

2009 Final Review Requirements

Master of Architecture Candidate

The following components are required for the successful completion of the Final Review Process. Please read this document carefully as each component carries its own particular requirements and specifications.

Submission Requirements and Deadlines

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| 1. Directed Study Journals | Submit at the time of your Review |
| 2. Oral Presentation | Submit at the time of your Review |
| 3. Models and Graphic Materials | Submit at the time of your Review |
| 4. Professional Materials | Submit at the time of your Review |
| 5. Final Project Booklet – Draft 1 | Submit 3 weeks prior to your Review |
| 6. Final Project Booklet – Draft 2 | Submission of final draft TBD |
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1. Directed Study Journal

Directed Study Journal Original Volumes will be reviewed by the Final Review Committee, and will be placed in the Architecture Archive after the review. The Directed Study Journal is required to include:

- 1.1 All research and analysis for each semester of Directed Study
- 1.2 Site analysis – written and graphic
- 1.3 Program analysis – written and graphic
- 1.4 Concept inspiration and narrative
- 1.5 Concept sketches and photos of models
- 1.6 Design development sketches and photos of models
- 1.7 Material research and analysis
- 1.8 Readings and summary of “lessons learned”
- 1.9 Weekly goals and objectives from meetings with Directed Study Advisor
- 1.10 Copies of Directed Study Journal Review Comments

2. Oral Presentation

Candidates must present an organized and thoughtful of their research and design work. Beginning with broad project description, concept statements and/or site analysis issues and describing the development of ideas to the final presentation boards. The Oral Presentation must meet the following requirements:

- 2.1 An oral presentation must be no more than 30 minutes in length.
- 2.2 An oral presentation must not be read. Presentation cues on note cards are acceptable.
- 2.3 An oral presentation must make use of the graphic presentation as an ancillary support. In other words, the graphic presentation must be referred to throughout the oral presentation, but must not be used as a crutch.

3. Models and Graphic Materials

The Department Director and Directed Study Advisor must approve deviations to this list in advance. Boards may be sized and arranged in the format and sequence of the candidate's choosing, however, all elements must be labeled and numbered to correspond with the requirements on this list. Graphic quality and clarity are essential. Boards may not be mounted. The *minimum* standards and requirements for Models and Graphic Materials are as follows:

- 3.1 Unmounted, title-blocked boards arranged judiciously and hung prior to Final Review
- 3.2 A Project Narrative, User Group Narrative and Concept Statement
- 3.3 Precedent Studies
- 3.4 Conceptual study diagrams, sketches and models showing the exploration of multiple design solutions
- 3.5 Spatial Analysis diagrams and sketches
- 3.6 Site and Context Analysis diagrams and impression sketches
- 3.7 Narrative and diagrammatic analysis of all sustainable strategies
- 3.8 Spatial and Functional Program diagrams with areas/ square footages
- 3.9 A Site Plan with street names, sidewalks, property lines, set backs, all neighboring building footprints, contours, trees, dimensions, graphic scale and north arrow (photographs recommended keyed to site plan)
- 3.10 A Building Code Summary: Occupancy type(s), Construction Type, Exiting Diagram, Allowable Areas, Maximum Heights, ADH Diagram and Zoning Requirements.
- 3.11 Floor plans all levels including roof – minimum scale 1/8" = 1'-0", dimensions, rooms labeled or identified with a legend, graphic scale and north arrow. First floor plan should be shown in context and demonstrate an understanding of accessibility requirements.
- 3.12 Structural Diagrams (column placement, grids, frames, bearing vs. non bearing walls, etc)
- 3.13 Mechanical Diagrams: a plan diagram that shows an understanding of the primary mechanical systems. Also show any duct work in dropped ceilings in sections, show the location of mechanical rooms in plans, and show any natural daylighting, heating or cooling strategies you have employed in the design
- 3.14 Elevations – minimum scale 1/8" = 1'-0", shown in site context
- 3.15 An Elevation Detail (bay or facade area study) – minimum scale 1/2" = 1'-0", describing all materials (can be elevation or axonometric)
- 3.16 Sections – cross and transverse -number as needed to fully describe project – minimum scale 1/8" = 1'-0"
- 3.17 One Complete Wall Section (from foundation to roof) of a critical area – minimum scale is 1" = 1'-0"
- 3.18 One Building Section of critical public space – minimum scale 1" = 1'-0"
- 3.19 Four Building Material Details of critical areas – minimum scale 1-1/2" = 1'-0"
- 3.20 Two Details to illustrate understanding of Accessibility compliance (i.e. bathroom plan, handrail detail, etc.)
- 3.21 Study, Process, and Massing Models used in your design process
- 3.22 One Complete Presentation Model – minimum scale 1/8" = 1'-0"
- 3.23 Two Exterior Perspectives in color
- 3.24 Two Interior Perspectives in color
- 3.25 An Order of Magnitude Cost Analysis
- 3.26 A Master Plan Analysis, if applicable
- 3.27 One oil on canvas painting of Final Project Proposal and surrounding context

