th ed. (or 5th ed.)
        - Ching, F. — Building Construction Illustrated, current 5th ed. ( or 4th ed.)
    - **Recommended**
        - Grondzik, W. et. al. — Mechanical & Electrical Equipment for Buildings 13th ed. (or 12th ed.)
        - Grondzik, W. et. al. — The Green Studio Handbook 3rd ed. (2nd ed. is permissible)
        - Lewis, P. et. al. — Manual of Section
        - Warke, V. et. al. — The Language of Architecture
        - *Selected readings may be provided in PDF format to support the studio throughout the semester.*
        - *All books are in the architectural library (and may be online.)*
- For sketching and note taking (analog)
    - Required per student personal preference
    - Paper, pens, pencils, highlighter markers, etc.
- For model construction materials (analog)
    - Foamcore chipboard, basswood, etc. (like your design studios). I
    - It is important to understand that a VARIETY OF MATERIALS AND MEDIA WILL BE EXPLORED as part of the design process. A variety of materials and equipment are typically required to produce design interactions, studies and final work of sufficient quality, rigor, and discipline. Correspondingly, the costs associated with those various items cannot be fully estimated until the projects occur.
- Computer workstation or portable book
    - Typical design software (Rhino, Revit, etc.), uploaded and ready for use.

## Course Assignments and Assessments

**Grading**
- ***Your work in studio should reflect your commitment to developing your skills as emerging professionals.*** Your projects will be evaluated based on your engagement of the process and the final product relative to

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stated project goals and relative to the work of your peers.

- The following criteria will be used to evaluate student work:

  ***QUALITY, ORIGINALITY, AND INTEGRATION OF IDEAS***

  ***REPRESENTATION OF IDEAS (VERBAL, WRITTEN, VISUAL AND BUILT)***

  ***LEVEL OF CRAFT DISPLAYED IN YOUR WORK***

  ***ATTITUDE (PARTICIPATION) AND EFFORT***

- You are expected to complete each assignment and demonstrate a depth of understanding of the design issues raised in each studio project. Your discipline and maturity are necessary for the thorough development of your design ideas. The criteria listed below can serve as a framework for evaluation of studio projects although more project specific criteria may be included in each project evaluation:

  ***Comprehension*** *(knowledge of and skill in visual acuity and observation; written, verbal and graphic descriptions; and comprehensive analysis and evaluation)*

  ***Conceptualization*** *(knowledge of and skill in design inquiry, critical thinking, disciplined and reflective design processes, and multiple and iterative explorations)*

  ***Order and Integration*** *(knowledge of and skill in examining architectural issues systematically, applying basic organizational, spatial, and architectonic principles to the development of space and form)*

  ***Development and Resolution*** *(knowledge of and skill in relating clear conceptual thinking to the detailed development and final articulation of design project)*

  ***Communication*** *(knowledge of and skill in study modeling, generative drawing, synthesis of hand and digital media, analytical and experiential representation, media and technique appropriateness and clarity and composition)*

- Grades will be assigned at the end of each of the two major projects or at the end of the semester only (at instructor's discretion) and will be weighted as outlined below. Students working collaboratively on team proposals will be given the opportunity to evaluate team members, and these evaluations will be taken into account when assigning grades. We expect team members to be accountable to one another and to contribute equally to the project. *Faculty reserve the right to assign different grades to different team members on group projects as deemed appropriate.*

- ***GRADE Distribution is as follows:*** This studio will use two (2) primary projects to explore ideas, methodology and production of architectural design with a focus on systems integration, expression of material and assembly, and integration of systems and sustainable principals. Students are encouraged to incorporate appropriate technologies and alternative materials, celebrating their potential for design.

