

UNIVERSITY
of GUELPH

Bachelor of Landscape Architecture (BLA)

2018 Program Handbook



School of Environmental Design and Rural Development (SEDRD)

Ontario Agricultural College

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1. SEDRD Director's Welcome

Congratulations on your acceptance to the Bachelor of Landscape Architecture program at the University of Guelph. The School of Environmental Design and Rural Development (SEDRD) brings together four major academic fields: Landscape Architecture, Rural Planning and Development, Capacity Development and Extension and Rural Studies, all which are concerned with creating strong communities in Canada and around the world.

The SEDRD faculty and staff urge you to take full advantage of the many opportunities available to you and hope you will become an active part in our academic community. As a new member of the SEDRD family, please take a few minutes to acquaint yourself with the contents of this handbook and we look forward to welcoming you to our School.

Sean D. Kelly, OALA, CSLA, ASLA
Director, School of Environmental Design and Rural Development

2. BLA Program Coordinator | Faculty Advisor Message

I believe that landscape architecture at Guelph is a truly special program and without doubt it is because of the people . . . faculty, staff and especially the students. Special, in the sense used here, means that we take care of each other, act in a professional manner and work and play with enthusiasm. The information contained in this "handbook" is a starter and a "go to" for information about the program, its people and some of the rules and regulations of the University. Please take a few minutes to review the contents as some of the questions you may have might be addressed.

It is important to note that a number of other official publications are published at the University of Guelph and these should be used in conjunction with this handbook – these include the [Undergraduate Calendar](#) and the [University's Statement of Students' Academic Responsibilities](#); and other such documents produced by [Office of Registrarial Services](#). You should also acquaint yourself with the ["Students" page of the website](#), this is where you will find many, many resources addressing academics, health & well-being, student involvement, student services and technical services.

We hope this handbook provides you with a useful profile of Landscape Architecture at Guelph. Please refer to it throughout your course of study. However, do watch for updates on University policies and programs – as these can be found on the University Web site.

Nate Perkins, PhD, FASLA
BLA Program Coordinator

3. BLA Program Counsellor Message

Welcome to the Bachelor of Landscape Architecture Program! My name is Melinda Vanryn. As the Program Counsellor for the BLA degree, I am one of the many resources you have access to on campus. My role is to help you with course schedules, degree requirements and interpreting university policies and procedures (just to name a few!). You are welcome to ask me any question you have; if it is not my area of expertise, I will point

you in the right direction. Never hesitate to contact me if you are having academic difficulties; I am here to help! I encourage all of you to come and meet me when you get the opportunity. I make an effort to learn names and can only do that if you introduce yourself to us!

Please feel free to contact me if you have any questions- mavanryn@uoguelph.ca or 519-824-4120 ext. 54549. My office is in Johnston Hall 133A and our office doors are open Mondays to Thursday 10am-3pm and Fridays 10am-12pm. My assistant, Carie, is happy to help as well. I look forward to a great first semester.

Melinda Vanryn
BLA Program Counsellor

4. The Landscape Architecture Community

Landscape Architecture at Guelph is a unique and exciting community. It is a place where creative, concerned and involved students and faculty work, learn and play together. Everyone brings a unique set of life skills, life experiences and points of view to Guelph's academic environment and to the landscape architecture profession's goal of improving the fit between humans and their physical environment. The landscape architecture environment provides the ingredients for lively debates, discussions, creative solutions and lasting friendships. We encourage everyone to be a part of the community.

Design is central to everything we do in Landscape Architecture. It is what prepares us to deal with interactions between humans and their environment. The objectives of the BLA Program are:

- the professional and academic development of individual students,
- the generation of knowledge, and
- the continued development of the profession of landscape architecture so that it can remain relevant in our changing society.

We are committed to the highest levels of creativity, innovation, and rigour in support of these objectives and have developed seven (7) learning outcomes for our program (see heading 8).

We encourage you to interact with people in other programs and other disciplines across campus. Although you will likely find you are busy with courses, we encourage you to get to know faculty on an individual basis. Some faculty will have an open-door policy, while others post office hours. In either case, we encourage interaction and invite you to talk with us.

5. Brief History of Landscape Architecture at Guelph

Founded in 1965, the BLA and MLA programs at the University of Guelph were among the first professional programs of landscape architecture instruction at a Canadian university. Professor Victor Chanasyk was the program's first Director (see his picture in the foyer).

In 2001, the School of Landscape Architecture amalgamated with Rural Planning and Development (RPD) and Capacity Development and Extension (CDE) to form the School of Environmental Design and Rural Development (SEDRD). There are five (5) programs within SEDRD including the BLA, MLA, MSc, MPlan and PhD degrees – the BLA is the only undergraduate program in the building. Because much (not all) of SEDRD is in the

landscape architecture building, it is a diverse group of people. It is likely that every day in the building you will walk by planners, geographers, engineers, environmental scientists, community development professionals and so on.

6. BLA Program Coordination

BLA Program Coordinator

The BLA Coordinator (Faculty Advisor) is a faculty member who also undertakes the duty of coordination, and with support from the LA Programs Assistant is responsible for the coordination of all aspects of undergraduate studies within the program. This includes program promotion, student inquiries, admissions, orientation, awards and scholarships, coordination of program curriculum, etc.

