# HANDBOOK

## COURSE 4 / ARCHITECTURE 2016 — 2017

MIT

This handbook is current as of April 2016.
Email sap-press@mit.edu with comments
and corrections.

# Contents

Hashim Sarkis, Dean

The School of Architecture and Planning is the oldest in the United States. It is also the most vigorous.

Established in 1865, the school includes among its graduates renowned figures like Louis Sullivan, Robert R. Taylor, Marion Mahony Griffin, I.M.Pei, Kevin Lynch, Gordon Bunshaft, William Pedersen, and Nicholas Negroponte.

In addition to architecture and planning, the school has over the years embraced a broader range of fields that address and improve human environments, including real estate, media, and the arts.

What binds these fields together is a strong commitment to the deployment of technology towards social good. What also binds them together is the use of design and deliberation approaches towards action that are distinct from but complementary to the engineering approach to problem solving. What further brings them together is the shared belief in heightening the aesthetic attributes of our lived experience.

While advocating the forward-looking, technologically-driven optimism of MIT, the school also invests in critically reflecting on technological innovation, its social impact and its confrontation with cultural values.

The school is fully committed to the mission of leadership. The long tradition of innovation constantly propels us decades ahead, and its faculty and students strive to articulate its mission and to show the way.

The school's abundance of resources stems primarily from the Institute's full endorsement and support of the school's vision. These resources include an unmatched concentration of talent among its faculty and staff, a wealth of state-of-the-art facilities, and generous financial support that enable the students to experiment, innovate and take risks.

While this "MIT model" is being emulated by other institutions all over the world, at MIT, we seek to constantly test it and renew it.

J. Meejin Yoon, Department Head

MIT has been involved in inventing the future for the past 150 years, quite literally. From Chaos Theory to Cybernetics; from the Human Genome to Dark Matter; and from the fax machine to the World Wide Web, MIT has helped invent the future we live in today. There are few departments of architecture in the world that exist within a context so deeply committed to the advancement of knowledge through scholarship, research, and innovation. There are even fewer operating in a place with as pressing a sense of responsibility to "bring this knowledge to bear on the world's great challenges." The Department of Architecture at MIT is truly unique among architecture programs in its commitment to creating a culture of experimentation to expand the discipline and change the world.

At MIT, processes and acts of design, research, testing, and experimentation are intertwined and grounded in critical contemporary questions which require deep knowledge of the past and present as well as insights into the future. We enable and open up our students' understanding of the built environment as a cultural, technological, social, and ecological condition — one in which design is as critically focused on answering questions as it is about solving problems through intervening in the world.

Offering undergraduate, professional, post-professional, and doctoral degree programs across six discipline groups, the department provides an energetic and rich site to study the field. What this structure presents is intensive research on the one hand, and possibilities for integration on the other. It allows the undergraduate and masters students to learn alongside advanced degree and doctoral students, bringing a plurality of views and interests to the fore and fostering a culture of intense and productive debate.

In the past year, we launched a number of new initiatives to support experimentation and collaborative teaching, scholarship, and practice. We continue to strive to provide precise and rigorous architectural training, teaching students how to frame and test ideas and arguments through the design process, while also challenging them to pursue questions that push us all beyond our comfort zones. Our goal, as a department, is to prepare our students not only with 'best practices' but to find ways to transform the profession to meet future challenges.

# Getting Started

# Getting Started for Newly Admitted Students

Accepting of Admission

Admitted students must complete and submit the online form, provided in your letter of admittance, on or before Friday, April 15, 2016 by 11:59 pm. This is all that is required to accept the offer of admission. No deposit is required. If you have any questions, contact arch@mit.edu.

In addition, send a hard copy of an official, sealed transcript (with English translation) for each school attended to:

Architecture Graduate Admissions
MIT Architecture, Room 7-337
77 Massachusetts Avenue
Cambridge, MA 02139

Any discrepancy between the scanned transcripts uploaded for admission and the official transcripts may result in a withdrawal of our admission offer. You will be placed on a registration hold until the original, official transcripts have been provided to MIT Architecture.

Obtaining MIT Email and Web Certificate

During the week of April 18th, you will receive an email from MIT Architecture with the link to an online Fall Preparation web site. The website will include your MIT ID so you can register for an MIT Athena Account. Visit Information Systems and Technology at MIT, visit: IST.MIT.EDU/ STUDENTS for detailed information on connecting to the MIT network, purchasing computers, data backup, discounts, and more.

❶ Register for your Kerberos/Athena/email account
Your Athena Account (sometimes called a Kerberos or MIT account) is your online identity at MIT, and the key to accessing a wide variety of technology services and resources on campus. Once you set up your Athena account, you will be able to access your MIT email, educational technology discounts, student records, computing clusters, printing services and much more. Follow the direc-

tions you receive from MIT Architecture to register for your Athena account.

❷ Get certificates for your computers, laptops and mobile devices
Certificates let you log on safely to MITnet and the Internet, and identifies
you to various Institute websites. Follow the directions you receive from MIT
Architecture via the Fall Preparation web site to download the MIT Certificate
Authority and your personal certificate.

You may also find information about setting up your Athena account and obtaining your certificates on the MIT Information Systems and Technology (IS&T)
"Get Started with It": IST.MIT.EDU/START.

On-Campus and Off-Campus Housing

If you would like on-campus graduate housing for the
fall term, you must participate in the Graduate
Housing Assignments Allocation Process. The
application will be available from the Graduate
Housing website later in April.

You must enter your preferences by May 1st. Please note that you will need to
have your MIT ID and Web Certificate to apply for housing. Without these two
items, you will not be able to get into the site and will not have access to the
application. MIT also has an off-campus housing web site, and you will need
your Web Certificate to access it as well.

Please direct questions regarding on-campus housing to the Graduate and
Family Housing Office, located in Room E59-200, at 617-253-5148 or GRADUATE-
HOUSING@MIT.EDU. Visit HOUSING.MIT.EDU/GRADUATEFAMILY/GRADUATE_FAMI-
LY_HOUSING for detailed information on housing options, costs, deadlines and
more.

International Graduate Students

International students must complete a set of online
forms to apply for the F-1 or J-1 visa category. Please
find information regarding these forms on the
International Students Office website. These forms
must be completed even if you have already submitted documents certifying
sufficient funds with your initial application.

The forms are available here: WEB.MIT.EDU/ISO/STUDENTS/I20_DS2019_APPLI-
CATION.SHTML. Please direct questions to the International Students Office at
617-253-3795 or ISO-HELP@MIT.EDU.

**MIT Medical**

MIT requires that incoming students submit a medical history, have a complete physical examination, and document immunity against certain infectious diseases. Medical Report Forms need to be submitted before registering for classes.

All students must have health insurance that meets the requirements for the Massachusetts Qualified Student Health Insurance Plan (QSHIP). Students with J-1 visas under MIT visa sponsorship must have insurance that also meets United States Department of State regulations for themselves and their spouses and children who accompany them.

MIT Medical offers offer a single, centralized source for all your health care needs including comprehensive health insurance and care and treatment at our own medical centers. For more information about requirements and deadlines and to download the medical report forms, please visit the MIT Medical website: MEDICAL.MIT.EDU/MY-MIT/NEW-STUDENTS.

**Graduate Financial Aid**

Financial support for graduate students at MIT may take the form of research assistantships, instructor and teaching assistantships, fellowships, traineeships, scholarships, grants, and/or other forms of employment such as working as a resident tutor in an undergraduate residence. Most forms of graduate support are granted for merit, and some are based on need. Financial aid packages from the Department of Architecture were included in the letter of admission.

The MIT Student Financial Services Office (SFS) assists students in applying for aid.  Graduate U.S. students are eligible for federal loans and student employment under the Federal Work-Study Program. Graduate international students are eligible for student loans from private sources. The recommended deadline to receive an anticipated financial aid credit for your fall bill is June 1. Go to the SFS web site for more information and the link to the Graduate Loan Application: SFS.MIT.EDU/GRADUATE-FINANCIAL-AID.

**Dean for Graduate Education**

The Office of the Dean for Graduate Education is an Institute-wide support and referral office for graduate students. The ODGE complements administration in individual schools and departments and advocates broadly for greater education. Please visit the ODGE website for updated information on graduate education costs and research assistantships, teaching assistantships, fellowships, scholarships, employment as a graduate resident

tutor, study-abroad grants, and external sources of aid.

**Pre-Orientation Workshop for M.Arch Students**

In mid-August we are offering a pre-orientation workshop (POW) for incoming M.Arch students to help them prepare for the rigors of the first design studio and develop basic skills. This course is mandatory for students with limited architectural experience, and optional for those with experience. More information, with specific workshop dates, will be provided in April.

**Graduate Orientation**

Orientation events are organized by the Department of Architecture and MIT's Graduate Student Council (GSC). Orientation week is Monday, August 29, through Friday, September 2. The schedule of events will be posted on the MIT Architecture Fall Preparation web site throughout the summer.

**English Evaluation Test**

All new students whose primary language of instruction throughout K-12 was not English must take the English Evaluation Test (EET). One Tuesday, August 30, from 9 am to 12 noon in Room 10-250. The exam identifies weaknesses in academic English that may interfere with course work, teaching, and research at MIT. You should bring several #2 pencils to the test. Traditional English/Bilingual dictionaries are recommended (no electronic devices of any kind are permitted). The EET is offered by the Department of Global Studies and Languages (GSL). More information is on the GSL website: MITGSL.MIT.EDU/ACADEMICS-COURSES/ENGLISH-EVALUATION-TEST-EET.

**Pre-Registration and Registration**

There is no pre-registration for new students. Incoming students register for classes on Registration Day, September 6, 2016. The registration process is online, but you are strongly encouraged to schedule a meeting with your Registration Officer in person to discuss your class selection. The name of your Registration Officer will be confirmed during Orientation.

**M.Arch Credit for Previous Academic Work**

M.Arch students who have successfully completed the equivalent of one or more required architecture subjects outside MIT (or within MIT as undergraduates) may be given advanced credit for those subjects by submitting a petition for curriculum adjustment with all relevant material including a transcript, syllabi, reading lists, problem sets, paper

assignments, portfolios of work for the ACT/Visual Arts elective. All material must be translated into English. Admitted students are encouraged to provide either a digital or a hard copy of the relevant material well in advance of the start of the fall term. More information on the process will be provided on the Fall Preparation website. Depending on the subject for which MIT credit is requested and approved, students may substitute an elective in the discipline group or substitute a free elective.

Students admitted to Year 2 receive two semesters of studio credit with the letter of admission. It is assumed these students will have completed a curriculum roughly equivalent to the MIT Year 1 at their previous universities. Students are required to submit relevant material (syllabi, reading lists, problem sets, paper assignments, in English) digitally for subjects previously taken that are equivalent to MIT subjects:

4.464 Environmental Technologies in Buildings,
4.462 Building Structural Systems I,
4.463 Building Structural Systems II, and
4.645 Selected Topics in Architecture: 1750 to the Present.

The subject material may be sent via Dropbox to Cynthia Stewart at STEWART@ MIT.EDU over the summer. The Program Committee reviews the material for these students before they enter and make recommendations for any necessary curriculum adjustments. Students and faculty advisors are notified of these recommendations by Registration Day.

# Programs & Discipline Areas

# School of Architecture & Planning

The School of Architecture & Planning is one of five schools at MIT, the others being the School of Engineering, the School of Humanities, Arts, and Social Sciences, the Sloan School of Management, and the School of Science.

The School of Architecture & Planning consists of the Department of Architecture, the Department of Urban Studies & Planning, the Media Laboratory, and the Center for Real Estate.

The Department of Architecture, or Course 4, was one of the four original departments at MIT. The Department conceives of architecture as a discipline as well as a profession. It is structured in five discipline areas: Architectural Design; Building Technology; Design and Computation; History, Theory and Criticism of Architecture and Art; and Art, Culture and Technology. Each provides an architectural education that is as complex as the field itself, and all five contribute to a mutual enterprise.

The Department of Urban Studies & Planning, Course 11, is composed of four specialization areas: City Design and Development; Environmental Policy and Planning; Housing, Community and Economic Development; and the International Development Group. There are also three cross-cutting areas of study: Transportation Systems Planning, Urban Information Systems, and Multi-Regional Systems Planning.

The Media Laboratory and the Media Arts and Sciences Program was founded in 1985. At MIT, the phrase Media Arts and Sciences signifies the study, invention and creative use of enabling technologies for understanding and expression by people and machines. In its simplest form, the field of Media Arts and Sciences can be thought of as exploring the technical, cognitive and aesthetic bases of satisfying human interaction as mediated by technology.

The Center for Real Estate (MIT/CRE) was established in 1983 to join academic and industry resources in addressing the changing issues and needs of the built environment. Since then, MIT has awarded the Master's degree in Real Estate Development to almost 600 graduates of the program, ten percent of whom also received joint degrees from associated departments at MIT.

# Degree Programs & Discipline Areas

**MIT Architecture offers degrees at the Bachelor, Master, and Doctoral levels and is composed of five groups: <u>Architectural Design</u>; <u>Architecture and Urbanism</u>; <u>Art, Culture and Technology</u>; <u>Building Technology</u>; <u>Design and Computation</u>; and the <u>History, Theory, and Criticism of Architecture and Art</u> (with a possible concentration in the <u>Aga Khan Program in Islamic Architecture</u>). Each discipline group has the opportunity and responsibility to teach and conduct research in its own area at both the undergraduate and graduate levels, as well as to work within the professional program in architecture.**

Approximately 265 students register in the department each year. The department offers over 120 courses annually taught by a faculty of 55.

Undergraduate Program

The <u>Bachelor of Science in Architecture</u> (BSA) program provides both a deep and broad education in the field of architecture. Situated in MIT's rich and intense educational environment, the program emphasizes the interconnected relationship between architectural design; building technology; computation; history, theory and criticism of architecture and art. The Department's extensive offerings reflect the program's commitment to the cultural, social, political, technological and ecological issues of the built environment. Committed to a rigorous and interdisciplinary approach throughout the program, our students are challenged to be creative, innovative, and responsible leaders in the field.

Our curriculum is carefully structured to establish an intellectual and disciplinary context for students to develop an understanding of architecture as a form of contemporary cultural production tied to larger social, economic, and political issues. The range of studios, lectures, workshops and seminars provides an active learning environment in which individual creativity and criticality can be nurtured. The program is continually evolving to engage new ways of thinking about architecture and architectural education.

The Master of Architecture (MArch) is a professional degree program accredited by the National Architectural Accrediting Board (NAAB). The pedagogical approaches that faculty bring to the teaching of architectural design derive both from their years of professional practice and from their engagement with design research within the environments at MIT and beyond. The 'core' sequence of studios is structured to provide students with an intense and immersive experience in the contemporary discipline of design, where the understanding of drawing, geometry, representation, and fabrication is integrated with classes that bring a core understanding of building technology and sustainability, architectural culture and precedent, urban theory and computation in architecture. The three semester 'options' studios engage both MIT design faculty and a series of visiting studio professors noted for their work in contemporary practice. The problems that are chosen relate to the issues in practice and society challenging the architectural profession and include a variety of offerings that vary in scale, context, and content.

The great majority of students enter the program and graduate in 3.5 years. A small number of students who have completed a four-year undergraduate degree in architecture at another school may be admitted with advanced entry to the program and graduate in 2.5 years. Students in the MArch program recognize the many possible roles within the architecture profession, and therefore should develop a responsibility for structuring their own educational programs, particularly in the selection of elective classes. Students are urged to have the concentration be reflected in their design theses.

The Master of Science in Architecture Studies (SMArchS), Master of Science in Art, Culture, Technology (SMACT), and the Master of Science in Building Technology (SMBT) are each two-year post-professional programs of advanced study beyond the first professional degree in architecture, founded on research and inquiry into architecture as both a discipline and a practice. The SMArchS program is inquiry-oriented and shaped around topics of direct interest to faculty and students. These include such topics as design at the urban scale, investigations of theory and design methodology, the exploration of the potential of computation, and the study of the relationships between architectural form and culture.

The Master of Science in Architecture Studies (SMArchS) may be pursued in:

‣ Aga Khan Program in Islamic Studies

‣ Architectural Design

‣ Building Technology

14

- Design & Computation
- History, Theory and Criticism of Architecture and Art
- Urbanism

The Master of Science in Building Technology (SMBT) provides a focus for graduate students interested in the development and application of advanced technology for buildings and cities. Students in this program take relevant subjects in basic engineering disciplines along with subjects that apply these topics to the built environment. The program is open to qualified students with a degree in engineering or in architecture.

The program concentrates on the development of the next generation of technology for the built environment as well as the innovative application of state-of-the-art concepts to building and urban systems. Research programs, in many cases jointly carried out with faculty and students in the School of Engineering, include energy efficiency, sustainable building design, controls, natural ventilation and indoor air quality, innovative materials and structures, and computational simulation of building behavior.

The program is run jointly by the Departments of Architecture, Civil and Environmental Engineering, and Mechanical Engineering.

The Master of Science in Art, Culture and Technology (SMACT) degree program focuses on the development of critical and visionary positions of artistic practice in the context of an advanced technological and scientific community.

The program focuses on the development of artist-thinkers advancing their critical and production practices. Strong emphasis is placed on critical thinking, knowledge mining, and creative engagement, along with explorations of changing public and private spheres. Participation in faculty research, collaborations within the Institute, connections with visitors, and an ongoing studio seminar provide students with many opportunities to develop and exchange ideas.

The Department of Architecture offers the degree of Doctor of Philosophy in Architecture (PhD), which may be pursued in any of three disciplines:

- Building Technology
- Computation
- History, Theory and Criticism of Architecture and Art

Admission and degree requirements vary in the areas listed above, and may be obtained from the website or in correspondence with the separate areas. The minimum residence required by the Institute for the doctorate is two full academic years. Completion of all of the requirements for the doctorate— including the dissertation—is usually accomplished in five or six years.

Each student admitted into the doctoral program will work closely with one faculty advisor in his or her area to develop a plan of study. Progress toward the PhD follows required coursework, minor and major declaration, qualifying paper, general examination, and dissertation research, writing, and defense. Students are encouraged to take relevant courses in other departments at MIT and at Harvard University.

Dual Degrees
Students admitted to the Department of Architecture can propose a program of joint work in Architecture and Urban Studies and Planning that will lead to the simultaneous awarding of two degrees. Degree combinations may be MArch/MCP or SMArchS/MCP. All candidates for simultaneous degrees must meet the requirements of both degrees, but may submit a joint thesis.

Certificate Program
The Department of Architecture and the Department of Urban Studies and Planning offer a joint graduate program in urban design, and recognize the completion of this program by awarding a Certificate in Urban Design. The purpose of the urban design program is to provide the fundamental knowledge and special skills required to design urban and suburban environments. These abilities are rooted in architecture and planning. They combine this creativity and critical eye for quality of the environment usually associated with architecture, with the mastery of the process of decision-making among multiple clients that planners generally possess. Students who complete the program should have the skills to begin work as professionals in designing, regulating or managing the development of extensive environments.

Students in the Master of Architecture (MArch), Master of Science in Architectural Studies (SMArchS), Master in City Planning (MCP), or Master of Science in Urban Studies and Planning (MS) degree programs are eligible for a Certificate in Urban Design if they complete curriculum subjects drawn from the two departments. Students must, of course, complete the other requirements

for their degrees, and may count subjects in the urban design curriculum toward the requirements for their degrees. For example, the Urban Design Studio may be counted toward the studio requirement for the MArch degree or towards the requirements for the MCP degree.

To earn the Certificate in Urban Design students must first be admitted and enrolled in the MArch, SMArchS, MCP, or MS degree programs and complete at least one subject in each of six curriculum areas. At least one subject must be at an advanced level. The Urban Design Seminar, covering key issues and trends in city design, is a required subject for all certificate students, providing a common experience and base of knowledge.

Architectural Design

With a group of active practitioners composing the core of the design faculty, Architectural Design at MIT is centered on contemporary practice. We actively pursue interdisciplinary collaboration, being keenly aware of the necessity to learn and borrow from, as well as to instigate exchange, with other disciplines. Yet we believe the foundational intelligence of architecture should be generated above all from the bottom up and within design itself.

Design today cannot afford not to address contemporary conditions such as climate change, globalization, technology and urbanization. As challenging as this may be, we are committed to investigating how these issues will inform and inspire design, as well as architectural education.

Architectural Design focuses on a broad range of perspectives linking several common concerns: site and context, use and form, building methods and materials, and the role of the architect. We see the architect less as the sole creator of an autonomous building than as a collaborator in shaping the physical environment.

Studios of increasing complexity form the core of the Architecture Design curriculum. Introductory studios, taught at both the undergraduate and graduate levels, provide a basic foundation and vocabulary for architectural design. For undergraduates, they help students decide whether they want to continue in architecture. Intermediate studios provide a range of experience of form-making, offering students the opportunity to learn from individual faculty members' particular approaches to exploring design issues. Advanced studios allow graduate students to sharpen their skills and develop their own approaches toward form-making. In their theses, students carry a project of their own from concept through theory and design to a final product.

Architectural Design offers a host of opportunities for students to engage and learn from faculty beyond the studio. Workshops, lectures, seminars, and research projects are just some of the ways that Architectural Design engages the built environment, the forces that mold it, and the design process itself. Our faculty undertake a wide variety of projects and research areas such as large-scale physical planning, behavioral studies, environmental programming,

the form and evaluation of cities, computation and design, architectural theory and design methodology, decision making procedures in design, housing and settlement forms in developing countries, self-help processes, and design in non-Western cultures.

