GRADUATE PROJECT GUIDELINES AND POLICIES

Keegan Kent *Intersections + Integrations: An educational destination*, 2015
INTRODUCTION

SUPERVISION

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The Graduate Project provides an academic context and structure for MLA candidates to independently define, research, generate, resolve and communicate a coherent rigorous, integrated landscape architectural design problem and solution. This independent work will exemplify the highest standards of graduate professional education and shall draw upon each student’s total knowledge, experience and interests. Students must demonstrate their ability to define and develop a landscape architectural problem, to address a range of scales appropriate to the project and to competently resolve the problem as defined.

Learning objectives:
• Initiate and sustain a significant and focused inquiry in landscape architecture using design as the primary mode of inquiry.
• Establish critical knowledge of the literature and state of practice in the topic area.
• Develop a position or point of view through which to resolve this design inquiry.
• Independently develop and employ appropriate analysis/design methods, concepts, and program in pursuit of the resolution.
• Proficiently engage spatial representation and visual media throughout the design process and in the resolution.
• Convincingly communicate the project focus, rationale, key ideas, principles/strategies and resolution.

The product of this design-oriented masters project includes both resolution and the effective communication of the overall project. The final products of GP I + GP II include three parts: 1) the project proposal + a written/illustrated summary of the solution (called the GP Final Report) 2) the design solution— images and text communicating the project and 3) the presentation and defense of the project. See below for more detail on these products.
NOTE: All students are assumed to be Option 1 unless a strong case is put forward by student and supervisor to be Option 2.

Graduate Project Supervision
LARC 595 GP 1
There will be an assigned Instructor of LARC 595. Each student will also have a Supervisor who is a full time Landscape Architecture faculty member (determined by week 7 of the term). Students may elect to find a second committee member— we recommend a person from outside the university. The instructor of LARC 595 is primarily responsible for assigning the grades for the course, but consults with each supervisor about the final grade for the course.

LARC 598 GP II
Option 1: Faculty supervisors provide intellectual and creative leadership and editorial oversight to project processes and products, including term-end deliverables. Students will work closely with their supervisors, typically meeting them once each week. The LARC 598 studio coordinator is the secondary supervisor (equivalent to studio facilitator and committee member for each student) for all Option 1 projects. He/she will set a broad framework for idea exchange, critiques, reviews and major deadlines for the class as a whole. The coordinator is also responsible for inviting guest critics to these reviews and securing the rooms and equipment for the presentations.

The Supervisors, in consultation with the studio coordinator and committee members where appropriate, determine the final grade/evaluation of the project (honors/pass/fail) based on the GP learning objectives listed above.

Students must understand that the graduate project is an independent project and students are expected to manage their projects, retain intellectual control over the project content, and maintain a working process that meets the major class deadlines.

The Option 2 graduate project is a fully independent project and as such, students must manage their projects, retain intellectual control over the project content, and develop a working process that will lead them to successful completion by the end of the term. They are responsible for seeking advice of the committee at regularly scheduled intervals, for managing the focus, content and progress of the project, for setting a schedule of deadlines and meeting those deadlines. They will coordinate with the GP Option 1 class to schedule their project reviews at the same time as the rest of the class.

Option 2 students must have a Supervisor (serves as Committee
Chair) and at least one other committee member. Option 2 faculty
supervisory committees provide full academic and operational
oversight over projects and grade projects independent of the
studio (honors/pass/fail). The Supervisor is responsible for
evaluating the project at its conclusion. The Supervisor should
consult with other committee members about the evaluation of
the project.

**ACADEMIC POLICIES**  LARC 525 is a prerequisite for LARC 595.

LARC 595 is a graded class. A completed proposal and a pass in
LARC 595 is a prerequisite for registering in the Graduate Project
II (LARC 598). An incomplete or fail in LARC 595 will require the
student to retake LARC 595 (if fail) and wait until the following
January to register in LARC 598.

LARC 598 uses Honours /Pass/Fail for evaluation. (Honours grade =
90% or higher. Failing grade = 68% or lower.)

**GRADUATE PROJECT I**  LARC 595 (3 CR)

To complete Graduate Project I (LARC 595), students must
satisfactorily complete a written proposal, which describes the
topic and project they wish to undertake.

Learning Objectives: See the Learning Objectives on page 3 of this
handbook.