Nathan Perkins, (call me Nate). BLA Coordinator/Faculty Advisor
Landscape Architecture, Room 146
Email: nperkins@uoguelph.ca | Tel: 519-824-4120, ext. 58758

Landscape Architecture Programs Assistant

The LA Programs Assistant takes care of day-to-day administration of the undergraduate and graduate programs in landscape architecture – and likely is one of the best people to know in the building. Please see Diana if you need forms or advice about general administrative issues.

Diana Foolen, LA Programs Assistant (BLA & MLA)
Landscape Architecture, Room 102B
Email: dfoolen@uoguelph.ca | Tel: 519-824-4120, ext. 56576

BLA Program Counsellor

Arguably the most important person to you will be the Program Counsellor. They have particular expertise in the degree program requirements and regulations, as well as the various specializations and their fit within the degree program – this is the person who helps you understand your academic path, the credit counts, which courses to take, etc. The Program Counsellor is also familiar with the policies and procedure that govern university practice. The role of a program counsellor is to:

- Provides information about academic requirements of the BLA degree program, including Admission, Schedule of Studies, Continuation of Study, and Graduation requirements;
- Refer to other campus services, as necessary;
- Communicate information about the degree program to the dean, chairs and directors, faculty advisors, curriculum committees, program committees; and to bring forward any concerns of issues as students progress through the Schedule of Studies for the degree program;
- Liaise with the faculty advisor for the specialization, in order to provide information about the degree program and the fit of the specialization within the degree program;
- Please make an appointment or drop by the OAC Counselling office located in Johnston Hall.

Melinda Vanryn, BLA Program Counsellor
Johnston Hall, Room 133A
Email: mavanryn@uoguelph.ca | Tel: 519-824-4120, ext. 54800

[BLA Program Counselling Website](#)

The following are some examples of situations where you would consult with your Program Counsellor. Please note: This is not a complete list of reasons why you may seek their assistance. If for any reason you feel that you cannot talk to your Program Counsellor you should contact OAC's Associate Dean – Academic, Jonathan Schmidt, at 519-824-4120 ext. 53492 or jonschm@uoguelph.ca

- You require academic consideration due to medical, psychological, or compassionate grounds;
- You have questions about your academic standing (eligible to continue, probation, required to withdraw);
- You have any questions about courses you should or would like to take;
- You are considering changing degree programs;
- The Add Period has ended and you wish to change one of your courses;
- You missed the drop deadline on the 40th day of classes (last day of the add period in the second semester for two-semester courses) and you wish to drop a course;
- You wish to take a course at another University for credit towards your University of Guelph degree;
- You have questions about what courses you are required to take to satisfy requirements for your degree program.

7. Landscape Architecture Faculty and Staff

Landscape Architecture faculty have been recognized within the University of Guelph as well as nationally and internationally for their expertise and strengths in teaching, practice, outreach, research and service. They bring a variety of education backgrounds and interests that span broad areas of the profession, adding significantly to the richness of the student learning experience at Guelph. There is no better way to realize the range of experience than to talk with faculty. We routinely engage with many associated professionals and faculty from other university programs who also contribute to the education of students in the Landscape Architecture programs.

Nadia Amoroso, Assistant Professor. BLA, MUD (Toronto), PhD (The Bartlett, UCL, London, UK).

Room: LA 144, Ext. 53192, Email: nadia.amoroso@uoguelph.ca.

Areas of interest: Visual communication in landscape architecture (traditional, digital and hybrid), data visualization, creative cartography, geo design, parametric design, urban design, contemporary design, digital design, 3D printing and fabrication.

Robert Corry, Professor and MLA Coordinator. BLA (Guelph), MLA (Minnesota), PhD (Michigan).

Room: LA113, Ext. 58034, Email: rcorry@uoguelph.ca

Areas of interest: Landscape ecology, landscape pattern indices, design scenarios, habitat quality, spatial analysis, rural landscapes and GIS.

Cheryl FitzGibbon, Computer Information Technology | Network Administrator

Room LA 103B or AXEL 205, Ext. 54802, Email: cfitzgib@uoguelph.ca

Expertise: Computer Information technology.

Diana Foolen, Landscape Architecture Programs Assistant (BLA and MLA)

Room LA 102B, Ext. 56576, Email: dfoolen@uoguelph.ca

Expertise: Provides administrative support to the BLA and MLA programs and EDRD courses. She is also the School's website manager and editor.

Larry B. Harder, Associate Professor. BES (Manitoba), MLA (Harvard).

Room: LA 115, Ext. 52406, Email: lharder@uoguelph.ca

Areas of interest: Urban ecology, landscape restoration and rehabilitation, naturalization, community planning, aboriginal community development.

Martin Holland, Assistant Professor. BA (Dalhousie), MLA (U. Virginia), PhD (Illinois).

Room: LA 123, Ext. 58688, Email: martin.holland@uoguelph.ca.

Areas of interest: Landscape history and theory, cultural landscapes, landscape conservation and preservation, landscapes of commemoration and memorialization, contemporary design practice.

Sean Kelly, Associate Professor and Director of SEDRD. BLA (Guelph), MSc (Guelph).

Room: LA 101, Ext. 56870, Email: sean.kelly@uoguelph.ca

Areas of interest: Resort, destination and amenity landscapes, design implementation and landscape construction, rural community design.