Students also have the opportunity to working with the Joint Program for City Design and Development, as well as the Center for Real Estate. Some students choose to follow a sequence leading to the Urban Design Certificate obtained with their degrees; others choose to extend their study period to seek dual degrees.

# Architecture and Urbanism

Architecture and Urbanism is a special program for students interested in the development of critical urban design, as well as its history and theory. Consciously locating itself in the contemporary debate about what constitutes good city form, the program teaches students to develop articulate and intellectually grounded positions. Students are expected to interrogate current positions within the field in order to explore critical alternatives to existing paradigms of urbanism. The assumption is that design is an intellectual act with the capacity to yield both critique and alternative possibilities.

The program aims to nurture well-versed, intellectually-robust, and historically-conscious architects who understand the relationship between architecture and urbanism, not as a question of taste and fashion, but as form with meaning. The program emphasizes both design and scholarship. Our students are unique in their capacity to relate to both. The particular interests of faculty and students may vary, but the goal is always the achievement of the most advanced and effective methods of shaping the form, sustainability, and social condition of the built environment. The design, theory, and elective subjects are formulated in support of this goal.

The first year of the program builds a student's foundation with a required sequence of two studios and two theory courses. All incoming students participate in an introductory urban design studio in the fall, and a choice of urban design studio options in the spring. A course in urban design theory is taught in the fall and theory of city form in the spring. In the fall of second year, students take a thesis preparation course and have the option of enrolling in a third studio course. All students complete a master's thesis. Students may tailor their work to a diverse array of interests, and are encouraged to engage intellectually with surrounding disciplines.

# Art, Culture and Technology

The MIT Program in Art, Culture and Technology (ACT) operates as a critical studies and production-based laboratory, connecting the arts with an advanced technological community. We emphasize experimentation and transdisciplinary approaches to studio production in both traditional and new media. ACT faculty, fellows, and students engage in advanced visual studies and research by implementing both an experimental and systematic approach to creative production and collaboration. As an academic research unit, ACT emphasizes both knowledge production and knowledge dissemination. In the tradition of artist and educator György Kepes, the founder of MIT's Center for Advanced Visual Studies and an advocate of "art on a civic scale," ACT envisions artistic leadership initiating change, providing a critically transformative view of the world.

ACT courses have a strong focus on dialogues in art, architecture, urbanism, and the production of space; interventions in public spaces and the development of anti-monuments and new instruments of collective memory; interrogative design, body wear, and nomadic devices; interfaces between visual art practices, the performative, and the sonic; experiments with truth—using photographic and time-based media to blur conventional boundaries between documentary and fiction; and Art and Science/Science and Art—research-based artistic practices. Students are encouraged to take both the physical and the cultural contexts of their work as central components of their interpretations. Presentations on contemporary art, discussions in theory and criticism, and an understanding of research-based artistic practice complement studio production and the development of projects.

ACT offers an undergraduate minor and concentration and a highly selective two-year graduate program in which students earn a Master of Science in Art, Culture and Technology (SMACT). Courses are taught by renowned practicing artists working in an international arena. The program offers a variety of introductory courses to the general MIT student population as well as courses tailored to undergraduates majoring in architecture. Advanced courses related to specific media and topics are offered as electives for both undergraduate and graduate students.

Building Technology

Degrees
SMArchS, SMBT, PhD

Christoph Reinhart
Leon Glicksman
Co-Directors

Building Technology (BT) offers students the opportunity to explore critical topics for the future of the built environment and natural resources. Our program explores ways to use design and technology to create buildings that contribute to a more humane and environmentally responsible built world. Strategies employed toward these ends include integrated architectural design strategies, resource accounting through material flow analysis and life cycle assessment, building and urban energy modeling and simulation, human comfort analysis, control design and engineering, and other technologically-informed design methods. Students interested in any of these strategies will be challenged to address topics of clear and important relevance to the future of the built environment through creative and analytically rigorous approaches.

Research areas supervised by the faculty address innovative materials and assemblies, emerging and nontraditional building materials, low-energy and passive building energy strategies; innovative analysis and modeling of historic structures; and various issues of energy and material resources at the urban scale, including urban environmental sensing, the urban heat island effect, and urban metabolism. Students entering into the program are able to engage with active and ongoing research projects while pursuing their own intellectual and career agendas. These projects change regularly and individual faculty are the best resources for finding current research position opportunities.

# Design and Computation

Takehiko Nagakura
Director

The Design and Computation Group (DCG) inquires into the varied nature and practice of computation in architectural design, and the ways in which design meaning, intention, and knowledge are constructed through computational thinking, representing, sensing, and making. We focus on the development of innovative computational tools, processes and theories, and the application of these in creative, socially meaningful responses to challenging design problems.

Faculty, research staff and students work in diverse and mutually supportive areas including: visualization, video and animation, digital fabrication and construction processes and technologies, shape representation and synthesis, building information modeling (BIM), generative and parametric design, critical studies of digital and information technologies, and software and hardware development of advanced tools for spatial design and analysis. Our aim is to cover the many facets of a rapidly changing and growing area with in-depth, agenda-setting research and teaching.

Our work is informed simultaneously by architectural practice as well as a variety of other disciplinary perspectives including mathematics, computer science, cognitive science, philosophy, anthropology, STS (Science, Technology, and Society), media studies, and art. Students are strongly encouraged to take advantage of the interdisciplinary environment of MIT, and to take subjects and participate in research across different MIT departments to explore and develop their interests. They are expected to acquire both the technical skills and the theoretical and conceptual foundations to rethink and challenge the limits of current design processes and practices and to consider the social and cultural implications of their positions.

History, Theory and Criticism of
Architecture and Art

Degrees
SMArchS, PhD

Caroline Jones
Acting Director, HTC

Nasser Rabbat
Director, AKPIA

The History, Theory and Criticism of Architecture and Art (HTC) program aims to produce leading-edge scholars and intellectuals in the field of art and architectural history. We place a strong emphasis on historiography and analytical methodologies. Course offerings deal with the social and physical context of the built environment, the significant issues in current disciplinary thinking, as well as with the philosophical, political, and material contexts for works of art and architecture. We are proud of our long-standing relationship to and connection with peer institutions all around the world. Our faculty members explore the history of art and architectural works, the shifting attitudes towards their interpretation, and the geopolitical pressures on their appearance, preservation, and disappearance.  We also seek to produce interdisciplinary tools for probing the wider significance of such shifts over time. The HTC Forum Lecture Series, the Aga Khan Lecture Series, and *Thresholds* (the departmental journal) are just some of the activities that we organize for the enrichment of all.

The goal of the HTC program is to prepare PhD students for an intellectual life in universities, in architecture schools, and in architectural practice; SMArchS graduates pursue a wide variety of fields ranging from historic park management to criticism. Emphasis is placed simultaneously on critical method and historical substance. Students are encouraged to identify research projects that are relevant to their own concerns and allow them to reflect on contemporary issues. At the same time, the program demands rigorous historical scholarship. It is this combination, we believe, that leads to real change in the ways we think about art and architecture and write their histories.

The HTC group teaches subjects that deal with the history of architecture and art, as well as the theoretical and political presuppositions informing that history. Offerings range in content and method. Some are motivated by questions derived from the problems of contemporary practice. Others work with a body of historical material investigated in ways that develop analytical skills applicable to a wide range of topics. Still others explore themes (e.g., Orientalism, ornament, sustainability) in their historical and theoretical dimensions. Subjects are taught from prehistoric times through the Renaissance to the present, with a strong focus on topics of modern art and architecture.

Our curriculum focuses on materials that are both abstract and concrete, with scales that range from the architectural drawing to the art installation to the urban environment, and themes from Color to economic development and concepts of "the natural." Topics centered in Europe as well as the Americas are balanced with a comparable set of offerings on the Islamic world developed by AKPIA and taught within the HTC group.

HTC is a unique program in American education. Its location within the oldest school of architecture in the U.S. focuses attention on interdisciplinary issues in contemporary practice and distinguishes it from the art history departments of universities. A number of the HTC faculty have both professional and academic degrees and this contributes to the interaction of practice and scholarship that is unique to this environment. Faculty also have strong ties to MIT resources available to art and architectural historians as well as artists. Alone among the PhD programs in architecture schools, HTC hosts a substantial curriculum in art history. Its theoretical and critical orientation constitutes an important part of the education of all of the students in the program.

Aga Khan Program in Islamic Architecture

Established in 1979 through an endowment from His Highness the Aga Khan, the Aga Khan Program for Islamic Architecture (AKPIA) at MIT is a unique international graduate program designed to promote, sustain, and increase the teaching of architecture of the Islamic world. It prepares students for careers in research, design, and teaching. With strong links with the Department of Urban Studies and Planning and the Aga Khan Programs at Harvard, AKPIA concentrates on the critical study of the history and historiography of Islamic architecture; the interaction between architecture, society, and culture; strategies of urban and architectural preservation; design interventions in disaster areas and environmental and water-conserving landscape research. The siting of AKPIA in MIT's Department of Architecture is intended to negate the polarizing dichotomy between the discipline of architecture (derived from Western architectural history and praxis) and Islamic Architecture, which has developed independently and in dialogue with other world architectural traditions.

AKPIA offers students a concentration in Islamic architecture and urbanism as part of the two-year SMArchS degree and the PhD program in HTC. Undergraduates may concentrate in Middle Eastern Studies using subjects offered by AKPIA. The program also has links with the Aga Khan Trust for Culture (AKTC) and the Aga Khan Development Network (AKDN).

# Research Labs and Groups

The overall goal of the Center for Advanced Urbanism (CAU), co-directed by Alan Berger and Adèle Naudé Santos, is to establish a new theoretical and applied research platform to transform the quality of urban life. The Center is committed to achieving this goal via collaborative interdisciplinary research projects, intellectual discourse, leadership forums and conferences, publications, education of a new generation of leaders in the field, and a distinctive, highly influential presence at international gatherings focused on urbanism.

The Infrastructure Architecture Lab, co-directed by Arindam Dutta and Pratap Talwar, conducts research on the relationships between broad, macroeconomic factors driving built infrastructure and the specificities of architectural and urban form. Lab researchers combine the knowledge frameworks and techniques of economic and planning theory with the practices of architectural design to study the real-world complexities that go into the making of infrastructure and its effects on built form.

The Prototypes of Prefabrication Research Laboratory (POPlab) co-directed by Antón García-Abril and Débora Mesa, investigates prefabrication in the design and construction of architecture and urban environments, applying a scientific vision that results in spaces that are better thought, better engineered, and better built. The lab works at multiple scales developing technologies and systems that aim to have an impact in our built reality. In this hands-on laboratory, ideas are tested in the physical world.

The Self-Assembly Lab, directed by Skylar Tibbits, is a cross-disciplinary research lab at MIT inventing self-assembly and programmable material technologies. Our goals are to re-imagine processes of construction, manufacturing and infrastructure in the built environment.

The Special Interest Group in Urban Settlement (SIGUS), directed by Reinhard Goethert, links housing and community interests. We offer workshops and short courses, and carry out research stressing participatory methods in

promoting affordable and equitable housing. SIGUS started in 1984, grew out of experience in developing countries, and has evolved to include the developed countries, applying a common set of issues and approaches.

The Structural Design Lab at MIT is an interdisciplinary research group focused on conceptual structural design. Led by Professor John Ochsendorf, the group includes undergraduate and graduate students pursuing degrees in Civil Engineering and Architecture. Research interests include form-finding, funicular structures, structural optimization, and interactive design processes.

The Sustainable Design Lab at MIT produces speculative and applied research that facilitates the design of resource-efficient and comfortable environments at the building and neighborhood scale. The lab's goal is to change current architectural practice by developing workflows and performance metrics that improve design solutions for occupant comfort and building energy. The Lab is led by Christoph Reinhart.

Operating as designers at the intersection of disaster management and risk engineering, hurricanes and earthquakes, ecology and infrastructure, rural and urban, research and action, the Urban Risk Lab is a cross-disciplinary organization of researchers and designers addressing the most challenging aspects of contemporary urbanization. We develop methods to embed risk reduction and preparedness into the design of the regions, cities and everyday urban spaces to increase the resilience of local communities. The Urban Risk Lab is directed by Miho Mazereeuw.

Research Groups

The Aga Khan Program for Islamic Architecture (AKPIA@MIT) conducts a broad program of research on architectural history, landscape, water, hazards, and university campus design in the Islamic world. Research projects include collaborative initiatives with the Aga Khan Development Network, the National Academies of Science and Environmental Design, the MIT Energy Initiative (MITEI), and the TATA Fellows Program.

Founded in 1996, the Architecture Representation and Computation Group, led by Takehiko Nagakura, sponsors a wide range of education and research activities. The group's challenge is innovative use of computation for solving problems stemmed in contexts of architectural design practice. Current projects encompass software and hardware development, computer graphics content

creation, and design work for architectural competitions and building projects.

Composite Architectures, led by Mark Goulthorpe, seeks to combine digital design and fabrication logics with composite material processing to bring forwards a highly automated and lightweight base-building methodology. This looks to radically streamline current building-procurement logic via a highly automated and unitary fabrication process, and to attain very environmentally benign yet highly resilient building envelopes and structures. The goal is to prove-up such new base-building technology via prototypes and pilot projects, and then to drive it into commercial production, initially targeting housing, aiming at developing world markets in particular.

The Computational Making research group, led by Terry Knight, is articulating a new area of interdisciplinary research on the processes and practices of making across contexts and scales. In recent years, there has been growing interest in materials and material practices, and in "making" and "makers", usually revolving around digital fabrication. Our work aims to expand the study of making beyond its current bounds. We view making as an improvisational, action-centric, embodied, and situated activity. We examine the potentials of computational theories and techniques for understanding and enhancing making activities.

The Digital Design and Fabrication Group, led by Larry Sass, is a center for education and research in areas of rapid prototyping and CAD/CAM fabrication for architects and designers. The group engages faculty, students and staff in research focused on the relationship between design computing and physical output used for design representation and reflection.

Digital Structures is a research group at MIT working at the interface of architecture, structural engineering, and computation. Digital Structures focuses on the synthetic integration of creative and technical goals in the design and fabrication of buildings, bridges, and other large-scale structures. The group is particularly interested in how digital techniques and tools can play an unexpected, collaborative role in these processes. Led by Professor Caitlin Mueller, the group is based in MIT's Building Technology Program in the Department of Architecture, and also includes contributors from Civil and Environmental Engineering, and the Center for Computational Engineering.

The Guastavino Project, led by John Ochsendorf, is dedicated to documenting and preserving the tile vaulted works of the Guastavino Company. In the late

19th and early 20th century, Rafael Guastavino Moreno and his son Rafael Guastavino Exposito were responsible for designing tile vaults in nearly a thousand buildings around the world, of which more than 600 survive to the present day.

The Platform for a Permanent Modernity (PPM), led by Alexander D'Hooghe, investigates operational templates of public form that integrate architecture, infrastructure, and landscape into elements of a lasting territorial order. Its hypothesis entails the possibility of a public reading of the territory through forms of permanence, while accommodating uncertainty and change within and around these interventions.

Shape Grammars, led by George Stiny, Terry Knight, Takehiko Nagakura, is engaged in a broad range of work on Shape Grammars, a visual and generative system for creating and describing designs on multiple levels. Work on shape and shape representation at the theoretical level aims at a new computational basis for design. Work on practical applications focuses on the potential of shape grammars in stylistic analysis and in the creative design process. Faculty and students are also exploring the use and development of digital and web-based technologies, computer software, and remote collaboration for supporting shape grammar applications.

The West Philadelphia Landscape Project (WPLP), led by Anne Whiston Spirn, is a three-decade-long action research project, which integrates research and practice in ways that are synergistic through strategic design, planning, and education projects that restore nature and rebuild community. WPLP studies vexing problems that are usually treated separately, such as vacant urban land, polluted water, and troubled public schools, and views them as opportunities for integrated solutions rather than disconnected liabilities. It combines top-down (comprehensive) and bottom-up (grassroots) approaches. Since 1987, WPLP has engaged many organizations and hundreds of individuals, including groups who rarely work together such as inner-city residents, middle-school children, university students, and municipal water engineers.

# Department
# Organization

# Faculty

The Department of Architecture teaching faculty consists of full professors, associate professors, assistant professors, professors of the practice, lecturers, research associates, visiting professors and technical instructors. Our ranks reflect a broad range of ethnic and cultural diversity, including under-represented minority groups and internationals. The faculty also represents a broad range of academic backgrounds and interests. Several members of the teaching staff hold joint appointments with other MIT departments; others are engaged in practice in the US and abroad.

Members of the faculty are also engaged in research projects supported by government agencies, private foundations, and private industry. In many cases, these projects involve teams of both faculty and graduate students. Biographical sketches of the faculty are available on the Department's website.

### Architectural Design

**Lorena Bello**
LECTURER

**Yung Ho Chang**
PROFESSOR OF THE PRACTICE

**Brandon Clifford**
BELLUSCHI LECTURER

**Philip Freelon**
PROFESSOR OF THE PRACTICE

**Antón García-Abril**
PROFESSOR

**Mark Goulthorpe**
ASSOCIATE PROFESSOR

**Sheila Kennedy**
PROFESSOR OF THE PRACTICE

**Jongwan Kwon**
TEACHING FELLOW

**Joel Lamere**
ASSISTANT PROFESSOR

**Ana Miljački**
ASSOCIATE PROFESSOR

**Ryan Murphy**
LECTURER

**William O'Brien Jr.**
ASSOCIATE PROFESSOR

**Cristina Parreno**
LECTURER

**Andrew Scott**
PROFESSOR

**Skylar Tibbits**
RESEARCH SCIENTIST

**J. Meejin Yoon**
PROFESSOR, HEAD

**Alex Anmahian**
**Angelo Bucci**
**Julien de Smedt**
**Clara Solà-Morales**
2015-2016 VISITING PROFESSORS

### Architecture and Urbanism

**Alexander D'Hooghe**
ASSOCIATE PROFESSOR

**Michael Dennis**
PROFESSOR

Reinhard Goethert
PRINCIPAL RESEARCH
ASSOCIATE

Rania Ghosn
ASSISTANT PROFESSOR

Miho Mazereeuw
ASSISTANT PROFESSOR

Adèle Naudé Santos
PROFESSOR

Hashim Sarkis
DEAN

Rafi Segal
ASSOCIATE PROFESSOR

Anne Spirn
PROFESSOR

James Wescoat
PROFESSOR,
ASSOCIATE HEAD

Art, Culture and
Technology

Azra Akšamija
ASSISTANT PROFESSOR

Renée Green
PROFESSOR

Gediminas Urbonas
ASSOCIATE PROFESSOR

Rosa Barba
Lara Baladi
Bik van der Pol -
   Elisabeth Bik
   Johannes van der Pol
Claudia Joskowicz
Kelly Nipper
Tobias Putrih
Jan Werner
2015-2016 LECTURERS

Building Technology

John Fernández
PROFESSOR

Leon Glicksman
PROFESSOR

Caitlin Mueller
ASSISTANT PROFESSOR

Les Norford
PROFESSOR

John Ochsendorf
PROFESSOR

Christoph Reinhart
ASSOCIATE PROFESSOR

Andrea Love
Benjamin Markham
2015-2016 LECTURERS

Mark West
2015-2016 VISITING
PROFESSOR

Design and Computation

Terry Knight
PROFESSOR

Takehiko Nagakura
ASSOCIATE PROFESSOR

Larry Sass
ASSOCIATE PROFESSOR

Dennis Shelden
ASSOCIATE PROFESSOR
OF THE PRACTICE

George Stiny
PROFESSOR

History, Theory and Criticism
of Architecture and Art

Arindam Dutta
ASSOCIATE PROFESSOR

Timothy Hyde
ASSOCIATE PROFESSOR

Lauren Jacobi
ASSISTANT PROFESSOR

Mark Jarzombek
PROFESSOR

Caroline Jones
PROFESSOR

Nasser Rabbat
PROFESSOR

Kristel Smentek
ASSOCIATE PROFESSOR

Sibel Bozdogan
David Gissen
Felicity Scott
2015-2016 VISITING
PROFESSORS

# Department Staff

The Department administrative structure is organized into staff members responsible for overall administration of the Department, and faculty and staff members who administer the individual discipline groups. The main architecture office is in Room 7-337.

### J. Meejin Yoon
DEPARTMENT HEAD
617-452-2745 · MEEJIN@MIT.EDU

Senior Department faculty member responsible for all administrative and academic business: oversee budget; make all recommendations regarding appointments, promotion, and tenure to the Dean of the School and the Academic Council; serve as faculty chair for all policy discussions, and represent the Department at all MIT functions. The head serves as a member of the School Council.

### Anne Simunovic
ASSISTANT TO THE HEAD
617-253-4412 · ANNESIM@MIT.EDU

Serves as the title suggests but has particular responsibility for management of the Head's calendar; coordination of search, promotion, and tenure cases; special events; and Institute reports.

### Andreea O'Connell
ADMINISTRATIVE OFFICER
617-253-7908 · ANDREEAO@MIT.EDU

Oversees the administrative operations of the Department including financial, personnel, space, financial aid, student-related and other business matters.