**GP I PRODUCT**  The final product of this course is the Graduate Project Proposal.
The proposal is a statement that defines the area of inquiry,
the problem in broad and narrow terms, the focus and point of
view, relevant precedents and introduces the proposed site. This
completed proposal must be submitted to: LARC 595 instructor
plus the Supervisor by the end of the examination period for Term
1.

Anticipated length: 50 (+) pages. Length varies. Organization of the
BODY is by the author. This is a heavily illustrated report.
CONTENTS

FRONT MATTER
i. Cover page: Project title, author, date. Also list 595 Instructor, project Supervisor and committee members (where applicable).

ii. Table of Contents

iii. Abstract
A concise summary of the proposed project. It should identify the focus inquiry of the project, the position taken, the proposed design approach and the introduce the site (where applicable). Maximum 200 words.

BODY

1. Statement of Thesis
Briefly discusses the broader landscape problem which the project will address. The problem is also re-stated in region or site specific terms. Concisely explain the position or point of view through which you will resolve this design inquiry (about 2 pages long).

2. Discussion
The discussion is a critical essay, which positions the project. It establishes a perspective or point of view. It includes a critical discussion of the state of knowledge and practice in the topic area(s). This section should conclude with a position statement establishing your approach to the topic and a summary of principles and strategies (if appropriate). (see Appendix 2)

3. Precedent studies
Precedents are used to further explore theoretical positions, and/or application. Precedent studies should be carefully selected and should include critical analysis and summaries that explain “lessons” or principles that are applicable to your project. (see Appendix 3)

4. Site description
Introduce the subject site, its context (policy, physical, historical, systemic), and specific problems or issues that will be resolved through this project. Also discuss early ideas for the proposed design interventions. Note: Some projects may be resolved as systems rather than discrete sites.

5. Program
The functional elements of the project. The program summary includes lists and diagrams of proposed human and ecosystem
functions to be accommodated.

6. Projected schedule
   Include a preliminary task list and schedule of work, including estimates of time allotments for each major task or phase. This plan should correlate with typical deadlines for the graduation project. (See Appendix 1).

7. Reference list
   Include a complete list of articles, theses, projects and precedents that were referenced in the proposal. Use accepted referencing styles. (See Appendix 2)

8. Appendix (if necessary)

   **FORMAT**
   This is a carefully written, nicely designed and crafted, illustrated report. It must be in “letter” size. Use of colour illustrations is recommended.

   **GP I DEADLINE**
   FINAL PROJECT PROPOSAL DUE
   A complete written proposal covering the Table of Contents above is typically due on the last day of the Term 1 examination period. See the class schedule.

   **SUBMIT:**
   1. One hard copy report + one digital report for LARC 595 Instructor (either on CD or via e-mail or Connect). This digital version is for Program records and for distribution to other faculty as necessary.
   2. One digital OR hard copy report to the Supervisor (please ask his/her preference)

   NOTE: This proposal is Part 1 of your final Graduate Project Final Report. In Term 2 you will ADD a summary of the design component of the project to complete your submission requirements.
GRADUATE PROJECT II

LARC 598 (9 CR)

GP II constitutes the primary design and resolution component of the graduate project. GP II is organized and run like a studio—the space, the scheduling and the collaborative environment. Students are encouraged to work in the studio space as much as possible.

Learning Objectives: See the Learning Objectives on page 3 of this handbook.

Schedule:
The schedule of deadlines and reviews is set each term by the Graduate Project Coordinator. The schedule will generally follow:

- **Week 1:** Introductory presentation and review (each student will present his or her project to the class)
- **Week 3:** In-process review (with supervisors)
- **Week 6:** Mid-term review. Guest critics and faculty supervisors will be invited.
- **Week 9:** In-process review (with supervisors)
- **Week 12:** Substantial reviews. Faculty, committee members will be invited.
- **Week 15:** Final Graduate Project Reviews. Faculty and students in attendance. Guest critics invited. Open to the public.

FORMAL REVIEWS

*Mid-term Review:*

The midterm review offers students the opportunity to present his/her project to a wider audience. Each student will have 20 minutes to present the full project with about 10 minutes for discussion and commentary.

Mid-term presentations should address:
- the broader landscape problem which the project will address
- the focus inquiry of the project or specific issues of this project
- the position or point of view through which you will resolve this inquiry
- important precedents you are using and why/how
- a summary of the analysis undertaken to date
- the logic for determining and organizing the proposed program
- the design propositions you are making (typically the analysis & propositions) will occur at more than one scale.