Karen Landman, Professor. BLA (Guelph), MSc (Guelph), PhD (Queen's).

Room LA 105, Ext. 53748, Email: klandman@uoguelph.ca

Areas of interest: Urban greening, urban agriculture, planting design, food systems, green infrastructure, landscape stewardship.

Jenn McCreary, SEDRD Accounts Clerk

Room LA 103A, Ext. 58901, Email: sedrd.clerk@uoguelph.ca

Expertise: Accounts clerk responsible for the purchasing and accounting/clerical services with the School.

Nathan H. Perkins, Associate Professor. BLA, MLA (Illinois), PhD (Wisconsin-Madison).

Room LA 146, Ext. 58758, Email: nperkins@uoguelph.ca

Areas of interest: Landscape aesthetics, environmental psychology, research methods, therapeutic and participatory design.

Sara Stephens, SEDRD Administrative Officer

Room LA 102A, Ext. 53353, Email: sara.stephens@uoguelph.ca

Expertise: Oversees School administration and financial management related to budget, personnel and payroll.

Brendan Stewart, Assistant Professor. BLA (Guelph), MLA (California-Berkeley).

Room LA 117, Ext. 53483, Email: brendan.stewart@uoguelph.ca.

Areas of interest: Heritage conservation planning and design, cultural landscape theory, design history and service learning and participatory design.

8. The Bachelor of Landscape Architecture Degree

Considering knowledge and application, professional development, local and global awareness, and personal development, the graduates of the BLA Program will have acquired and demonstrated the following seven (7) competencies (learning outcomes) through their degree:

1. The ability to undertake challenging design problems, develop and implement an effective method of design process and perform appropriate analyses and syntheses. Demonstrated through the successful completion of individual and group projects and assignments incorporating the collection, analysis, synthesis and appropriate presentation of relevant information for design, design implementation and management at all landscape scales.
2. The ability to accurately and effectively communicate analyses, arguments and ideas related to landscape (design and management), to diverse stakeholders in visual, written and oral forms. Demonstrated through graphic and/or technical drawings, written assignments and oral presentations, including the appropriate and correct use of media, convention, literature and citation.
3. The ability to apply relevant and appropriate professional and technical skills (including project planning, landscape analyses, landscape architectural design, landscape construction document preparation, and project management). Demonstrated through the timely and effective completion of assignments based on realistic project, research and design scenarios.
4. The ability to engage fully and respectfully as a leader and/or team member to undertake relevant challenges of the profession; demonstrated through successful completion of group projects.
5. The ability to critically reflect on their personal, academic and professional goals (values) to promote ongoing positive and innovative change within themselves as well as local and global communities. Demonstrated through visual, written and oral assignments requiring self-reflection, critical thinking, and articulation of personal opinions.
6. The ability to employ connections among environmental, social, cultural, technological and professional systems and practices to gain new insights, to identify and characterize problems and to propose and critically evaluate potential solutions based on the integration of evidence -- knowledge (theory) and practice across disciplinary boundaries. Demonstrated by the successful completion of a multifaceted capstone project based on real-world issues and challenges relevant to their area of interest and reflecting on the scope and depth of their undergraduate experience.
7. The ability to present themselves as credible candidates for career opportunities by demonstrating an understanding of workplace and professional expectations and successful completion of tasks requiring effective organization, time management and knowledge of the profession's standards and potential.

9. BLA Schedule of Studies

The following is the typical list of required courses for the BLA program. This information should be sought as "official publication" and are published and the Undergraduate Calendar Web under [Schedule of Studies](#). Twenty (20.0) credits are the minimum number of credits required to graduate. All landscape architecture

(LARC) courses are required as well as the specified required electives (e.g., PHIL*2070) here designated, “electives” means that any UofG degree course may be taken. This does not apply to Diploma courses. Electives can be any level (1000, 2000, etc.) and it is often advantageous to ‘link’ elective courses together to acquire a minor. Departments offering the degree major are responsible for degree minors.

Semester 1 - FALL

BIOL*1500 Humans in the Natural World (0.50)

LARC*1100 Design and Communications Studio (0.75)

LARC*1950 History of Cultural Form I (0.50)

One of:

ANTH*1150 Introduction to Anthropology (0.50)

PHIL*1010 Introductory Philosophy: Social and Political Issues (0.50)

PSYC*1000 Introduction to Psychology (0.50)

SOC*1100 Sociology (0.50)

0.50 Elective(s) (0.50)

TOTAL (2.75)

Semester 2 - WINTER

LARC*2020 Design Studio (0.75)

LARC*2230 Planting Design (0.50)

LARC*2420 Materials and Techniques (0.50)

PHIL*2070 Philosophy of the Environment (0.50)

0.50 Elective(s) (0.50)

TOTAL (2.75)

Semester 3 - FALL

LARC*2100 Landscape Analysis (0.50)

LARC*2240 Plants in the Landscape (0.50)

LARC*2410 Site Engineering (0.50)

LARC*3040 Site Planning and Design Studio (0.75)

0.50 Elective(s) (0.50)

TOTAL (2.75)

Semester 4 - WINTER

LARC*2820 Urban and Regional Planning (0.50)

LARC*3050 Landscape Architecture I (0.75)

LARC*3430 Landscape Construction I (0.50)

0.50 Social Science Elective(s) (0.50)

TOTAL (2.25)

* Note: A “Social Science” elective can be any course in the following areas: Anthropology, Economics, Geography, Women’s Studies, International Development, Political Science, Psychology or Sociology.

