



**TEXAS SOUTHMOST**  
**C O L L E G E**

**Architecture Program**

**Student Handbook**

**2018-2020**

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## **General Information**

### **A Message to the Students**

Welcome to the Texas Southmost College (TSC) Architecture Program. This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services.

The Architecture Program Student Handbook pertains to students that have been admitted to that program and is a supplement to the Texas Southmost College Student Handbook and Catalog. The Vice President of Instruction is the Chief Administrator for academic policies and procedures, and the Vice President of Student Services is the chief administrator for non-academic policies and procedures, The degree plan for Architecture has been designed to provide the student with a well-rounded curriculum that incorporates both hands-on opportunity and theory.

Please remember that you, the student, are the most important asset to this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the advisory committee of this program or directly to the program faculty.

### **Disclaimer**

This handbook contains policies, regulations, procedures, and general course content effective at the time of publication. Texas Southmost College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Changes will become effective whenever enacted by the Texas Southmost College administration and will apply to both prospective students and those already enrolled.

This handbook complements the TSC Catalog and TSC Student handbook, which are the primary sources available to students outlining the responsibilities of the college and student, and each student is responsible for knowing the rules, regulations, requirements, and academic policies of Texas Southmost College. Both publications are available on the Texas Southmost College web site or in hard copy from the Office of Admissions and Records.

### **Non-Discrimination Statement**

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas Southmost College on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability.

### **Mission of the Institution**

Transforming our communities through innovative learning opportunities.

### **Role and Scope of TSC**

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the

evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.

- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry, or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility; critical thinking, communication, and innovation; and empowers and engages students, faculty, and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

### **Institutional Values**

To successfully fulfill the vision and mission, Texas Southmost College is consciously committed to:

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.
- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area ISDs and universities to create accessible and affordable educational pathways for our students, faculty and staff.
- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.
- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, to promote understanding and to achieve the academic and workforce potential of students, faculty, and staff.
- Innovation by embracing emerging technologies to enhance and expand teaching, learning and service opportunities for students, faculty, and staff.
- Success by empowering, engaging and educating students, faculty and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals.

### **Institutional Accreditation**

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate and associate degrees.

## Program Information

### Purpose of the Program

This program's primary goal is to prepare students to continue their education toward a professional degree in Architecture.

### Program Outcomes

Graduates from TSC's Architecture Program will be able to

**Outcome 1-** Use appropriate graphic skills and digital drafting techniques for design presentation purposes.

**Outcome 2-** Complete the initial three phases of a typical design process, including Pre-Design (PD), Schematic Design (SD), and Design Development (DD) for small scale architectural, urban, and landscape projects.

**Outcome 3-** Comprehend the fundamental principles of structural system behaviors and mechanical and structural systems.

**Outcome 4-** Identify major Western art and architectural styles throughout history.

**Outcome 5-** Participate in teamwork and community service activities through public interest design.

### Program Description

The Architecture Program at Texas Southmost College, the only one of its kind in South Texas, offers a comprehensive and effective two-year curriculum that will lead to an Associate of Science in Architecture (AS. ARCH) degree. Our mission is to provide quality architectural education in order to develop a strong foundation for future coursework as well as the profession of architecture. Through innovative pedagogy, this program cultivates critical thinking, creativity, social responsibility, and collaboration skills. The Program's service-learning projects and community-engagement initiatives allow our students to develop their design skills through hands-on learning experience that is both authentic and meaningful.

The program strives to equip students with attainable learning outcomes so they may be ready to provide quality service to their communities upon graduation. However, given the fact that architecture is a highly competitive profession and licensing requirements include a professional degree in architecture, students are strongly recommended to pursue a professional degree as soon as they complete their Associate's degree. The Architectural Program provides assistance for students through the transfer process.

### Transfer Process

The Architecture Program at TSC has an articulation agreement with the College of Architecture at Texas Tech University that enables smooth transfer to the third-year-studio level, contingent upon portfolio reviews for qualified students. Since the launching of the Program in 2009, there has been a high degree of success in transferring our students into different prestigious undergraduate programs within Texas and beyond.

