

# Cover Sheet: Request 9124

## LAA4xxx Design Communications for Landscape Architects

### Info

Process	Undergraduate Courses
Status	Pending
Submitter	Gurucharri, Maria Christina guruch@ufl.edu
Created	1/30/2014 9:52:57 AM
Updated	6/3/2015 3:48:33 PM
Description	Requesting a permanent course number. The course has been offered using a LAA 4905 number.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	DCP - Landscape Architecture (SLAP) 011504000	Gurucharri, Maria Christina		3/17/2014
Deleted 2014 UCC1 DesComLAs.pdf					1/30/2014
Deleted LAA 4xxx Design Communications Summer 2014.pdf					1/30/2014
Deleted Checklist for Design Communications.pdf					3/17/2014
Deleted LAA 4xxx Design Communications Summer 2014 updated 03-17-14.pdf					3/17/2014
College	Recycled	DCP - College of Design, Construction and Planning	Carr, Margaret H	Please make following changes: UCC1 - Add prerequisite of senior standing. Please consider a name change that will better differentiate this course from the lower division Design Communications courses, e.g, Integrated Design Communications or Comprehensive Design Communications or something else that captures its purpose.	4/18/2014
Deleted 2014 uccsyllabus.pdf					3/27/2014
Deleted 2014 uccsyllabusDC.pdf					3/27/2014
Department	Approved	DCP - Landscape Architecture (SLAP) 011504000	Gurucharri, Maria Christina		4/18/2014
Deleted 2014 UCC1 IntegDesignCommunic.pdf					4/18/2014
Deleted 2014 uccsyllabusIntegDesignCommunic.pdf					4/18/2014
Deleted LAA 4905 Integ Design Communic Su 2014_4.18.14.pdf					4/18/2014
Deleted 2014 UCC1 LAGR.pdf					4/18/2014
Deleted 2014uccsyllabusLAGR.pdf					4/18/2014
Deleted LAA4xxx_SyllabusLAGrRf.pdf					4/18/2014
Deleted 2014 UCC1 LAGR.pdf					4/18/2014

Step	Status	Group	User	Comment	Updated
College	Approved	DCP - College of Design, Construction and Planning	Carr, Margaret H		4/18/2014
No document changes					
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Johnson, Danielle	Added to May UCC Agenda	5/2/2014
No document changes					
University Curriculum Committee	Recycled	PV - University Curriculum Committee (UCC)	Case, Brandon	UCC1 corrected except still listed as Introductory. Syllabus remains confusing with regard to absence policy (changes marked): "Attendance is required. In the event that a student is unable to attend class due to extenuating circumstances such as illness, or emergencies, the student shall notify the instructor prior to the start of class. Failure to notify instructor of an intended absence could result in a full letter grade reduction for the course. Two or more absences are permitted, after which two or more absences without notification will result in a failing grade for the course." The revision does not address the contradiction between the level requested, the "Introductory" designation, the "senior standing" prerequisite, and the fact that the course will be used in "the first semester of leveling year".	5/27/2014
Deleted 2014 UCC1 IntegDesignCommunic_2.pdf					5/16/2014
Deleted LAA 4905 Integrated Design Communications Su 2014_4.1814.pdf					5/16/2014

Step	Status	Group	User	Comment	Updated
College	Recycled	DCP - College of Design, Construction and Planning	Wehle, Andrew J	UCC1 corrected except still listed as Introductory. Syllabus remains confusing with regard to absence policy (changes marked): "Attendance is required. In the event that a student is unable to attend class due to extenuating circumstances such as illness, or emergencies, the student shall notify the instructor prior to the start of class. Failure to notify instructor of an intended absence could result in a full letter grade reduction for the course. Two or more absences are permitted, after which two or more absences without notification will result in a failing grade for the course." The revision does not address the contradiction between the level requested, the "Introductory" designation, the "senior standing" prerequisite, and the fact that the course will be used in "the first semester of leveling year".	6/2/2015
No document changes					
Department	Approved	DCP - Landscape Architecture (SLAP) 011504000	Gurucharri, Maria Christina	Corrections made as recommended.	6/3/2015
Added 2014 UCC1 IntegDesignCommunic_2.pdf					6/3/2015
Added 2014 uccsyllabusIntegDesignCommunic.pdf					6/3/2015
Added LAA 4905 Integrated Design Communications Su 2014_6_3_2015.pdf					6/3/2015
Deleted LAA 4905 Integrated Design Communications Su 2014_6_3_2015.pdf					6/3/2015
College	Approved	DCP - College of Design, Construction and Planning	Wehle, Andrew J		6/3/2015
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			6/3/2015
No document changes					
SCNS Approval					

Step	Status	Group	User	Comment	Updated
No document changes					
Student Academic Support System Implementati					
No document changes					