### Douglas LeVie
FISCAL OFFICER
617-253-9824 · DOUGL@MIT.EDU

Assists the administrative officer and is responsible for monitoring non-personnel expenditures; processing payroll, scholarship payments, and student RA and TA appointments; processing academic appointments; and serving as liaison between faculty and administrative offices.

### Bryan O'Keefe
SENIOR FINANCIAL ASSISTANT
7-304 · 617-258-0931 · B_OKEEFE@MIT.EDU

Assists the fiscal officer and is responsible for sponsored research proposals for faculty.

## Renée Caso

ADMINISTRATOR FOR ACADEMIC PROGRAMS
617-253-7792 · YAMMIE@MIT.EDU

Oversees and manages the educational office for the department. Works with staff to lead and manage all student-services areas including admissions, registration, graduation for all degree programs. Advises students, tracks progress; advises grants and funding reports; serves as primary strategist and authority on all academic matters. Oversees area assistants on projects pertaining to student services.

## Cynthia Stewart

ADMINISTRATOR FOR GRADUATE DEGREE PROGRAMS, GRADUATE ADMISSIONS
617-253-4408 · STEWART@MIT.EDU

Manages graduate orientation and all student-services areas for the MArch, SMArchS, SMBT, SMACT, and PhD students. Serves as departmental contact for English as a Second Language (ESL).

## Darren Bennett

ADMISSIONS/TECHNICAL ASSISTANT/WEBMASTER
617-253-3613 · DARRENB@MIT.EDU

Manages graduate admissions process, ranging from data input to serving as primary contact for applicants. Serves as webmaster providing department website, publications, and computer support.

## Tonya Miller

STUDENT SERVICES ASSISTANT
617-253-7386 · MILLER_T@MIT.EDU

Assists the administrator for academic programs and the administrator for graduate degree programs. Serves as the initial contact for students in all student services areas, including class scheduling, orientation, registration, and general academic procedures. The student services assistant also serves as the Independent Activities Period (IAP) contact.

## Lisa Hersh

HEADQUARTERS ASSISTANT
617-253-7387 · LHERSH@MIT.EDU

Serves as the primary contact in all reception duties and provides support to the assistant to the head. Provides general information to faculty, staff, students, and visitors, oversees maintenance of faculty and staff address information, and distributes office keys.

## Jim Harrington

FACILITIES MANAGER
9-516 · 617-258-6061 · LORDJIM@MIT.EDU

Within the SA+P (excluding only the Media Lab) serves as client representative on major renovation projects, oversees safety and security, acts as liaison with the Department of Facilities, oversees all building systems and non-computer equipment, oversees the maintenance and upkeep of all spaces, and coordinates special events requiring space considerations.

Irina Chernyakova
PUBLICATIONS / EXHIBITIONS
9-224 · 617-324-4416 · ICH@MIT.EDU

Manages the publications and exhibitions endeavors in the department and communication strategies.

CRON (Computer Resource Organization's Name)

When you send email to CRON@MIT. EDU, you'll receive an automatic reply from a system called "RequestTracker". You can use the link in this reply to keep track of the response to your question.

Michael Enos
9-514 · MENOS@MIT.EDU

Responsible for card access, keys, facilities, inventory, and procurement.

Tom Fitzgerald
9-512 · TFITZ@MIT.EDU

Network administrator; Responsible for servers and network, and Windows.

Eduardo Gonzalez
9-512 · EDUARDOG@MIT.EDU

Network administrator; Responsible for help desk, equipment checkout, Windows, Macintosh.

Duncan Kincaid
DIRECTOR
COMPUTER RESOURCE NETWORK
9-522 · 617-253-7497 · DSK@MIT.EDU

Network administrator; responsible for help desk, equipment checkout, Windows, Macintosh, Linux.

Ricky (Charles) Leiserson, Jr.
9-512 · LOCUTUS@MIT.EDU

Network administrator; responsible for help desk, equipment checkout, Windows, Macintosh, Linux.

Philip Thompson
9-520 · PHILS@MIT.EDU

Network administrator; Responsible for Windows.

Architecture Shops

Justin Lavallee
DIRECTOR, ARCHITECTURE SHOPS
5-415 · 617-253-9830 · JALAVALL@MIT.EDU

Christopher Dewart
MANAGER, ARCHITECTURE SHOPS
N51-160 · 617-253-3289
CBDEWART@MIT.EDU

Jennifer O'Brien
FABRICATION ASSOCIATE
ARCHITECTURE SHOPS
3-412 · 617-324-7426 · DEKINAI@MIT.EDU

Each discipline group has a faculty discipline group director and one or more staff members who serve as group assistants. Duties vary between sections, but, in general, the discipline group assistants support the faculty director and other faculty in administrative activities, including preparation of faculty searches, promotion and tenure cases, and course materials and schedules.

### Architectural Design

**Patricia Driscoll**
GROUP ASSISTANT
10-491M · 617-324-7474 · PADRISCO@MIT.EDU

### Art, Culture & Technology

**Jessica Anderson**
ACADEMIC ASSISTANT
E15-213 · 617-324-6289 · JLAND@MIT.EDU

**Seth Avecilla**
FABRICATION ASSOCIATE
E14-251F · 617-258-0771 · SETHCIM@MIT.EDU

**Nadia Ustariz**
FINANCIAL ASSISTANT
E15-211 · 617-324-3639 · NUSTARIZ@MIT.EDU

**Marion Cunningham**
ADMINISTRATIVE OFFICER
E15-209 · 617-324-6076 · MARIONOC@MIT.EDU

**Lucas Freeman**
WRITER-IN-RESIDENCE
E15-237 · LUCASF@MIT.EDU

**Madeleine Gallagher**
MEDIA ASSOCIATE
E15-224 · 617-452-2792 · MADGALA@MIT.EDU

**Jeremy Grubman**
CAVS PROJECT ARCHIVIST
E15-222 · 617-258-0657 · JGRUBMAN@MIT.EDU

**Allison James**
PRODUCER-IN-RESIDENCE
E15-237 · ALJAMES@MIT.EDU

**John Steiner**
MEDIA ASSISTANT
E15-212 · 617-253-5229 · STEINERJ@MIT.EDU

### COMMUNICATIONS & PUBLIC PROGRAMS
E15-213 · 617-253-6289

### Building Technology

**Kathleen Ross**
GROUP ASSISTANT
5-418 · 617-253-1876 · KROSS@MIT.EDU

### Computation

**Inala Locke**
GROUP ASSISTANT
3-304 · 617-258-0931 · ILOCKE@MIT.EDU

### History, Theory and Criticism

**Jose Luis Arguello**
AKPIA PROGRAM ASSISTANT
10-390 · 617-253-1400 · JLAR@MIT.EDU

**Kathleen Brearley**
GROUP ASSISTANT
10-305 · 617-258-8439 · BREARLEY@MIT.EDU

**Anne Deveau**
ADMINISTRATIVE ASSISTANT II
10-305 · 617-258-8438 · ADEVEAU@MIT.EDU

# MIT Terminology

Within the five MIT schools there are over thirty
degree granting departments, divisions, or programs,
each denoted by a name and a roman numeral. For
example, Materials Science is referred to as "Course
Three" (III); Urban Studies and Planning, also known as DUSP, is "Course
Eleven" (XI); Electrical Engineering and Computer Science is "Course Six"
(VI), and so on. The Department of Architecture is "Course Four" (IV).

The method of assigning numbers to classes is to write the course/department
number in arabic numerals followed by a period and three digits, which are
used to differentiate subjects. Most classes retain the same number from year
to year. Architecture groups its subjects by discipline group:

| | |
|---|---|
| 4.0--, | Design, Architectural Design and joint subjects with |
| 4.1--, | Urban Studies and Planning |
| 4.2-- | |
| 4.3-- | Art, Culture, and Technology |
| 4.4-- | Building Technology |
| 4.5-- | Computation |
| 4.6-- | History, Theory and Criticism of Architecture and Art |

Each discipline group also has a set of flexible subject numbers set aside for
independent study or special subjects. They are usually titled "Special Topics
in ..." in the Bulletin. The Bulletin is MIT's course catalog and is available in
three different forms: hard copy, CD and on the Web at WEB.MIT.EDU/CATALOG.

Building and
Room Numbers

All MIT buildings are numbered; a typical location
such as Architecture Headquarters, 7-337, translates
into Building 7, Room 337. The first 3 in 337 means
the room is located on the third floor.

The numerical order of some MIT buildings and room numbers actually does

have a rationale. Even-numbered buildings are EAST of Building 10; odd-numbered buildings are WEST of Building 10.

The lowest numbers begin at the river and increase to the NORTH (away from the river). Buildings 1 through 10 are all in the central MIT complex. Some of the peripheral building numbers are prefaced by an E, N, or W, which indicates their direction from the main complex.

A map of the campus can be found on the web at WHEREIS.MIT.EDU.

Locations of Department Offices

Architecture Headquarters (together with Headquarters for the Department of Urban Studies and Planning) is in 7-337, the third floor of Building 7, parallel to Massachusetts Ave.

Most discipline group faculty offices are grouped together:

The Aga Khan Program headquarters is along the main corridor in Building 10 on the third floor, 10-390.

Architectural Design faculty are primarily housed on the fourth and fourth floor mezzanine level of Building 10. A few are housed in suite 10-485.

Building Technology faculty are in an office suite in Building 5, fourth floor, adjacent to the Building 5 design studio.

Computation faculty offices are in a suite on the third floor of Building 7.

HTC is along the main corridor, third floor of Building 3.

Art, Culture, and Technology faculty and teaching spaces are in the Media Lab Complex, buildings E14 and E15.

Department Email

Important information from Architecture headquarters will be posted via email. Therefore, student email address will be automatically added to their degree program mailing list.

New students obtain an email address through the Athena User Account Office, WEB.MIT.EDU/ACCOUNTS. Please note that all addresses end with @MIT.EDU, e.g. ARCHPHD@MIT.EDU.

Degree Program Lists —

| | |
|---|---|
| ARCHPHD | Doctor of Philosophy candidates (all areas of study) |
| ARCHUNDER | Undergraduate degree candidates |
| MARCH | Master of Architecture degree candidates |
| SMARCHS | Master of Science in Architecture Studies candidates (all areas) |
| SMBT | Master of Science in Building Technology candidates |
| SMACT | Master of Science in Art, Culture and Technology candidates |

Other Department Email Lists —

| | |
|---|---|
| AKPIARCH | Staff in the Aga Khan Program |
| ARCHALL | Students, faculty and staff in the Department (academic use only) |
| ARCHFAC | Department faculty, research & other academic staff (academic use only) |
| ARCHDESIGN | Faculty and staff in Architecture Design Discipline Group |
| ARCHSTAFF | Department administrative and support staff |
| ARCHSTUDIO | Design studio instructors |
| COMP | Faculty and staff in Computation Discipline Group |
| DESCOMP | General inquiry for Computation Group |
| HTC | Staff in History, Theory, and Criticism |
| ACT | Staff in Art, Culture and Technology Discipline Group |

Services —

| | |
|---|---|
| SAPRESERVE | To schedule Department meeting spaces |
| CRON | General inquiries directed to Department's computer resources staff |
| ARCH-KIOSK | Community bulletin board |

All students and staff are automatically subscribed to ARCH-KIOSK at the beginning of the academic year to receive non-academic messages, but anyone may remove his or her name (or rejoin) at any time.

For instructions, go to "Web Moira" at IST.MIT.EDU/EMAIL-LISTS.

The Department has established the following guidelines for use of its email lists. These include degree lists, faculty and staff lists, and other group lists created for academic purposes:

- Email within the Department is limited to topics directly related to the academic, administrative, and research work of students, faculty, and staff.

- The "subject" line should be specific enough that recipients may read or delete messages according to their relevance.

- Postings should be of a one-time nature. Ongoing discussions should be moved to a small list of interested individuals that is created for this purpose.

- Personal ads (apartment sublets, personal sales, parties, etc.) are not appropriate for academic lists. Use ARCH-KIOSK instead.

# Department Work Space

Architecture Design Studios

Each student registered for architectural design studio is assigned a studio work space with his or her instructor's group. This workstation includes a drafting table with a locker and stool.

All Department students have use of the computers and peripherals located in the Building 3, 5 and 7 studio areas during the academic year. Access to the studios is gained by use of the student's MIT ID card in a card swipe lock.

Each person assigned a studio workstation is responsible for leaving the assigned space clean and undamaged by the cleanout date announced by the facilities manager. A $75 penalty will be assessed directly to the student's MIT account if these standards are not met. The charge is used to cover costs of trash removal or repair in the event a student leaves anything behind or damages his/her workstation.

Use of Studio Space in Summer

Architecture studios and computer classrooms are closed over the summer for computer and facilities maintenance. Summer studio use is usually restricted to those students who are working with faculty members on research projects that require access to equipment and software not available elsewhere. Students working directly with faculty members on research projects should ask the faculty supervisor to contact Cynthia Stewart in Architecture Headquarters, 617-253-4408/STEWART@MIT.EDU, to request studio access. Once a request is received, it may take up to a week for the user's MIT card to be activated for studio access. The studios themselves, and the computer equipment within them, will be usable only with certain restrictions.

The Department makes every effort to offer work space to its students. However, the type, amount, and location of the space varies from year to year. Some of these areas are communal in nature while others may be shared office space.

Students should refer to the following individuals for specific details:

MArch and SMArchS — Cynthia Stewart in 7-337

SMBT and Building Technology PhD — Kathleen Ross in 5-418

SMACT — Jessica Anderson in E15-212

HTC PhD — Anne Deveau in 10-305

Computation PhD — Inala Locke in 7-304

# Registration

# Academic Year Calendar, 2016-2017

AUGUST 29
Online Registration Opens + Graduate Student Orientation Begins

SEPTEMBER 6
Registration Day

SEPTEMBER 7
First day of Classes

SEPTEMBER 23
Student Holiday

OCTOBER 7
Add Date: Last day to add subjects

OCTOBER 10 - 11
Columbus Day — Holiday

NOVEMBER 11
Veterans Day — Holiday

NOVEMBER 23
Drop Date: Last day to drop subjects

NOVEMBER 24 - 25
Thanksgiving Vacation

DECEMBER 1 - 29
IAP/Spring Online Pre-registration

DECEMBER 12 - 14
Graduate Studio Final Reviews

DECEMBER 14
Last day of classes

DECEMBER 15
SMArchS Pre-Thesis Reviews

DECEMBER 16 - 22
Final Exam Week
Undergraduate Studio Final Reviews

DECEMBER 21
M.Arch Thesis Reviews

JANUARY 9 – FEBRUARY 3
Independent Activity Period (IAP)

JANUARY 16
Martin Luther King, Jr. Day - Holiday

JANUARY 20
Pre-registration deadline for Spring

FEBRUARY 6
Registration Day

FEBRUARY 7
First Day of Classes

FEBRUARY 10
Registration Deadline
Degree Application Deadline

FEBRUARY 20
Presidents Day — Holiday

MARCH 10
Add Date

MARCH 27 - 31
Spring Vacation

APRIL 17 - 18
Patriots Day — Holiday

APRIL 27
Drop Date

MAY 18
Last Day of Classes

MAY 22-26
Final Exam Week

JUNE 9
Commencement

Visit *WEB.MIT.EDU/REGISTRAR/CALENDAR/INDEX.HTML* for the Institute Academic Calendar.

# Registration

❶ International Student Office Clearance

ROOM E39-278 · 55 HAYWARD ST. · 617-253-3795 · ISO-HELP@MIT.EDU
WEB.MIT.EDU/ISO/STUDENTS/ORIENTATION.SHTML

All international students must obtain clearance from the International Students Office (ISO) before picking up registration material or receiving an ID card. Clearance involves an immigration session with an ISO advisor and checking in online to upload electronic versions of your immigration documents into the ISO system. Both are completed after you arrive in the US.

❷ Medical Report

ROOM E23-177 · 617-253-1777 · MEDRPT@MED.MIT.EDU
MEDICAL.MIT.EDU/MY-MIT/NEW-STUDENTS/MEDICAL-REPORT-FORM

In order to register, new students must have a complete Medical Report on file in the Medical Department, which includes a full medical history and documentation of all immunizations. Contact the Medical Department with questions and concerns.

❸ WebSIS

STUDENT.MIT.EDU

Student academic information is kept on a web-based system called WebSIS. Prior to the start of the term, students should enter current address and emergency information and verify existing biographical information on WebSIS. To access the system, students need to have an Athena user account and a current web certificate. The registrar's website for new students provides a good orientation to WebSIS.

❹ MIT ID Card

ROOM W20-021 · 617-253-3475 · MITCARD@MIT.EDU · WEB.MIT.EDU/MITCARD

Incoming graduate students should obtain an ID card from the Card Office upon arrival on campus. Bring a valid picture ID. (A US driver's license, passport, or other US government-issued picture ID are accepted. An international driver's license will not be accepted.) International students must receive clearance from the International Students Office prior to receiving a card.

❺ The English Evaluation Test
August 30, 2016
ROOM 10-250

MITGSL.MIT.EDU/ACADEMICS-COURSES/ENGLISH-EVALUATION-TEST-EET

All new students whose primary language of instruction throughout K-12 was not English must take the English Evaluation Test (EET). The exam identifies weaknesses in academic English that may interfere with course work, teaching, and research at MIT. You should bring several #2 pencils to the test. Traditional English/Bilingual dictionaries are recommended (no electronic devices of any kind are permitted). The EET is offered by the Department of Global Studies and Languages, and always takes place on the Tuesday before Registration Day.

For Continuing Students

Instructions
WEB.MIT.EDU/REGISTRAR/REG/INSTRUCTIONS

Students pre-register in May for summer and fall and in December for IAP and spring. All continuing students are expected to pre-register online through WebSIS for the upcoming term(s). A student who has not completed pre-registration by the noted deadline on the Registrar's Academic Calendar and registration by the end of the first week of the term will be assessed a late fee. Subjects selected during pre-registration are noted on the student's online Registration Form approximately one week prior to Registration Day.

Department of Architecture subject offerings and descriptions are available to help students choose courses. The MIT Subject Listing and Schedule which is updated regularly on the Registrar's Office website, provides information on subjects outside of the Department of Architecture.

# Registration Day Procedures

**Registration Day is Tuesday, September 6, 2016.** Student advisor assignments are available on WebSIS, the Registrar's student information system, under "Academic Record / Status of Registration." MIT students register online and may access their registration forms the week prior to Registration Day at REGISTRATION.MIT.EDU.

The form is populated with the pre-registered subject selections entered by the Fall pre-registration deadline. Entering students do not pre-register. The digital registration form will need to be approved by the advisor (registration officer) prior to the registration deadline, which is the Friday following Registration Day. It is the student's responsibility to make sure the form is properly submitted by the registration deadline to avoid a late fee. Architecture students must meet with your advisor or registration officer on Registration Day or on another appointed date prior to the registration deadline.

"Awaiting Approval" means subject selection is in progress. At this point, you or your advisor may edit your subject selections. Arrange to meet with your academic advisor (registration officer) on or before Registration Day, September 6, to discuss your selections.

Once you have met and your advisor has "Approved" the selections on your online form, you will no longer be able to edit your subject selections. You will then receive an email notifying you of your need to complete the registration process by submitting, which requires additional steps only you have access to. Once you have clicked the "Submit" button, your registration is complete. If you are on a "registration hold," you will NOT be able to submit until the hold is cleared. Fines may be assessed if your registration remains incomplete beyond the registration deadline (September 9). If you have any questions about the process or the online registration system, please reference the Help section at WEB.MIT.EDU/REGISTRAR/GENERAL/OREG/HELP/INDEX.HTML or email RECORDS@MIT.EDU.

Key Registrar Deadlines

| | | |
|---|---|---|
| Sep 6 | Registration Day |
| Sep 7 | First Day of Classes |
| Sep 9 | Fall Registration Deadline |
| Oct 7 | Fall Add Date |
| Nov 23 | Fall Drop Date |
| Dec 1–29 | December Pre-Registration |

SPRING

| | | |
|---|---|---|
| Feb 6 | Registration Day |
| Feb 7 | First Day of Classes |
| Feb 10 | Spring Registration Deadline |
| Mar 10 | Spring Add Date |
| Apr 27 | Spring Drop Date |
| May 1–June 19 | Fall Pre-Registration |

SUMMER

| | | |
|---|---|---|
| June 6 | First Day of Summer Session |
| June 10 | Summer Registration Deadline |
| Aug 12 | Summer Session Ends |

Online Registration Help

For any questions regarding registration, visit: WEB. MIT.EDU/REGISTRAR/GENERAL/OREG/HELP/INDEX. HTML.

Cross Registration

Full-time MIT students may take subjects for credit at Harvard University. No more than half (49%) of the total units for a term may be taken at other institutions. Students who cross-register should not include subjects from other institutions on their MIT Registration forms; there are separate cross-registration forms for each institution with which MIT has a cross-registration program.

MIT's deadline for completing cross-registration is Add Date. It is important to be aware of the differing deadlines imposed by the other institutions because they may be earlier than the MIT deadline. The earliest deadline applies. Students' MIT academic records will show grades for these subjects. Cross-registered subjects are dropped using the MIT Add/Drop form (WEB.MIT.EDU/ REGISTRAR/REG/ADD-DROP.HTML). For detailed information about the cross-registration process, visit WEB.MIT.EDU/REGISTRAR/REG/XREG/INDEX.HTML.