Currently, many of the program's graduates are pursuing their bachelor or master degrees in architecture at Texas Tech University, University of Texas at San Antonio, University of Houston, University of Texas at Arlington, Illinois Institute of Technology, and University of

Pennsylvania. Furthermore, some of our graduates who completed their undergrad studies are pursuing their master degrees within and outside of Texas.

## **Course Syllabus**

At the beginning of each semester, students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform students of the changes as soon as is possible. Special classes meeting days, when applicable, are identified in the syllabus.

## **Course Fees**

Please refer to the current schedule of fees as presented on the TSC website and Catalog.

## **Classroom Expectations**

Student attendance and participation is vital to academic success. Regular and punctual attendance and participation in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as specified by the respective course syllabus. Whenever possible, students' should notify their instructor in advance.

The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus. A syllabus is a document that an instructor distributes to provide students with an overview of a college course. The syllabus is usually distributed on the first day of class and contains the following information:

- Course name and meeting times
- Name of instructor and their contact information
- Expectations for behavior
- Attendance policies
- Required texts and topics and chapters covered
- Test dates and other relevant dates
- Grading policy

The syllabus is your key to success. Make sure you read the syllabus completely and refer to it regularly.

## **Attendance**

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is expected of all students.

Students who are absent for any reason should always consult with their instructors. Course syllabi provide specific information regarding attendance, including, for courses involving the

internet, online activity that constitutes “attendance.” Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student’s responsibility to drop a course for non-attendance.

The Architecture Program enforces the following attendance policy:

- An “Absence” is anytime you are not in class for any reason.
- Prompt attendance is expected of all students. The college attendance policy states that “regular and punctual class attendance is required” (TSC Current Course Catalog).
- Any student not present at the start of class will be marked tardy.
- Being tardy or leaving early three (3) times will count as one absence.
- A faculty may drop a student for excessive absences. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester.
- **In the case of all architectural course, if a student has more than four (4) absences, he or she will be dropped from the course.**
- Records of class attendance are kept by faculty. When an accumulation of absences reaches the point of endangering a student’s academic status, the faculty member may decide to withdraw the student from the course (administrative withdrawal).
- A Student is to provide the instructor with a written explanation via email for any absence. An explanation does not mean the absence will be excused.
- Students are expected to be diligent in their studies. It is expected that students will access the course site in Learning Studio every day and will complete the weekly assignments by the due date.
- Students are also expected to actively participate with the learning content using the Canvas. Therefore, it is vital that students complete the assigned readings and assignments on schedule so that they are prepared.
- When using an available PC during another instructor's class, you should be as quiet as possible; no talking or printing allowed during this time. You must adhere to the cell phone policy; once in the lab, if you must leave before the instructor releases the class, you should exit as quietly as possible. Repeated entries/exits will not be allowed.
- Failure to follow these guidelines will result in your removal from the lab and possible disciplinary action.
- Avoid absences. Be absent **ONLY** when absolutely necessary. Your best chance to do well in this class is to attend every class meeting. For more information on attendance policy, please reference your course syllabus.

Students who stop attending class for any reason may consider withdrawing from the class (student withdrawal). Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student’s responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Office of Admissions and Records.

## **Classroom Conduct**

Classroom activities (didactic and laboratory) are an essential part of the Architectural program courses. Although Architectural instructors strive to establish a friendly classroom environment,

students must conduct themselves in a manner that continues to facilitate learning. Students are expected to:

- Come to class prepared for the scheduled subject or activities.
- Behave in a manner that does not interrupt classroom or studio activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.
- Ensure that cellular telephones, radios and pagers do not disrupt the classroom or laboratory activities. Although TSC prohibits the use of cellular telephones and pagers, the Architecture Program recognizes that many students may need to maintain these devices for an on call basis. Students are expected to ensure that the activation of these devices does not disrupt classroom, studio, or laboratory activities.

### Architectural Studio Policies

The Architectural Studios Located at the ITEC room # D112 and D114 are for use by ARCHITECTURE students only. The following policies are to insure that students have access to a clean, professional, quiet learning environment. In order to maintain our computers and printers, the following policies will be enforced. THESE STUDIOS ARE YOURS. Students suffer when computers and printers do not work. Please help us enforce these policies and report violations to your instructor.