Department Name and Number \_\_\_\_\_

Recommended SCNS Course Identification

Prefix \_\_\_\_ Level \_\_\_\_ Course Number \_\_\_\_ Lab Code \_\_\_\_

Full Course Title \_\_\_\_\_

Transcript Title (please limit to 21 characters) \_\_\_\_\_

Effective Term and Year \_\_\_\_\_ Rotating Topic  yes  no

Amount of Credit \_\_\_\_ Contact Hour: Base \_\_\_\_ or Headcount \_\_\_\_ S/U Only  yes  no

Repeatable Credit  yes  no If yes, \_\_\_\_ total repeatable credit allowed

Variable Credit  yes  no If yes, \_\_\_\_ minimum and \_\_\_\_ maximum credits per semester

Course Description (50 words or less)

  
  
  
  
  
  
  
  
  
  

Prerequisites	Co-requisites
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Degree Type (mark all that apply)  Baccalaureate  Graduate  Professional  Other \_\_\_\_\_

Category of Instruction  Introductory  Intermediate  Advanced

Rationale and place in curriculum

  
  
  
  
  
  
  
  
  
  

Department Contact	Name	Email
	Phone	

College Contact	Name	Email
	Phone	

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

**Syllabus MUST contain the following information:**

- Instructor contact information (and TA if applicable)
- Course objectives and/or goals
- A weekly course schedule of topics and assignments
- Required and recommended textbooks
- Methods by which students will be evaluated and their grades determined
- A statement related to class attendance, make-up exams and other work such as: "Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."
- A statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation."
- Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
- A statement informing students of the online course evaluation process such as: "Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>."

**It is recommended that syllabi contain the following information:**

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF's honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, <http://www.counseling.ufl.edu/cwc/Default.aspx>  
University Police Department: 392-1111 or 9-1-1 for emergencies.

**The University's complete Syllabus Policy can be found at:**  
[http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi\\_policy.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf)

**University of Florida**  
**Department of Landscape Architecture**  
Year One Leveling Course: Summer Semester

**SYLLABUS**

**LAA 4905**                      **Integrated Design Communications**                      **4 Credits**

**Location**                      CIRCA Lab, ARC 116  
**Meeting Times**              Tuesday periods 3-5; Friday periods 1-3  
**Pre-Requisites**              Introductory  
**Instructor**                    Lauren Stubbs, PhD student  
   Office: Arch 440  
   LStubbs436@ufl.edu

**General**  
Visualization techniques in landscape architectural design and planning, including traditional drawing conventions (plan, section/elevation & perspective) and digital communication and visualization methods.

This course introduces students to visualization techniques in landscape architectural design and planning. The course covers traditional drawing conventions (plan, section/elevation & perspective) and builds skills in digital communication and visualization methods along work-flow procedures that utilize commonly available tools such as PhotoShop, InDesign, SketchUp and AutoCAD.

- Course Objectives**  
This course will advance students' skills in:
- Producing freehand sketches of imagined and perceived landscape space (weeks)
  - Producing effective analysis and concept ideas through diagrammatic graphics
  - Producing communications that combine manual and digital graphic techniques
  - Using digital technology to produce simple raster image manipulations (photomontage)
  - Using a variety of computer applications to produce vector-based design communications
  - Developing presentation skills employing both hardcopy and digital output strategies
  - Using methods and applications in three dimensional modeling

**Course Outline / Content**  
Student performance is evaluated on the basis of active engagement and participation in the activities of the course, evidence of skill development through exercises and final project in the identified subject areas. Exercises and the final project will be evaluated on the basis of timeliness, completeness, clarity of information presented, composition, graphic quality and creativity.

**Grading**  
Detailed grading criteria for each offering of this course can be found in the course handout for the specific instructor and semester.

Grading will adhere to the University of Florida Grade Policy:

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Numeric Grade	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59
Quality Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0

For greater detail, see the Registrar's Grade Policy regulations at <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

According to Departmental Policy, Landscape Architecture majors must receive a C or better to move forward. Any grade lower than a C will require that the course be taken over again.

### **Projects and Grade Percentages**

All assignments must be completed and submitted per the required standards before final grade can be released.

- In-Class Projects and Participation 10%
- Sketching Assignment 10%
- AutoCad Base Plan 10%
- Photorealistic Plan 10%
- SketchUp Model 10%
- Photorealistic Perspective 10%
- Photorealistic Sections 10%
- Final Presentation Boards 30%

### **Submission of Student Work**

All student work may be retained and used by the Department of Landscape Architecture. Digital Copies of student work for this course must be turned in at the completion of each assignment. No grades will be computed into the final course grade until digital submissions have been turned in as requested. Please follow the directions given by the instructor as to how they will be submitted (Sakai, CD, PDF, word file, etc.). However, all files must be named as follows: **course# name project student name. dwg/pdf/jpg/**

*Example:*

*3352PlantDesAssig10Smith*

*4ch 8ch 8ch 6ch*

*Use caps for separation*

*No spaces, hyphens, or underscoring*

In cases of models and other 3-D work, digital JPG photographs should be submitted

### **Class Attendance and Participation**

Attendance is mandatory. Two unexcused absences are permitted, after which two or more absences without notification will result in a failing grade for the course. Tardiness (more than 15 minutes after class begins) will count as a half absence. In the event that a student is unable to attend class due to extenuating circumstances such as illness, or emergencies, the student shall notify the instructor prior to the start of class. Failure to notify instructor of an intended absence could result in a full letter grade reduction for the course.

“Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.”

All decisions regarding approved or accepted requests for absence from the class shall be at the discretion of the instructor.

Due to the nature of the course, active and engaged participation is expected and contributes to the student’s final grade in the course.

### **Policy for Make-Up Exams or Other Missed Work**

Late submissions are strongly discouraged. Late submissions will receive a full letter grade deduction for each day past the deadline.

If a student suffers undue hardship and is not able to meet a submission deadline, they may make a formal request for an extension to the course instructor prior to the deadline. The student must email the course instructor informing the instructor of the situation that warrants consideration for an exception (death in the family, serious illness documented as required by the University, etc.).

**IMPORTANT:** Accommodations will NOT be made due to lost data.



## Texts, Software, and other Resources

Software:

- Adobe Photoshop, InDesign & Illustrator CS5 (or higher)
- Google SketchUp 8
- AutoCAD 2012 (or higher)

Required texts:

- Cantrell, B. & W. Michaels. Digital Drawing in Landscape Architecture. Wiley. 201
- Wang, D. Pencil Sketching. 2nd Edition. Wiley. 2002
- Reid, G. Landscape Graphics. Wiley. St. Martins Press

## Course Content

All course content will be available through SAKAI, UF's online learning portal. Students may access this site at <https://lss.at.ufl.edu/> by logging in with their UF credentials. Under LAA2379, links to the course materials will be available on the course website including the lectures, assignments, tutorials, etc. All assignments are to be submitted to Sakai unless otherwise indicated.

## Getting Help

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

## Academic Honesty:

The University requires all members of its community to be honest in all endeavors. When students enroll at UF they commit themselves to honesty and integrity. Your instructor fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF. In completing the registration form at the University of Florida, every student has signed the following statement:

*"I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."*

Furthermore, on work submitted for credit by all UF students, the following pledge is either required or implied:

*"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is to be assumed that all work will be completed independently unless the assignment is defined as a group project by the professor. This does not mean that students cannot help one another in learning material, but all work that is turned in must be independent work of that individual.

Misrepresentation or plagiarism, such as claiming another's work to be one's own, refers to graphic and design work as well as written work. Submitting work from one course to fulfill the requirements of another (unless expressly allowed by the instructor) is also misrepresentation.

Revised: April 2014

The University Honor Code and the Department of Landscape Architecture Academic Honesty Policy are to be followed to the letter. Any students found to have cheated, plagiarized, or otherwise violated the Honor Code in any assignment will be punished according to the severity of the act and may be referred to the Honor Court. It is each student's responsibility to report any infraction, and it is expected that each faculty will report all infractions as well.

For more information, see <http://www.chem.ufl.edu/~itl/honor.html> and the Department of Landscape Architecture Academic Honesty Policy.

### **Student Accommodations**

Students with disabilities requesting classroom accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### **Counseling Resources**

Students experiencing crisis or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health provide confidential counseling services at no cost for currently enrolled students. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health is located on the second floor of the Student Health Services in the Infirmary. For further information on services and how to make an appointment, call the Counseling Center at 392-1575 or Student Mental Health at 392-1171. See the following web sites for additional resources: Counseling Center: [www.counsel.ufl.edu](http://www.counsel.ufl.edu) and Student Mental Health: <http://www.hsc.ufl.edu/shcc/smhs.htm>

### **Religious Holidays**

The university calendar does not include observance of any religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

### **Schedule**

- **Week 1:** Introductions and professional conventions
- **Week 2:** Drawing and sketching
- **Week 3:** Drawing and sketching
  - *Due: Sketching Assignment*
- **Week 4:** Basic graphic design
- **Week 5:** Raster graphics and Photoshop
- **Week 6:** Introduction to Google Earth and AutoCAD
  - *Due: Base Plan*
- **Week 7:** Photorealistic Plan, Perspective, and Sections
  - *Due: Rendered Plan*
- **Week 8:** Photorealistic Plan, Perspective, and Sections
  - *Due: SketchUp Base*
- **Week 9:** Photorealistic Plan, Perspective, and Sections
  - *Due: Photorealistic Perspective and Sections*
- **Week 10:** Layout, presentation and InDesign
- **Week 11:** Flex week
- **Week 12:** Production week and final presentations
  - *Due: Final Boards*

### **Evaluations**

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

**Disclaimer**

This syllabus represents our current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.