Semester 5 - FALL

LARC*3060 Landscape Architecture II (0.75)

LARC*3440 Landscape Construction II (0.75)

LARC*4610 Professional Practice (0.50)

0.50 Elective(s) (0.50)
TOTAL (2.50)

Semester 6 - WINTER

Choose one of the following three options:

Option 1:

2.00 Electives (2.00)

Option 2:

LARC*4620 Internship in Landscape Architecture (1.00)

1.00 Electives (1.00)

Option 3:

Exchange Program (2.00 credits)

TOTAL (2.00)

Semester 7 - FALL

LARC*3070 Landscape Architecture III (1.00)

LARC*3320 Principles of Landscape Ecology (0.50)

LARC*4510 Honours Thesis (0.50)

0.50 Elective(s) (0.50)

TOTAL (2.50)

Semester 8 - WINTER

LARC*4090 Seminar (0.50)

LARC*4710 Integrative Design Studio (1.00)

0.50 Elective(s) (0.50)

0.50 Elective(s) (0.50)

TOTAL (2.50)

Your BLA Program Counsellor can offer a listing of “favorite” electives upon request.

Please keep a digital or hard copy of all of your course outlines from the courses that you complete. You may need them for various reasons such as applying for a professional membership, or they may be used for verification/waiving of courses you may take in future studies.

10. Course Descriptions

The descriptions for the BLA program courses and for all other course at the University of Guelph can be found in the Undergraduate Calendar under [Course Descriptions](#).

11. Articulation Students

Articulation students are students with a diploma from either Fanshawe College or the Northern Alberta Institute of Technology (NAIT) admitted into the third year of the BLA program. The University of Guelph has legal agreements with Fanshawe and NAIT that allow a revised schedule of studies that leads to the BLA degree. Because of the special nature of articulation, students follow a slightly different degree path. The

University requires all graduates to receive at least 20.00 credits to complete their degree. Students are required to meet the Academic Residence Requirements to be eligible to graduate.

Academic Residence Requirements for Articulation Students:

- i. At least 5.00 of the credits required for graduation by the student's program must be taken at the University of Guelph.
- ii. At least 60% of the 3000 and 4000 level courses required for graduation must be taken at the University of Guelph.

University of Guelph courses include courses taken on exchange and on study abroad programs, and Open Learning program courses (degree credit weight). Letter of permission courses are not included. Please see the articulation schedule below for a general guide to required courses and elective course opportunities. Note at least one elective must be a social science elective.

Articulation Students (Fanshawe /NAIT) - Schedule of Studies

Semester 1 - FALL

BIOL* 1500 Humans in the Natural World (0.50)

LARC*3060 Landscape Architecture II (0.75)

One of:

ANTH*1150 Introduction to Anthropology (0.50)

PHIL*1010 Introductory Philosophy: Social and Political Issues (0.50)

PSYC*1000 Introduction to Psychology (0.50)

SOC*1100 Sociology (0.50)

0.50 Elective(s) (0.50)

0.50 Elective(s) (0.50)

Semester 2 - WINTER

PHIL*2070 Philosophy of the Environment (0.50)

LARC*2820 Urban and Regional Planning (0.50)

0.50 Elective(s) (0.50)

0.50 Elective(s) (0.50)

0.50 Elective(s) (0.50)

Semester 3 - FALL

LARC*3070 Landscape Architecture III (1.00)

LARC*4510 Honour's Thesis (0.50)

LARC*3320 Principles of Landscape Ecology (0.50)

0.50 Elective(s) (0.50)

Semester 4 - WINTER

LARC*4710 Integrative Design Studio (1.00)

LARC*4090 Seminar (0.50)

0.50 Elective(s) (0.50)

0.50 Elective(s) (0.50)

12. Internship and Exchange

Internship in Landscape Architecture

The goal of internship is to provide an “office” learning opportunity for academic credit under professional supervision (CSLA member or equivalent) and University of Guelph guidance and criteria.

All students electing to undertake the Internship Semester for credit shall have satisfactorily completed all courses to the end of semester five of the B.L.A. program, as outlined in the Schedule of Studies in the University of Guelph Calendar for your entering year, with an overall average of 70% or an overall 75% average in semesters 4 and 5. There are no exceptions to this minimum average as a qualification for internship.

A listing of professional offices seeking interns or offices that have hired interns in the past is available from the BLA Program Assistant. These listings are not inclusive so it is possible to find internships through personal contacts or the professional organizations.

Please contact the course Advisor; the BLA Program Counsellor, Melinda Vanryn; or the LA Programs Assistant, Diana Foolen, for more information.

Exchange

The goal of the exchange semester is to give you an opportunity to study in a different educational environment. The exchange semester is handled through the Centre for International Programs (CIP). Students need to apply to go on exchange a year in advance of the proposed study term. If you are interested in going on an exchange, your first step is to go to the [CIP Web site](#) and sign up for a Study Abroad Information Session before the application deadline – note a minimum cumulative average of 70% is required to be an exchange student. The Landscape Architecture program usually holds its own information session for landscape architecture students.