  **47.5%** **Project 1**

  (7%) Precedent/Concept/Context Studies

  (10%) Design Process and Program Development

  (10%) Design Process and Skill Development

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| | | |
|---|---|---|
| | (3%) | Mid-Review/ Progress Check |
| | (18.5%) | Final Project Completion (drawings, models, tectonics, presentation, etc.) |
| **47.5%** | **Project 2** | |
| | (7%) | Precedent/Concept/Context Studies |
| | (10%) | Design Process and Program Development |
| | (10%) | Design Process and Skill Development |
| | (3%) | Mid-Review/ Progress Check |
| | (18.5%) | Final Project Completion (drawings, models, tectonics, presentation, etc.) |
| **3%** | **Project(s) Design Sketchbook** | |
| **100%** | **Total** | |

- ***Late Work Grade Deduction***

  2 letter grades = 1 hour – 24 hours (1 day) late (Ex. B grade becomes a C+ grade)

  4 letter grades = 24 hours late – 48 hours (2 days) late (Ex. B grade becomes a C- grade)

- ***No Work will be received after 48 hours (2 days) from due date/time – A grade of "F" (zero, 0%) will be registered.***

- **All Work Needs to be Saved in its entirety 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.

- ***Digital and/or 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 of backing up. ***ALWAYS BACKUP YOUR WORK in at least two different places.***

- ***Plotting Work*** **-** Be thoughtful in planning your output if you are planning on using university plotters/printers. There are many courses in CAP and many may have the same due dates as you have and there may be backups/delays. ***Poor planning of your final plotted/printed work which may cause delays is not an acceptable excuse for turning in late or missing work.***

- **Grade Distribution Scale**

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|---|---|---|---|---|---|
| | | A | = 100%-93.5% | A- | = 93.4-89.5% |
| B+ | = 89.4-86.5% | B | = 86.4-83.5% | B- | = 83.4-79.5% |
| C+ | = 79.4-76.5% | C | = 76.4-73.5% | C- | = 73.4-69.5% |
| D+ | = 69.4-66.5% | D | = 66.4-63.5% | D- | = 63.4-59.5% |

  F = 59.4% and lower (course must be repeated)

- ***Retention Standards (from BSU Undergraduate Course Catalog)***

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Students in the B.Arch and BA/BS undergraduate degree programs receiving grades below C- *in TWO CONSECUTIVE* Professional Studies (per NAAB) required courses (i.e. ARCH 201, 202; ARCH 214, 314; ARCH 218, 318 etc.) *MUST REPEAT the sequence of both courses.*

## University Policies and Statements

**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.)
- **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)

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- If you are feeling ill or self-isolating due to illness, students should stay home and ***NOTIFY THE INSTRUCTOR and Graduate Assistant 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.

**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.

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- 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**
**No Use of Generative AI 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 emergence and use of artificial intelligence (AI) programs within the architectural environment (studio, etc.) is still evolving and will therefore be on a case-by-case basis, as necessary, and at the discretion of the Instructor. *"AI can be a valuable tool for augmenting human decision-making and critical thinking, but it is not a replacement. AI is a tool, just like a pencil or a computer. However, unlike most tools you need to acknowledge using it." (Ryan Gagnon, Clemson University)*

## Student Support Services

**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

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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.

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**
There are no exams in this course.

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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.
- Prior to meeting with the instructor, meetings to discuss student performance in class may occur first with the course assigned Graduate Assistant.

**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.
- Architects generate ideas, envision potential, and execute projects that improve the built environment. They are designers, makers, entrepreneurs, community activists, and writers who have high ethical expectations with regard to social responsibility and personal integrity. Students and faculty in the Department of Architecture at Ball State University align their behavior with these expectations for respectful, inclusive, and professional conduct.
- **The Department of Architecture's Studio Culture Policy** establishes guidance for a positive, respectful, and rigorous studio learning environment in which the students, faculty, staff, and administration within the Department are able to reach their full academic potential. The goal for the learning environment of the Department is a highly collaborative one; emphasizing the need for group and individual growth within each scholar of the Department. Students are expected to read, understand, and adhere to these departmental studio culture expectations. (https://www.bsu.edu//media/www/departmentalcontent/architecture/pdf/architecture%20pdfs/bsu_architecture_studio_culture_policy_24apr18.pdf)
- **ELECTRONIC MEDIA IS ALLOWED** (computers, cell phones, etc.) during course time so long as it does not prove to be distracting to the instructor or others in studio.
- **FOOD AND DRINKS ARE ALLOWED** as long as it does not become distracting to others.
- **YOU ARE EXPECTED** to actively participate in discussions, drawing workshops, do the readings within the

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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.

- COURSE FIELD TRIPS / WORKSHOPS are to be determined
- ***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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