Each student should work with his/her supervisor to outline this presentation.

*Substantial review:*

The project as a whole is expected to be 80% complete by the
substantial review. Students must pass the substantial review in order to be approved to present the project at the final reviews. (See Appendix 3).

Final Graduate Project Review:
Each student must present her/his Graduate Project for final review and critique. This review is open to all faculty and students in the Program and School, and the public, and is an important component of the Graduate Project. The School of Architecture and Landscape Architecture sets the dates and schedule for this review.

Reviewers: The LARC 598 class (GP Coordinator and students) are responsible for inviting guest critics to the reviews.

Final SALA GP Reviews:
A team of GP coordinators (MArch and MLA) will work with a team of students to plan the final GP reviews on matters of venue, schedule, reviewers, the abstracts publication, and logistics. Deadlines for submission of abstracts, images, reviewers will be announced.

GRADUATE PROJECT FINAL REPORT
Subsequent to the final Graduate Project Reviews, each student will prepare and submit the Graduate Project Final Report and digital materials. This report consists of the GP I Report as submitted previously plus Part 2 of the Body of the report, which is a summary of the design resolution.

The Report and additional products are submitted to the Landscape Architecture Office on the deadline announced at the start of the term. See below for submission requirements.

The Graduate Project Final Report must include the following content in this order:

FRONT MATTER (numbered with Roman numerals)
1. Title page
2. Release Form (see Appendix 5)
3. Abstract
4. Table of Contents
5. List of Figures
6. Acknowledgements (optional)

BODY (numbered with Arabic numbers)
Part 1: Body of report as submitted for GP I
Part 2: New content which is a written and graphic summary of the design resolution. All imagery prepared for the project should be included at a reduced but legible size. Also include photos of models.

END MATTER (continue Arabic numbers from the body)
1. Endnotes (as applicable)
2. Reference list (alpha ordered by author and using an accepted bibliographic style)
3. Appendices (optional)

FINAL SUBMISSION
A. GP FINAL REPORT: 1 unbound full colour copy of the Graduate Project Final Report.
   (It is also recommended that you provide 1 copy of your final report to your Supervisor. Ask if he/she prefers hard or digital copy.)

   See Appendix 2 for additional information about the formatting of the final report.

B. DIGITAL MATERIALS TO BE SUBMITTED on a CD with jewel case or on a USB drive:
   1. Label the CD case or the USB with your name and project title as space permits.
   2. GP Final Report- - - a .pdf of the document described above
   3. Design presentation ‘board’ files - - - .pdf files of the printed / posted portion of your public presentation AS PRESENTED.
   4. Summary poster file - - - a summary poster of the project (.pdf format) Please use the SALA exhibition template. These posters will be printed and hung in the Macmillan Hallway by the program office.

C. BINDING FEE for each report to be bound can be paid online through the SALA eCommerce website.

Students may choose to submit two unbound copies and pay for extra binding if they wish to receive a personal bound copy of the report.
APPENDIX 1  TYPICAL SCHEDULE FOR THE GRADUATE PROJECT PARTS I & II

LARC 595 Term 1, GP I
Option 1:
Summer prior to third year: Read primary literature pertaining to the planned topic of inquiry. Locate a project and site per the Summer Assignment.
First day of class: Due for class discussion: 200 word project definition; two to three possible study sites; reference list
Term 1 The LARC 595 Instructor will set major deadlines for the class. (See the course schedule for LARC 595.)
End of exam period (typically): Submit completed proposal to the Instructor of LARC 595.

Option 2:
Summer prior to third year: Secure agreement of potential Supervisor in May/June.
Read primary literature pertaining to the planned topic of inquiry. Complete a first draft of the Graduation Project Proposal.
One week after 1st day: Submit signed Option 2 approval form to the Instructor of LARC 595 and the Program office
Term 1 The student should set regular meetings (weekly is recommended) with the Supervisor and at least two meetings with the full committee. One formal review is recommended and may be scheduled alongside the Option 1 review.
Last day of exams (typically): Submit completed proposal to the LARC 595 Instructor, the Supervisor and the second committee member. (See the course schedule for LARC 595.)

Option 1 and 2 students will be notified prior to the end of December if they have not completed or failed LARC 595.

