TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
VICTORIA
UNIVERSITY OF WELLINGTON

FACULTY OF ARCHITECTURE & DESIGN
Te Wahanga Waihanga-Hoahoa

2016

Trimester 1

COURSE OUTLINE

SARC111

Introduction to Design Processes

GENERAL

Trimeter 1; 15 points

ASSESSMENT

100% internal by assignment
Note: Any hand-in dates scheduled in the exam period are tentative until the official exam timetable is available.

CLASS TIMES AND LOCATIONS

STUDIO: (A) T/F 12:40 – 14:30 Room: WIG101
(B) T/F 14:40 – 16:30 Room: WIG101

FINAL ASSESSMENT: Will be held in the end of Trimester One examination period 10 - 29 June

COORDINATOR

Coordinator

Name: Kevin Sweet
Room: WIG406
Phone: 463 4717
Office Hours: M/R 10:30 – 11:30
Email: Kevin.Sweet@vuw.ac.nz

Module Instructors, and Tutor details are available in SARC111 Blackboard.

COMMUNICATION OF ADDITIONAL INFORMATION

Any changes or additions to this Course Outline will be discussed and agreed with the class, and conveyed through Blackboard or via email to all students enrolled in the course. Changes to submission dates for items of assessment cannot occur without permission from the Head of School.

PRESCRIPTION

Studio-based projects introduce concepts and processes used in human environments. These concepts and processes are examined in relation to the physical, social and cultural contexts in which designers operate.

COURSE CONTENT

Is design an art or a science?

What is the difference between a designed environment and a built environment, architecture and a building, landscape architecture and a garden, interior architecture and a room?

What are the pleasures and delights of our living environment?

What are the serious shortcomings of contemporary designed environments?

To be able to begin answering these questions, SARC111 will engage you in activities that differ from conventional learning practices. Design discourse is necessarily comparative. History and the wealth of recent contributions provide measurement and make adjudication possible; it is a means of valuing culturally related design processes and the diverse approaches and styles to creating designed environments. The objective is to attain, through comparative studies and informed discussion, a lesson in design discourse and technique.

COURSE LEARNING OBJECTIVES

Students who pass this course should be able to:

1. Identify a range of design precedents and apply a variety of design strategies.
2. Generate simple three-dimensional compositions using a basic vocabulary of formal and spatial elements.
3. Develop an initial concept into a sketch design which acknowledges elementary structural relationships and the possibilities of construction materials and technologies.

GRADUATE SKILLS

Graduate Skills	***Taught***	***Practised***	***Assessed***
Knowledge			
• Information literacy	✓	✓	✓
Creative and Critical Thinking			
• Problem solving	✓	✓	✓
• Critical evaluation	✓	✓	✓
• Work autonomously		✓	
• Creativity and innovation	✓	✓	✓
Communication			
• Effective communication (written)			
• Effective communication (oral)		✓	
• Effective communication (graphic)	✓	✓	✓
• Work effectively in a team setting		✓	
Leadership			
• Ethical behaviour in social / professional / work environments		✓	
• Responsible, effective citizenship		✓	
• Commitment to responsibilities under the Treaty of Waitangi			

TEACHING FORMAT

This course will be taught through the following:

Online learning content (OLC)

There are no lecture sessions for SARC111. Online learning content will replace lectures and will be made available in designated folders in SARC111 Blackboard. It is each student's responsibility to ensure that they engage with the relevant designated online learning material prior to each studio session. Student engagement with online learning content is monitored via Blackboard, and assessed via small online quizzes in each designated folder.

Students who do not have the necessary online capability at their accommodation will need to plan to allow sufficient time to carry out this work on University computers.

Studio sessions

Studio sessions are designed to facilitate students to carry out the empirical investigation necessary to develop skills to effectively engage in design processes. Each studio session will be preceded by designated online learning content. It is important that this material be reviewed prior to the relevant studio sessions, as the exercises that will be carried out in studio will be based upon the online learning content (students who fail to do so will quickly be left behind in each studio session).

Studio Reviews

Reviews provide an important venue for learning where students will be responsible for presenting and discussing their work with their peers and teaching staff.

Group Work

The Final Project of the course, Project 3a, will be related to the discipline of Interior Architecture. The project will be divided in 3 Tasks. Tasks 1 and 2 will be fully individually developed and assessed. Task 3 will be developed as a group effort, but the individual contribution will be assessed alongside the overall group work. Task 3 grading will consist of 50% individual assessment, and 50% group shared group assessment (altogether contributing to 12% of the overall course grade – see Project 3a overview on page 5 for more information).