- Students must be enrolled in an Architecture course (ARCH) this semester and have a validated student ID. Children are not allowed in the lab.
- Please do NOT touch the screens with your fingers: it shortens the life of the monitors.
- NO FOOD OR BEVERAGES of any kind are allowed in these studios.
- NO STUDENT CELL PHONE USAGE ALLOWED DURING CLASS. No listening to music on the speaker system.
- Internet usage is for official class work only. There will be no private use of the Internet any time during all scheduled classes. No installing, downloading or printing from the Internet unless you have an instructor's permission. You may access Canvas, but should not use studio's time for social networking (Facebook, etc.), surfing, personal emails, etc. We are monitoring Internet usage and we will disconnect the Internet from this lab if students do not adhere to this policy.
- Students are not allowed to alter any settings on the computers. Do NOT change screensavers, colors, resolution, etc.
- Students should not save to the hard drive. The hard drives will be reset daily so you will lose your work. You should save your work on your USB Flash Drive. Software does not work well with floppy diskettes, so be safe and save to your USB Flash Drive. Projects should be backed up on a second USB Flash Drive or by emailing you a copy.
- Students are not allowed to use PCs or printers for their personal use.
- Please preview all work before printing or plotting. Please do not attempt to fix printers or plotters. Report problems to your instructor or our lab assistants.
- The Architecture Program is not responsible for lost work or for lost items (USB Flash Drives, CDs, floppies, etc.) left in the studio.

## Laptop

Architecture Program students are required to purchase a laptop for classroom use. Laptops must be compatible for Visual Studio 2012 and Adobe CC6 Suite.

### Windows

- Intel® Pentium® 4 or AMD Athlon® 64 processor (2 GHz or faster)
- Microsoft® Windows® 7 with Service Pack 1, Windows 8, or Windows 8.1
- 8 GB of RAM (16 GB recommended)
- 24 GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1024x768 display (1280x800 recommended) with 16-bit color and 512 MB of VRAM (1 GB recommended)\*\*
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

### Mac OS (Not Recommended)

- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8, or v10.9
- 8 GB of RAM (16GB recommended)
- 24 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

## Architectural Delineation Supply List

In addition to the required textbooks associated with each architectural course, students are required to acquire the following list of supplies. The bulk of the supplies are purchased one time and used in the architectural design studios and graphics courses.

### Miscellaneous Supplies:

20" X 24" Masonite Clipboard  
10" – 45 degree adjustable triangle (inking)  
18" - 30° triangle, clear  
24" Straightedge Stainless Steel Ruler  
Engineers Scale  
Architects scale (scales 1/8", 1/2", 1/4" = 1'0")  
24" or larger T-square  
Roll 1/2" drafting tape  
Scissors  
Pencil Sharpener  
Sandpaper block  
Workable Fixative  
Dusting Brush  
Glue, Elmer's white glue 4Fl OZ  
X-acto Knife, #11 Blade  
Protractor  
Compass  
Dividers

### Paper:

Roll of inexpensive 18" tracing paper (trash paper)  
18" x 24" sketchpad, opaque white paper the quality of Strathmore 400 series  
12" x 18" sketchpad, same surface as larger pad  
9" x 12" sketchpad, same surface as larger pad

### Pencils:

Wooden Graphite 6B, 5B, 4B, 3B, 2B, B, HB, F, H, 2H, 4H, and 6H.  
1 mechanical pencil (.05 mm leadholder style)  
2H, HB, and 2B .05 mm leads  
Pencil Sharpener

### Erasers:

Art Gum  
Kneaded  
Pink Pearl  
Eraser Strip Holder  
Erasing Shield

### Ink:

Bottle, black permanent India Ink  
 Penstaff and fine to medium sketching points  
 Crow Quill staff and points #102 and 104 (very fine)  
 Disposable pens: Micron PIGMA numbers .005, .01, .02, .03, .05, .08  
 Black fine line roller ball type pens such as Pilot Precise  
 #2 and #10 or #12 round hair brush

