

This document is to be read, signed and returned to the studio year level coordinator by the student prior to the start of class. By signing this document the student confirms that they have read and understand the MSU, School of Architecture, *Studio Culture Policy** including the *Operating Procedures* listed below and the *S/ARC Student Handbook**.

* MSU Studio Culture Policy: http://www.caad.msstate.edu/caad_web/sarc/home.php

* School of Architecture Studio Hand Book: http://www.caad.msstate.edu/caad_web/sarc/pdf/2010SARC_student_handbook.pdf

STUDENT OATH

MSU School of Architecture Operating Procedures

1. The SARC building is open 24 hours a day during the fall, spring, and summer terms. After 5 p.m., the studio doors in the original building are operated by an I.D. card-reader coded for architecture students only. It is important that students observe this security policy in order to assure the safety of personnel and property.
2. Specialized facilities such as the computer lab and woodworking shop are available to authorized students during posted hours of operation, or by special arrangements. The shop should never be used without proper training and supervision.
3. Neither the School of Architecture nor Mississippi State University has an insurance program to cover the cost of theft that may occur in conjunction with the SARC program. Therefore, each student is responsible for maintaining and protecting his/her own property and should seek to protect the property of others. Any theft of property should be reported immediately to the CAAD administration and a police report filed.
4. The multi-level spaces in the building create visual excitement and enhance the learning environment. At the same time, multi-level spaces present the potential for bodily harm if not used as intended. Students are expected to act as mature individuals and to refrain from behavior that might result in injury to themselves or others, or damage to the building.
5. Each student in the design studio will be assigned a desk and will then be responsible for maintaining the equipment and surrounding areas. The studio must be kept in an orderly professional manner, with clear access through them at all times. Plants and other such personalization of spaces are welcomed. Students are expected to show respect for their immediate environment by cleaning up after themselves and refraining from littering in the common spaces and on the building grounds.
6. Sound equipment with speakers is not allowed in the studio. Headphones must be worn for all sound equipment (including TVs) at all times. Violators will have their equipment confiscated. Surge protectors and power blocks may not be ganged together in a series; use only ONE continuous protector from each outlet.
7. The use of cellular telephones during any class time is prohibited. Students who bring their cell phones into the design studio area outside of class time must keep the phones in a silent or vibrate mode and must exit the studio area to take or make phone calls. This policy will be enforced in order to protect the interests of all students. Violators will have their cell phones confiscated.
8. Students may build models and work on other projects in the carpeted areas of the barn. However, if this material is not removed by 7:00 a.m. each morning, it is subject to being thrown away. Students are prohibited from using any type of aerosol, (spray cans) including spray paint, glues or fixatives in or outside of the building. Acrylic or latex-based paints only.
9. Students may use corridor wall areas as pin-up space only when directed by the studio faculty. However, if this material is not removed by 7:00 a.m. each morning, it is subject to being thrown away. The glazed greenhouse section adjacent to the library may never be used for pinup space. When using public space for pinning up and discussing work, it is the student's responsibility to clean all surfaces of tape residue.
10. Students are not permitted to bring animals inside the building, and may not leave animals on leashes outside the building.
11. Students are not permitted to bring bicycles or motorcycles inside the building. Students should park bicycles and motorcycles only in designated areas. Bicycles found inside the building will be confiscated.

12. Cigarettes or other tobacco products are not permitted in the building at any time and if consumed outside the building must be used a minimum of 20' from the entrance to the building and refuse placed in appropriate receptacles.
13. No alcoholic beverages are permitted in the building at any time.
14. Any student involved in criminal behavior may be subject to prosecution by civil authorities.
15. At the end of the fall semester, all projects and equipment must be placed in - or on top of - the desks to allow for floor cleaning. At the end of the spring semester, all projects and equipment must be removed from the studios, hallways, and the Gallery by the last day of final exams. Equipment and projects left behind will be thrown away. Community Service hours will be charged to the student(s) found not complying with this requirement.
16. Any maintenance problems should be immediately reported to the CAAD administration so that a work order can be prepared.
17. Fire extinguishers and first-aid kits are located in various parts of the building. Students should familiarize themselves with the locations and alert the CAAD administration of first aid items that need to be replaced. The extinguishers are to be used only in case of emergency.
18. All trash collected in the building shall be placed in the dumpster on the loading dock, or in bags at locations designated by the faculty. All faculty and studios are responsible for managing studio generated trash. Recycling bins are provided for plastics, aluminum, paper and cardboard. They should be emptied when full.
19. A 6'-0" egress path must be maintained at all times along the south wall of the barn ground floor studio. A 5'-0" egress path must be maintained at all times along the north wall of the barn ground floor studio at the glazed greenhouse section of the library. A 4'-0" egress path must be maintained at all times in all other studio spaces in the building. Any projects, equipment, or furniture found blocking these paths will be discarded and community service hours will be charged to the student(s) found not complying with this requirement.
20. Any outside visitors (students, family and children) to the studio are the responsibility of the inviting party. Damage done to the work of other students by outside visitors becomes the responsibility of the inviting party.

Students found to be in violation of S/ARC Operating Procedures

As a means of addressing violations to the Operating Procedures the faculty/program director will determine an appropriate number of "S/ARC community service hours" to be completed by the student offender. Examples include:

- University Expulsion
- Studio Failure
- Cleaning of studio and/or communal work areas
- Re-painting of communal areas
- Construction / Repairs to communal areas
- Or more specific tasks linked to specific infractions to the Operating Procedures outlined above

Student Signature: _____

Printed Name: _____
First Middle Last Net ID

Must be signed and turned-in to the studio year level coordinator by the first day of class. Oaths will be retained as part of each student's permanent folder.