13. School Administration and Services

Access to Landscape Architecture Building and Common Space

Access to the Landscape Architecture building is available to registered BLA students. Once you are registered and your ID card is issued to you, SEDRD will automatically activate your card in mid-September for 24-hour access to the landscape architecture building. Please contact Diana if you have questions.

The LA lobby area known as “The Pit” is open to all SEDRD students and is a shared work and leisure environment. Please make an effort to keep it neat and clean and return tables and chairs to their original spaces. On occasion classes, presentations or other activities will be held in the pit and you might be asked to leave (or stay and participate). Booking or reserving the pit for sanctioned events can be done through the Jenn McCreary at sedrd.clerk@uoguelph.ca.

Workspace

Each student is provided with a drafting table or appropriate workspace in the LA studios. Students are responsible for the security of their equipment and there are lockers for valuables. You can decorate your workspace to make it more comfortable, but please remember that offices and studios are a professional work

environment and some 'content' can offend others. Please do not permanently alter or paint the walls or furniture. Studios are shared work environments so please keep noise levels down, and respect the space of your colleagues.

Studio Supplies

The BLA program does not require you to purchase a large amount of studio supplies; however, you will be required to bring your own supplies for studio. This will include typical items such as a set of pencils, drafting scales (metric, architectural, engineering), a T-square, set squares, a pigment liner set, Sharpie markers, large trace paper, a pencil sharpener, an eraser, whiteout, clear tape, masking tape, a ruler, and large and small circle templates. A useful but not necessary addition to your supplies would be art markers and a 100 ft/30 m surveyor's tape measure. You do not need to possess all these items immediately; however, it gives you an idea of what will be needed throughout the year. Supplies will also be discussed during class and studio time.

Computing and Facilities

We strongly recommend that you own a current generation laptop computer with modem and wireless capability on entry to the program. The LA building is equipped with wireless internet access. Students are able to login to their University of Guelph account for access to the internet. The make and model of your computer are less important than having sufficient RAM and Hard Disk space. A laptop with wi-fi compatible wireless capability with at least 8 gig RAM (more gig RAM is always useful). Computer should have a 64 bit processor. Also, be sure to get a good graphics card with 2 gig of memory. Note most recently purchased equipment will likely exceed these requirements. For those of you contemplating a purchase, ask lots of questions of staff and other students and do look for educational discounts. Nearby Universities have flexible rules regarding sales to UofG students and substantial savings can be realized with a bit of homework.

The usual question asked is Mac or PC? The School does not have a policy and use seems evenly split between the two platforms. Costs, durability, compatibility are important considerations. With Autodesk 'porting' AutoCad for Apple, there is no overriding reason to be concerned about a choice regarding the different operating systems. Professional offices are varied as well in their preferred choice of operating systems.

Students are encouraged to wait until they arrive at Guelph to purchase software. Student software can be purchased with special student pricing such as Office 365, Photoshop, Illustrator and Creative Suite through the University of Guelph computing services software agreements. Check the [Computing and Communications Services](#) (CCS) website once you are registered. Guelph students are also eligible to download AutoCAD (for a three year period) for use while they are a student using their UofG email account. See [AutoDesk website](#) for registration.

Computers are available in the Library and at Computing Services, however these are generally well used and waiting for an available machine is common. SEDRD provides one small computing lab (LA 126 and output equipment in LA 206) for landscape architecture students. There are large format plotters, a table digitizer, laser printers and scanners. On occasion one of the rooms will be 'booked' for a class and classes have priority of use. In the middle and towards the end of each semester, use of the in-house facilities increases dramatically and people work around the clock to meet deadlines. Expect this and adjust your timing and schedules.

During working hours the labs will be unlocked or a staff member can unlock the lab door. For after-hours use, keys to the computer rooms may be signed out on a one-night basis through the Landscape Architecture

Program Assistant. These overnight keys are to be returned in the morning the following day. If a pattern of not returning keys promptly becomes a problem, the Program Coordinator will revoke your key-borrowing privileges for the academic year.

Please do not leave computer doors propped open. Get into the habit of closing and locking the doors behind you if you're the last person to leave the room. Please do not keep files stored on the LA computers. Information should be stored by saving data onto CDs, DVDs and using USB drives or external hard drives to keep copies of data or files. The computers will occasionally need to be cleaned to maintain memory space. You are responsible for backing up your files and instructors are not under any obligation to waive deadlines because of 'lost' work.

A recurring problem is lack of care and abuse of the computing facilities. **These are your facilities, you pay for them!** They are also common facilities and if a few people abuse them, everyone else suffers. It really is up to each of you to act responsibly and to expect others to do the same.

Contact **Cheryl FitzGibbon**, in LA 103B | ext. 54802 or email cfitzgib@uoguelph.ca for departmental IT support, network and all matters related to computer software and hardware.

As a student at the University of Guelph you will receive a central login account that is printed on your class schedule. Your login and password allows you to access Guelph's extensive electronic services and the internet. If you are having connection difficulties contact the [Help Desk at Computing and Information Services](#) (or ext. 58888).

NEVER share your password with anyone, ever. The University will NOT ask you for your password, ever. Your password is your protection against unauthorized use and access to your accounts and should be as zealously guarded as your bank PIN. Please familiarize yourself with the University of Guelph [CCS Acceptable Use Policy](#). There are a number of 'things' you do not want to do online and the University (and police) takes these things quite seriously.

