RAIC Syllabus Program

Syllabus Design Studio Advanced Standing - Application and Approval Policy

Revision History

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Issued Date	Review Date	Approved Date	Approved By
2017-09-01			Don Ardiel
	2017-10-02		
	2018-12-19	January 31, 2020	RAIC Board

Purpose:
The purpose of this policy is to enable applicants who have graduated from a minimum 4-year, design-based university program, with advanced capabilities in design to be assessed and placed in the most appropriate studio learning environment at the beginning of their Syllabus Program experience.
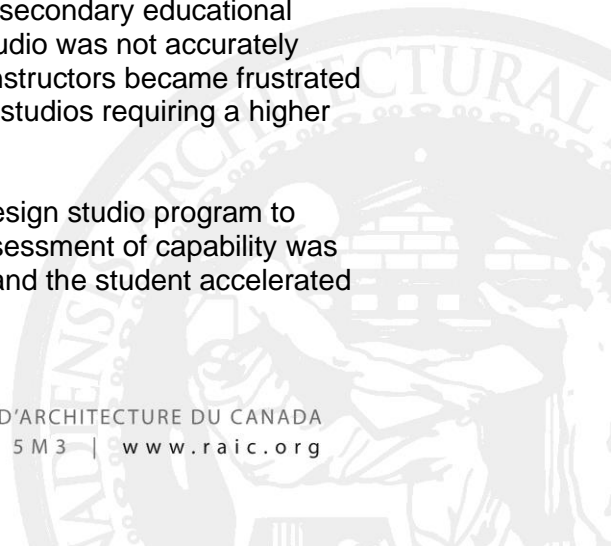
Policy Statement:
The advanced standing application and review procedures enable applicants to demonstrate that the learning outcomes stated in the Syllabus Program design studio course outlines have already been achieved in a prior post-secondary design education experience. The policy outlines the procedures for the assessment of capabilities for the purpose of placement in a higher-level design studio than indicated in Syllabus Program Curriculum Sequence Chart (http://www.raic-syllabus.ca/curriculum-sequence-chart). The policy includes the criteria for advanced standing, the minimum application requirements for capability assessment, design capability assessment procedures, and reassessment should the performance of the student indicate that learning objectives at the assigned studio level are unlikely to be achieved.

Background:
A past practice was to grant advanced standing in Syllabus design studios to applicants based on academic performance. Academic performance was assessed through a review of an applicant's transcript from a post-secondary educational institution. It became evident that capability in design studio was not accurately reflected on academic transcripts. Both applicants and instructors became frustrated in situations where the applicants were placed in design studios requiring a higher level of capability than possessed by the student.

A practice was adopted to require all applicants to the design studio program to complete RAIC 200 (D1) Foundations of Design. An assessment of capability was then conducted by the local coordinator and instructors and the student accelerated

to a studio of the appropriate level. The policy is intended to support students entering the program with post-secondary design education and place them at an optimal starting point in Syllabus design studio.

Scope:
The policy applies to new applicants seeking advanced standing. Advanced standing may be granted for Part I design studio courses:
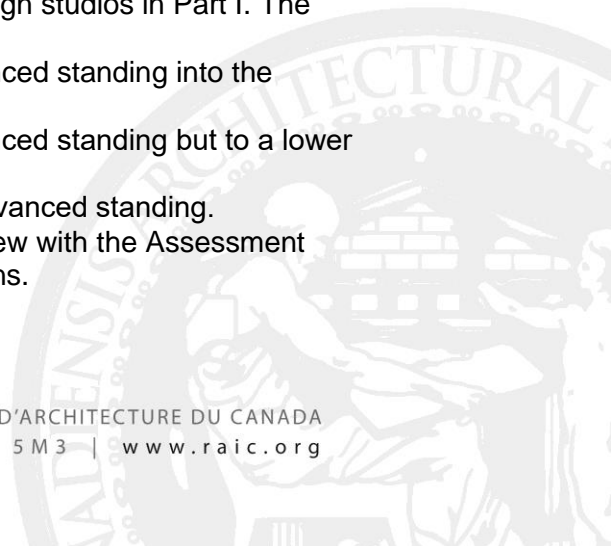
- RAIC 300 (D2) Foundations of Architectural Design: Elements
- RAIC 350 (D3) Foundations of Architectural Design: Prototypical House
- RAIC 400 (D4) Foundations of Architectural Design: Collective Habitat

Advanced standing for design studios in Parts II and III will not be granted due to Syllabus Program experience and employment requirements.

Application and Approval Process:
The approval for design studio advanced standing is a six-step process:
1. Applicant assembles the required documentation for an advanced standing application;
2. Application form, design portfolio, and assessment fee is submitted;
    a. Applicant must demonstrate evidence of having successfully completed design studio courses through a previously attended institution.
3. Application is reviewed by the Syllabus Director and/or Syllabus Registrar for completeness;
    a. If the application is complete, the portfolio is advanced to the Assessment Panel;
    b. If application form or portfolio are incomplete, the candidate is requested to submit additional information before proceeding;
    c. If the candidate cannot provide additional information or the application is deemed unsatisfactory for advanced standing to any design course, 50% of the application fee will be applied against the tuition amount of RAIC 200 Foundations of Design.
    d. Once the portfolio is advanced to the Assessment panel, no portion of the fee is reimbursable.
4. The Assessment Panel reviews the portfolio using an evaluation tool based on the learning outcomes of each of the four design studios in Part I. The Panel may either:
    a. Approve the applicant's request for advanced standing into the desired studio;
    b. Approve the applicant's request for advanced standing but to a lower level studio than requested;
    c. Disapprove the applicant's request for advanced standing.
5. The applicant is asked to participate in an interview with the Assessment Panel either in person or through electronic means.