MANDATORY COURSE REQUIREMENTS

All first year students (those taking SARC 111) – must undergo the compulsory First Year Workshop Student Health & Safety Induction and Basic Machinery training.

WORKLOAD

Attendance and participation is an important aspect of the learning process, and you are expected to attend all the lectures and tutorials. If extraordinary circumstances arise that require you to be absent from some class sessions, you should discuss the situation with the Course Coordinator as soon as possible.

You should expect to spend around 150 hours on this course, including both scheduled class time and independent study. Typically this involves around 10 hours per week during the 12 teaching weeks, with the balance during the mid-trimester break, study week and examination period. During the last project, students should schedule to work at least 12 hours as group independent of the class time.

Please visit the link below for information on Studio Courses:
www.victoria.ac.nz/fad/faculty-administration/current-students#studioculturepolicy

Students with course timetable clashes are responsible for discussing these with their Course Coordinators. Students who then choose to remain enrolled in such courses must recognise that it is their sole responsibility to seek information from peers, Blackboard and other sources, and catch up on course material they may miss because of clashes.

ASSESSMENT

All work submitted for this course must be original and developed for this course only, unless prior approval is gained from the course coordinator to further develop existing work from previous or concurrent courses.

The course is internally assessed by assignment work in the form of 6 projects. Assignments are assessed and graded A+, A, A-, B+, B, B-, C+, C, C-, D, E, (where C- is a PASS). Grades only are issued to students. The final grade for the course is based on the aggregation of the percentage marks for each of the assignments, and a final grade of C- or better is required to pass the course.

NOTE: In order to ensure equity, hand-in dates cannot be modified. A hand-in date cannot be changed without permission from the Head of School.

To provide a comprehensive overview, a detailed description of the assignments which contribute towards the final course grade follows:

Online Learning Content: Quizzes	(2 per week (max))	10%
Project 1a: Landscape	(3 Weeks: due Monday April 4)	22.5%
Project 1b: Building Science	(1 Week: due Monday April 4)	7.5%
Project 2a: Architecture	(3 Weeks: due Friday May 6)	22.5%
Project 2b: Building Science	(1 Week: due Friday May 6)	7.5%
Project 3a: Interior Architecture	(3 Weeks: due Monday June 13 TBC)	22.5%
Project 3b: Building Science	(1 Week: due Monday June 13 TBC)	7.5%
Total		100%

The submission requirements and assessment criteria for the 3 projects (each submitted in two parts), are as follows:

Project 1a: (22.5%)

Brief description:

The first project will focus on design processes associated with Landscape Architecture and a parallel assignment based on the Building Science discipline. Details will be available through the assignment brief on Blackboard.

Submission Requirements:

- 6 A3 pages in pdf format (5MB maximum)

Project 1a Assessment Criteria	CLO(s)
Demonstrate through investigation a critical understanding of site.	**1, 3**
Demonstrate a critical understanding of context through investigation and application.	**1, 3**
Demonstrate through application a critical understanding of scale.	**1, 2, 3**
Demonstrate a thorough understanding of design process.	**2, 3**
Using drawings as a design skill, demonstrate a high level of craft and care in representation work.	**2, 3**

Project 1b: (7.5%)

Submission Requirements:

- Minimum of 3 A3 pages in pdf format

Project 1b Assessment Criteria	CLO(s)
Demonstrate an understanding of organisation	**1,3**
Demonstrate an understanding of efficiency	**1,3**
Demonstrate an understanding of urban context and environment (sun, wind, rain)	**1,3**
Presentation	**1,3**

Project 2a: (22.5%)

Brief description:

The second project will focus on design processes associated with Architecture and a parallel assignment based on the Building Science discipline. Details will be available through the assignment brief on Blackboard.

Submission Requirements:

- 6 A3 pages in pdf format (5MB maximum)

Project 2a Assessment Criteria	CLO(s)
Demonstrate an understanding of form and space using basic design principles and elements	**2, 3**
Demonstrate through application a critical understanding of scale.	**1, 2, 3**
Demonstrate a thorough understanding of design process.	**2, 3**
Use drawings as a design tool for communicating and presenting ideas	**2, 3**

Project 2b: (7.5%)

Submission Requirements:

- Minimum of 3 A3 pages in pdf format

Project 2b Assessment Criteria	CLO(s)
Demonstrate an understanding of project management	**1,3**
Demonstrate an understanding of team work	**1,3**
Demonstrate an understanding of heat (sun, heat loss, thermal performance)	**1,3**
Demonstrate an understanding of embodied energy	**1,3**

Project 3a: (22.5%)

Brief description:

The final project will focus on design processes associated with Interior Architecture and a parallel assignment based on the Building Science discipline. Details will be available through the assignment brief on Blackboard.