4. Professional Materials

The style, format and content of these materials should be discussed with the candidate's Directed Study Advisor and must be fitting for a professional setting. Professional Materials must include the following:

- 4.1 Master's Portfolio to show to prospective employers.
- 4.2 Cover Letter
- 4.3 Resume

5. Final Project Booklet – Draft 1

The Final Summary Booklet is a design problem itself and must be created and executed with utmost care. The Graduate Architecture Department Director must approve any deviation to format and content requirements in advance. The Final Project Booklet is required to include:

- 5.1 An 8½” x 11” format, simply bound (binder, folder, hand made, etc.)
- 5.2 Flawless spelling and grammar
- 5.3 A Cover page specifying the following:
 - Title of Project
 - One sentence description (e.g. ‘An architectural design solution for...)
 - Student’s name and AAU ID#
 - Name of School
 - Degree Pursued (e.g. M. Arch (87 units) or M. Arch (63 units))
 - Date of Final Review
- 5.4 A table of contents
- 5.5 A narrative stating the intent of your design.
- 5.6 Summary of research that impacted your design: precedents, site visits and analysis, “lessons learned” from readings, etc.
- 5.7 A timeline of study – outline of the courses you took to complete Directed Study and your degree.
- 5.8 Reproductions of Items 3.2 through 3.27
- 5.9 Architectural photographs of all models (study models and final models)
- 5.10 Submission of Item 5 (in the form of two hardcopies and one pdf copy on DVD-ROM) to the Final Review Coordinator at 79 New Montgomery **three weeks prior** to Final Review. These copies will be reviewed by the Final Review Committee prior to the Final Review.

6. Final Project Booklet – Draft 2 Submission of final draft TBD

A final draft of your Final Project Booklet will be required in response to the recommendations of the Final Review Committee and Department Director. A list of revisions and a timeline for completion of your Final Project Booklet will be provided by the Department Director. The Submission Requirements for this final draft are as follows:

Submit the following to the Architecture Department at 601 Brannan:

- 6.1 A copy of your Final Project Booklet with any corrections required from the Final Review Committee
- 6.2 Revised boards and Final Project Booklet on DVD-ROM

Submit the following to the Graduate School at 79 New Montgomery:

- 6.3 A copy of your Final Summary Paper with any corrections required from the Final Review Committee
- 6.4 Revised boards and Final Project Booklet on DVD-ROM
- 6.5 Labeled Archival Box Containing items 6.3 and 6.4. It must be paper, not plastic, and acid free. It may be purchased at Patrick’s Office supply, on Mission at 2nd Street. It should be 9’x12’ and costs approx. \$12.

All materials submitted must be clearly labeled with your name, (student ID number on the back of all works), date of Final Review and Major. If your materials are not submitted as listed above, you will not be granted your degree.