Undergraduate Handbook

COLLEGE OF ENVIRONMENT + DESIGN

2015-2016

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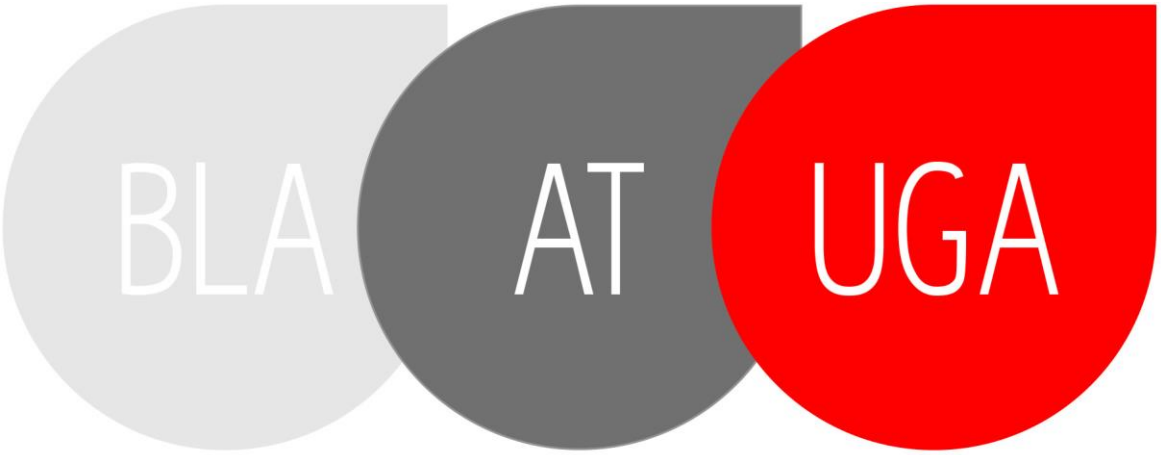


Program Description

The Bachelor of Landscape Architecture at UGA is a professional degree and one of the top ranked LA programs in the country. The program of study prepares students for licensure and professional practice in the field of Landscape Architecture. In addition to core requirements, students take Landscape Architecture courses in various content areas as well as complete a required internship to gain professional experience before graduation. The curriculum is centered on a series of core studio classes with graduated content and partner classes that offer the chance to combine theory and practice. The undergraduate program at CED offers guest lecturers, service learning opportunities, charrette experiences, and study abroad trips as enrichment opportunities.

To better meet the challenges and needs of an ever-changing society, the undergraduate program focuses on sustainable design in an effort to produce graduates with the most current knowledge, skills and abilities. The program has a diverse faculty that represents a full and balanced spectrum of landscape architecture specializations and viewpoints. The wide range of classes offered at the College reflects the considerable resources of the department and provides opportunities for personalized instruction and individual guidance.

Undergraduate Core Curriculum Requirements

HISTORY: U.S. and Georgia History (HIST 2111 or HIST 2112 or testing procedure)

CONSTITUTION: U.S. and Georgia required (POLS 1101 or testing procedure)

PHYSICAL EDUCATION: One hour in the basic Physical Education program is required

RESIDENCE: 45 of the last 60 hours (12 hours required in the major) must be taken in residence.

ENVIRONMENTAL LITERACY: All students must satisfy the Environmental Literacy requirement. LAND 1500 satisfies this requirement. See other courses on the Bulletin.

UGA CORE: Completion of General Education areas I - VI

CULTURAL DIVERSITY: All students are required to complete a three credit hour course that satisfies the University of Georgia's multicultural literacy requirement.

TRANSFER CREDITS: If you choose to take classes at a different university, make sure that the credits will properly transfer. If you are unsure, check with the Undergraduate Admissions Office. CED's cannot evaluate courses for transfer. See the Transfer Equivalency Search: https://www.admissions.uga.edu/transfereq-uiv.html#

INTERNSHIP: LAND 4700 for three credit hours is required prior to graduation.

Advising

You will be advised through appointments made at the following web address http://www.fcs.uga.edu/ss/advising.php?refer=la. Advisors will provide suggestions about class schedules, career and internship opportunities, study abroad, or other opportunities. It is **very** important to carefully watch and read your emails for announcements about when advising begins and ends each semester.

It is also required that you make and keep an advising appointment each semester. You will not be cleared for registration unless you have been advised. If you cannot attend your scheduled appointment, please cancel and reschedule using the system.

The BLA can be completed in four years by following the program of study and using wise planning. It is 120 credit hours plus the required PE. Advisement is mandatory to be sure you stay on the correct trajectory to proceed to graduation on time.

Withdrawal Policy

Please don't register for non-LAND courses you don't intend to complete. You only have the first few days of the semester to drop and add courses. Never withdraw from a LAND course without seeing the Program Director FIRST. Withdrawal from a LAND class means that you may end up being, at a minimum, one year behind schedule.