**Prismacolor Pencils:**

NUMBER	NAME OF COLOR	NUMBER	NAME OF COLOR
938	White	935	Black
901	Indigo Blue	932	Violet
903	True Blue or	935	Black
904	Light Blue	1432	Slate Gray*
906	Copenhagen Blue	937	Tuscan Red
907	Peacock Green or	398	White
908	Dark Green	939	Peach
909	Grass Green	943	Burnt Ochre or
910	True Green	944	Terra Cotta
912	Apple Green	946	Dark Brown
914	Cream	947	Burnt Umber
1411	Lemon Yellow*	956	Light Violet
916	Canary Yellow	1456	Warm Gray Medium *
918	Orange	1458	Warm Gray Light*
921	Vermilion Red or	1459	Warm Gray Very Light*
923	Scarlet Red or	927	Scarlet Lake
930	Magenta		

**Markers:**

Set of Prismacolor - cool gray markers; set of 12

**Most of these materials would be available at Barnes & Noble Bookstore, Hobby Lobby (Harlingen), Office Depot, and Michaels. Otherwise you may purchase these items online.**

**Additional supplies will be assigned during the semester as special projects demand per class and section.**

## Curriculum and Course Description

### Program Degree

#### Associate of Science in Architecture

The Associate of Science in architecture (AS. ARCH) degree plan include courses in architectural design, architectural history, architectural graphics, technology and construction methods, architectural Computer Graphics, as well as, General Core requirements such as Math, Physics, and communication courses. All architectural major students must follow the course sequence and enroll in courses as prescribed in program of study. Failing to do so may delay graduation. Architectural courses are only be offered in the prescribed semester.

### Architecture Program Course Requirements

All Architectural courses must be completed successfully before entering the more advanced course(s) the following semester. Due to the structure and sequential order of these classes, if a student should be unsuccessful, he/she would be unable to continue in consecutive courses until the failed course is completed the following year. It is expected that each student will successfully demonstrate competency in the classroom and laboratory areas. Since this is a competency-based program, each instructor will give the student a course syllabus with student learning outcomes to be mastered.

### Architectural Courses Descriptions

#### **ARCH 1301 Architectural History I**

Part one of a survey of the history of world architecture from pre-history to the present. This course focuses on the period from pre-history up to at least the 14th Century. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.7 History and Global Culture. Fulfills Creative Arts core requirement. Prerequisite: TSI met in math, reading, and writing. Lec 3, Cr 3

#### **ARCH 1302 Architectural History II**

Part two of a survey of the history of world architecture from pre-history to the present. This course focuses on the period of neo-classicism up to the modern era. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.7 History and Global Culture. Prerequisite: TSI met in math, reading, and writing or equivalent. Lec 3, Cr 3

#### **ARCH 1303 Architectural Design I**

An introductory studio providing foundation in the conceptual, perceptual, and manual skills necessary for two-dimensional and three-dimensional design. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills; A.2 Design Thinking Skills; A.4 Architectural Design Skills; and A.5 Ordering Systems. Co-requisite: ARCH 2312. Prerequisite: ARCH 1301, ARCH 1302, ARCH 1308, ARCH 1311, and ARCH 1315. Lec 2, Lab 4, Cr 3

### **ARCH 1304 Architectural Design II**

Creative problem solving and presentation of principles, concepts and ideas as applied to introductory architectural projects. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills; A.2 Design Thinking Skills; A.4 Architectural Design Skills; and A.5 Ordering Systems. Prerequisite: ARCH 1303 and ARCH 2312. Lec 2, Lab 4, Cr3

### **ARCH 1307 Architectural Graphics I**

Introduction to basic drawing methods and tools. Exploration of techniques available for the design process with emphasis on two-dimensional and three-dimensional composition. Introduces the principles of shades, shadows and perspective drawings. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills. Prerequisite: TSI met in math, reading, and writing or equivalent and departmental approval. Lec 2 Lab 4, Cr 3

### **ARCH 1308 Architectural Graphics II**

Continuation of the study, methodology, and production of architectural drawings. Exploration of techniques available for the design process with emphasis on three-dimensional composition both analog and digital. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills; and A.5 Ordering Systems. Co-requisite: ARCH 1315. Prerequisite: ARCH 1307. Lec 2, Lab 4, Cr 3