**Cross Registration — Harvard University**

There is a two-step process to cross-register at Harvard. First the student fills out the Harvard Cross-Registration paper form. Both the student and his/her advisor need to sign the form, and the student brings 2 copies of the signed form to the Student Services Center, Room 11-120. Graduate students may download a PDF version of the Harvard cross-registration form here: *WEB.MIT.EDU/REGISTRAR/REG/XREG/MITTOHARVARD. HTML*.

The second step is to enroll in a subject at Harvard. All MIT graduate students must cross-register using the new online Harvard cross-registration petition form. To access the online form, students will need to create a Harvard XID account (*XID.HARVARD.EDU/XID-APPS/DISPLAYSSCREATEFORM.DO*). If you have cross-registered at Harvard in a previous term, you may use your existing Harvard XID to cross register. Harvard's cross-registration deadlines are different from MIT's; check Harvard's schedule.

**Independent Study**

As you advance in your program, you may need to explore topics in greater depth on an individual basis. If there is a member of the Architecture faculty willing to supervise such a course of study, you should prepare a proposal and submit it to that faculty member as an independent study. Students who wish to do independent study in a different department must secure a subject number with which to register in that department. Students should submit a proposal to the supervisor that includes:

- A statement of the intellectual purpose of the activity
- An explanation of the relation of the proposed endeavor to the student's overall educational experience
- A plan for approaching the intellectual problem
- A discussion of the expected result and its evaluation
- A statement of the amount of time to be expended in the effort

Before registering for an independent study subject, a student must obtain an appropriate subject number from the degree administrator in the department's headquarters (Room 7-337) using an Independent Study Project Form (*ARCHITECTURE.MIT.EDU/PDFS/INDEPENDENTSTUDYFORM.PDF*). The subject must be added to the student's registration using the online Add/Drop application.

The following information is required to complete the form:

- Student's name, department of major, MIT ID number and e-mail address
- Subject level (graduate or undergraduate)

- Grading system (grade or pass/fail, to be determined by the supervisor)
- Credit units to be earned, based on the duration and effort to be expended (generally 6, 9 or 12)
- A proposal
- Signature of project supervisor

After a student submits Online Registration, all further requests to add, drop, change units, and change subject registration status are made via the Online Add/Drop application (STUDENTFORMSANDPETITIONS.MIT.EDU/). Email notifications will be sent to instructors (where appropriate) and advisors when a student requests approval for a registration change. Instructors and advisors can approve or deny the request or request a consultation with the student to discuss the change. The student is responsible for the final submittal of all approved changes.

Students will have until until 11:59pm on Add/Drop Date to submit approved changes that are due on each date (the system will not accept submittals after that time). It is strongly recommended that students request approval well ahead of the Add/Drop deadlines so that approvers have time to enter a decision.

See WEB.MIT.EDU/REGISTRAR/REG/ADD-DROP.HTML for more information. Pay close attention to your Status of Registration posted on WebSIS after the second week. Notify the degree administrators if you find errors or have questions.

Petitions Petitions are required when:

- A student wants to add or drop a subject after the Institute deadline
- Correct errors in registration after the Add Date
- To change an Incomplete to a letter grade after the Add Date deadline (graduate students only)
- Complete an incomplete subject from a prior semester or year (graduate students only)
- Request approval for retroactive actions in unusual circumstances
- Apply for a dual degree

Graduate students complete the Graduate Student Petition (ODGE.MIT.EDU/WP-CONTENT/UPLOADS/2011/09/PETITION_FORM.PDF). Completed petitions should be submitted to Headquarters, 7-337, for directions on processing.

As prerequisite for registration, each graduate student who has indicated that English is not his or her first language must take the English Evaluation Test (EET). The EET is a three-hour test consisting of listening, writing, and reading components, supplemented by an individual conference for each student with an ESL staff or faculty member. It is required even if the TOEFL has been taken and passed with an acceptable score.

The Department requires that students take the English subject suggested as a result of the English Evaluation Test (EET) and continue in the English as a Second Language (ESL) series thereafter to completion. Instructors in ESL will be available for consultation on Registration Day. For more information, see: WEB.MIT.EDU/FLL/WWW/LANGUAGES/EET-FAQ.SHTML

The English Evaluation Test is a requirement of the Graduate School; it is a diagnostic test and is given before the fall and spring terms. Results will help students, advisors and the Department to assess what skills, if any, are needed to review in order to benefit most fully from MIT. The time and day when results can be picked up will be announced on the day of the test.

Generally those who score significantly above 600 (250/computer-based; 100/internet-based) on the TOEFL require minimal work in English language writing skills. Those who score in the low 600s usually require additional help in grammar and writing skills.

Students may not defer registration in any English grammar review subject recommended as a result of the EET. Students must enroll in the English subject recommended as a result of the EET, and must complete the sequence of ESL subjects as follows:

> 21G.224 — Listening, Speaking and Pronunciation (ELS)
> 21G.219 — Workshop in Written Expression (ELS)

or

> 21G.219 — Workshop in Written Expression (ELS)
> 21G.227 — Advanced Workshop in Writing for Social Sciences and Architecture (ELS)

Registration in required ESL subjects should be completed by the end of the first year. Registration in 21G.227, the advanced level writing for social scientists and architects subject, should be completed prior to Thesis registration.

Required English subjects do not count for unit credit toward any degree in the Department of Architecture; grades received in English subjects do, however, appear on the students' records.

**Consultation with ESL Instructor**

Instructors in English as a Second Language will be available for consultation on Registration Day. Instructors are:

**Jane Dunphy, Director**
14N-312 617-253-3069
DUNPHY@MIT.EDU

**A.C. Kemp**
14N-228 617-253-4747
ACKEMP@MIT.EDU

**Eric Grunwald**
14N-236 617-253-2647
EGRUNWALD@MIT.EDU

**Term of Graduation**

All students, graduate and undergraduate, must file a degree application at the start of the term in which they plan to graduate. This is done online at WebSIS. Applications for advanced degrees must be submitted with working thesis titles. The deadline for finalizing the title falls near the end of term. For specifics, consult the Academic Calendar.

Undergraduates must ensure that all General Institute Requirements (GIRs) as well as departmental requirements have been satisfied by the end of the term in which they intend to graduate. The website for graduating students (*WEB.MIT.EDU/REGISTRAR/GRADUATION/CHECKLIST.HTML*) contains a complete checklist and calendar of deadlines. Students who have questions regarding their eligibility to graduate may contact their advisor or the degree administrator.

**Non-Registered Students**

Failure to complete registration by the end of the second week of the term will result in the loss of student status, and for international students, the loss of their visa status. As determined by the Department Committee on Graduate Students, and consistent with the policy of the MIT Registrar, a Course 4 graduate student who has not registered by the Add Date (end of fifth week) of an academic term will not be permitted to register at all in that term.

The Department will disallow access to departmental space and resources and will cancel that student's departmental employment, if any, after the fifth week of the term. No retroactive academic credit or retroactive payment will be awarded for departmental work done in the term in which the student is barred from registration.

**Summer Registration for MIT Employment for Course 4 Students**

Students who plan to receive an RA appointment over the summer must pre-register and then register for subject number 4.299, Summer Research Topics. Download and complete the Summer Registration for

MIT Employment form (*ARCHITECTURE.MIT.EDU/PDFS/SUMMER_RA_REG_FORM. PDF*) and submit it to Architecture Headquarters (7-337) prior to the start of the summer term in order to initiate summer payroll. It requires the signature of both the RA supervisor and your registration advisor. This form is not needed for summer thesis research if it is being conducted under the supervision of your Course 4 thesis advisor. However, thesis students must register for Thesis or Pre-Thesis. It is not to be used for a summer internship. Students will receive 3 credit units, however, it may not be used towards the degree.

Credit for IAP & Summer Travel, Study, or Research

To receive unit credit, a travel/study program must be organized and led by a member of the Department faculty and approved by the Department Head before the travel occurs. Registration is in the fall term for traveling subjects offered during the summer term. The maximum number of units possible in IAP is 12. Travel/study preceding or following and part of a regular subject (studio or workshop) earns no additional unit credit.

Credit fulfilling any MArch curriculum requirement other than free elective must be approved in advance by the appropriate member of the MArch Program Committee.

Note that this policy applies to group travel/study opportunities. It is not meant to afford academic credit for individual/general student travel.

# Finances & Employment

# Financial Aid

The philosophy of the Department of Architecture is based upon a desire to maintain a diverse student body and encourage those with the interest and ability to succeed in the profession, regardless of their financial resources. The Department wants to make it possible for all of our students to graduate with a debt no larger than they can reasonably expect to repay while working in their profession.

Financial aid awards for incoming students are made upon admission. Allocation guidelines vary between master's and Ph.D. programs. Students in all degree programs must be registered as full-time resident graduate students for the period of their awards and maintain good academic standing in order to be eligible for financial aid. In all cases, students should refer to the details laid out in the offer of admission.

Students are eligible for financial support from the Department, both tuition and/or Departmental employment, for the period of the standard residency requirement of the degree program. For Ph.D. students this is up to a maximum of ten semesters. MArch candidates have a maximum of seven semesters of eligibility; students admitted with advanced standing have five. SMArchS, SMBT and SMACT students are eligible for a total of four semesters of financial aid.

In general, Ph.D. students are funded on financial aid packages which consist of a Teaching Assistantship (TA) or Research Assistantship (RA) salary component plus a tuition component. TA or RA assignments are made by the faculty Discipline Group Directors at the beginning of each term.

In general, financial aid awards to master's degree students are partial tuition awards. These students are also eligible to compete for work opportunities in the department. Again, students should refer to the letter of admission to confirm eligibility.

Awards for First-Year Graduate Students

When an offer of admission is accompanied by a financial aid offer, those details are described in the letter of admission. Students are encouraged to

review the terms and conditions. In general, awards to PhD candidates include a fellowship and stipend component, and awards to master's degree students carry tuition support only.

Financial aid offers are guaranteed for the length of the residency requirement of the degree. In order to retain departmental funding, a student must be registered full-time, hold a 4.0 cumulative GPA at the end of each academic year, fulfill the department's English as a Second Language requirement, and in the case of MArch candidates, make satisfactory progress through the studio sequence. Students do not need to reapply each year to retain the offer made upon admission.

MIT tuition and fees are posted by the Registrar. Tuition awards are applied directly to a student's Bursar's account to reduce the cost of tuition. Fellowship stipends/Teaching Assistantship/Research Assistantship salaries (ARCHITECTURE. MIT.EDU/PDFS/STUDENTSALARYRATES.PDF) are paid directly to the student on a monthly basis and are taxable by United States tax laws.

Student Accounts coordinates the billing and collects payment of all official Institute charges, including on-campus housing, medical insurance, tuition and the Student Activity Fee. Questions or concerns about student accounts, billing, charges and/or payments should be directed to the Student Services Center.

Tuition payment in full, or a satisfactory arrangement for payment, is due in advance of Registration Day each term. Students may opt to pay tuition in monthly installments under the Bursary Payment Plan, but there is a finance charge for this plan.

Graduate students do not need to reapply each year to retain the financial offer made upon admission, but must be enrolled full-time and be in good academic standing.

Awards for Continuing Graduate Students

A central component of our financial aid plan for continuing MArch, SMArchS, and SMBT students is the ability to apply for additional tuition support. (ACT will determine the policy and procedures for second-year SMACT students separately).

Each spring we convene one application process for two types of tuition fellowships:

- ‣ Master's degree students admitted without a guaranteed tuition fellowship will be able to apply for a limited number of merit-based, half-tuition fellowships, for the remainder of the degree program

- All continuing master's degree students will be eligible to apply for a limited number of one-year merit-based, full-tuition, fellowships.

Applications must be submitted in digital format. The application deadline for AY16-17 is in early June. Recipients are notified by late June.

Please refer to the following documents:

- Application Instructions and Eligibility Requirements (ARCHITECTURE.MIT.EDU/ PDFS/MERIT_INSTRUCTIONS.PDF)

- Cover Sheet to be completed by applicant (ARCHITECTURE.MIT.EDU/PDFS/ MERIT_COVER.PDF)

- Note: please do NOT complete/save form using Firefox. Mac users should complete and save the form using Safari. Google Chrome is recommended for PC users. Save the file to your computer by clicking "File Save As" using the following naming format: A-REC-B.pdf, where A is the student's last name and B is the faculty member's (yours) last name. Email completed forms to Andreea O'Connell, ANDREEAO@MIT.EDU, by the deadline.

- FAQs: aRCHITECTURE.MIT.EDU/PDFS/MERIT_FAQS.PDF

- Faculty Recommendation Form (to be completed by faculty recommender) ARCHITECTURE.MIT.EDU/PDFS/MERIT-FELLOWSHIP-EVALUATION-FORM.PDF

Tuition Awards

The tuition rate for the 2015-2016 academic year is $48,140. Students are also assessed a Student Activity Fee of $312 per year which cannot be paid by MIT funds. The tuition component of a financial aid award is applied directly to the student's account in the Bursar's Office. Academic year awards are divided equally between the Fall and Spring terms.

Payment in full, or a satisfactory arrangement for payment, is due in advance of Registration Day of each term. Students may opt for a Bursary Payment Plan to pay tuition in monthly installments. This plan involves a finance charge. The office of Student Accounts coordinates the billing and collects payment for the official Institute charges, including on-campus housing, medical insurance, tuition, and the Student Activity Fee. Questions or concerns about student accounts, billing, charges and/or payments should be directed to the Student Financial Services/Student Services Center, 11-120, WEB.MIT.EDU/SFS.

Educational Loans

MIT offers a number of student loan programs and also participates in alternative loan programs. The

Office of Student and Parent Loan Services assists students in financing their education and with repayment. Loans are generally limited to graduate students who are United States or Canadian citizens, or permanent residents; however, continuing international students may apply for a loan providing certain criteria are met.

MIT will authorize only loan amounts that, when combined with family resources, financial aid, and other assistance, do not exceed the cost of attendance. Standard student budgets reflecting these costs have been developed by the Student Financial Services Office and are used to determine financial need.

Application forms and specific information may be obtained from Student and Parent Loan Services, Room 11-320, 617-258-8600, or WEB.MIT.EDU/SFS/LOANS/ GRADUATE_LOANS.HTML.

# Student Employment

The duties of a TA include assisting faculty members in grading homework, quizzes, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sections. They may also include tasks such as ordering supplies for design studio projects, preparation of class readers, contacting outside reviewers, reserving special lecture and jury spaces, securing audio visual equipment, etc. There is a mandatory TA training for all TAs.

A full-time (100%) TA pays $11,817 per semester and requires 20 hours of work per week at the master's level. Half-time TAs (10 hours per week) are also available, with a corresponding rate of pay of $5,909 per semester and 8-10 hours of work per week. Note that these positions are salaried and not hourly jobs, so the number of hours quoted may vary from week to week. (2016-2017 stipends will increase 2-4 percent.)

TA salaries are set by the Department in conjunction with Institute guidelines and are paid at the end of each month. The Institute is obliged to withhold Federal and Massachusetts State income taxes, and the appropriate forms must be filed before payment can be made.

Departmental TA positions are posted prior to the beginning of each term. Students register their preference for positions in which they are interested, and selection is made by the faculty or staff supervisor. To apply for a TA position, send email to Tonya Miller, Student Services Assistant, at miller_t@ mit.edu.

First preference is given to students enrolled in graduate programs in the Department of Architecture. If there is no Architecture graduate student available or qualified for the position, next preference will be given to undergraduate students enrolled as majors in the Department.

Note: some Ph.D. students are admitted on TA/tuition packages, which carry a TA salary plus a full tuition component. In these instances, the TA carries a salary of $12,933/term. While TA assignments are made by the Discipline Group advisor and, therefore, different than the application process above, all other guidelines, such as the 20 hour per week work requirement, taxability of salary,

completion of forms, maximum funding guidelines, etc., are applicable.

The principal duty of an RA is to contribute, under supervision, to a program of departmental or interdepartmental research. RAs are compensated on the basis of the time devoted to the research activities. RAs offer students the chance to participate as junior colleagues of the faculty in ongoing research; this experience frequently influences the choice of thesis topic.

RAs are compensated on the basis of the time devoted to research; the appointment generally carries a tuition component in addition to the salary. A 100% graduate RA appointment includes payment of full tuition and carries a salary of $11,817/term for master's degree candidates, and $12,933/term for Ph.D. candidates. A 100% RA appointment carries an expectation of 20 hours of work per week. Partial RAs are also possible with a corresponding reduction in workload and financial remuneration. Note that these positions are salaried and not hourly jobs, so the number of hours required may vary slightly from week to week. (2016-2017 stipends will increase 2-4 percent.)

RAs are paid directly through a sponsored research project and, in general, are scarce in Architecture; however, they can materialize at any time during the year. Occasionally, faculty members will advertise the availability of these positions, but will generally contact students directly whose interests and skills are appropriate to the particular research project.

RA salaries are set by the Department in conjunction with Institute guidelines and are paid at the end of each month. The Institute is obliged to withhold Federal and Massachusetts State income taxes, and the appropriate forms must be filed before payment can be made.

Hourly
Positions

The Department also offers employment in a number of hourly positions which pay $15/hr. These positions can be short-term or a full semester in length and include such positions as audio visual assistants, shop monitors, tour guides, lecture series support, etc.

Students with hourly positions are paid on a weekly basis, upon the submission of electronic time cards approved by the supervisor of the position. Students must contact the fiscal officer in the Headquarters Office in order to be put on the weekly payroll and must also complete the appropriate paperwork.

Hourly positions are posted prior to the beginning of each term at ARCHITECTURE.

MIT.EDU/HANDBOOK/GRADUATE-STUDENTS. To express interest and place your name on a list for view by faculty and staff, send email to Tonya Miller, Student Services Assistant, at MILLER_T@MIT.EDU.

| Maximum Funding Guidelines | MIT limits the total amount of financial support a student may receive from/through MIT. All graduate students are limited to a maximum of a full stipend and full tuition per term. When the receipt of a |

Research Assistantship or an internal or external fellowship would push a student over the funding limit, the Research Assistantship or fellowship supplants the departmental award for that term. The student does not forfeit eligibility for financial support in other terms for which aid has been promised.

All master's degree students are limited to a maximum of 20 hours of work per week, a stipend of $11,817 in any combination of TA/RA salaries/fellowship stipends, and full tuition, per semester. (These guidelines apply to Ph.D. candidates but the stipend limit is $12,933/term. 2016-2017 stipends will increase 2-4 percent.)

It is possible to carry more than one type of appointment (for instance a partial RA and partial TA), or combine two partial appointments of the same type (for instance, two half-time TAs), or even combine a partial TA or RA with an hourly position, providing the combination does not exceed the guidelines stated above.

One exception to the 20 hour work week limitation can be made for students who are US citizens, and then only with the permission of the faculty TA/RA supervisor and the department's Administrative Officer. Such students may be eligible to work on campus up to 10 additional hours per week on the hourly payroll on an occasional basis throughout the term. Under no circumstances, however, will the Payroll Office issue payment for additional work beyond this ten hour per week limit.

Regulations for international students are stricter due to US immigration laws. International students are not authorized to work more than 20 hours per week in any combination of types of employment during the academic year. Summer (June 1 – August 31) and Independent Activities Period (IAP) (January 1 – 31) are not considered a period of regular enrollment for immigration purposes; thus, during these times international students may work on campus in addition to their full-time RA or TA, and then only with the permission of the RA/TA faculty supervisor.

Students are advised to confirm eligibility requirements before accepting more than one position. International students should also contact MIT's International

Students Office (WEB.MIT.EDU/ISO) for more information on determining how/if visa status and the Department of Homeland Security regulations affect employment eligibility.

**Maximum Employment Guidelines**

Graduate students may hold a maximum of one full-time appointment during term. A full-time appointment is defined as the equivalent of 20 hours per week. Normally this takes the form of one full-time TA or RA appointment. Students may combine partial appointments provided the combined hours do not exceed 20 per week. Students are advised to check with the Department of Architecture to confirm eligibility requirements before accepting more than one position.

Graduate students who hold full-time Research or Teaching Assistantships or who receive full support on a fellowship are not usually eligible for additional employment. A US citizen or permanent resident who applies for work in addition to his or her full-time RA or TA appointment may be permitted additional compensated employment at MIT up to a maximum of 10 hours per week. But, this is a rare occurrence and requires prior permission from the faculty TA/RA supervisor and the department's administrative officer.

Regulations for international students are stricter due to US immigration laws. International students must be full-time registered students; their work cannot exceed 20 hours per week when school is in session; and those who hold full-time Research or Teaching Assistantships are not allowed to take any other employment on or off campus.

Note that the summer term is not considered a period of regular enrollment for immigration purposes; thus, from June through August only, international students may work on campus in addition to their full-time RA or TA positions. However, they may do so only if they are registered for the summer and have the permission of the RA/TA faculty supervisor. International students should contact MIT's International Students Office (ISO) for more information on determining how/if visa status and US Department of Homeland Security regulations affect employment eligibility.

**Employment Outside the Department**

On-campus and some off-campus job listings are posted at the Student Services Center, Room 11-120, or online at the Student Employment Office. On-campus jobs are available in technical and non-technical fields within academic departments, labs, and administrative offices.