Equipment, Audio-Visual and Room Bookings

Landscape Architecture classrooms are equipped with a ceiling mounted computer projectors and with slide projector and TV monitors can be available as needed. School survey equipment should be signed out. Please ensure equipment is brought back in a timely fashion as many individuals will likely be using this same equipment at the same time. Please contact **Jenn McCreary**, in the Room 103A (sedrd.clerk@uoguelph.ca) for help in sourcing and booking of all departmental equipment.

For all other internal audio-visual equipment requests please make bookings with Jenn in advance. Any other equipment booked through Teaching Support Services will need to be approved by LA Course Instructors or Advisors.

Photocopier/Plotters/Printers

The student photocopier is operated by the Landscape Architecture Student Society (LASS) and is located in Room LA206. Please see LASS if the machine needs service or requires paper. The department's photocopier is located in LA108 and is available to faculty, staff and graduate student teaching assistants for copying only work related to GTA assignments. The plotters and printers in LA206 are maintained by the School. See Cheryl FitzGibbon or Jenn McCreary if they need paper, ink or servicing.

Mail, Printer, Copier, Fax and Phone

Personal mail should be addressed to your home or local Guelph address. Students do not have access to the SEDRD office fax machine, printer and copier. Phones for campus and local calls are located in the graduate studio – LA200D, the upstairs hallway near LA206 and the downstairs hallway near LA140.

BLA Student Email ListServ

All correspondence via email will be addressed to your UofG email account. The BLA student listservs are maintained and serves as a network for students to stay current on the happenings in LA when in Guelph and abroad. Information such as registration, awards, job postings, conferences, guest lectures and other information of interest will be sent from the bla-l@listserv.uoguelph.ca. Students are reminded to use appropriate 'netiquette' when using the list serve and to check your account regularly. **Please do not “reply” to messages from the listserv**, as everyone else on the list will be getting your message!

Miscellaneous

Please protect your valuables and do not leave valuables unattended in studio. There have been some thefts in the past (thankfully rare) but they do happen. Please use the lockers available in studio. The department is not responsible for lost or stolen items.

14. Landscape Architecture Studio Life

Landscape architecture at Guelph is a small community with small community blessings and occasional frustrations. Most of the time we all get along very well because of shared interests, courtesy and thoughtfulness towards others (manners in other words). Please make every effort to live by the following mixture of University rules, LA policy and general manners.

- Activities that damage or mar the floors such as roller blading, bike riding, floor hockey should be practiced elsewhere. The University housekeeping staff (our friends) are responsible for routine cleaning not floor refinishing.
- Personal items such as beds, couches, oversized storage cabinets, hockey equipment etc., are not to be brought into the building. The UofG has strict fire code regulations and the studios are simply not spacious enough, nor are they the proper places, for the assortment of eclectic stuff that accumulates each year.
- Work and personal items should not be left on the floor. This results in large areas of the studio that the cleaning staff cannot clean. There are also no guarantees that items left on the floor will not be thrown out. The cleaning staff cannot be held responsible for failure to discriminate between your debris and your design.
- There should be no alcohol in the building except at sanctioned “licensed” events and with proper approvals granted. The responsibility we have, and the liability we all face, is serious. If you drink, go elsewhere and leave behind a designated designer.
- Leaving doors unlocked and/or propping open doors is not acceptable, particularly, the outside doors and technology rooms. Insurance does NOT cover losses and, more importantly, propping open outside doors compromises the safety of people in the building.

- Lights should be turned off when leaving. Given the widespread use of the word ‘sustainable’ in the building it is surprising how many lights are left on each night. Likewise, when you finish using a computer, please turn off the hard drive, monitor and printers.
- People wishing to listen to music should use headphones. Your beautiful music is someone else’s irritating noise.
- Assignment of studio space will be discussed during the first week of the Fall semester by the design studio instructor. We don’t really have a system in place but when approached with a bit of flexibility most people end up happy. Be flexible.
- Bicycles are not permitted in the building (UofG Fire code). Although some bicycles are as expensive as cars these days, cars are not allowed in the building either. We do have a covered bike kiosk at the south-west exterior corner of the LA building.
- There is enough floor space in most studios for approximately 70 square feet per student. Please avoid unreasonably expanding your territory without consultation. Someone’s gain is invariably someone else’s loss.
- Please do NOT use aerosol solvents such as spray fix, paint, etc. in the building. Some of these products are carcinogenic and we do not have proper air handling to safely use them. Be creative and look for safe and inexpensive alternatives.

There are a few keys to getting the most out of your professional education and they are simple to remember. First, the more you interact personally and professionally with others the more you learn. Be active and be involved. Do not wait to be invited, rather join and contribute to LASS, UofG organizations and professional groups. Second, your education is your job, treat it as such. Develop discipline early on in coming to every class, do more than is expected, work in the building around others, don’t gripe about what you are told to do, rather make each project or exercise your own, and lastly, remember it is your job to educate yourself not expect others to educate you.

Be happy and share your joy with others!

15. Landscape Architecture and Other Organizations

Landscape Architecture Student Society

Undergraduate and graduate students in landscape architecture form the Landscape Architecture Student Society (LASS). Elected representatives from each class form the governing council of this organization. LASS plays an important role in delivering services to students and coordinating programs and events within the School. It also serves as a forum for contact between graduate and undergraduate students, the value of which goes well beyond your time in the program. All students are encouraged to take an active role in LASS and the programs and events it sponsors.

