

Architectural Studies at Connecticut College Integrative Project

Architectural Studies majors are required to complete an integrative project. Normally, this takes the form of a semester-long internship in an architect's office or in the office of another design professional (ARC 495 in fall, ARC 496 in spring).

The student is required to make a formal proposal to the director of the Architectural Studies program in the semester that precedes the start of the integrative project. The proposal must be approved before the student begins the integrative project. The student **must** keep a journal, document the experience in a PowerPoint document, and make a brief presentation of the integrative project at the Architectural Studies Senior Celebration held at the end of the spring semester.

A student may fulfill the integrative project with a CELS-funded internship (or one that is paid from another source), but will not also receive course credit for the experience. In order to meet the basic requirement of the major (12 courses), a student with a funded internship must complete eight electives toward the major.

In exceptional cases, students may apply to fulfill the integrative project requirement with a one-semester Independent Study (ARC 491 in fall, ARC 492 in spring) or with a two-semester honors thesis (ARC 497-498). The student is required to make a formal proposal to the director of the Architectural Studies program in the semester that precedes the start of the integrative project. The proposal must be approved before the student begins the integrative project. In either case, the student **must** make a brief presentation of the integrative project at the Architectural Studies Senior Celebration held at the end of the spring semester.

Please note: **deadlines** for submitting proposals **vary**, depending on whether the integrative project is an internship, and independent study project, or honors study.

I. Internships

Internship Logistics

Finding a Sponsor. Students are required to arrange their own internships and should begin contacting potential sponsors well in advance of the proposal deadline. The Director of Architectural Studies maintains both a list of local professionals who have served as sponsors in the past and also an archive of descriptive boards prepared by former interns. Both are good places to start the search for an internship sponsor, although students are not required to choose from these lists. Indeed, it is a good idea to follow the local newspaper during the previous semester to get a sense for which offices are doing the kind of work that interests you.

Credit vs. Pay. For internships, students typically receive four units of credit in lieu of pay. If a student secures a paying internship that meets all other criteria for the integrative project, the student may use that internship to fulfill the integrative project requirement, but may not receive credit as well. Since all students are required to complete twelve courses in the major, students with paying internships will need to take one extra course from the list of approved electives.

Timing. Typically, students undertake internships during the senior year. However, students may apply to complete the internship during the summer between their junior and senior years, if there is a compelling reason to do so (for instance, if the ideal internship opportunity is in another state or even another country). In order to get credit for unpaid summer internships, students should enroll in ARC 495 in the subsequent fall semester.

Purpose of the Internship Proposal

The proposal serves three functions.

- 1) Before the internship begins, it allows the Director of the Architectural Studies Program to assess the educational component of the internship. What will the intern learn? Does the experience integrate the various components of the student's path through the Architectural Studies major?
- 2) During the internship, it gives the intern some assurance that the internship experience will be a meaningful one. If the sponsor agreed that the intern would attend client meetings and practice using AutoCAD, but then only asks the intern to make copies and fetch lunch, the well-written proposal will support the intern's request to take on more interesting work.
- 3) At the end of the internship, it helps the internship sponsor evaluate the intern. What tasks had the intern agreed to complete? What are the appropriate criteria for evaluation?

Contents of the Internship Proposal

Interns must prepare their proposal in consultation with their sponsors. These proposals are typically one to two pages in length and contain—at a minimum—the following information:

- 1) Sponsor's full name, firm name, mailing address, phone number, and e-mail address;
- 2) Schedule for the internship (i.e., number of days and hours per week; interns usually put in 8-10 hours per week, or 120-150 hours total);
- 3) Overall objectives of the internship;
- 4) Details of the intern's general tasks and special projects;
- 5) An explanation of the integrative nature of the internship and its relevance to the Architectural Studies major
- 6) Criteria upon which the student's work will be evaluated and graded. This point is **very important**; some internship sponsors grade on the quality of design work, others on initiative and professionalism. You are responsible for knowing in advance what will be expected of you.
- 7) One of the following two statements:

"Because I will receive some form of funding (CELS stipend, wages, etc.) for this internship, I understand that I will not also receive course credit. I understand that this experience will fulfill my Architectural Studies integrative project, and that I will need to complete 8 approved electives (rather than the usual 7) in order to graduate with 12 courses in my major."

or

"I will not receive a CELS stipend, wages, or any other funding for this internship."

Required Work

Journal. Each intern is required to keep a journal that documents his or her general activities, involvement in any special projects, and reflections on what the intern gained from the experience. In other words, record both what you did and what you learned. Assessment of this material will be part of the final evaluation.