# Requirements for Student Employment

All students who work on campus must have a social security number (WEB. MIT.EDU/ISO/STUDENTS/SSN.SHTML) and complete the following forms which are available from the Student Services Center (11-120) or on the web, WEB.MIT.EDU/ SFS/FORMS_AND_PUBLICATIONS.

I9 — Employment Eligibility Verification

Everyone in the United States, not just students, must complete the Employment Eligibility Verification Form (I-9) from the Department of Homeland Security. The most common documents needed to complete this form are an original Social Security card, birth certificate (certified copies are acceptable) or passport. Detailed instructions and required documentation are on the back of the form itself.

This document needs to be completed only once while at MIT and may be obtained online from Student Financial Services. Graduate students must submit the completed form to the Student Services Center, Room 11-120, before employment can be confirmed. International students who have made a change to visa status must consult with both the International Students Office and the Student Services Center.

W4 & M4 — Federal and State Tax Forms

By law, the Institute must withhold federal and Massachusetts state taxes from all salaries. All individuals who receive salary payments must complete the federal (W4) and state (M4) forms; both forms must be submitted to the Payroll Office (Room NE49-3131). The form is available online from Student Financial Services.

Salaries paid to international students are also taxable by US law, and international students must obtain a US Social Security number. Some countries have a tax treaty with the United States that affects the taxability of salary payments. Contact the International Student's Office, Room 5-133, for additional information and instructions.

Direct Deposit
Authorization Form

All MIT employees, including students, are required to have their paychecks directly deposited to a US bank account that they designate by completing this form. Students must submit the form to the Payroll Office (Room NE49-3131) before employment can be finalized. The form is available online from Student Financial Services.

Inventions & Proprietary
Information Agreement

Graduate Research Assistants must also sign the MIT Inventions and Proprietary Information Agreement (IPIA), acknowledging that all inventions created at MIT, with MIT funds, become the property of MIT. Signing the form is required, and it should be submitted to the headquarters of the Department of Architecture.

# Grants, Awards, & Prizes

The Department of Architecture sponsors a number of special awards, internship opportunities and travel fellowships throughout the year. These include, but are not limited to, travel opportunities to support thesis or dissertation research, participation in a conference (for PhD students only), and six-month internship opportunities to work abroad in an architectural firm. Awards and prizes are given at the end of each academic year in recognition of outstanding scholarship and promise. Most include a financial award.

Each of these opportunities carries its own eligibility requirements, application procedures, and deadlines. Call for proposals are issued throughout the year. Details about opportunities, both sponsored by the Department and other MIT opportunities, may be found on the Department website (ARCHITECTURE.MIT. EDU/ HANDBOOK/GRADUATE-STUDENTS) and on the Office of the Dean for Graduate Students (ODGE) website (ODGE. MIT.EDU) under Student Finances.

Marvin E. Goody Award

The Marvin E. Goody Award ($5,000.00) is given each term to a student in any department at MIT who will be expected to complete his or her SM Thesis or equivalent (i.e., MArch, SMArchS, SMBT, MCP, SM, MEng) at the end of the following term. The competition is held in December (for completion in May) and in May (for completion in February) of each year. Selection will be on the basis of the promise and subject of the thesis proposal as it relates to the aims of the Goody Award.

The aims of the award, which was established in 1983, are to extend the horizons of existing building techniques and use of materials, to encourage links between the academic world and the building industry, and to increase appreciation of the bond between good design and good building – criteria that are intended to reflect the range of Marvin Goody's interests as a teacher, researcher, and designer. To be appropriate for the Goody Award a thesis proposal must address one or more of the stated aims.

The criteria the committee will use in judging applications are:

- the promise of the thesis, in the form of evidence that the work it contains is likely to satisfy the intentions of the prize, and
- the student's record, as evidenced by letters of support and the student's statement. In the last regard, the Committee will look for evidence that the promise of the thesis will be realized.

The award is administered by a committee consisting of J. Meejin Yoon (Architecture), Markus J. Buehler (Civil and Environmental Engineering), John Ochsendorf (Architecture), and Herbert H. Einstein (Civil and Environmental Engineering).

Eligibility
Students who will complete a Master's thesis in the semester immediately following application.

Applications consist of —

- Completed application form (ARCHITECTURE.MIT.EDU/PDFS/GOODY_APP.PDF).
  Also available at front desk in 7-337.
- A brief resumé of the applicant.
- A copy of the applicant's thesis proposal.
- Confidential letters of support from the thesis advisor and at least one
  other faculty member. These letters should make clear the specific qualities
  of the proposal in relation to the objectives of the Goody Award and should
  be submitted with the application in an envelope to be sealed by the
  recommender.
- A statement on the application form by the student describing the
  relationship of his or her proposed thesis to the aims of the Goody Award.
- A budget indicating proposed use of funds. Be specific about how the
  award money would facilitate the realization of the thesis.

Submissions should be unbound, page numbered, and reproducible. Applicants
are strongly urged to seek the advice of faculty in the formulation of their
statements and applications.

Schedule

Calls for proposals take place twice per academic year, in October and April.
Recipients are announced in mid-December and mid-May.

Recent Recipients

| | |
|---|---|
| Spring 2008 | Edmund Ming-Yip Kwong (Architecture) |
| Fall 2008 | James Vanzo (Civil and Environmental Engineering) |
| | Yaniv Junno Ophir (Architecture) |
| Fall 2009 | Lara Davis (Architecture) |
| | Rory Clune (Civil and Environmental Engineering) |
| Fall 2010 | Maggie Nelson (Architecture) |
| | Robert Marne Zahner (Civil and Environmental Engineering) |
| Fall 2011 | Timothy G. Cooke (Architecture) |
| Fall 2012 | Moa Carlsson (Architecture) |
| Spring 2013 | Andrew Manto and Edrie Ortega (Architecture) |
| Fall 2013 | David Costanza and James Coleman (Architecture) |
| Spring 2014 | Tyler Crain (Architecture) |
| Fall 2014 | Juney Lee (Civil and Environmental Engineering) |
| | Carrie McKnelly (Architecture) |
| Spring 2015 | Sixto Cordero (Architecture) |

Ennis Research Award for African-American Women

The family of Rosalia Elisa Ennis (MArch '76) has established a research award in her memory in the MIT Department of Architecture. The annual award of $1000 will be given to an African-American woman student in any Department program (including undergraduate) for research and research-related travel in the field of architecture. It is hoped that the final product of the research will be of publishable quality. Projects need not only be written. The award might, for example, support the preparation of a final competition submission, travel in support of archival research, or visual documentation of a building, set of buildings or place.

Eligibility
African-American women in any architecture department program.

Submission Requirements
Applications consist of —

- ‣ A completed application cover sheet
- ‣ A statement of the research topic, maximum 5 pages
- ‣ A description of how the grant would be used to contribute to the applicant's research, including a brief resume of the applicant
- ‣ A budget, up to a maximum of $1,500

Submissions should either be sent digitally (max 5mb) to STEWART@MIT.EDU or delivered to in Room 7-337 unbound, page numbered, and reproducible by black-and-white copier.

Schedule
Deadline for proposals — November
Announcement of winners — December

Recent Recipients
2011  Felecia Davis
2012  Vernelle Noel

Julian Beinart Research Award

The Julian Beinart Research Award is given to a graduate student in the School of Architecture and Planning at MIT to support research covering a broad field of investigation into city design or theoretical propositions about the form of cities, in the field of architecture and urbanism.  The award may be used for travel, materials and other associated costs. It is not intended for post-graduate research.

Eligibility
Graduate students in SA+P whose research relates to the objectives of the Beinart Award, and who will graduate after June 2015.

Process
The award is administered by a committee consisting of: Miho Mazereeuw (Architecture) and Brent Ryan (Urban Studies and Planning).

Submission Requirements
Applications consist of —

- A statement of the research topic
- A description of how the grant would be used to contribute to the applicant's research
- Curriculum Vitae
- Budget, up to $1,400

Submission should be unbound, page numbered, and reproducible. Applicants are strongly urged to seek the advice of faculty in the formulation of their statements and applications.

Schedule
Deadline for proposals — early May
Announcement of recipients  — mid-May

Schlossman Research Award

One or two grants (up to a maximum of $4000 awarded in total) will be awarded to a Master or PhD (resident only) student(s) in the Department of Architecture for use anytime through the summer of 2016. The grant may be used for purposes that contribute to the research of the applicant, including travel, but may not be used for travel to conferences or conference fees nor as a summer stipend. It is not intended for post-graduate research. Past grants have supported archival research, project documentation and first-hand study of architectural history and design. To reflect emerging opportunities in architecture, students whose research engages computation and design are especially encouraged to apply.

Successful applicant(s) will be designated Schlossman Research Fellow(s). Winner(s) will be expected to submit a brief report in the following academic year on the work accomplished with the assistance of the grant. This report will be transmitted to the sponsor. Winner(s) will be expected to make a public presentation in the department as well.

Eligibility
Master or PhD (resident only) students in the Department of Architecture, expecting to complete degrees in June 2016.

Submission Requirements
Applications consist of —

- ‣ Statement of the research topic
- ‣ Description of how the grant would be used to contribute to the applicant's research
- ‣ Curriculum vitae
- ‣ Budget

Submissions should either be sent digitally (max 5mb) to STEWART@MIT.EDU or delivered to in Room 7-337 unbound, page numbered, and reproducible.

Applicants are strongly urged to seek the advice of faculty in the formulation of proposals.


Schedule
Deadline for application — early May
Announcement of winners — late May


Recent Fellows
2007  Sarah Dunbar, James Graham, Maria Fabiola Lopez-Duran
2008  Caitlin Berrigan, Kenfield Griffith, Stephanie Tuerk
2009  Charles Curran, Laura Rushfeldt
2010  Laura A. Delaney, Christian A. Hedrick, Ogheneruno Elo
       Okiomah, Buck Sleeper
2011  Ana María León Crespo, Ella Peinovich, Todd Jerome Satter,
       Andrew G. P. Ferentinos
2012  Giacomo Gastagnola Chaparro, Nicholas Vicario
2013  Felecia Davis, Breanna Rossman
2014  Ann Lok Lui, Carrie McKnelly, Deepa Ramaswamy
2015  Caroline Murphy, Kelly Presutti, Anastasia Hiller

Architecture Summer Session,
Fontainebleau Schools in France

The MIT Department of Architecture will provide a scholarship for one graduate or undergraduate student to attend the Architecture Summer Session at the Chateau Fontainebleau in France. The scholarship is made possible by the support of A. Anthony Tappe MArch and MCP '58, an alumnus of Fontainebleau.

The unique program runs from June 30 to August 6. Workshops, lectures, visits and studios will be in and around the Chateau Fontainebleau. The program for architects begins in Paris with seminars and visits over one week, which will prepare the students for the following weeks in Fontainebleau. During these 4 weeks, workshops, lectures, visits and studios will be in and around the Chateau Fontainebleau. A 3-day trip to Nancy and Metz will acquaint students with fine art and architecture. Combining a music conservatory with an architecture studio in an historic setting, the Fontainebleau Schools is a unique institution for summer study. Go to their website for all the details: www.FONTAINEBLEAUSCHOOLS.ORG.

Eligibility
Architecture graduate and undergraduate students

Submission Requirements
Applications consist of —

- ‣ Portfolio that includes three hand drawings and one comprehensive architecture project
- ‣ Official transcript
- ‣ Letter of recommendation from a faculty member

One student will receive the MIT scholarship. All other applications will be forwarded to Fontainebleau Schools for consideration for Fontainebleau scholarship aid.

Schedule
Announcement/call for applications — early February
Deadline for application — early March
Announcement of winner — late March


Recent Recipients
2006  David Foxe, BSAD and MArch '06
2007  Rebecca Rahmlow, SMArchS '08
2008  Ji-Hye Ham, BSAD '08
2009  Esther Chung, BSAD '09
2010  Amanda Levesque, BSAD '10
2011  Joan Chen, BSAD '12
2012  Breanna Rossman, MArch '14
2013  Patrick Little, MArch '16
2014  Xinyi Ma, MArch '17

Support is intended for travel expenses (air, train, taxi, etc.), accommodations, and a registration fee, if applicable, up to the maximum $600 guideline. All other expenses are considered personal and not reimbursable.

### Eligibility

Graduates candidates are eligible to apply for partial travel support to one conference per academic year, up to a maximum of $600. Department of Architecture graduate degree candidates must be in residence status and must take an active part in the scholarly meeting (such as presenting a paper or chairing a panel).

### Submission Requirements

Applications must be submitted to Andreea O'Connell, a minimum of one month prior to departure. A simple e-mail request with the specific name of the conference, location, dates, estimated cost, and explanation of the level of participation will suffice. If approved, reimbursement of costs will be provided after the completion of the trip. Students should submit receipts, and a conference program or invitation letter which shows the level of participation, to Douglas Le Vie in Room 7-337. Funding is limited so students are encouraged to apply as early as feasible.

Louis C. Rosenberg (1913) Travel Fellowship

Bequest of Louis C. Rosenberg (1913) established a travel fellowship award for senior American architectural students for study travel in Western Europe. Students must be United States Citizens.

Eligibility
MArch (Year 3) or SMArchS (Year 1) degree candidates of United States citizenship. Travel to Western Europe may occur during IAP or summer.

Process
A committee of Architecture faculty members appointed by the Department Head of Architecture administers the award. Selection will be on the basis of the anticipated educational value to the recipient. Both the absolute value of the proposal in architectural terms and its relation to the individual student's needs and goals are key considerations.

Application Process
- A completed application cover sheet
- A statement of the research topic and travel plan, maximum 5 pages, including a description of how the grant would be used to contribute to the applicant's educational goals
- A brief resume of the applicant
- A budget, up to a maximum of $1,500.

Submissions should either be sent digitally (max 5mb) to STEWART@MIT.EDU or delivered to in Room 7-337 unbound, page numbered, and reproducible.

Schedule
Deadline for proposals — May
Announcement of winners — May

Recent Recipients
2012  Nancy Kim, Mariel Villeré
2013  John Maher, Kyle Barker
2014  David Costanza, Kyle Barker
2015  Julia Litman-Cleper, Ryan McLaughlin, Elizabeth Yarina

The Kohn Pederson Fox Travelling Fellowship

Each year, Kohn Pederson Fox presents three $10,000 awards to students who are in their penultimate year at one of twenty-three design schools. The goal of the award is to allow students to broaden their education through a summer of travel before their final year at school. Further questions and inquiries can be directed to Susan Green, KPF, 212-977-6500 or SGREEN@KPF.COM.

Eligibility

Enrollment as an MIT MArch student in penultimate year (graduations in February or June 2015). Department Head Meejin Yoon will select up to two nominations, and the applications will be sent to Susan Green at Kohn Pedersen Fox. Applications are due in mid-April.

Recent Recipients

2008  Hoi Lung Damian Chan
2011  Buck Sleeper
2012  Honorable Mention — Hoi Kwan Cheung, Alan Lu
2013  Erioseto Hendranata

The SOM Prize and Travel Fellowship Awards

The SOM Prize and Travel Fellowship awards are given to students and recent graduates. The SOM Prize is a $50,000 research and travel fellowship; the Travel Fellowship is a $20,000 prize. SOM also awards the Structural Engineering Travel Fellowship for students graduating with a specialization in Structural Engineering.

Further questions can be direct to Nancy Abshire, Executive Director of the SOM Foundation, 312-427-4202 or somfoundation@som.com. Letters of intent to apply are due in April and applications are due in July.

Recent Recipients

2010  Azra Dawood, SOM Travel Fellowship
2011  Masoud Akbarzadeh, SOM Travel Fellowship
2014  Erioseto Hendranata, SOM Prize
2016  Nathan Brown, Structural Engineering Travel Fellowship

# Policies

# National Architectural Accrediting Board Statement

From the NAAB 2014 Conditions for Accreditation, effective 1 April 2015:

"In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree."

The Massachusetts Institute of Technology Department of Architecture offers one NAAB-accredited degree program: MArch (non-preprofessional degree + 312 units and an acceptable 24-unit thesis; the pre-professional degree + 207 units and an acceptable 24-unit thesis). The most recent accreditation visit was in March 2015, governed by the 2009 Conditions for Accreditation. The next accreditation visit will be in 2023.

The four-year preprofessional degree offered by MIT, the Bachelor of Science in Architecture (BSA), is not accredited by NAAB. The BSA degree is useful for those pursuing a foundation in the field of architecture as preparation for either continued education in a professional degree program or for employment options in architecture-related areas.

The NAAB publishes these documents governing accreditation: the NAAB Procedures for Accreditation (current edition), the 2009 Conditions for Accreditation, and the 2014 Conditions for Accreditation, effective 1 April 2015. These documents may be found at: WWW.NAAB.ORG/ACCREDITATION/HOME.

The following additional resources may be helpful to those seeking to develop an understanding of the larger context for architecture education and the career pathways available to graduates of accredited degree programs —

National Council of Architectural Registration Board (NCARB)
WWW.NCARB.ORG
Offers online information about becoming an architect: licensure, Intern Development Program (IDP), Architect Registration Examination (ARE) pass rates, (WWW.NCARB.ORG/EN/ARE/ARE-PASS-RATES.ASPX), and more.

Architecture Careers
WWW.ARCHCAREERS.ORG
This is a service of NCARB; the site leads you through the "Three E's" of architecture: Education, Experience, Examination.

Intern Development Program Guidelines
WWW.NCARB.ORG/EXPERIENCE-THROUGH-INTERNSHIPS.ASPX.

NCARB Handbook for Interns and Architects/Certification Guidelines
WWW.NCARB.ORG/~/MEDIA/FILES/PDF/SPECIAL-PAPER/HANDBOOK.PDF

Toward an Evolution of Studio Culture
WWW.NAAB.ORG/ACCREDITATION/COLLATERALLINKS

Emerging Professional's Companion
EPCOMPANION.ORG
This is an online resource for interns and others to create or enhance new learning opportunities.

American Institute of Architects
WWW.AIA.ORG
The AIA is the professional membership association for practicing architects.

American Institute of Architects Students
WWW.AIAS.ORG
AIAS is a membership organization for architecture students.

Association of Collegiate Schools of Architecture
WWW.ACSA-ARCH.ORG
Conferences, competitions, awards, job listings, archive of faculty and student projects, ACSA news.

# MIT Nondiscrimination Policy

The Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities, but may favor US citizens or residents in admissions and financial aid.

The Vice President for Human Resources is designated as the Institute's Equal Opportunity Officer. Inquiries concerning the Institute's policies, compliance with applicable laws, statutes, and regulations (such as Title VI and Section 504), and complaints may be directed to Lorraine Goffe-Rush, Vice President for Human Resources, Room E19-215, 617-253-6512. Such inquiries may also be directed to the Manager of Staff Diversity and Inclusion, Room E19-215, 617-452-4516. In addition, inquiries about Title IX (which prohibits discrimination on the basis of sex) may be directed to the Institute's Title IX coordinator, Sarah Rankin, Room W31-223, 617-324-7526, TITLEIX@MIT.EDU. Inquiries about the laws and about compliance may also be directed to the Office for Civil Rights, US Department of Education.

# MIT Harassment Policy

Harassment of any kind is not acceptable behavior at MIT; it is inconsistent with the commitment to excellence that characterizes MIT's activities. MIT is committed to creating an environment in which every individual can work, study, and live without being harassed. Harassment may therefore lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at MIT or that creates an intimidating, hostile, or offensive educational, work, or living environment. Some kinds of harassment are prohibited by civil laws or by MIT policies on conflict of interest and nondiscrimination.

Harassment on the basis of race, color, sex, disability, religion, national origin, sexual orientation, gender identity, veteran's status, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature.

The Institute is committed under this policy to stopping harassment and associated retaliatory behavior. All MIT supervisors have a responsibility to act to stop harassment in the areas under their supervision. Any member of the MIT community who feels harassed is encouraged to seek assistance and resolution of the complaint.

MIT provides a variety of avenues by which an individual who feels harassed may proceed, so that each person may choose an avenue appropriate to his or her particular situation. Institute procedures are intended to protect the rights of both complainant and respondent, to protect privacy, and to prevent supervisory reprisal.

General complaint procedures are described in Section 9.6 Complaint and Grievance Procedures (WEB.MIT.EDU/POLICIES/9/9.6.HTML) as well as the Guidelines for Raising Complaints about Harassment (WEB.MIT.EDU/COMMUNICATIONS/HG/).

# Academic Honesty

MIT expects that all students come to the Institute for a serious academic purpose and expects them to be responsible individuals who conduct themselves with high standards of honesty and personal conduct.

Cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty are considered serious offenses for which disciplinary penalties can be imposed. These concepts are explained more fully in the Academic Integrity Handbook (INTEGRITY.MIT.EDU).

Some academic offenses by students may be handled directly between the faculty member and student, possibly with the assistance of the head of the faculty member's department. As a result of the discussion between the faculty member and the student, the faculty member may conclude that the student has, in fact, behaved dishonestly and may wish to take some further action. Among the direct actions the faculty member may wish to take are reduced grade, a warning letter, and redo of an assignment or exam. The faculty member may also bring the case to the Office of Student Citizenship (OSC) or to the Committee on Discipline (COD) for resolution.

COD Rules and Regulations are available online at WEB.MIT.EDU/COMMITTEES/COD. Procedures for dealing with academic misconduct in research and scholarship can be found in the MIT Policies & Procedures at WEB.MIT.EDU/POLICIES/10.1.HTML.