Submission Requirements:

- Task 1 (5% of overall course grade): 25 paper models + Interior's Sketchbook
- Task 2 (8%): 1 detailed model + Interior's Sketchbook
- Task 3 (12%): 1/1 scale group project (6%) + Interior's Sketchbook (6%)

Project 3a Assessment Criteria	CLO(s)
Demonstrate an understanding of materials	**2, 3**
Demonstrate an understanding of how materials affect emotive quality of space	**2, 3**
Develop an innovative response to the design brief	**2, 3**
Demonstrate an understanding of scale and ergonomics	**2, 3**
Clearly communicate design ideas	**2, 3**
Engage in the design process	**2, 3**

Project 3b: (7.5%)

Submission Requirements:

- Minimum of 3 A3 pages in pdf format

Project 3b Assessment Criteria	CLO(s)
Demonstrate an understanding of sustainability applied to construction	**1,3**
Demonstrate an understanding of critical path	**1,3**
Demonstrate an understanding of contingency plan	**1,3**
Produce a project management plan	**-**

The School has a long tradition of providing critical review of student work as it progresses especially in design projects. For further information, please refer to the website below.

Critical Review: www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#criticalreview

All grades posted during this course are only provisional results until entered on your student record in Banner.

SUBMISSION AND RETURN OF WORK

All work submitted for assessment must be accompanied by an ASSESSMENT DECLARATION FORM.

You are responsible for ensuring your work is submitted on time and in the required format.

Except for work submitted after the deadline, all hand-ins must be submitted to the Hand-in folder on the R-Drive. This is a School of Architecture requirement to ensure that student work is appropriately archived.

Work submitted late must be submitted to the Course Coordinator.

Late submissions will be penalised as set out below, unless an extension is approved by the Course Coordinator.

EXTENSIONS

In the event of illness or other extraordinary circumstances that prevent you from submitting and/or presenting a piece of work on time, or that you feel adversely affect the quality of the work you submit, it is important that you discuss your circumstances with the Course Coordinator as soon as possible so that appropriate arrangements may be made. You must also complete an Application for Extension form (available from the Faculty Office), and submit it to Asmaa Bouhalba (Asmaa.Bouhalba@vuw.ac.nz) before the hand-in date. You will also need to provide suitable evidence of your illness or other circumstances.

In an emergency, or if you are unable to contact Asmaa Boulhalba or your Course Coordinator, you should advise the Faculty Office of your situation.

PENALTIES

For work that arrives late without an approved extension, the following penalty will be applied: 5% immediately, then 5% for every subsequent 24 hours including weekends.

REQUIRED MATERIALS AND EQUIPMENT

Students will need to provide all materials and equipment as necessary for the completion of required work. Please check the website link below for general requirements:

www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment

SET TEXTS

None.

RECOMMENDED READING

A separate document will be provided by each program coordinator via Blackboard.

CLASS REPRESENTATIVES

The Faculty of Architecture and Design operates a system of Class Representatives in 100-level courses, and Year Representatives in each of the professional disciplines. Student Representatives are elected during a class session in the first week of teaching. All Student Representatives will be listed on the STUDiO notice board in the Atrium, and the relevant Representatives are also listed on studio notice boards. Student Representatives have a role in liaising between staff and students to represent the interests of students to the academic staff, and also in providing students with a communication channel to STUDiO and the Student Representation organiser.

Class Rep name and contact details:

STUDENT FEEDBACK

The last time student feedback was received for this course was in 2012. The course has changed dramatically since then.

Student feedback on University courses may be found at *www.cad.vuw.ac.nz/feedback/feedback_display.php*.

OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/home/study/plagiarism
- Academic Progress: http://www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: http://www.victoria.ac.nz/students/study/dates
- Faculty Current Students site: www.victoria.ac.nz/fad/faculty-administration/current-students
- Grades: http://www.victoria.ac.nz/students/study/progress/grades
- Special passes: Refer to the *Assessment Handbook*, at http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- Statutes and policies including the Student Conduct Statute: http://www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/home/viclife/student-charter
- Terms and Conditions: http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- VUWSA: www.vuwsa.org.nz