PowerPoint. Each intern is also required to turn in a PowerPoint presentation describing the internship experience. Your major advisor can provide you with guidelines for developing these presentations. This presentation will be posted on the College's Digital Commons, so subsequent Architectural Studies majors can get a better sense of what an internship entails. You can view other PowerPoint presentations at <http://digitalcommons.conncoll.edu/archstudintproj/>.

Ten-minute presentation. Using a version of the PowerPoint file, each intern will make a brief oral presentation at the Architectural Studies Senior Celebration held toward the end of the spring semester.

Due Dates and Deadlines

Spring	Internships	Summer	Internships	Fall	Internships
Proposal (first draft)	December 1	May 1		August 1	
Proposal (final draft)	December 15	May 15		August 15	
Journal	May 10	September 1		December 15	
PowerPoint	May 10	September 1		December 15	
Sponsor's Evaluation	May 10	September 1		December 15	

Sponsor's Written Evaluation

The sponsor will provide a one- to two-page evaluation of the intern's work, based on criteria established in the proposal, and should include:

- 1) Detailed description of the actual work of the project or internship;
- 2) Evaluation of the student's general performance;
- 3) Critical assessment of special projects; and,
- 4) Judgment of the success of the project or internship in meeting its overall objectives.

Grading

The final grade for the project will be determined by the Director of the Architectural Studies Program, and will be based on three components: the intern's professionalism (contacting sponsors in a timely manner, meeting due dates and deadlines, submitting a well-written proposal); the sponsor's evaluation; and the quality of the learning documented in the intern's journal, PowerPoint, and oral presentation.

II. Independent Study

Independent study is an opportunity in upper-level study for qualified, self-motivated students with good track records to explore particular topics in greater depth. The program requires a basic foundation in lower-level courses including AHI 121 or AHI 123 and one upper-level course in the area of the proposed topic. An independent study is neither an interesting topic for further reading nor a paper which merely synthesizes material gathered from secondary sources. This kind of work is best pursued as a paper in an upper-level course. Rather, an independent study is a set of well-defined problems that bear on an aspect or aspects of architectural studies, explored by doing research in primary and secondary source materials. Primary sources are texts, images, and other data from the period and/or discipline of your topic.

Before developing a detailed proposal, meet with the professor who would serve as your primary advisor and talk over your plans. Then prepare a draft of your formal proposal to be submitted to your IS advisor by November 1 (for spring projects) or March 15 (for fall projects). After having discussed this draft with your IS advisor, revise the proposal and submit copies of the final version of the formal proposal to your IS advisor and to the program chair. The final version of the formal proposal is due on December 1 (for spring projects) or May 1 (for fall projects).

Do not wait until the last minute. Proposals should include a thoughtful description of your project (usually 3-4 pages in length) and a preliminary bibliography. Keep the following suggestions in mind.

Please note: Application procedures for interdisciplinary centers do not replace or supersede program procedures. Thus, Architectural Studies majors pursuing Independent Study projects related to center certificates are expected to follow these guidelines.

Project Description

- a) problems you plan to address. Be specific. A clear sense of the issues at stake will allow you to navigate the mass of existing literature on every subject.
- b) primary source texts you plan to consult and their location. If all the texts you need are in a language you can't read or are located in foreign libraries, this is not a workable proposal.
- c) relevant background such as earlier courses in the general area of your topic and in all appropriate disciplines related to the project, previous research, summer work or other personal experience, knowledge of foreign languages, etc.
- d) plan of study and a semester schedule of biweekly meetings with your advisor with deadlines for progress reports, preliminary draft, and final paper
- e) anticipated methodology. What scholarly models will you follow?
- f) final product. Most Independent Study projects take the form of formal papers and all Independent Study projects must include a substantial written component. However, students are encouraged to discuss with their advisors other formats (exhibitions, websites, etc.) for communicating their findings.

g) An explanation of the integrative nature of the independent study project and its relevance to the Architectural Studies major (It is possible to propose an independent study project that is NOT an integrative project; in those cases, this component of the proposal is optional.)

Preliminary Bibliography

1. primary sources (without this, no original research is possible). Consult the Avery Index.
2. secondary sources in the relevant disciplines.

Deadlines

Spring	<u>IS projects</u>	<u>Fall IS projects</u>
Proposal (first draft)	November 1	March 15
Proposal (final draft)	December 1	May 1

III. Honors Study

Honors study (497, 498) is a more challenging, two-semester form of independent study available in the senior year only to qualified, highly-motivated students with excellent track records. To apply to be admitted to honors study, students will have maintained, during their sophomore year and the first semester of their junior year, a 3.5 average in their major courses at or above the 200 level. The program requires a basic foundation in lower-level courses, including AHI 121 or AHI 123, and at least one upper-level course in the area of the proposed topic. Most successful proposals will come out of earlier work such as a research paper or a course focused on issues related to the topic.