# Preventing and Addressing Sexual Misconduct at MIT

Any student, faculty, or staff member who has concerns about gender discrimination, including any concerns pertaining to sexual misconduct, is encouraged to seek the assistance of those listed below. Coordinators will provide information on resources for assistance and options to address concerns. Those options may vary depending on the nature of the complaint, whether the Complainant is a student, faculty, or staff member, the wishes of the Complainant regarding confidentiality, and whether the Complainant prefers to proceed formally or informally. Together, the advisors play an integral role in carrying out the Institute's commitment to provide a positive learning, teaching, and working environment for the entire community. You can reach out to anyone listed below for an informed conversation or to report a concern. For any questions regarding Title IX options, please email TitleIX@mit.edu.

Sarah Rankin
TITLE IX INVESTIGATOR
(STUDENTS)
W20-507 617-324-7526
SRANKIN@MIT.EDU

Jason McKnight
ASSISTANT DEAN FOR
GRADUATE EDUCATION
9-367 617-253-5427
IRMAC@MIT.EDU

Judith Robinson
FOR UNDERGRADUATE
STUDENTS
W20-507 617-253-3277
JUDYROB@MIT.EDU

Ramona Allen
FOR ARCHITECTURE
7-231 617-324-5675
RAMONA@MIT.EDU

# Architecture Design Studios & Workshops

MIT offers a broad range of architectural design studios devoted to projects of increasing complexity. Beginning studios provide the basic architectural design background by way of individual exercises, each designed to address distinct disciplinary techniques and strategies, among them canonical debates and modes of research. Option studios offer a range of expanded problems, integrating spatial, programmatic, and material strategies towards integrative thinking. They give students the chance to sharpen their skills and develop their own attitudes as a prologue to constructing a thesis, essentially honing in on the relationship between intellectual platforms and formal projects. In thesis term, graduate students take their own projects from concept to final product.

MArch students enroll in an architectural design studio every term except thesis semester. A student who enters at the beginning of the full three-and-a-half year program will normally complete a studio in each of 6 semesters, and then a thesis in semester 7. The first three studios are taught as core studios, and the final three studios are advanced option studios. The spring semester Year 2 and 3 studios are taught as vertical studios. Students entering at Year 2, with a two-and-a-half year program for the degree, will take four studios and complete a thesis.

SMArchS students who have professional degrees in architecture are automatically eligible to take option studios.

A workshop is a specific design inquiry taught in a case study format. The problem may be prototypical or a particular aspect of a whole project. Workshops earn no more than 9 units of credit and may be repeated for credit. Students must have completed the Year 2 core studio or have the permission of the instructor to be eligible for workshop. Only one workshop may be taken in a semester during which a student is registered for studio. Workshops do not substitute for studios but are offered to increase the range of design inquiry.

Studio Allocation Process

Students who have completed the core studios choose their advanced option studios through a studio allocation process. There are two to three

sections of each option studio, taught by different instructors. Each instructor gives a short presentation about his or her studio, and the students submit their choices ranked by preference.

Placement in advanced option studio is determined by a student allocation process. A student's name must appear on the studio eligibility list posted by the MArch degree administrator to ensure participation in the studio allocation process. The process attempts to take into account previous studio allocation outcomes for each student, and, in an adjustment phase following the initial drawing, students may submit written requests for a change in studio assignment. A studio allocation schedule and instruction memo is available here (ARCHITECTURE.MIT.EDU/PDFS/STUDIO_ALLOCATION.PDF).

Graduate studios are restricted to MArch and SMArchS students in good standing. A list of eligible students to enter the lottery for option studios posted in the Department's headquarters prior to Registration Day. A student who suspects an error has been made on this list should notify the MArch degree administrator immediately. The eligibility list is available here: (ARCHITECTURE.MIT. EDU/PDFS/GRAD_STUDIO_ELIGIBILITY.PDF).

Studio Previews At the beginning of each term, every faculty member who will teach a studio makes a 10-minute presentation of his/her program to the assembled department. This is the opportunity for students to learn about studio offerings before making their lottery choices. The sessions are open to the department community, and everyone is encouraged to stop in.

Travel Policy Extended travel by students (both independent travel and travel under faculty sponsorship) is encouraged during the summer, Independent Activities Period (IAP) and spring break. Spring break travel should not commence before Saturday, and students should be back for their first classes after the break. During term, trips should be scheduled for long weekends in the academic calendar whenever possible. Travel extending from Thursday evening to Sunday evening will also be allowed without special permission (though consideration should be given to Friday subjects). Any travel more extensive will be considered exceptional and must be cleared with the department head.

Studio Culture
Policy

The Department of Architecture promotes a learning environment that supports the diverse values of the entire MIT community of students, faculty, administration, staff and guests. Fundamental to the mission of architectural education is the stewardship of this diversity in a positive and respectful learning environment that promotes the highest intellectual integrity and cultural literacy. As architectural design learning is often accomplished through project-based activities during and outside of class times, maintaining this environment at all times is the responsibility of the entire community. Faculty and students should strive to understand and mutually respect the varied commitments of each other and work together to manage expectations of time and effort devoted to assignments, pin-ups, and public reviews.

Workstation
Cleanup

Students are responsible for cleaning their own studio workstations at the end of each term. A $75 fine is charged to a student's bursar bill if the allocated workstation in the design studio is not left clean and undamaged by the cleanout date announced by the facilities manager, Jim Harrington.

Studio Fee

Students pay a $150 per semester facility fee that includes printer and Rapid Prototyping Lab Fee.

# Externships

Every January during the Independent Activities Period (IAP) the Department of Architecture organizes an internship program for graduate students to work in architectural offices. This experience provides students with valuable hands-on training, an opportunity to improve skills, and an inside look at the workings of an architectural practice.

Internships require full-time work for the entire month. Student interns earn six pass/fail units that can be used toward elective credit. All qualified students are encouraged to participate. Participating students must register for 4.287, Graduate Architecture Internship, during IAP. An internship planning meeting takes place in the Fall, prior to IAP.

Practical Experience
Internships The Department will support practical experience internships for professional, full-time work performed in an architectural, engineering, landscape architecture, or planning office, or directly related to an art, architecture or building technology project. The work must be performed for a minimum of six weeks during a summer break between the first year of enrollment and graduation. Three credit units are received the subsequent fall term upon registration for 4.190, Practical Experience in Architecture. (4.190 may not be repeated for credit.)

What to do to get clearance from Architecture and receive credit:

- ▸ Secure a job prior to applying for credit.
- ▸ Complete the Department Practical Experience Internship Application (ARCHITECTURE.MIT.EDU/PDFS/CPT_APPLICATION.PDF) and have it approved by your advisor. Your advisor will review your application for appropriateness in relation to your degree program and will be responsible for submitting a final grade in the fall.
- ▸ Submit the approved application form to Tonya Miller in the Department of Architecture Headquarters by April 22.

- International Students: Upon submission of the signed application you will receive an employment verification letter template via email to be completed by you and your advisor. There are very specific instructions provided by U.S. Homeland Security as to what information needs to be in the letter. Once the letter is complete, you will send it to Tonya Miller in Headquarters to have the letter printed on letterhead. You must then have your advisor sign it and provide a copy of the signed letter to headquarters before delivering the original to the Office of International Students.
- Register for 4.190 Practical Experience in Architecture the fall following the internship. Three units of "G" credit will be given with a satisfactory grade. This subject may not be repeated.
- Submit the Practical Experience Internship Employer Evaluation form (ARCHITECTURE.MIT.EDU/PDFS/CPT_EVALUATION.PDF) to your summer employer immediately upon completion of the internship. The required academic credit and grade will be largely based on the evaluation of your employer.
- Have your employer submit the signed employer evaluation form directly to the Department of Architecture no later than ADD DATE of the fall term. The Department will provide a copy to your advisor at the time that fall grades are due. If an evaluation is not provided, a grade will not be submitted.

International Students:

- You must be in legal F-1 visa status for one full academic year before you may participate in Curricular Practical Training (CPT).
- Make an appointment with one of the International Students Office Advisors (5-133) at least two weeks prior to the start date of employment and bring the letter provided by the Department HQ. This letter is kept on file in the ISO and government officials may request to see it.
- It is critical that you register and receive a grade and credit for CPT. Failure to do so will mean you have been working in the US illegally.
- After graduation, students are ineligible for CPT but may apply for Optional Practical Training (OPT).
- If applying for CPT, you must end your internship by August 19. If more times is needed, you will also need to apply for OPT.

Takenaka Summer Internship, Japan

The Takenaka Corporation, one of Japan's leading full-service architecture & construction companies, offers a 3-month internship from June 2 through August 29, 2014 in the Architectural Design Section

of its Osaka office. As of 2014, MIT has participated in this program for over 20 years, and past interns have found the experience to be professionally and personally rewarding. MIT Students enrolled in the MArch and SMArchS programs are eligible and welcome to apply.

The application consists of:

- ▸ A completed application form (ARCHITECTURE.MIT.EDU/PDFS/TAKENAKA.PDF)
- ▸ A one-page statement of interest that includes student's area of interest in architecture, the student's concentration field, and/or proposed thesis topic, and comments on why student wants to participate in the internship.
- ▸ A portfolio of student's design work Applications will be reviewed by members of the Department.

Deadline for Application — March 2017

Announcement of Winner — Late March

2006  Omar Rabie
2008  Aftab Jalia
2009  Ogheneruno Okiomah
2010  Lisa Hedstrom
2011  Clay B. Anderson
2012  Menglin Jiang
2014  Caner Oktem
2015  Mary Lynch-Lloyd

# Thesis

The thesis comprises an original investigation, including a written report in English, on a subject approved by the Department of Architecture in advance. The Institute requires that each graduate student research and write an individual thesis and submit final copies to the Institute as a permanent record. In order for a degree to be awarded, the department must receive two copies of the thesis in accordance with the Specifications for Thesis Preparation published by the MIT Libraries Institute Archives.

Thesis work in all master's degree programs in the Department of Architecture extends over two to three terms. Thesis work in doctoral programs extends over four to six terms. Registration for thesis and pre-thesis subjects differs by degree program.

The thesis process begins with one or more terms of thesis preparation and ends with one or more terms of thesis. Thesis registration (4.THG) for all programs begins once the thesis supervisor and/or committee have approved the thesis proposal. An integral element to a successful thesis lies in choosing an appropriate thesis committee. The Thesis Committee Guidelines document addresses the composition of a thesis committee for each degree program.

The objective of registering for thesis preparation is to produce an acceptable thesis proposal. Students in every degree program register for the thesis preparation subject(s) specific to their program.

Thesis Preparation — MArch

4.189 Preparation for MArch Thesis, graded A-F 9-G-level units. A class taken the penultimate semester of the program.

Thesis Preparation — SMArchS

4.288 Preparation for SMArchS Thesis, graded P/D/F, 9 G-level units (6 units for those in Design & Computation) is taken the third semester of the program. Students in Architecture & Urbanism and Design, and Computation, will have a separate classes; students in all other areas take 4.288 as an independent study subject graded by the thesis advisor.

4.587 SMArchS Computation Pre-Thesis Preparation, graded P/D/F, 6 G-level units. Taken in the second semester of the program for students in the Design and Computation area.

4.687 SMArchS HTC Pre-Thesis Preparation, graded P/D/F, 3 G-level units. Taken in the second semester of the program for students in the HTC area.

Thesis Preparation — SMACT

4.388 Preparation for SMACT Thesis, graded A-F, 9 G-level units. A class taken in the second semester of the program. Thesis Preparation will develop a proposal for the written thesis. A ten-page thesis proposal is the final project of this class.

4.389 SMACT Thesis Tutorial, graded A-F, 9 G-level units, taken in the fourth semester to support the writing of the thesis book.

SMACT students will submit a twenty-page thesis outline, select their thesis committee, and submit a SMACT Thesis Proposal Completion form by the end of their third term. These must be submitted to the ACT administrative offices, for distribution to ACT faculty, by May 1.

Thesis Preparation — SMBT

4.481 Building Technology Seminar, graded P/D/F, 3 G-level units. All SMBT students are required to register for 4.481 during the first term of the program. The thesis proposal is expected to be a product of this seminar, but the student may register for 4.488 to complete the proposal.

4.488 Preparation for SMBT Thesis, graded P/D/F, G-level, variable units. 4.488 is an independent study subject graded by the thesis advisor and taken the second term of the program, if necessary to complete the thesis proposal.

4.481 Building Technology Seminar, graded P/D/F, 3 G-level units. All BT/PhD students must register for 4.481 during the first term of the program. The thesis proposal is expected to be a product of this seminar, but the student may register for 4.489 to complete the proposal.

4.489 Preparation for Building Technology PhD Thesis, graded P/D/F, G-level variable units. An independent study subject graded by the thesis advisor and taken the second and third term of the program, if necessary to complete the thesis proposal. Subject can be repeated for credit and can be used until there is official recognition of a thesis proposal.

4.589 Preparation for Design and Computation PhD Thesis, graded P/D/F, variable units. An optional independent study subject graded by the thesis advisor and generally taken after coursework is completed. 4.589 is taken as preparation for the general examination and/or the dissertation proposal. Subject can be repeated for credit and can be used until there is official recognition of a thesis proposal.

4.683 Preparation for History, Theory and Criticism Qualifying Paper, graded P/D/F, G-level, variable units, independent study in preparation for submittal of the required qualifying paper. Taken after completion of required coursework.

4.684 Preparation for History, Theory and Criticism Major Exam, graded P/D/F, G-level, variable units, independent study in preparation for completion of the major exam. Taken after completion of required coursework.

4.685 Preparation for History, Theory and Criticism Minor Exam, graded P/D/F, G-level, variable units, independent study in preparation for completion of the minor exam. Taken after completion of required coursework.

4.689 Preparation for History, Theory and Criticism PhD Thesis, graded P/D/F, G-level, variable units, independent study in preparation for completion of the thesis proposal. Taken after completion of required coursework.

Thesis Registration — 4.THG

Once the thesis proposal is approved and the degree administrators have been notified, students register for thesis and continue to do so each term until graduation. Students who do not have an approved thesis proposal may not register for thesis. The number of units varies by degree program. (Upon submission of the thesis, 12 units of the grade awarded for 4.THG are entered into the student's cumulative grade point average.)

MArch students Register for 24 units of 4.THG. Except for architectural design studio, other subjects needed to complete the degree requirements may be taken simultaneously. Five reviews of student work lead to the final thesis. The department prepares a detailed MArch review schedule (ARCHITECTURE.MIT.EDU/ PDFS/MARCHTHESISREVIEWS.PDF) prior to the fall term:

> Content Review — Week 1
> Schematic Design Review — Week 4
> Public Mid-Review — Week 8
> Penultimate Review — Week 11
> Final Review — Week 15

SMArchS students register for 36 units of 4.THG in their fourth and final term. All subjects needed to complete the degree (except architecture design studio) may be taken simultaneously. Three major reviews of the student's thesis work are held with the advisor(s) and all readers—the first in Week 7 is scheduled by the discipline area, the second is scheduled by the student with the entire thesis committee for a formal thesis defense in Week 11, and the public final review in Week 13. The department degree administrator schedules reviews. SMArchS Thesis Proposal Form.

SMBT students register for 4.THG upon approval of the thesis proposal and continue to do so each term until graduation. Units will vary according to the number of other subjects being taken. A normal course load for a term is not more than 48 credit units. SMBT students are expected to schedule a content review directly with the thesis advisor to take place near the end of the final term. At this point the thesis should be substantially complete; the content review marks the point at which the student may turn to production of the final thesis.

SMACT students register for 24 units of 4.THG in their fourth and final term. Thesis is taken in conjunction with 4.390, Art, Culture and Technology Studio, which is taken each term, and 4.389, SMACT Thesis Tutorial, which is taken the final two terms. Thesis reviews are scheduled within the forum of 4.390, which is restricted to SMACT students.

PhD students register for 48 units of 4.THG for terms in which they are resident and not taking other subjects. Students who have been granted nonresident status register for 36 units of 4THG only (nonresident status is not permitted in the term during which the thesis is submitted.) Regular meetings with members of the dissertation committee to review thesis progress is expected and left to the student to schedule. At the conclusion of the thesis, PhD students are

required to hold an oral defense of their dissertation. This defense is scheduled directly with the thesis committee, and the date is reported to the degree administrator.

**Policy on Incompletes and Thesis Semester**

MArch, SMArchS and SMACT students entering thesis term may have no more than one incomplete in a subject required for the degree, and that incomplete can be no older than the term previous to thesis. Students with several incompletes and/or incompletes from terms further back will be denied registration until those subjects are completed and graded. This policy applies to subjects required by curriculum or needed for units toward the degree.

**Policy on Credit and Thesis**

MArch students must have their curriculum credits in order by the end of thesis prep. No substitutions or petitions for advanced standing or credit will be accepted or processed during the thesis term.

**Thesis for Dual Degrees**

Thesis research for dual degrees must be done under the supervision of an approved member of one of the two participating departments, with the other department providing a co-advisor or thesis reader. Students expecting to receive two advanced degrees must submit all thesis materials to the department in which they register during their final semester and are bound by the thesis specifications and deadlines of that department.

**Thesis Guidelines & Deadlines**

The Thesis Committee Guidelines (ARCHITECTURE.MIT. EDU/PDFS/THESISCOMMITTEEGUIDELINES.PDF ) document addresses the composition of a thesis committee for each degree program. The thesis committee is established and approved before thesis registration is permitted.

Specifications for Thesis Preparation (LIBRARIES.MIT.EDU/_ARCHIVES/THESIS-SPECS/) is published by the MIT Libraries Institute Archives to assist students in the preparation of the thesis document. The Institute is committed to the preservation of the student's thesis because it is both a requirement of the MIT degree and a record of original research.

The department upholds the requirements of the Institute specifications. In addition, the Department of Architecture requires that each thesis contain a page listing the names and titles of each member of the thesis committee. This

page is to be inserted between the title page and the abstract. Students should review the thesis checklist (ARCHITECTURE.MIT.EDU/PDFS/THESIS-CHECKLIST.PDF ) before submitting the thesis to the department degree administrator.

At the beginning of the final thesis term, all students must file an online Application for Advanced Degree at MIT WebSIS (STUDENT.MIT.EDU/). The deadline is the end of the first week of term.

Graduate Policies and Procedures (WEB.MIT.EDU/GSO/GPP/DEGREES/THESIS.HTML) can be found on a website provided by the Office of the Dean for Graduate Education (ODGE). This document offers additional information on the thesis process, including joint theses, restrictions on thesis publication, patent protection, privacy and security, intellectual property policy and thesis holds.

The deadline for submitting the approved, archival copies of the thesis is set by the Institute and can be found on the MIT Academic Calendar (WEB.MIT.EDU/ REGISTRAR/WWW/CALENDAR.HTML). Theses for Master's programs that require a final public review will have a later submissions date. Consult the department Degree Administrator. Only minor errors in formatting and proofing will be subject to change after this date and only at the discretion of the department administrators.

All theses are submitted to the department degree administrators:

Master's programs and Doctoral programs: Cynthia Stewart

# Non-resident Doctoral Research

A doctoral student who has completed all requirements except for the dissertation may apply for non-resident thesis research status. Students granted this status pay approximately 5 percent of regular tuition for the first three terms of non-resident status and 15 percent for the following three terms. Students are limited to six terms of nonresident status.

Application

Permission to become a nonresident doctoral candidate must be sought from the dean of graduate students. The request form (ODGE.MIT.EDU/GPP/DEGREES/THESIS/NONRES) is submitted to the Office of the Dean of Graduate Education (ODGE) at least one month before the start of term (a fee is assessed for late requests). The student's thesis advisor and the department's graduate officer must approve the application prior to submission.

Approval can be granted for two successive regular terms in the same academic year. (For example, Fall 2016 and Spring 2017, but not Spring 2017 and Fall 2017.) Registration as a nonresident student is not required during the summer. Students must reapply each year for additional terms of nonresident status up to a maximum of six terms. Students must return to regular status to defend and submit their doctoral dissertation.

Eligibility

To be eligible to apply for non-resident thesis research status, students must be:

‣ Registered in a doctoral program

‣ In residence as a regular graduate student for at least four regular terms

‣ Completed all degree requirements except for the dissertation and has submitted required paperwork to the Degree Administrator

‣ Must have an approved thesis proposal

**Privileges of a Non-Resident Student**

Non-resident students are considered full-time students. They may retain their MIT IDs and are permitted access to the libraries and athletic facilities. They continue to have the same student health plan options as resident students, although, students are financially responsible for their own health insurance.

However, non-resident students are NOT eligible to:

- ‣ use offices, laboratories, design studios or computer facilities in the Department unless specifically approved
- ‣ Reside in student housing
- ‣ Serve as graduate resident tutors
- ‣ Accept employment of any kind at MIT

For the first three semesters of non-resident status, a student may receive fellowship support from MIT for an amount up to 5% of the cost of tuition per semester. In subsequent terms of non-resident status, students are not eligible to receive financial support from any MIT department, lab or cost center. This includes fellowships, research, or teaching assistantships or any work-study programs.

Although non-resident students are responsible for payment of tuition and appropriate fees, US citizens or Permanent Resident students may apply for federal and alternative loans. Current loans may be adjusted because tuition will be decreased to nonresident levels. Questions regarding loans should be addressed to Student Financial Services.