### **ARCH 1311 Introduction to Architecture**

An introduction to architecture that explores the practices, principles, and wider context of architecture and design. Focuses on the role of architecture in society, culture, and the broader physical context of the built environment. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.8 Cultural Diversity and Social Equity; and D.1 Stakeholder Roles in Architecture. Prerequisite: TSI met in math, reading, and writing or equivalent. Lec 3, Cr 3

### **ARCH 1315 Architectural Computer Graphics**

Effective use of representational media, computer aided design, and digital media to engage formal, organizational, and environmental principles. Emphasis on the appropriate media to inform two-dimensional and three-dimensional design based upon the conventions of architectural graphic communication. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills; and A.4 Architecture Design Skills. Co-requisite: ARCH 1308. Prerequisite: ARCH 1307. Lec 2, Lab 4, Cr 3

### **ARCH 2312 Architectural Technology**

Introduction to materials and methods in the design and construction of buildings. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: B.7 Building Envelope Systems and Assemblies; and B.8 Building Materials and Assemblies. Co-requisite: ARCH 1303. Prerequisite: PHYS 1301. Lec 2, Lab4, Cr3

## General Education Courses

### **ENGL 1301 Composition I**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Prerequisite: TSI met in reading and writing or equivalent. Minimum passing grade of "C" Lec 3, Cr 3

### **ENGL 1302 Composition II**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301. Lec 3, Cr 3

### **GOVT 2305 Federal Government**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

### **GOVT 2306 Texas Government**

Origin and development of the Texas Constitution, structure and powers of state and local government, federalism, and inter-governmental, relations, political participation, the election process, public policy, and the political culture of Texas. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

### **HIST 1301 United States History I**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr3

### **HIST 1302 United States History II**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the

study of U.S. foreign policy. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

### **MATH 1314<sup>1</sup> College Algebra**

This course is in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: TSI met in math or "C" or better in MATH 0322 or "Passing" in MATH 0022. Lec 3, Cr 3

### **PHYS 1301\*\* College Physics I**

This course covers the fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Recommended Corequisite for Non-Sci Majors: PHYS 1101 or prior credit. Required Corequisite for Science Majors: PHYS 1101 or prior credit. Prerequisite: MATH 1314 and TSI met in reading and writing or equivalent. Lec 3, Cr 3

### **SOCI 1301 Introduction to Sociology**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

### **SPCH 1315 Public Speaking**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Prerequisite: ENGL 0323 and READ 0323 with a minimum passing grade of C, or equivalent as determined by Writing, Math, and Reading TSI Assessments or TSC approved equivalent assessments. Lec 3, Cr 3

### **XXXX X3XX\*\* Life and Physical Sciences**

\*\* Some Universities may require additional 2-hour science laboratory that is not a part of the core curriculum. This requirement may be satisfied by taking two 3-hour science lecture courses along with the accompanying laboratory courses for each course (for example, PHYS 1301 and 1100).

<sup>1</sup>Some Universities may require particular Mathematics such as MATH 1348 Analytic Geometry or MATH 2412 Precalculus

**Upon completion of the required courses for the AS.ARCH degree and at end of the final semester of the program, each student is required to submit a comprehensive portfolio, which will be part of the Arch 1304 passing requirements.**

## Comprehensive Portfolio Requirements and Evaluation

### **Format:**

Digital portfolio of 25 pages, 10MB or less, PDF format

Recommended Size: 8 ½”x11”

### **Contents:**

The portfolio should include work produced as a student at TSC Architecture Program and may also include a selection of supporting self-directed or outside work (two pages maximum). It should be composed in landscape (horizontal) orientation. The portfolio should include a collection of architectural work demonstrating the design abilities and communicate the level, integrity, and breadth of your aptitude for the study of architecture. The portfolio must include examples that demonstrate success in each of the following:

- Design skills
  - Two and three dimensions design exploration
  - Formal and spatial composition
  - Functional relationships
  - Formal ordering principles and design relationships
  - Precedents
  
- Communications and Graphic Skills
  - Understanding of plan, elevation, section ,and large scale detail drawings
  - Appropriate use of media
  - Organization and composition
  - Model building skills
  - Computer skills – drawing, color, 3-D modeling
  
- Collaborative Skills
  - Teamwork
  - Service Learning and community serves activities
  
- Fundamental Construction Technology
  - Structure
  - Building assemblies
  
- Context
  - Site design and organization
  - Response to build and natural context

### **Requirements:**

All images should be large enough to understand in detail and all labeling and text should be easily read. There should be enough images for each project to completely convey the design intent and the objectives of the project. Each example should provide a summary of the projects requirements and objectives as well as a brief description of the design solution.