Community Outreach Centre

Through the Landscape Architecture Community Outreach Centre, students may get involved in providing

design advisory services to community organizations and individuals. Both undergraduate and graduate students participate in management of the Centre. Outreach projects provide a great opportunity to expand development of your knowledge and skills while giving service to others. Contact the **Outreach Faculty Coordinator, Professor Martin Holland**, for information on projects.

Student Services and Facilities

There are many services and facilities available to undergraduate students at the University of Guelph. You may want to become familiar with areas of Academic Resources, Student Services, Health and Well-Being, Technical Services and Student Involvement which are located on the [Students section of the University of Guelph website](#) or visit their various locations on campus.

16. Additional Web Site Information

Additional information regarding Landscape Architecture at the University of Guelph can be obtained from the following addresses:

- [School of Environmental Design and Rural Development](#)
- [SEDRD Twitter Feed](#)
- [University of Guelph - Landscape Architecture on Facebook](#)
- [Ontario Agricultural College](#)

For information on the profession of Landscape Architecture, visit these Web sites:

- [Ontario Association of Landscape Architects \(OALA\)](#)
- [Canadian Society of Landscape Architects \(CSLA\)](#)
- [Landscape Architecture Canada Foundation \(LACF\)](#)
- [American Society of Landscape Architects \(ASLA\)](#)
- [International Federation of Landscape Architects \(IFLA\)](#)
- [Landscape Architecture Foundation \(LAF\)](#)
- [Council of Educators in Landscape Architecture \(CELA\) and CELA Facebook](#)
- [Council of Landscape Architectural Registration Boards \(CLARB\)](#)
- [Landscape Architect Registration Exam \(LARE\)](#)

17. Professional Organizations and Membership

Professional landscape architects have regular contact with students in the program as guest lecturers and design critics. There are opportunities for students to participate directly in activities and governance of the Ontario Association of Landscape Architects (OALA) and in the programs and activities of the Canadian Society of Landscape Architects (CSLA), the American Society of Landscape Architects (ASLA) and the International Federation of Landscape Architects (IFLA). Students in the School are also eligible for scholarships, awards and competitions sponsored by these and other related organizations, such as the Landscape Architecture Canada Foundation. Please feel free to contact faculty members to discuss how you can get involved. **Prof. Brendan Stewart is University of Guelph's "Appointed Educator" to the OALA.**

The OALA Student Affiliate Membership is a free service offered by the OALA to students studying landscape architecture in Ontario. To register as a Student Affiliate member, please see the [OALA website](#).

Professional Awards for Students

Each year financial and recognition awards are awarded to students in the BLA & MLA Programs. These include the Ontario Association of Landscape Architects Scholarship; Canadian Society of Landscape Architects' Prize; and the American Society of Landscape Architects Award of Honor and Merit. Recipients are selected by the landscape architecture faculty based on criteria defined by the granting organization. For more information, contact the Landscape Architecture Programs Assistant or the BLA Coordinator.

18. Student Finance and Awards

Student Financial Services provides you with the best possible financial service and counseling in support of your educational goals. The services include tuition, fees and payments; scholarships to reward academic achievement; bursaries for students with financial need; interest free government OSAP loans and programs providing on campus work opportunities. The most up to date information is available on the [Student Financial Services](#) Web site.

Awards Information

Specific awards for which students in landscape architecture are eligible for are outlined in the Undergraduate Calendar under "[Scholarships and Other Awards](#)" and are also searchable through the [Student Financial Services](#) website. The University-wide and Ontario Agricultural College (OAC) section lists the internal awards available to undergraduate students in the BLA program. We strongly urge all students to apply for awards that you are eligible for.

Work Study

Faculty and SEDRD administrators occasionally hire students through Work Study arrangements. Faculty must identify the need for a Work Study student, and students must be deemed eligible by filling out an application through Student Financial Services. Students are selected based on the fit between the student's skills and knowledge and the work requirements.

Job Opportunities

Students are also encouraged to use summers to gain professional work experience within a landscape architecture firm or a government department. Job postings, internship positions and student competitions are emailed, and placed in our LA job binder for students to pursue. The LA job binder is located in the main lobby.

19. University Writing Guidelines

Preparation of Papers

Each individual instructor will provide format requirements on the preparation of papers. Unless stated otherwise in course materials, papers submitted in the landscape architecture program should use formatting and reference styles that are consistent with scholarly papers. Styles that are commonly used in landscape architecture include the APA (American Psychological Association), MLA (Modern Language Application), and

Chicago Manual of Style. It is the author's responsibility to submit material prepared in accordance with an agreed-upon style.

Plagiarism and Academic Integrity

There have thankfully been few cases of plagiarism in the program but they do occur. Plagiarism is a very serious infraction at the University and even when inadvertent, can result in some serious academic penalties. This is critical for you to understand. Please visit the [Academic Integrity](#) section of the University of Guelph website.

All work submitted shall be the work of the student. When in doubt about how to source information or what constitutes individual work ask questions of instructors. There is simply no local maneuvering room for issues of suspected plagiarism and all cases go to the Director and Dean's office.