**Thesis Research in Absentia**

Thesis research is ordinarily done in residence at the Institute. However, on occasion, work away from the Institute may be essential for such tasks as gathering data. Students with compelling educational reasons to do so may therefore apply to take one or two semesters in absentia.

A proposal for thesis research to be done in absentia must be approved by both the faculty of the specific PhD degree program, the Department's graduate officer, and the Dean of the graduate school.

Criteria for thesis in absentia include, but are not limited to:

- ‣ Evidence that this opportunity will provide continuing intellectual growth
- ‣ Evidence of completion of required coursework and all degree requirements except the thesis.

- The thesis must continue to be supervised by an Institute faculty member or by a senior academic staff member approved by the department
- The student must be registered as a regular student during the final term
- The student must devote full time to thesis research while absent from MIT

Students approved for thesis in absentia will continue to be registered as full-time students and receive tuition plus their normal fellowship stipends.

Proposal

The proposal needs to include the following information and submitted to the PhD degree administrator in the department:

- Name
- MIT ID
- Current address
- Current phone
- Current e-mail
- Degree program
- Completion date of general exams
- Completion date of thesis proposal and working title for thesis
- Proposed terms in absentia
- Expected degree date
- Reasons for requesting thesis research in absentia—the opportunity for continued intellectual growth must be evident
- Thesis advisor's name and title
- Thesis advisor's signature of approval
- Degree program director's signature of approval
- Graduate officer's signature of approval
- A copy of the signed thesis proposal

The approved and signed thesis proposal must be attached to the research-in-absentia proposal before the latter is submitted to the Department and subsequently, the Office of the Dean for Graduate Education (ODGE).

# Graduate Academic Review Policy

All of the following graduate degree programs within the Department of Architecture are expected to comply with the stated policy: PhD, SMArchS, SMACT, SMBT, MArch.

Minimum Academic Standards & Ratings

Graduate students in the Department of Architecture are considered to be making satisfactory academic progress towards their degrees if they maintain a grade point average of 4.0 or higher and meet their degree requirements and the Department English as a Second Language requirement. In addition, MArch candidates must make satisfactory progress through the studio sequence, and PhD students must progress satisfactorily through their additional requirements (qualifying paper, language exams, major and minor exams, thesis proposal, etc.) on a timeline determined by each of the PhD programs. Continuing registration and financial aid is based on satisfactory academic performance.

End of Term Academic Reviews

It is the responsibility of the academic advisors, degree program heads, academic administrators and the Graduate Officer to monitor the academic progress of the graduate students and to make recommendations at the end of the term if any action is necessary.

- The academic administrators will send a reminder to all advisors to review their advisee's academic record on WebSIS after the final grade deadline for the term (last week in December for fall term and last week of May for spring term).

- The academic administrators upon request will distribute copies of the term grade summary report generated by the Registrar to discipline groups (fall term summary reports are published the first week of January; spring term reports the last week of May).

- Discipline areas will meet to discuss student academic progress as needed. If there is a need for action it is brought to the attention of the academic administrator in charge.

- Design studio faculty will have a regularly scheduled meeting the last week of the term to discuss the academic progress of the MArch students. All MArch registration officers, graduate studio instructors, and all faculty teaching non-studio required subjects are required to attend this meeting.

- The academic administrators and the Graduate Officer meet to decide on recommended action for the Institute Committee on Graduate Programs (CGP) grade meeting. The CGP meeting, chaired by the Dean of Graduate Education, takes place the second week of IAP for fall grades and the week of Commencement for spring grades. The Dean pays particular attention to students with term GPA ratings below 3.5 and students who are taking an unusually long time to complete their degree.

- The end-of-term pre-grades design faculty meeting reviews studio progress based on available studio grades and faculty discussion. Faculty as a whole will decide upon appropriate action. Because this meeting is held prior to the posting of all final grades, adjustments can be made subsequently by the student's advisor and the administrator.

Informing the Student of Inadequate Progress

Depending upon the degree of the students' academic problems or issues, one or more of the following actions will be taken:

- Advisor meeting (advisor + student) — The advisor will call a meeting to discuss difficulties in academic progress, the perceived causes, and identify steps needed to be taken towards improvement. Some degree programs provide mid-term evaluations and/or final evaluations, which will be taken into account.

- Department warning letter (advisor + student) — This letter is used to let a student know there is an academic deficiency or lack of progress through the degree program and outlines what the student needs to do to improve. Students are given an opportunity to respond in writing and the advisor will schedule a meeting prior to the start of the next term to discuss steps needed towards improvement. The letter is crafted by the degree administrator and the advisor and signed by the Department Head.

- Dean's warning letter (advisor + student + program director) — This letter is used to let a student know there is a more serious academic deficiency and outlines what the student needs to do in order to improve his or her

academic performance. Students are given an opportunity to respond in writing and the advisor will schedule a meeting that includes the student and the program director either before or after the Dean's warning is issued but prior to the start of the next term. The degree administrator customizes the letter, with input from the advisor and the program director. The Dean of Graduate Education signs it. If the student does not make satisfactory progress the next term, the department may request a required withdrawal

▸ Dean's required withdrawal letter (advisor + student + program director + department head) — This action is taken when a student experiences serious academic difficulties over a period of two or more terms. Generally a student has previously received both a Departmental and a Dean's warning letter. For every student who is required to withdraw, the advisor will schedule a meeting prior to issuing the withdrawal letter that includes the student, the director of the degree program and/or the department head. In addition to the letter from the Dean of Graduate Education, the Department will issue a letter documenting the reason(s) for required withdrawal and the terms (if any) under which the student may apply for readmission to the same program.

# Withdrawal and Readmission

Medical
Withdrawal

A medical withdrawal may be granted or required for mental and/or physical conditions that interfere with a student's ability to participate in campus life including their ability to complete or make satisfactory progress towards academic goals. The policies and procedures for requesting a medical withdrawal and return from medical withdrawal are outlined by the Institute and handled by the Graduate Students Office. Students in need may initiate procedures with their graduate administrator. Approval is assessed term by term. The Department may not be able to guarantee funding beyond two terms of leave.

Voluntary
Withdrawal

Graduate degree programs should be completed without interruption. If there are compelling reasons for withdrawal that are supported by the advisor and faculty within that student's degree program, a request is to be submitted to the administrator of the degree program. Approval may be given for one or two terms without affecting initial funding package. International students must notify the International Students Office prior to departing MIT.

Readmission

Students should submit the readmission application to the Institute, two months prior to return, through the student's degree administrator. Applications must be approved by the student's degree program advisor and the Department. If the period of interruption exceeds five years, the request must be approved by the student's degree program faculty, the Department's Committee on Graduate Students, and the Dean for Graduate Education.

The Graduate Student Office website describes policies and procedures for withdrawal and readmission: ODGE.MIT.EDU/GPP/REGISTRATION/CHANGES.

# Grades and Incompletes

Students can access their most current grade report on WebSIS. Most subjects in the Department of Architecture are graded with letter grades; A through D are considered passing grades, but students may need to repeat subjects in which they earned the grade of C or below. Graduate and undergraduate grading systems are slightly different and students should familiarize themselves accordingly.

Some classes, by prearrangement with the Institute, are graded pass/fail. In addition, graduate students may elect to register for one subject per term in which they receive pass/fail grading rather than regular grades. The subject cannot be used to fulfill degree requirements, including the required subject units for any degree program. Unit credit is given for subjects graded P/F, however, these classes are not included in the grade point average (GPA).

Graduate students registered for undergraduate subjects will not receive credit units for the class regardless of the grade received. The subject may still satisfy a degree requirement when approved by the advisor and degree administrator. For more information, consult the degree administrator.

Incompletes

A student may request an "I" grade in a class where only a minor part of the requirement is incomplete and a passing grade is expected. The instructor ultimately decides whether to allow an "I" grade and sets the deadline for completion of work. Experience indicates that it is infinitely preferable to take a class load that can be completed during the semester than to extend the previous term's work into the current term.

MArch, SMArchS and SMACT students entering thesis semester may have no more than one incomplete in a subject required for the degree, and that incomplete can be no older than the semester previous to thesis.

Students with several incompletes and/or incompletes from semesters further back will be denied registration until those incompletes are finished and graded. This policy applies to incompletes in subjects required by curriculum or needed for units toward the degree.

A Course 4 graduate student who requests and receives an incomplete grade is expected to complete the work by the deadline date set by the instructor, which will be no later than the Institute deadline (fifth week of the following regular term). An incomplete grade should not be given unless the student requests the extension.

- At the time that the Course 4 instructor assigns an incomplete grade to a Course 4 graduate student, the instructor will also submit a default grade to be used if the work is not completed by the instructor's deadline.

- The instructor will inform the student of this deadline and the default grade stating that the default grade will be submitted to the Registrar in the absence of final work by the Institute deadline (Add Date of the subsequent regular term).

- When the student submits final work, the instructor will send a confirmation to the student that it has been received.

- If the student has not submitted final work by the set deadline, the instructor will submit the default grade to the Registrar.

- It is highly recommended that the student complete work prior to the start of the subsequent regular term in order to prevent hidden workload in the new term.

# Resources

# Architecture Facilities and Resources

The Architecture Department Shops provide equipment and software that students and faculty can use to fabricate physical objects from CAD models. Each IAP, the Shops offer a course for students to learn a material system and fabrication process that will require them to engage with all areas of the shop, from precision handwork to multi-axis CNC machining.

The Fab Lab is located in 3-402, 3-410, and 3-412, and includes three laser cutters, a ZCorp 3D printer, a Dimension ABS printer, a ShopBot CNC router, an Elkom thermoforming machine, an Omax waterjet, a Kuka robotic arm, a Wabeco CNC lathe, an Intelitek desktop milling machine, a vinyl cutter, an electronics workstation, and a model making shop with hand tools and a small selection of manual machines. Laser cutters are available for use by students 24 hours per day following a mandatory safety training session; other resources are available to anyone in the department who has received appropriate training.

The Woodshop, located in N51-160, has larger and more powerful equipment primarily oriented towards furniture making. This includes a table saw, a jointer/planer, drill press, band saws, an extensive set of hand tools, a CR Onsrud 4'-0" × 8'-0" CNC router, and a knee mill for precision metalworking. Bench space is also available. Adjacent to the shop is a large outdoor space available year-round for assembly of larger projects and activities such as welding.

Art, Culture and Technology workspaces include the ACT Sound Studio, the Interform Editing Lab and a photography dark room. The Sound Studio features analog and digital equipment for multi-track recording, editing and mixing for audio or video projects, plus an acoustically treated recording booth ideal for voice over recording. The Interform Editing Lab (IEL) is a networked Macintosh-based computer lab centered around video editing and digital photography. Resources include video editing stations, scanners and small and large format digital printers. The dark room hosts a variety of photographic

equipment designed for black and white, 35mm, medium- and large-format film development and print enlargement. Access to all spaces is permitted only to graduate and undergraduate students enrolled in certain ACT classes or to students who have completed necessary training workshops with Madeleine Gallagher.

For more information about access, training workshops or checking out other equipment including photography and video equipment, as well as light-kits, green screen and audio recording devices, please contact Madeleine Gallagher, MADGALA@MIT.EDU, E15-224.

Computer
Resources

CRON, or the Computer Resource Organization's Name, provides a range of computer hardware and software for student use, and facilitates access to other computational resources on campus for both the Departments of Architecture and Urban Studies & Planning. CRON can advise users on equipment to purchase, and manages the day-to-day operations of the department's computing infrastructure.

CRON maintains an environment in which information technology is available and easily accessible to serve required coursework and independent study. It manages a complex computer network supporting Windows, Macintosh and Linux operating systems. Wireless access (to MITnet) is provided throughout the campus by MIT Information Systems and Technology (ist.mit.edu), allowing convenient network access for laptops. Wired network drops are available in the studios and other spaces where students can connect desktop computers.

All MIT students receive a network account that enables access to state-of-the-art software, as well as e-mail, personal file storage (including web pages) and general Internet access. Software provided includes office productivity suites, two- and three-dimensional computer aided design (CAD), modeling, rendering, animation, video editing, multimedia, image processing, geographic information systems (GIS), and structural, heat and lighting analysis packages. Where software licenses allow, software is available for installation on student-owned computers without charge.

Hardware includes color and black-and-white laser printers, wide-format plotters, scanners (flatbed, slide and wide-format), laser cutters, digital cameras, portable projectors and video equipment. Computers are located in studios, classrooms, labs and other areas. Many areas are equipped with plasma screens or overhead projectors. During the academic term, computer facilities are available 24 hours a day to students enrolled in either departments'

academic programs. In addition to the department's facilities, all MIT students have access to workstations in Athena clusters located throughout the MIT campus.

Students are charged a subsidized rate for printing, plotting and software licenses. This "CRON Computing Fee" charge appears on students' Bursar's statement at the beginning of each term.

SA+P Press is the publishing arm of MIT Architecture. Recent titles include *Under the Influence* (Ana Miljacki, 2014), *Keller Gallery Catalogs Volume 3*, and *A Second Modernism: MIT, Architecture, and the Techno-Social Moment* (Arindam Dutta, MIT Press, 2013).

Agendas in Architecture is a vehicle for publications and books about student and faculty research at the Department of Architecture. The series includes: *Certain Agendas in Architecture* (Alexander D'Hooghe, 2007), *Uncertain Futures* (Ana Miljacki, 2009), *Testing to Failure* (Sarah Hirschman, 2011) and *Building Discourse* (Irene Hwang, 2014).

The Review publications share the thesis work of students on a semester-basis. Publications are available on ARCHITECTURE.MIT.EDU/FEATURED-PUBLICATIONS and ISSUU.COM/MITARCHITECTURE.

Thresholds is the annual peer-reviewed journal produced by the MIT Department of Architecture, held in over 150 university art and architecture libraries around the world. Content features leading scholars and practitioners from the fields of architecture, art and culture. Archived issues can be read and downloaded at THRESHOLDS.MIT.EDU.

Student-run projects include Little T, a series of quick-and-dirty interventions in architectural broadcasting, and ArchKiosk, a temporal and timely forum for student culture, interests, and happenings. Student writers contribute weekly to provide a new perspective on the on-goings at MIT Architecture. Visit ARCHKIOSK. MIT.EDU.

The Keller Gallery was established in 2011 to create a space for discourse and exhibition. The space was made possible with a generous donation of materials and labor in-kind from Shawn Keller of C.W. Keller & Associates. Located in MIT Building 7, Room 408, it is free and open to the public Monday through

Saturday from 9am to 6pm. Recent exhibitions include *Round Room* by Matter Design; *New Massings for New Masses: Collectivity After Orthography* by MILLIØNS; *99 Marginal Street* by Landing Studio; and *SpaceTime: 1964/2014* by Jorge Otero-Pailos.

The Wolk Gallery, in the School of Architecture + Planning, mounts several shows a year in its exhibition space surrounding Frank Stella's phantasmagorical 3D sculpture *Loohooloo*. Exhibits are curated by the Curator of Architecture and Design at the MIT Museum. Recent exhibitions include *Building Discourse: 2014 Architecture Faculty Exhibition*, *Solidarity Works: Politics of Cultural Memory* by ACT Assistant Professor Azra Akšamija; and *From Obsolescence to Sustainability: A Century of Architectural Change* curated by Daniel Abramson, Tufts University.

The Rotch Library also features exhibits in its space in Building 7. Recent exhibitions by MIT Architecture students include *Bookish: Artist Books from the Collection of Rotch Library of Architecture and Planning, 1960–Present* by Samuel Ray Jacobson and *School Politics* by Ana María León.

The PLAZmA Digital Gallery features the work of students and faculty presented on nine large monitors in the school's public areas. The screens are also used for student reviews and presentations.

Libraries

The Rotch Library of Architecture and Planning, housed in an award-winning building by Schwartz / Silver Architects, is one of the nation's premier resources for architecture and planning. The collection offers extensive depth in architecture, building technology, art history, photography, environmental studies, land use, urban design and development, housing and community development, regional planning and development, urban transportation, and real estate. Rotch Library is part of the MIT Libraries system, with over five million items in print and digital formats, including electronic journals and books, images, maps, sound and video recordings.

Rotch Visual Collections holds 350,000 visual images including the Kepes-Lynch collection, the Kidder Smith Collection, and the Aga Khan Visual Archive. Digital visual collections are searchable through MIT's Dome Image Repository. The Rotch Limited Access Collection contains thousands of rare books and special materials in art, architecture, design and urban planning.

Rotch also holds an extensive Geographic Information Collection, including national and international datasets representing census/demographic, elevation, environmental, energy, geology, imagery, land use and land cover, transportation, urban environment, and water data. The GIS Lab is located in Rotch Library and is available for use by the MIT Community.

The Aga Khan Documentation Center (AKDC@MIT) supports teaching and research of architecture, urbanism, and visual culture in Muslim societies. Through the acquisition of select personal archives, AKDC is a repository of primary research materials. AKDC is a part of the Aga Khan Program for Islamic Architecture at MIT and Harvard.

DSpace@MIT is a service of the MIT Libraries to provide MIT faculty, researchers and their supporting communities stable, long-term storage for their digital research and teaching output and to maximize exposure of their content to a world audience. Institute theses are collected, archived, and available on DSpace.

Students have access to all libraries on MIT's campus, including the Barker Engineering Library, the Hayden Humanities Library, and the Dewey Management Library.

Access to Other Libraries

Access to libraries outside of MIT is provided through the Boston Library Consortium and Borrow Direct, a cooperative association of nearly 20 academic and research libraries in the area.

Graduate students are also eligible for borrowing privileges at the Harvard College Libraries and at the Loeb Library at the Harvard Graduate School of Design. Details on how to apply for a Special Borrower Card for Harvard are available here: LIBRARIES.MIT.EDU/BORROW/NON-MIT-ACCESS/HARVARD/HCL.

# MIT Resources Directory

### Activities Council
WEB.MIT.EDU/MITAC

The Activities Committee provides MIT community members access to a spectrum of activities in Boston, including tickets to sport events, music & theater, movies & museums.

### Alumni Association
ALUM.MIT.EDU

The Alumni Association provides servouces and resourves to MIT alumni, as well as provides a searchable database of MIT alumni.

### Arts at MIT
ARTS.MIT.EDU

Arts at MIT consists of the Center for Art, Science & Technology (CAST), the Council for the Arts at MIT (CAMIT), and brings together students interested in the arts through the Alumni Arts Exchange, the Grad Arts Forum, Arts Scholars, and the Student Art Assocation (SAA). The SAA provides instruction and studio arts courses for all MIT students and affiliates during the semester, IAP, and summer.

Arts at MIT runs an extensive Visiting Arts Program (ARTS.MIT.EDU/VISITING-ARTISTS) and hosts numerous events, performances, discussions, and symposia (ARTS.MIT.EDU/EVENTS-VISIT/CALENDAR). CAST supports cross-disciplinary curricular initiatives (ARTS.MIT.EDU/WELCOME/CAST/ABOUT).

The Council for the Arts Grants Program offers grants to support projects in all disciplines. There are three funding cycles each year. For detailed information, visit: ARTS.MIT.EDU/WELCOME/CAMIT/WHAT-WE-DO/CAMIT-GRANTS-PROGRAM.

### Assistive Technology Information Center (ATIC)
ROOM 7-143 · 617-253-7808 · ATIC@MIT.EDU
WEB.MIT.EDU/ATIC

ATIC is a computer cluster for MIT students with disabilities to work

independently. ATIC consults with individuals exploring assistive technology options, hosts demonstrations of assistive technologies such as alternative keyboards, pointing devices, scanning devices, magnification or voice recognition software, and conducts accessibility reviews and testing of websites, multimedia, and software for MIT departments, labs, and centers.

### Athena User Accounts Office
BUILDING E17 · 40 AMES STREET · 617-253-1325 · ACCOUNTS@MIT.EDU
IST.MIT.EDU/ACCOUNTS

Visit this office to register for your email or Athena (also known as Kerberos) account. Can also assist with creating a mailing list, requesting a locker or reseting passwords, and sivtabs/keytabs requests.

### Campus Security / Campus Police
BUILDING W89 · 301 VASSAR ST. · 617-253-1212 · POLICE.MIT. EDU

Emergency — Dial "100" from any campus phone.

MIT is an open campus and everyone has access to critical facilities on a relatively constant basis. Unfortunately, in order to avoid becoming victims of crime, we must practice constant vigilance and caution. Therefore, we recommend the following:

- ▸ When moving about on campus, stay in lighted areas, use the free Safe Ride Shuttle, or walk with a friend. If necessary, contact Campus Police.
- ▸ Be sure the studio doors and "garage" doors are closed and locked after 7:00 PM.
- ▸ Secure personal belongings in lockers, offices, or other safe places while on campus. Do not store valuables overnight, such as iPods, portable CD players, cameras, laptop computers, cell phones, etc.
- ▸ Do not give out combinations or other security information.

Report security breaks to Facilities Manager Jim Harrington, Administrative Officer Andreea O'Connell, and the Campus Police.

Safety and security information is available on the Campus Police Web site: POLICE.MIT.EDU/CRIME-PREVENTION.

In case of any emergency, (police/fire/ambulance) dial 617-253-1212 or "100" from any campus telephone. There are also numerous direct-dial blue telephones around campus. They are indicated by a blue light above the telephone.