### **Evaluation Process:**

Portfolio will be reviewed and evaluated to determine if it:

- A. Exceeds expectation
- B. Meets expectations
- C. Does not meet expectations

## Resources

### Academic Advising

Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours. Advisors will assist you in selecting a program of study and following the course sequence.

### Transfer, Career and Employment Center

One of the best ways to ensure career success is to establish a clear focus on the career path you wish to pursue. Transfer, Career and Employment Center staff can guide you through college transfer planning, the career planning process, and securing employment upon graduation.

#### Transfer Planning

During their enrollment at Texas Southmost College, students are advised to fulfill the lower division requirements for the college or university program. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a representative from the Transfer, Career and Employment Center. Texas Southmost College makes every effort to aid students wishing to transfer; however, the student must consult with the senior college or university to ensure appropriate courses are taken at Texas Southmost College.

Transfer, Career and Employment Center staff also provide students with information concerning university admission requirements, degree program requirements, scholarships, housing, and university contact information. A transfer fair is held annually that provides students an opportunity to visit with university recruiters; and university transfer advisors from select institutions are scheduled each semester to advise prospective transfer students.

#### Contact Information:

Rene Valdez  
Coordinator of T, C & E Services  
956-295-3414  
rene.valdez@tsc.edu  
Camille Lightner Center

### Enrollment Checklist

1. APPLY FOR ADMISSION
  - Complete and submit an application for admission through ApplyTexas at [www.applytexas.org](http://www.applytexas.org).
  - An active application is required to move forward with the enrollment process.
2. APPLY FOR FINANCIAL AID
  - Free money for school, scholarships, work opportunities and emergency loans are available to eligible students.
  - Complete the financial aid application (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or in person at the TSC Student Services Center. TSC's school code is 030646.
3. SUBMIT TRANSCRIPTS

- Submit one of the following academic credentials to the Office of Admissions:

Incoming Freshmen:

- Submit official High School Transcript (sealed envelope); or
- Submit proof of GED (test scores or certificate); or
- Submit two letters of reference (if applying under Individual Approval)

Returning/ Transfer Student:

- Submit an official transcript from each college or university that you attended.
- Contact your previous education institution(s) to request official transcripts.
- Transcripts may be delivered in person (in a sealed envelope) or mailed to:

Texas Southmost College  
Office of Admissions  
80 Fort Brown  
Brownsville, Texas 78520

#### 4. MEET WITH AN ADVISOR.

- Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours.
- Advisors will assist you in selecting a program of study and developing your degree plan.

## Disability Services

Texas Southmost College would like to help students with disabilities achieve their highest potential in college. Students with disabilities may request assistance through the Student Services Center. Some of the services available include note-taking, taped textbook, registration assistance, diagnostic testing, special test considerations and sign language interpreting. An Adaptive Technology and Testing Service are available for student use. All services are elective and must be requested by the students.

To request services, students must contact the Disability Services Office at TSC. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required (individual documentation requirements vary depending on the disability). Students bear the responsibility of making their abilities and limitations known to the advisor. Together, the student and the advisor will decide on the appropriate accommodations and decides on a course of action for informing the instructor, if necessary. Students must request services each semester, as needed. You can start by calling the office at 956-295-3417 or email [angela.dunn@tsc.edu](mailto:angela.dunn@tsc.edu) to make an appointment.

Contact Information:

Angela Marie Dunn, MA, LPC-S

Lightner Center 100 C

Office: 956-295-3417

[angela.dunn@tsc.edu](mailto:angela.dunn@tsc.edu)

## Counseling and Psychological Services

Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges. Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file.

### Contact Information:

Angela Marie Dunn, MA, LPC-S

Lightner Center 100 C

Office: 956-295-3417

[angela.dunn@tsc.edu](mailto:angela.dunn@tsc.edu)

## Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial resources available.