LARC 598 Term 2, GP II
Applies to both Option 1 and Option 2.
Week 3: In-process review with supervisors
Week 6: Mid-term review
Week 9: In-process review with supervisors
Week 12: Substantial completion review
Week 15: Final GP Review and Presentations.
Each student will be given a time slot to present their project to an invited jury and guests from the Program, SALA and the profession.

Last day of exams (exact date will be announced): Final submission of all documents to the program office.
APPENDIX 2  STYLE REQUIREMENTS FOR THE GRADUATE PROJECT REPORT

DOCUMENTING SOURCES
Wherever the work of another is drawn on, what was borrowed and from where it was borrowed must be documented. This includes ideas, writing, photos, illustrations, charts, graphs and tables from both print sources as well as internet sources. A current style manual will address the mechanics for sourcing another’s work.

An established style must be followed consistently throughout the document. Always use the latest edition available. If there is a conflict between the instructions in these guidelines and the style manual chosen, the former should be followed.
See: http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/

COVER PAGE
Title, author, date, and statement, “Submitted in partial fulfillment for the Master of Landscape Architecture, School of Architecture and Landscape Architecture, University of British Columbia.” Also list your Supervisor and committee members.

ABSTRACT
The abstract is a concise and accurate summary of the graduation project in paragraph form. It should identify the context that the project addresses, design strategies, and particular design decisions that were made. Limit to 200 words.

TABLE OF CONTENTS
ToC must include the abstract, other preliminary pages as applicable [i.e. preface, acknowledgements, dedication, etc.], as well as all main divisions and subdivisions of the report, bibliography and appendices. Page numbers must be provided for each entry and the headings must appear in the correct order.

LIST OF TABLES, FIGURES [OR ILLUSTRATIONS]
On separate pages, list tables and figures and page number. Images should be identified by type [e.g., Burrard Street Elevation, Section, Looking South]. Identifications of details and conceptual drawings should be specific [e.g., Detail, Main Entrance, Concept, Entry Sequence].

BODY
The body of the Graduation Project Final Report should contain the following: Part 1: the contents of the Graduate Project Proposal for LARC 595. You may revise as necessary for accuracy. Part 2: is an introduction to the approach taken in the design solution; a summary of the program (or revise that section in part 1); a summary of the design solution that accompanies the primary design drawings (cover all salient portions of the design at legible scales). Text presented in the report must be of good literary style and appear in the appropriate order.

END MATTER
Endnotes
Endnotes (if needed) must be numbered consecutively throughout the report. They may appear at the bottom of pages, at the end of sections, or at the end of the main body of the text immediately preceding the reference list. A consistent and established style must be followed in the footnotes and reference list (see Documenting sources above).

REFERENCE LIST
An accepted bibliographic style must be followed consistently throughout the document. Accepted styles include, The Chicago Manual of Style; The Language Association of America, MLA Handbook, etc.
See: http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/

APPENDICES
Include if appropriate. Examples of appropriate Appendix materials- additional details regarding precedent studies; additional research related information or data; detailed plant lists; transcripts of interviews.

FORMATTING REQUIREMENTS
The Landscape Architecture Office is responsible for accepting and processing each graduation project report. These guidelines cover the general formatting requirements. The text should be proofed carefully for typographical and spelling errors; footnotes or endnotes and reference list should be checked for completeness.

The submitted hard copy must be printed in colour and on good quality paper. It should remain UNBOUND (It will be bound by the office). The size should be 8 ½” x 11”. Landscape or portrait format is acceptable. The bound copy will be housed in the Landscape Architecture Reading Room.

Paper for the hard copy: High-quality white bond paper, 20-24 pound stock, is required. All pages must be the same height. Maximum booklet size is 8.5 x 11 inches; landscape or portrait format. Oversize illustrations should be folded into the booklet. Cream, grayish, or coloured paper will not be accepted. If recycled paper is used, it must be white (not off-white) and acid-free. Pages with holes, such as those made by binder rings, will not be accepted.

Quality of Type and Print: The print must be of high quality throughout the thesis. Correcting liquid and other impermanent methods of correction may not be used. Use 10 to 12 point font for the body of the thesis. A laser or other high quality printer is recommended. Poor print quality and inferior grades of paper will not be approved.