6. The applicant is notified of the assessment and requested to register for the appropriate design studio course.
   a. The applicant is required to sign an agreement on the application that states they understand that they can be moved back in the studio course sequence at the discretion of the studio coordinator or if they are unable to successfully complete the course into which they have been placed.

It is not required that a new applicant apply for advanced standing with their application to enter the program. An application for advanced standing must be submitted no later than 3 months prior to the studio course registration deadline of either term 1 or term 2.

Submission of Studio Advanced Standing Fee and Application is for review of the application and portfolios. It is not a guarantee that an applicant will be granted advanced standing for Syllabus design studio courses.

Design Portfolio:
The design portfolio is comprised of work that validates the alignment of prior learning with the learning outcomes of design studio courses. The applicant's design portfolio may vary based on the courses from which the candidate seeks exemption.
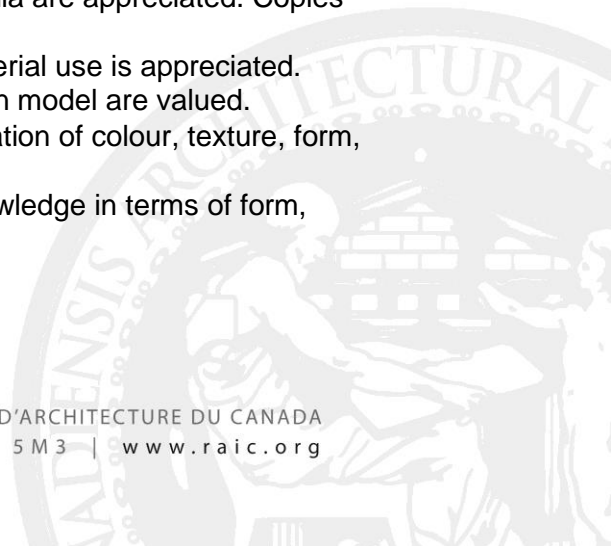
Pre-entry Portfolio:
All new Syllabus Program applicants are required to submit a portfolio of hand-crafted prior work with their application to enter the program. Portfolio materials may not include any work done in an office/firm setting. The purpose of this portfolio is to aid the local coordinators and instructors to understand an individual's capabilities as they begin design studies.

Portfolio A:
Portfolio A is used to support an applicant's request to be exempt from RAIC 200 or RAIC 200 & 300. The requirements for Portfolio A include a minimum of 10 to a maximum of 20 images that demonstrate:
- Skill in hand drawing and illustration including, but not limited to, figure drawing, still life, landscape sketching, and architectural sketching. Quality of drawing, and diversity of subject matter and media are appreciated. Copies of pages from sketch book are valued.
- Images of hand-crafted models. Diversity in material use is appreciated. Images of study models leading to a presentation model are valued.
- Works must demonstrate knowledge and application of colour, texture, form, and materiality.
- Students must demonstrate design skill and knowledge in terms of form, space and order.

- Students must demonstrate an understanding of abstraction and be able to develop and express abstract ideas.

Portfolio B:

To receive an exemption from RAIC 350, an applicant must provide portfolio material in addition to Portfolio A. Portfolio B includes examples of single unit habitat or similar scale projects showing studies of space and form working towards final presentation materials.

- Students must demonstrate a knowledge of architectural concepts, concept forming and determination of relevant concepts.
- Students must demonstrate design skill and knowledge in terms of form, space and order.
- Students must be able to express their architectural ideas in writing, succinctly describing their conceptual ideas, and describe their work in terms of form, space and order.

Portfolio C:

To receive an exemption from RAIC 400, an applicant must provide portfolio material in addition to Portfolios A and B. Portfolio C must include at a minimum one example of multiunit habitat studies or a project of similar scope, scale and complexity. The portfolio should include examples of development studies leading to final presentation work.

- Works must demonstrate more advanced knowledge and application of colour, texture, form, and materiality.
- Students must demonstrate a more advanced knowledge of architectural concepts, concept forming and determination of relevant concepts.
- Students must demonstrate architectural design skill and more advanced knowledge in terms of form, space and order.
- A basic understanding of building systems (appropriate system selection, equipment space provision, and distribution space provision on a conceptual level both vertically and horizontally), and the conceptual provision of life safety code compliance should be evident in the work, at the level relevant to the studio.
- The work must transcend functionality and embody architectural ideas including having a concept, and ideas about form, space and order.

Portfolio Expectations:

Advanced standing in design studios is offered to those who have completed a course of study at a university level that included design education. In an applicant's portfolio, we would expect to see results of prior design studio study or comparable works. The portfolio will be reviewed from the standpoint of the achievement of learning outcomes similar to those of the current syllabus design studio courses.

The submission of work that is the result of architectural office employment is discouraged as the review panel may not be able to differentiate an applicant's

individual effort from a team endeavor. If the applicant is submitting work completed in an architectural office, that they can validate is their own work, it must demonstrate alignment with design studio course learning outcomes.

Fees:
Refer to the Syllabus Fees table for studio advanced standing application fee.

Assessment Panel:
The Assessment Panel is comprised of 3 volunteer coordinators and/or instructors. One panel member shall be an instructor from the local studio in which the student will be enrolling.

The maximum term of panel members shall be three years with rotating term expirations.

The panel will be sent the portfolio materials electronically, review the materials individually, and through discussion arrive to a consensus. The Panel will conduct discussions through teleconference or similar means. The Syllabus Director will chair the Panel as an ex-officio member.

Appendices:
Appendix A – See the Application Form on Syllabus website

Appendix B – Assessment Tool
Assessment Rubrics for each submission.