Effective Fall 2014, students who withdraw from courses before the withdrawal deadline (two weeks after the midpoint, as specified by the official calendar) will receive a grade of W. Withdrawals from courses will not be permitted after the withdrawal deadline except in cases of hardship as determined by the Office of Student Services. Students will not be able to withdraw from their coursework if they have an active financial or registration hold on their record.

Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through ATHENA (Online Student Information System).

If the student withdraws before the semester's withdrawal deadline, the student will receive a grade of W. An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus, and the student will receive a grade of W.

If the student does not initiate the withdrawal, the Registrar will notify the instructor and the student of the withdrawal. Read more at: http://www.reg.uga.edu/policies/withdrawals

Academic Standards

*Except when otherwise stated, all rules and regulations for the University of Georgia as listed in the current edition of the online bulletin (**http://www.bulletin.uga.edu/**) are enforced. In addition:

- Grades of F, W, WF and I are reported to the Program Director at the time the grades are posted each semester. If you earn a F, W, or WF in a prerequisite LAND course, you will not be permitted to take the subsequent course without first seeing the Director.

- If you are on probation, you will be advised by the Program Director concerning LAND courses. In matters regarding withdrawal or dismissal from the University, you will not be readmitted to the College of Environment + Design without contacting the Program Director and Associate Dean for Academic Affairs.

Incomplete Grades/Grade Appeals

All grade appeals will be handled by the Associate Dean of Academic Affairs.

An incomplete (I) grade will only be given by an instructor under unusual circumstances of hardship and then only when you have maintained, up to the time of the difficulty, a passing grade. Hardship may include medically proven illness, external problems beyond your control that cause delays, and the scope of the work becoming more complex than could be reasonably expected. The instructor's decision on whether or not to give an incomplete may also be determined by an assessment of your ability to finish the work independently. If you have missed an unusual number of class lectures and discussions, or individual critiques, etc., it is unlikely that an incomplete grade can be given. When an incomplete grade is given, you will be obligated to make a contractual agreement with the instructor regarding the date of completion and the scope of the work to be completed. It is the usual practice of the College to require incompletes in undergraduate courses to be removed by the third week of the following semester.

Internship Requirement

You are required to have a professional internship as part of your program of study. The internship provides credit for professional office experience under the supervision of registered landscape architects or related practitioners (architects, engineers, planners).

Requirements: A minimum of twelve weeks full-time employment for three credit hours is required.

Approval: In order to register for an internship, you must complete an Internship Registration Form when asked. Approval will be given based upon the type of work you will be involved in, an estimate of duties, and the duration of the internship.

Registration: You **must** register for the course during the summer semester you are doing the internship. Credit hours may not be added after internship is completed.

Who May Receive Credit: All third year students and above in the BLA program may receive credit for an internship.

When to Take an Internship: You will be required to take the internship during the summer semester of your fourth year. We encourage internships for experience before the third year of study, but course credit will not be granted in those cases unless special permission has been granted.

Supervisor: During the internship, a person in the office of employment must act as your official supervisor and will submit an evaluation of your performance to the Intern Coordinator as requested.

Report and Evaluation: A report and Internship Employee/Employer evaluations are the basis for assigning a grade. Credit for the courses will be given after you have presented your report on work activities. A Grade of S (satisfactory) or U (unsatisfactory) will be given for three hours credit.

Placement: The Internship Coordinator will assist you if you ask in placement for internship experience. Watch the intern bulletin board (main hallway of JSB) for postings and check e-mail often. Please be aware that offices cooperating in the internship program may not be in a position to pay a salary since you will be working as an apprentice. If you arrange your own placement, you may negotiate a salary if you wish, but be advised that satisfactory credit (S) will only be given when evidence is submitted that you received a broad range of experience during the internship. The approval form must be submitted to the Intern Coordinator for approval before employment begins. Failure to do so will invalidate the internship and no credit will be given.

The Experience: While it is not practical to list the precise range of experiences that you might gain through an internship, approval for a prospective internship program will only be given if it appears from discussion with the intern and employer that a wide range of activities will be observed and participated in by you. The Internship Final Report will be supportive of this experience. Ideally, you will be involved in some if not all of the following experiences in an office: client conference, briefing, programming, project research, site visits for analysis, evaluation and field work, preparation of sketch plans, presentation of projects to clients, preparation of working drawings and specifications, letting of bids, contract negotiation, contract supervision, site visits for supervision, preparation of reports, conferences with consultants, public authorities and contractors.

Other Policies

Email Policy

You *must* have and *use* your University issued e-mail account (myid@uga.edu) to receive official communication from the College of Environment + Design and the University. You can forward your University issued e-

mail to another account if you use the other account more often. You will also be added to the cedundergrads list-serv, where announcements will be sent about academic and student services. Participation is mandatory and you may not opt out of this email listserv at any time while you are a BLA student.