Pagination
Every page other than the title page must be numbered. Page numbers should be placed at least .5 inches (12 mm) from the edge of the page; they may be either in the centre (top or bottom) or on the right of the page. Number the front matter in lower case Roman numerals (ii, iii, iv, etc.). The title page is “i” but is not numbered.
The Release form is placed immediately behind the title page but is not counted nor numbered. Numbering begins at “ii” on the first page of the abstract. Number the body of the thesis in Arabic numerals (1, 2, 3, etc.). The first page of the text is “1” and the numbering continues throughout, including pages with tables and figures, the bibliography, and appendices. See Appendix 5.
APPENDIX 3: SUBSTANTIAL COMPLETION

At the ‘Substantially complete’ milestone for GP II (~80% of term) this project is substantially designed and ready to proceed to presentation. A ‘whole’, well integrated design resolution demonstrates technical and creative control over the issues, knowledge and skills has been achieved. Studies of significant focus areas demonstrate a design development approach representative of the project. A public presentation has been defined and outlined.

At the conclusion of each student’s ‘substantial’ review presentation, faculty will assess:
1. Is this project sufficiently resolved to proceed to public presentation?
2. If the assessment is ‘maybe’ what specifically needs to be improved within one week?
3. If the assessment is ‘no’ what specifically needs to be done to bring it to 80% completion?

Basis of assessment:

PROJECT FOCUS AND FRAMING
Why (and how) is the project significant?
Has the project topic and rationale been situated within an area of professional or academic inquiry?
Have project issues and their intellectual context been defined within that vision? Are project goals and objectives connected to that vision?

DESIGN CONTENT
Are core design (spatial) concepts and approaches clear?
Have core design concepts and approaches been articulated as logical and creative responses to the project vision and ambitions?

DESIGN RESOLUTION
Is the design approach rigorously interpreted and applied across project scales?
Has the project demonstrated how core design concepts have been consistently investigated and resolved at crucial scales – from concept and schematic design choices at the most general scales to design development choices at the most focused scales?

DESIGN METHODS & REPRESENTATION
Are design methods and media effectively selected and applied across scales?
Has the project demonstrated effective design methods and media choices across scales – from planning and schematic design at the most general scales to design development choices at the most focused scales?

DESIGN PRESENTATION & COMMUNICATION
Has the project and its design resolution been effectively argued and communicated for a professional audience? Is the argument logically constructed (and edited)?
Do design media (and scale) choices (maps, diagrams, models, plans, sections, renderings...) provide persuasive supporting evidence and narrative?
Is the quality of presentation and media appropriate to a graduate design project?
APPENDIX 4: OPTION 2 APPROVAL FORM

UBC School of Architecture and Landscape Architecture
MLA OPTION 2 GRADUATE PROJECT APPROVAL FORM

Student name: ____________________________________________________________

Student number: _______________________________________________________

The following people have agreed to serve as members of the Supervisory Committee for
the above student. They have agreed to provide guidance to the student throughout the
process of the Project, including background research, project scope, project definition, and
project resolution.
The faculty supervisor (Chair) will provide intellectual and creative leadership and editorial
oversight over project processes and products, including term-end deliverables.

_________________________________  __________________________  ______
Supervisor/Chair name                Signature                        Date

_________________________________  __________________________  ______
Committee member name                Signature                        Date

_________________________________  __________________________  ______
Committee member name                Signature                        Date

The Supervisor/Chair must be Faculty in the Landscape Architecture Program. There must be
two but not more than two faculty members in Landscape Architecture/SALA (including the
Supervisor) on the Committee. One additional committee member (optional) may be from
outside SALA or UBC.

Please complete and return this form to the landscape Architecture Office with a copy to the
Supervisor and the Instructor of LARC 595. This form must be completed by the end of the
first week of classes during the term in which the student is registered in LARC 595.

APPROVAL BY LARC 595 INSTRUCTOR

_________________________________  __________________________  ______
Name                                Signature                        Date
APPENDIX 5 RELEASE FORM

Each student should create a copy of this Release Form to match the formatting of his/her document. The Release Form must be placed immediately after the Title page.

Landscape Architecture
School of Architecture and Landscape Architecture
University of British Columbia

Name:

UBC Student number:

Graduate Project Title:

In presenting this report in partial fulfillment of the requirements for the Master of Landscape Architecture, University of British Columbia, I agree that UBC may make this work freely available for reference or study. I give permission for copying the report for educational purposes in accordance with copyright laws.

_________________________   ___________________________   __________
Name                             Signature                       Date