Please review the [Ten Golden Rules of Academic Integrity](#) and [Penalties for Academic Misconduct](#). The OAC Dean's Office has requested that the following information (5 points) be included in all course outlines:

- Quotation Marks - plagiarism has occurred if the author does not place quotation marks around word-for-word copying of print or electronic format source material even though the source is correctly cited. To further reduce the possibility that a quotation will be misrepresented or mistaken as one's own work, instructors may request that quotations be italicized or double indented.
- Degree of Fidelity to Sources - plagiarism has occurred if the author's writing is clearly recognizable as essentially derived from cited or un-cited print or electronic format sources, even though the author has altered the original source material by inverting word or sentence order, or substituting synonyms. Authors should summarize and synthesize ideas and concepts rather than interchange words.
- Group Projects - teams working on group projects should practice group dynamics (such as meetings of the whole group, review of each other's work and discussion of academic misconduct) that will discourage individuals from contributing plagiarized material. Groups may bear collective responsibility for the academic integrity of their project.
- Overtly Similar Individual Projects - plagiarism will be strongly suspected if two or more students submit individual projects that are substantially identical.
- Editing Answers - it is an improper academic practice to add, delete or edit answers after the exam period has concluded, or using prohibited materials during an exam.

Please also refer to the [Statement of Students' Academic Responsibilities](#) found in the Undergraduate Calendar.

20. Frequently Asked Questions

Who do I see about course/curriculum issues?

For general information you often have all the information you need in the undergraduate calendar. If you have more specific questions, start with the BLA Counsellor, Melinda Vanryn in Room 133A Johnston Hall during office hours or by appointment.

When do I register for a semester?

Students in the BLA program follow the Schedule of Studies for the BLA program and pre-register for courses each year as noted in the Undergraduate Calendar. Students should use WebAdvisor whenever possible to register for courses. Please refer to the [Schedule of Dates](#) for each semester.

Changes to the calendar or 'significant' announcements are sent via email and listed on the [BLA Counselling Web site](#). Students should frequently monitor your UofG email account. UofG sends emails only to UofG email accounts and although you may use other mail account services (e.g., hotmail, gmail, etc.) these are not official channels.

Should I keep my course outlines?

YES! Please keep a digital or hard copy of all your course outlines from the courses that you complete. You may need them in the future for various reasons such as applying for a professional membership, or they may be used for verification/waiving of courses you may take in future studies.

Are awards/scholarships offered?

There are numerous awards and scholarships offered by the college (OAC) and the university (see resources on following pages). These are also listed in the [Undergraduate Calendar under Scholarships and Awards](#) and in the [Student Financial Services website](#).

Often you need to apply for these awards, and most are based on grade averages and/or contribution to the university/community. BLA students have been quite successful when they apply.

If I am having difficulty in a course, who should I talk to?

Always start with the course instructor as early as possible. Explain your circumstances and ask for advice. Good communication is the key to resolving difficulties before they become worse. If illness is causing academic difficulties, see a medical doctor and ask for a medical certificate, the BLA Program Counsellor, Melinda Vanryn in Room 133A Johnston Hall (during office hours or by appointment) will be able to assist.

What electives should I take?

Free electives mean you can choose among a wide variety of courses offered. Start with the program guidelines, talk to other BLA students about courses they found interesting and explore the calendar. Speak to the BLA Program Counsellor who has a listing of "favourite" electives.

What can I do to gain practical experience?

The Community Outreach Centre is a great opportunity to gain practical experience. Participation in a design competition is also encouraged. Check the LA job posting binder located in the main faculty hallway, across from LA 101.

Where can I find a decent place to live?

Start with [Student Housing Services](#) or [Off-Campus Living](#) and talk to other LA students.

What is LASS?

LASS is the Landscape Architecture Student Society. Elected students from each class form this organization. LASS plays an important role in delivering services to students and coordinating programs and events within the School.

Where are the best places to get LA supplies?

LASS's own "Rick and Willies" first, located in LA206! The University Bookstore, Wyndham Art Supply, Curry's, Michaels and Staples are also used.

Who do I talk to when I've got questions?

Depends on the question. Often, Diana can direct you to the right person if you ask. Feel free to contact the BLA Program Counsellor, Melinda Vanryn or BLA Coordinator, Prof. Nathan Perkins if you have questions.

What kinds of extra-curricular activities are worth getting involved in?

Ask other students. Certainly, LASS, Winterfest, LABash are worthwhile and the LA sports intramural teams each year.

How do I find out what faculty do and what is happening?

Good question...often, just asking will give you more than you may want. Try visiting faculty in their offices...most don't bite.

- Visit the [SEDRD Website](#) for additional information about our School and for faculty profiles, upcoming events and current news stories.
- Follow SEDRD on Twitter [@SEDRD](#)
- Follow University of Guelph – Landscape Architecture on [Facebook](#)

21. Summary

We hope this handbook provides you with a useful profile of Landscape Architecture at Guelph. Please refer to it throughout your course of study. However, do watch for updates on University policies and programs - these can be found on the [University of Guelph Web site](#) and the [Office of Registrarial Services](#) and [WebAdvisor](#).

We urge you to take full advantage of the many opportunities available to you at the University of Guelph. We encourage you to be involved in your BLA program and that it will provide you with the skills and knowledge you desire, while developing the ability to continue to learn throughout your life. The Landscape Architecture faculty and staff hope you will become an active part of our academic community and will find your education at the University of Guelph a rewarding and fulfilling experience.