### Card Services

ROOM W20-021 (BASEMENT OF STRATTON STUDENT CENTER)
617-253-3475 · WEB.MIT.EDU/SEMO/CARD/GET

Visit Card Services to get or replace your Student ID Card.

### Copy Technology Centers/Copytech

COPYTECH.MIT.EDU
MAIN CAMPUS, 617-253-2806, 11-004
EAST CAMPUS, 617-253-5203, E34-146
STRATTON STUDENT CENTER, 617-258-0859
W20-FIRST FLOOR (102)

Several photocopying centers are located around campus. Each Copy Technology Center has several self-service machines that collate, sort, reduce, and enlarge. Large jobs can be dropped off and picked up later. Full service includes stapling, binding, enlargements from 8-1/2" x 11" to 3' x 5,' and color copies from originals or slides, as well as computer services. The Copy Technology Center most accessible to Architecture is located in the basement of Building 11 (Main Campus Branch).

### Dining

ROOM W59-200 · 617-253-2706 · DINING.MIT.EDU

Graduate Students have the option to enroll in MIT's Meal Plan Program. This allows access to five house dining halls - Baker, Maseeh, McCormick, Next House, and Simmons Hall.

There are also a number of retail dining options. Most are in the Student Center. A Meal Estate Map can be found here: HTTP://DINING.MIT.EDU/SITES/DEFAULT/FILES/U1207/MEALESTATEMAP.PDF.

### Finances

ODGE.MIT.EDU/FINANCES

The ODGE website provides a useful overview of finances for graduate students. It also compiles various Insitute-wide fellowhips, scholarships, and grant information.

### Global Education and Career Development

12-170 · 617-253-4733 · GECD@MIT.EDU · GECD.MIT.EDU/CAREER/DISCOVER

The Career Development Center (part of the Global Education and Career Development Center) develops comprehensive and holistic career services and programs that support students in exploring the full range of life opportunities available to them. GECD provides career guidance, a jobs and internships portal, career fairs, and personal meetings and resume critiques.

### Career Advising

Students seeking assistance with any aspect of their job search (e.g. career planning, cover letter and resume, identifying potential employers) may schedule an appointment with Christina Henry, the career development specialist representing the Department of Architecture (617-253-4733, cghenry@mit.edu). Log on to CareerBridge at MYINTERFACE.COM/MIT/ACCOUNT/LOGON and follow the instructions to make an appointment.

### Job Listings

Although architecture positions are not formally advertised (many positions are found through networking), CDC does receive job postings. Many of these postings are from loyal alumni and architecture firms with which MIT has strong ties on a local, national and global level. All Architecture students are automatically added to the "arch -kiosk" email list which posts information about architecture jobs, competitions, fellowships and more.

Full-time and summer positions in architecture firms are posted on career management system CareerBridge. Instructions on how to use CareerBridge can be seen on the website: CBLINK.MIT.EDU.

### Workshops

Workshops on interviewing, portfolios and other aspects of professional practice are held during the year. Watch the Architecture Calendar, In-Form, the IAP Guide and email messages sent to students for details. Most are once-a-year events, so don't miss them!

### Graduate Student Council
GSC.MIT.EDU

The GSC exists to enhance the overall graduate experience at MIT by promoting the general welfare and concerns of the graduate student body, creating new programs and initiatives to provide opportunities for growth and interaction, and communicating with the MIT Administration and Faculty on behalf of graduate students.

### Housing
GRADUATEHOUSING@MIT.EDU
W59-200 · 617-253-2404 · HOUSING.MIT.EDU

With the recent increase of much needed on-campus graduate housing, most students who wish to live at MIT should be able to. Off-campus housing in Cambridge and the surrounding areas, remains very tight; however, some resources are available.

### Off-Campus Housing

The MIT Off-Campus Housing Service, which is available to all members of the MIT Community, maintains lists of shared accommodations (HOUSING.MIT.EDU/OFF_CAMPUS/MIT_OFF_CAMPUS_LISTINGS, ROOMMATE SITUATIONS), rooms for rent, apartments and houses for rent in the greater Boston area. The office functions in a referral and advisory capacity only. They are unable to mail listings of rentals as they become outdated quickly. You may browse through off-campus listings online at HOUSING.MIT.EDU/OFF_CAMPUS/MIT_OFF_ CAMPUS_LISTINGS or in-person at the Housing Office, W59-200. These listings are secure and require a current IS certificate for access. Newcomers who are not established in the MIT system will not be able to access the rental postings until ID numbers and MIT email addresses are set. In this case, available rentals can be viewed at the Housing Office.

MIT also has what are called MIT Off-Campus Properties (HOUSING.MIT.EDU/OFF_CAMPUS/MIT_OFF_CAMPUS_ PROPERTIES). The Institute owns investment properties in several locations near campus. These properties are managed by a company not affiliated with MIT. These rentals are available to the MIT community at current market rates. Listings of these properties are listed at the url above.

There are many public websites offering similar information (see the Housing Office's online links to other services for finding off-campus housing, HOUSING.MIT.EDU/OFF_CAMPUS/ONLINE_RENTAL_LISTINGS). Although tempting, it is not advisable to contract for long term housing without first viewing the potential rental. Price is not an indication of quality in this area.

Individuals must make their own arrangements to rent housing with the owner or the real estate agent. The Housing Office cannot negotiate any rental agreements and MIT will not cosign leases. Single people and couples with no children normally take one week to locate housing. Families with children could take up to three weeks. It is recommended that students begin their housing search well in advance of registration.

### On-Campus Housing

Full-time, registered MIT students are eligible to apply for on-campus housing (HOUSING.MIT.EDU/GRADUATEFAMILY/HOW_APPLY) in single and student family housing. Applications for fall housing are available via the May Allocation in late March/early April. Applications for spring housing are available in the November Allocation in late October/early November. If you have not secured MIT housing

and are interested, contact the MIT Graduate Housing Office immediately for information on the waiting list (HOUSING.MIT.EDU/GRADUATEFAMILY/WAITING_LIST_APPLICATIONS). An explanation of MIT Housing Policies and Procedures is available at HOUSING.MIT.EDU/ABOUT/POLICIES.

### Furniture Exchange
350 BROOKLINE STREET (WW15-182) · 617-253-4293
WEB.MIT.EDU/WOMENSLEAGUE/FX

The MIT Student Furniture Exchange (FX) sells used furniture and housewares to MIT students at bargain prices. The Furniture Exchange is open to the MIT, Harvard University, Boston University, and Suffolk University communities Tuesdays and Thursdays from 10 am to 4 pm. It is also open the first Saturday of each month from 10 am to 1 pm and adds additional hours in the period directly before a new term begins.

### Independent Activities Period (IAP)
WEB.MIT.EDU/IAP

IAP runs from January 9-February 3, 2017. IAP provides the community opportunities to organize, sponsor, and participate in a wide variety of activities, short courses, and forums. Update information is usually available in October.

### Information Services and Technology (IS&T)
E17-110 · 617-253-1101 · HELPDESK@MIT.EDU · IST.MIT.EDU

In addition to the Department computer resources, a variety of computer equipment and related facilities are available for educational use around the Institute. These facilities include Athena workstations available to all MIT students and "nodes" where a student can plug his or her own personal computer into the MIT network and get wireless access.

IS&T provides personal computer support by providing computer purchasing advice, on-line program installation information, and a staff of full-time consultants accessible through a telephone hotline and on-line help.

IS&T also offer a myriad of learning opportunities: formal courses, day-long or noon-time seminars, and user groups that meet after hours for free or for a reduced fee on many of the common software packages for PCs and Macs. Go to IST.MIT.EDU/TRAINING.

### International Students Office
E39-278 · 617-253-3795 · ISO-HELP@MIT.EDU · WEB.MIT.EDU/ISO

The International Students Office serves as the authority on all immigration matters for MIT students who are not citizens or permanent residents of the US.

The ISO issues certificate of eligibility forms to enable admitted graduates to obtain visas and offers assistance on any visa or immigration matter. Visas are the student's responsibility. International students should go directly to room E39-278 to check in as soon as they arrive at MIT. ISO also handles on- and off-campus work permits.

### Employment Permissions for International Students

After students have been in F-1 visa status for 9 consecutive months, immigration regulations allow them to obtain employment in areas related to their field of study through practical training. There are two kinds of practical training: curricular and optional.

### Curricular Practical Training
WEB.MIT.EDU/ISO/IMMIGRATION/EMP_F1.SHTML

International students who have been in legal F-1 visa status for one full academic year may participate in Curricular Practical Training (CPT). The Department supports CPT through the Practical Experience Internships (see details on page 27). Further details about CPT are available through the ISO.

After graduation, students are ineligible for CPT but may apply for Optional Practical Training (OPT).

### Optional Practical Training
WEB.MIT.EDU/ISO/IMMIGRATION/EMP_F1_OPT.SHTML

International students are allowed 12 months total of practical training. In order to apply through the ISO, the student must have a letter designating his or her standing in the department. This letter can be secured through Tonya Miller in Architecture Headquarters. Further details are available through the ISO. It can take up to four months for processing so plan ahead.

### LBGT@MIT
LBGT.MIT.EDU · QUBE.MIT.EDU

LBGT@MIT is a program of the Division of Student Life and a member of the National Consortium of Directors of LBGT Resources. With a primary focus on students, our mission is to ensure a safe and supportive campus-wide community where lesbian, bisexual, gay, transgender, questioning individuals, and their allies are all welcomed as equals.

### MIT International Science and Technology Initiatives (MISTI)

MISTI is MIT's flagship international education program. MISTI matches MIT students with tailored internship, research and teaching opportunities abroad. Many Architecture students have traveled, conducted research trips, and interned abroad through MISTI.

### MIT Medical

BUILDING E23 · 617-253-4481 · WEB.MIT.EDU/MEDICAL

The MIT Health Plan covers a wide range of services provided at the Health Center on Carleton Street, including primary care, many medical specialties, mental health care, and other services for students at no additional cost. Registered MIT students are automatically enrolled in the MIT Student Medical Plan as part of their tuition. Don't hesitate to use these health services. Students are under considerable stress, and it pays to heed bodily signals.

The MIT Student Extended Insurance Plan covers inpatient hospitalization, including the birth of a child, inpatient mental health and substance abuse treatment, surgical procedures, prescription drugs, and other benefits. Since hospital coverage is mandatory under Massachusetts law, regular, registered MIT students are automatically enrolled in the MIT Student Extended Insurance Plan and billed for the cost.

Students who have adequate coverage elsewhere may submit a waiver request (STUPLAN@MED.MIT.EDU) and show proof of insurance that meets Massachusetts requirements. Waivers may be requested online no later than September 15, 2013 (WWW.UNIVERSITYHEALTHPLANS.COM/MIT).

MIT Urgent Care is open daily from 7:00am to 11:00pm, and 24-hours assistance is available by calling 617-253-4481.

- ‣ Student health insurance information — 617-253-4481
- ‣ Required immunizations and physical exam appointments — 617-253-4481
- ‣ Prescription refills (24-hr.) — 617-253-0202
- ‣ Urgent care — 617-253-4481

### Office of the Dean for Graduate Education

3-138 · 617-253-4860 · ODGE.MIT.EDU

The Office of Dean for Graduate Education provides student policies and procedures; help and advising; information on fellowships; medical leave permission; graduate student activity funding; programs and services for women and under represented minority students.

### Office of Minority Education (OME)
OME.MIT.EDU

The Office of Minority Education offers a wide range of programs and services for students including an advisor system, classes and enrichment seminars, community awareness and networking, scholarships and employment listings.

### Public Service Center
WEB.MIT.EDU/MITPSC

The MIT Public Service Center provides encouragement, advice, logistical support, and funding to help students engage in meaningful and effective public service work in the local community, throughout the United States, and around the world. The PSC has a database of fellowships and internships, provides grants, and runs service learning, and community service programs. Public Service Fellowships and Internships support students working on projects around the world, particularly with non-profits, government offices, grassroots groups, schools, and others. An index is available here: WEB.MIT.EDU/MITPSC/WHATWEDO/INDEX.HTML.

### Queers in the Built Environment (QuBE)
QUBE.MIT.EDU

QuBE aims to highlight and create dialogue around the intersection of queer identity and the built environment though a variety of media including speakers, conferences, partnerships, publications, and social events. QuBE also serves to support and increase the visibility of queer students, faculty, and staff in the School of Architecture + Planning and the MIT community at large.

### Registrar's Office / Academic Records
5-119 · 617-258-4784 · RECORDS@MIT.EDU or REGISTRAR-WWW@MIT.EDU
STUDENT.MIT.EDU/CGI-DOCS/STUDENT.HTML

This website, WebSIS, holds all your MIT information: academic record, biographical information, as well as an index to all registration and degree needs.

### Reuse
WEB.MIT.EDU/WORKINGGREEN/REUSE

Reuse is a service for exchanging free and for-sale items within the MIT community and consists of a series of mailing lists. Visit Reuse at MIT to subscribe to the email list.

REUSE@MIT.EDU: to post availability of FREE items which can exchange hands or be found at or near to MIT. This list is restricted to MIT-affiliated students, staff,

faculty, alumni, etc.

REUSE-ASK: Email to ask for items.

REUSE-SELL: Email to try to sell items.

### Recreational Sports
617-253-4498 · ATHLETICS@MIT.EDU · WEB.MIT.EDU/ATHLETICS/WWW

MIT offers a range of physical education activities during the academic year as well as IAP. They are offered on a "quarter" system with two opportunities to enter the registration lottery each term. All students are eligible to register for these activities, listed on the web, MITPE.COM.

In addition to classes, access is allowed to weight and fitness rooms, a fencing room, squash courts, indoor and outdoor tennis courts and running tracks, a wrestling/exercise room, indoor volleyball and basketball courts, artificial turf baseball and softball fields, soccer fields, swimming pools, and an ice rink. Use of facilities is paid by the required Student Activity Fee, but students need to have their valid ID activated at the Z-Center. Lockers are available for a fee.

Hours of operation can be found at: MITRECSPORTS.COM.

### Spouses&Partners@MIT
E23-323 · 617-253-1614 · SPOUSESANDPARTNERS@MIT.EDU · SPOUSES.MIT.EDU

Spouses&Partners@MIT is a support and resource network for the wives, husbands, and significant others of MIT students, and other members of the MIT community. The group helps spouses and partners to build a social network, learn a new language, and locate the resources they need to get settled. They assist newcomers in participating fully in MIT activities and the larger community. The group's regular activities include weekly meetings (childcare provided), a weekly English conversation lunch table, parent-child play groups, and a job support group. There are also member-run interest groups and a monthly newsletter.

### Student Activities and Groups
WEB.MIT.EDU/ASA/INDEX.HTML

The Association of Student Activities (ASA) is a joint committee of both the Undergraduate Association (UA) and the Graduate Student Council (GSC). The ASA oversees student group activity and is the governing body of students groups. A list of all student groups is availabe here: WEB.MIT.EDU/ASA/RESOURCES/ GROUP-LIST.HTML.

### Student Life
STUDENTLIFE.MIT.EDU

The Division of Student Life encompasses departments that every area of student life. For information on residential life, dining, activities, outreach, community devel#opemnt, financial services, visit the DSL website.

### Student Disabilities Services (SDS) Office
5-104 · 617-253-1674 · UAAP-SDS@MIT.EDU · MIT.EDU/UAAP/SDS/STUDENTS

SDS is responsible for assisting students with accommodations (academic adjustments, auxiliary aids, and services). Students follow the Disabilities Services' procedures by providing documentation with reasonable time to review and provide assistance.

### Student Financial Services/Bills
11-120 · 617-258-8600 · SSC@MIT.EDU · WEB.MIT.EDU/SFS

Contact the appropriate counselor for customer service regarding your term bill, payment options, and returned checks. Accounts are divided among the counselors according to the students' last names:

A–G      Amber Fermo · 617-253-3339 · SFS-AMBER@MIT.EDU

H–O      Dwayne Daughtry · 617-253-4131 · SFS-DWAYNE@MIT.EDU

P–Z      Julie Cimino · 617-253-3335 · SFS-JULIE@MIT.EDU

Once registered at MIT, students agree to pay all charges on their account as due, and acknowledge that the Institute may charge late fees, suspend registration, and withhold a degree if charges are not paid. Students may view and make payments through MITPAY, WEB.MIT.EDU/BURSAR/PAY.HTML.

### Student Financial Services/Financial Aid Office
11-320 · 617-253-4971 · SFS@MIT.EDU · WEB.MIT.EDU/SFS

The SFS provides a number of services to students in one location. It is open Monday, Tuesday, Thursday and Friday 9:00am to 5:00pm and Wednesday 10:00am to 5:00pm. During off hours the 24-hour Quick-Station cluster, located off the Center's entrance court, is available to access MIT's Web-based Student Information System (WebSIS). WebSIS provides personalized academic and financial records and provides online forms. At the SSC you can:

- ‣ Get a copy of your transcript
- ‣ Talk to a Student Account counselor about your bill
- ‣ Sign your loan promissory note(s) & ask laon questions
- ‣ Look at job listings and fill out student employment forms

- ‣ Make payments on your student account
- ‣ Get cross-registration information and materials
- ‣ Obtain forms (Financial Aid, Students Accounts, Academic Record)
- ‣ Receive loan entrance counseling
- ‣ Receive certification of enrollment
- ‣ Get a copy of your financial aid statement
- ‣ Get a short term cash advance
- ‣ Obtain (PDF) paper forms
- ‣ Obtain I-9 employment form

### Teaching and Learning Laboratory
TLL.MIT.EDU

The MIT Teaching and Learning Laboratory collaborates with faculty, teaching assistants, and students to promote excellence in teaching and learning throughout the Institute. The TLL offers the Kaufman Teaching Certificate Program (KTCP) for graduate students and post-doctoral researchers. The workshop is offered in the Spring & Summer. Registration information is available here: TLL.MIT.EDU/HELP/REGISTRATION-KTCP.

### Transportation
W20-022 · 617-258-6510 · WEB.MIT.EDU/FACILITIES/TRANSPORTATION,

Cambridge and Boston are accessible to MIT by foot, bicycle, or public transportation. If you have a car, be advised that campus parking is scarce. For information on how to apply for a parking sticker, visit the Parking and Transportation Office website WEB.MIT.EDU/FACILITIES/TRANSPORTATION/PARKING/STUDENT.

### A Safe Ride on Campus
617-253-2997
WEB.MIT.EDU/FACILITIES/TRANSPORTATION/SHUTTLES/SAFE_RIDE.HTML

The Parking and Transportation Office operates MIT's safety shuttle service, known as Saferide. Saferide provides a safe means of transportation at night within and around the MIT campus. This is a free service and is available to all members of the MIT community. In addition, the MIT Police will accommodate requests for after-hour safety rides until daylight. Contact the MIT Police by calling 617-253-1212.

### Metropolitan Boston Transit Authority (MBTA)
617-222-3200 · WWW.MBTA.COM

The MBTA public transportation system has an extensive bus, subway, and commuter rail system. Currently subway fare is $2 with a CharlieCard or $2.50 with a CharlieTicket/cash on board. Bus fare is $1.60 with a CharlieCard or $2 with a CharlieTicket/cash on board. For schedules, trip planners, service alerts, interactive maps visit the MBTA homepage at MBTA.COM. Students can purchase heavily subsidized Monthly Passes via the Transportation office.

### "T" Pass
W20-022 · 617-258-6510 · MITPARKING@MIT.EDU
WEB.MIT.EDU/FACILITIES/TRANSPORTATION/TPASS.HTML

In an effort to promote public transportation and help reduce traffic congestion around campus, MIT subsidizes the purchase of MBTA monthly passes for students. Once you are enrolled in the program, a CharlieCard (see above), a reusable smart card, will be issued to all Bus and LinkPass users. A CharlieTicket will be ordered for Commuter Rail and Commuter Boat riders and ready for pickup during the last three business days of each month. Registered students who have a current bursar account and do not have a full parking permit are eligible. Apply online for a T-pass at COMMUTING.MIT.EDU/PARKING.

### Shuttles, Bicycles, Zipcars and Other Commuting Alternatives
WEB.MIT.EDU/FACILITIES/TRANSPORTATION

Other viable options for commuting to and from MIT are shuttles, car and van pools, GoLoco, Zipcar and biking. The website above provides information on all modes.

### Women@MIT
WIKI.MITADMISSIONS.ORG/WOMEN_AT_MIT#RESOURCES_FOR_WOMEN
STUDENTLIFE.MIT.EDU/WOMEN/CHENEYROOM

A number of groups on campus are run by and serve the women's community. Graduate Women at MIT (GWAMIT) is an institute-wide, student-led group for personal and professional development. The Margaret Cheney Room hosts the Women's Community Center. The Cheney Room is located in Building 3-310, is a lounge designated exclusively for women at MIT. In keeping with this Center's values, we respect the right of our transgender women students to make use of the Cheney Room and welcome them to the space. Contact CHENEYROOMSTAFF@GMAIL.COM to register your ID for access.

### Writing and Communication Center (WCC @ MIT)

The WCC offers free professional advice to MIT undergraduate students, graduate students, and post-docs. The WCC is staffed completely by communication experts. All are MIT lecturers. All are published writers, all are experienced college classroom teachers, and all have worked extensively at MIT for many years. In other words, WCC lecturers know the expectations and genres of all the fields taught here. In short, you can get free individual consultations about any writing or oral presentation issue.

# Notes