SCHEDULE OF SESSIONS

Week Month	Day	Date	Item	Location	Time	Comments
Week 8 February	M	22				Orientation Week
	TU	23				
	W	24				
	TH	25				
	F	26				
Week 9 Feb/March	M	29				Trimester 1 Begins
	TU	1	Studio: Landscape Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	2				
	TH	3				
	F	4	Studio: Landscape Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 10 March	M	7				
	TU	8	Studio: Landscape Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	9				
	TH	10				
	F	11	Studio: Landscape Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	This is the last date that you can withdraw with a full fees refund
Week 11 March	M	14				
	TU	15	Studio: Building Science	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	16				
	TH	17				
	F	18	Studio: Building Science	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 12 March	M	21				
	TU	22	Studio: Landscape Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	23				
	TH	24				
	F	25				Good Friday – Public Holiday
Week 13 March/ April	M	28				Easter Monday – Public Holiday
	TU	29				University Holiday
	W	30				
	TH	31				Trimester 1 resumes
	F	1	Studio: Landscape Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 14 April	M	4				**Project 1a and 1b Due at Noon**
	TU	5	Studio: Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	6				
	TH	7				
	F	8	Studio: Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 15 April	M	11				
	TU	12	Studio: Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	13				
	TH	14				
	F	15	Studio: Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 16 April	M	18				
	TU	19	Studio: Building Science	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	20				
	TH	21				
	F	22	Studio: Building Science	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 17 April/May	M	25				Anzac Day Observed – Public holiday
	TU	26				Mid Trimester Break starts
	W	27				
	TH	28				

	F	29				Mid Trimester Break ends
Week 18 May	M	2				
	TU	3	Studio: Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	4				
	TH	5				
	F	6	Studio: Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	**Project 2a and 2b Due at 8pm**
Week 19 May	M	9				
	TU	10	Studio: Interior Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	11				
	TH	12				
	F	13	Studio: Interior Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	After this date the Associate Dean's approval is required for withdrawals from Trimester 1 courses.
Week 20 May	M	16				
	TU	17	Studio: Interior Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	18				
	TH	19				
	F	20	Studio: Interior Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 21 May	M	23				
	TU	24	Studio: Building Science	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	25				
	TH	26				
	F	27	Studio: Building Science	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 22 June	M	30				
	TU	31	Studio: Interior Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
	W	1				
	TH	2				
	F	3	Studio: Interior Architecture	WIG101	(A)12:40 – 14:30 (B)14:40 – 16:30	
Week 23 June	M	6				Queen's Birthday – Public Holiday
	TU	7				Study Period
	W	8				
	TH	9				
	F	10				Mid-year Examinations begin
Week 24 June	M	13	Interior Architecture Project Due		TBC	**Project 2a and 2b Due at 5pm**
	TU	14				
	W	15				
	TH	16				
	F	17				
Week 25 June	M	20				
	TU	21				
	W	22				
	TH	23				
	F	24				
Week 26 June/July	M	27				
	TU	28				
	W	29				
	TH	30				Mid-year Examinations end
	F	1				Mid-year break begins

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Work Submitted for Assessment

Declaration Form

Student's full name :

Course :

Assignment/project :
(number and title)

Date submitted :

Refer to the information on Academic Integrity, Plagiarism and Copyright on the back of this form.
I confirm that:
I have read and understood the University's information on academic integrity and plagiarism contained at http: www.victoria.ac.nz/home/study/plagiarism and outlined below:

- I have read and understood the general principles of copyright law as set out below:
- This project/assignment is entirely the result of my own work except where clearly acknowledged otherwise:
- Any use of material created by someone else is permitted by the copyright owner.

Signed:

Date:

Academic Integrity, Plagiarism and Copyright

ACADEMIC INTEGRITY

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. University staff and students are expected to treat academic, intellectual or creative work that has been done by other people with respect at all times. Victoria University's reputation for academic integrity adds value to your qualification.

Academic integrity is simply about being honest when you submit your academic work for assessment

- You must acknowledge any ideas and assistance you have had from other people.
- You must fully reference the source of those ideas and assistance.
- You must make clear which parts of the work you are submitting are based on other people's work.
- You must not lie about whose ideas you are submitting.
- When using work created by others either as a basis for your own work, or as an element within your own work, you must comply with copyright law

Summarised from information on the University's Integrity and Plagiarism website:
www.victoria.ac.nz/home/study/plagiarism

PLAGIARISM

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:
www.victoria.ac.nz/home/study/plagiarism

COPYRIGHT

Copyright law regulates the use of the work of an author, artist, designer or other creator.

- Copyright applies to created work including designs, music, computer programs, artistic and literary work.
- The work can be in printed, digital, audio, video or other formats.
- Normally the author or creator of a work owns the copyright for their lifetime and for 50 years after their death, (although sometimes someone other than the creator of a work owns the copyright to the work, such as the creator's employer, or a person who commissions the creator's work).
- You must have permission from the copyright owner to copy, alter, display, distribute or otherwise use created work.
- If the creator has applied a Creative Commons licence to a work, this permits others to use the work but only in accordance with that licence.

Further information on copyright is available on the Victoria University website:
http://library.victoria.ac.nz/library/about/policies/copyright.html