Before developing a detailed proposal for the honors thesis, meet with the professor who would serve as your primary advisor. These conversations should begin in the fall of the junior year and certainly before spring break. Then prepare a draft of your formal proposal to be submitted to your thesis advisor by March 15. After having discussed this draft with your thesis advisor, revise the proposal and submit copies of the final version of the formal proposal to your thesis advisor and to the program chair. The final version of the formal proposal is due on May 1.

Honors proposals are subject to considerably more rigorous scrutiny and higher expectations than independent study. They should offer a clear and specific description of the particular issues and problems to be explored, the primary sources to be used, and the language skills available for the task at hand.

Do not wait until the last minute. Proposals should include a thoughtful description of your project (usually 3-4 pages in length) and a preliminary bibliography. Keep the following suggestions in mind.

Project Description

a) problems you plan to address. Be very specific and clear. A clear sense of the issues at stake is essential to guide you through the masses of existing literature on any given subject in a short time span.

b) primary source texts you plan to consult and their location. If all the texts you need are in a language you can't read or are located in foreign libraries, the proposal will not fly.

c) relevant background such as earlier courses in the general area of your topic and in all appropriate disciplines related to the project, previous research, summer work or other personal experience, knowledge of foreign languages, etc.

d) plan of study and a schedule of meetings with your advisor with deadlines for progress reports, preliminary drafts, and the copy for final submission.

e) anticipated methodology. What scholarly models will you follow?

Preliminary Bibliography

1. primary sources (without this, no original research is possible). Consult the Avery Index.
2. secondary sources in the relevant disciplines.
3. special resources you plan to use outside Connecticut College such as libraries, museums, and archives.

Schedule

Spring of the junior year:

March 15: rough draft of proposal due to faculty advisor

May 1: final draft of proposal due to faculty advisor and program chair

Fall of the senior year:

The student registers for AHI 497.

Within the first 2 weeks of the semester, the thesis advisor and the student select two additional readers.

Within the first 2 weeks of the semester, the student files the Honors Thesis Card (available on the AHI website)

As soon as possible, the student enrolls in the library workshop on honor thesis research strategies and resources.

It is strongly recommended that the student meet with the additional readers once or twice each semester, to make a progress report and to hear the readers' suggestions.

By the end of the semester, the student submits to the advisor and to the program chair an outline of the entire thesis and a rough draft of at least one substantial section of the thesis. If this work is satisfactory, the candidate will receive a grade of "In Progress" for the fall semester and proceed with the second semester of honors study. If the first semester's work is unsatisfactory, the honors study will be converted to a single semester independent study and given a final grade.

Spring of the senior year:

The student registers for AHI 498.

By March 1, the student and advisor consult with the program chair on the date for the student's public presentation of the thesis. This presentation may take place after the thesis is submitted.

Five weeks prior to the end of classes, the student submits a complete draft of the thesis to the advisor and two readers. Readers who do not receive drafts by this time have the right to be excused from the committee.

One week prior to end of classes, the completed thesis is due. In order for the thesis to be submitted on time, the student is expected to give complete and polished versions of the thesis (with a signed copy of the Honor Thesis Signature page) to the program chair, faculty advisor, additional readers, and the Office of the Registrar. The copy submitted to the Office of the Registrar must be bound and delivered by 5 PM. This copy will be transferred to the archives of the library for permanent retention. Students are encouraged to provide a digital copy to the library for inclusion in the College's Digital commons. (<http://www.conncoll.edu/is/info-resources/archives/honorspapers.html>).

Formatting Standards

The thesis should follow formatting standards established by the College and endorsed by the program:

1) For citation and bibliography, follow the MLA style:

(http://www.lib.usm.edu/help/style_guides/mla.html)

2) Guidelines for submitting an honors thesis to the library are available at:

<http://www.conncoll.edu/is/special-collections/9399.htm>

Grading

The thesis advisor shall assign the final grade after receiving written evaluations from each reader. A or A- work is the only work that may receive Honors. Honors study goes well beyond the norm of 400-level courses and should meet the highest standards in terms of content and presentation. Work graded B+ and below will be changed from Honors Study to Individual Study 491-492.

Connecticut College awards the degree of Bachelors of Arts with Honors Study in the Major Field to students who complete their Honors Study with a grade of A or A-.

The College awards the degree of Bachelor of Arts with Honors Study and Distinction in the Major Field to students who complete their Honors Study with a grade of A or A-, and who have a minimum grade point average of 3.7 in their regular major courses, including those of the freshman year or its equivalent.