Late Work

Please refer to current course syllabus regarding specific issues regarding projects, deadlines, and late work. The current course syllabus supersedes any other written policy. For questions, please see Associate Dean of Academic Affairs.

Academic Honesty

The professors and graduate assistants in CED take academic honesty very seriously. You should too! The University seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community.

Academic honesty means performing academic work without cheating, lying, tampering, stealing, receiving assistance from any other person, or using any other source of information that is not common knowledge (unless that assistance or use is authorized by the person responsible for supervising that academic work or fairly attributed to the source of assistance or information). See http://www.uga.edu/honesty/.

Graduation

Information regarding graduation can be found by accessing the Office of the Registrar's website: http://www.reg.uga.edu/or.nsf/html/graduation. Information about CE+D Spring Graduation Convocation wil be emailed at the appropriate time to the appropriate students.

Plus/Minus Grading System

The University of Georgia and College of Environment and Design use a Plus/Minus grading system. While individual faculty set numerical values to achieve each grade level, you GPA is calculated on a fixed numerical system as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D (1.0) and F (0.0).

The plus/minus will be listed on the student's transcript. No grades previously issued will be converted or changed to plus/minus. For purposes of University policies or regulations which state that "a grade of C or better is required," a grade of C will be considered a 2.0. This means that for these policies and regulations, a grade of C- will not satisfy the standard.

Disability Resources

The University provides opportunities for persons with disabilities to actively participate in campus life. The Disability Resource Center offers assistance with housing, scheduling, and transportation, and provides in-class assistance. Information is available on scholarships, parking, technology, and accessibility. Please refer to http://www.dissvcs.uga.edu/ for more information

UGA Bulletin

In addition to the CED Undergraduate Handbook, you should always consult the Undergraduate bulletin for more information regarding University, College, and Department curriculum requirements. http://www.bulletin.uga.edu/index.aspx.

Technology Requirements

Minimum equipment specifications

Windows 7 or newer operating system*

- 4th Gen Intel i5 processor or AMD equivalent
- 8GB RAM
- 1 TB hard drive or greater
- 802.11 Wireless Network
- DVD writer
- 15" laptop screen
- nVIDIA or AMD Graphics Card (not Intel graphics)
- Notebook cable lock
- 64GB USB flash drive and/or Portable USB hard drive
- Wireless mouse
- VGA or DVI video output
- Adobe Creative Cloud Complete $20/month
- Microsoft Office - free for currently enrolled students
- Sketchup Pro $49/year
- AutoCAD Free 1 year renewable licenses (Must register with UGA Email address)
- ArcGIS: Details located outside 031, Jackson Street Building - 1 year renewable license.

Recommended equipment specifications

Windows 7 or newer operating system*

- 5th Gen Intel i7 processor or AMD equivalent
- 16GB RAM
- 1 TB hard drive or greater
- 802.11 Wireless Network
- DVD writer
- 15" laptop screen
- nVIDIA or AMD Graphics Card (not Intel graphics)
- Notebook cable lock
- 64GB USB flash drive and/or Portable USB hard drive
- Wireless mouse
- HDMI video output with VGA adapter
- Adobe Creative Cloud Complete $20/month
- Microsoft Office - free for currently enrolled students
- Sketchup Pro $49/year
- AutoCAD Free 1 year renewable licenses (Must register with UGA Email address)
- ArcGIS: Details located outside 031, Jackson Street Building - 1 year renewable license.

**** The College of Environment & Design teaches with the Windows platform.**
Students are expected to come to class with Windows and Windows versions of applications running. **

- See more at: http://tech.ced.uga.edu/kb/articles/8-recommended-minimum-computer-requirements#sthash.AaMduYkB.dpuf

Differential Tuition

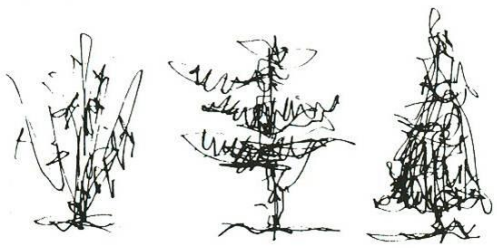
Students at the College of Environment & Design pay a differential tuition fee in addition to the standard tuition, which assists the College in three ways:

- The fee keeps studio classes within the size designated by the LAAB — the group responsible for CED's accreditation.
- The fee pays to keep hardware and software up to date, so that students will be familiar with the latest technologies when they graduate.
- The fee provides of spaces, desks, and other equipment up to professional standards.

The benefits from differential tuition have helped keep the College high in national rankings and prestige. Full tuition schedules are available online from the bursar's office.

Scholarships

The College of Environment and Design offers generous scholarships to CED students every year. Scholarships open in the fall and are awarded for the following academic year. Please pay close attention to email, information, and directions to have the best chance of being awarded a scholarship.

Contact Information

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