

Department of Interior Architecture Undergraduate Studio Policies

Because of the ability to offer individual work space, students and faculty in Interior Architecture have the opportunity to create a studio environment that is nurturant of an educational process. With this opportunity comes responsibility and an expectation that we will be good stewards not only of our individual work space, but of the studio environment in general. Violation of this expectation will result in reduced access to the studio facilities.

While in the studio, in the Gatewood building, and while performing required course activities, all students are required to act in ecologically conscious ways. This means recycling materials; turning off lights and projectors; and being mindful of water as a resource by turning off water faucets. Use digital communication when possible or appropriate. Use both sides of recycled and recyclable paper when necessary, and walk, bike, carpool, or use public transportation when possible.

- Students are expected to be in studio at least during scheduled studio time.
- Permission to miss class is seldom granted and if so, the student has the responsibility to make up any work missed due to absence. Students who must miss class are to contact the faculty member, preferably before the absence. Missed work is the responsibility of the student.
- Students are expected to use appropriately receptacles provided for:
 - recyclables like drink cans and office paper,
 - modeling materials such as scraps of clean matt board, chipboard, and balsa wood, and
 - trash and garbage.
- Public spaces will be maintained as if they were for private space and regardless of who made the mess. If someone continuously mistreats the studio space, talk about this with the studio instructor who will take care of the situation.
- Neither the Conference Room nor the IARc Library will be used to assemble projects of any scale, of any material, at any time.
- CELL-PHONES AND OTHER PERSONAL COMMUNICATION DEVICES MUST BE TURNED OFF AT THE BEGINNING OF STUDIO AND MUST REMAIN OFF THROUGHOUT THE SCHEDULED MEETING TIME.
- Bring headphones to listen to your music.
- Treat the facilities with care.
 - **NO SPRAYING OF ANY KIND AT ANY TIME WILL BE TOLERATED IN THE GATEWOOD BUILDING.**
 - **SPRAYING OUTSIDE GATEWOOD *REQUIRES* MATERIALS THAT PROTECT THE SURFACE (GRASS, ASPHALT, CONCRETE,...) AND CANNOT OCCUR WITHIN 25' OF THE BUILDING.**
 - Use cutting boards, not table tops or the floor.
- Willing participation in the end-of-the-semester studio clean-up is expected, and all projects and personal belongings must be removed by the student. The Department is not responsible for projects or personal items left in studio and will dispose of them in preparation for the successive studio course.

- Students are expected to provide digital documentation of each project to the faculty member teaching the course. These images may be used as instructional materials in future courses or for required accreditation visits by a CIDA team.
- Faculty may request that students leave a project for a specified period of time. These projects also may be used as teaching materials, for an accreditation visit, or for display in the department and beyond.
- Students not only are expected to respect these departmental policies, but to comply with policies of the university including those regarding health and safety such as (no) open flame (see www.uncg.edu/sft/).

Maintaining the Work Stations

Desks

- Please do not use any Clorox based sprays on the desk surfaces. The IAR Department Office will provide students with an all purpose cleaner and paper towels to clean the table areas. Be careful not to wet the work station panels with these products.
- Tape and tape residue is best removed from metal and Formica surfaces using “Goo Gone.” DO NOT try scratching off the tape as this will mar the surface.

Wall Panels

- Please do not use any water based cleaners on the yellow fabric wall panel surfaces in the studio work areas. The IARc Department Office will supply you with a dry cleaning type spray product to spot clean the panels if necessary.

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