## Library Facility

The library is a shared service between Texas Southmost College and The University of Texas at the Rio Grande Valley. For a full list of services provided by the shared service, please visit the <http://www.utrgv.edu/library/>

Our website provides 24/7 access to thousands of scholarly journals and e-books, all accessible to our students, faculty and staff from any location worldwide. Our physical libraries hold a wide array of print books, DVDs, archives, and more, as well as study rooms – available to be checked out for both group and individual study. Librarians are available to help you with your research in person, via phone, chat, text, or email.

### Contact Information

Paul Sharpe

University Librarian

University Library

LIBR 2.101 A

Email: [university.librarian@utrgv.edu](mailto:university.librarian@utrgv.edu)

Phone: (956) 665-2005

Phone Alt: (956) 882-8221

## Learning Labs

The College Preparatory Studies (CPS) Learning Labs provide peer tutoring services and review sessions in Math, Reading, Writing, and other subjects. The tutors, certified by the College Reading and Learning Association (CRLA), have excellent communications skills and broad knowledge of the subjects they tutor. CPS Learning Labs provide the campus community access

to tutoring services and open computer labs to support student learning. More information is available at <http://www.tsc.edu/index.php/learning-lab.html>

## **Architectural Organizations in the United States**

National Council of Architectural Registration Boards (NCARB)  
1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
202/783-0290 FAX  
[www.ncarb.org](http://www.ncarb.org)

American Institute of Architects (AIA)  
1735 New York Avenue, NW  
Washington, DC 20006  
202/626-7300  
202/626-7547 FAX  
[www.aia.org](http://www.aia.org)

Association of Collegiate Schools of Architecture (ACSA)  
1735 New York Avenue, NW  
Washington, DC 20006  
202/785-2324  
202/628-0448 FAX  
[www.acsa-arch.org](http://www.acsa-arch.org)

National Architectural Accrediting Board (NAAB)  
1735 New York Avenue, NW  
Washington, DC 20006  
202/783-2007  
202/783-2822 FAX  
[www.naab.org](http://www.naab.org)

American Institute of Architecture Students (AIAS)  
1735 New York Avenue, NW  
Washington, DC 20006  
202/626-7472  
202/626-7414 FAX  
[www.aias.org](http://www.aias.org)

## **General College Policies**

All questions concerning the following College policies should be referred to the Vice President of Student Services. Please note that only a selected few of notices are stated in this Student Handbook. For a complete list of Notices to Students, please refer to the TSC Catalog, which can be found on the TSC website.

## **Rights of Individuals with Disabilities**

Texas Southmost College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions, which may inadvertently discriminate against any individual with a disability.

## **Sexual Harassment Policy**

Sexual harassment in the workplace and schools is an illegal Practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at Texas Southmost College will not be tolerated and individuals engaging in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal from the College. This policy shall be applied without regard to the gender of the employee involved.

## **Statement on Alcoholic Beverages, Tobacco and other Substances**

Texas Southmost College forbids the manufacture, possession, sale, use, or distribution of illegal drugs and alcoholic beverages on campus and at College sponsored events, whether they occur on or off campus. Students who are found in violation will face disciplinary action, up to and including dismissal from the College. Alcohol may be permitted at certain College-sponsored events with appropriate approval from College administration.

## **Statement on Firearms**

In accordance with the Texas Penal Code, Section 46.03, no person may carry a firearm (1) on the physical premises of Texas Southmost College, (2) on any grounds or building on which an activity sponsored by Texas Southmost College is being conducted, (3) in a passenger transportation vehicle of Texas Southmost College; unless pursuant to written regulations or written authorization of the institution. Individuals found in violation will face appropriate law enforcement action/penalty as well as disciplinary action by Texas Southmost College.

## **Smoke and Tobacco-Free Environment**

Texas Southmost College, including all its facilities and grounds, is a smoke and tobacco free environment. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of Texas Southmost College and on all property that is owned, leased, rented, or otherwise under the control of Texas Southmost College. Law enforcement officers will issue a citation to those in violation of the policy and repeated violations may result in appropriate disciplinary action by Texas Southmost College.

## Religious Holidays

In compliance with Texas Education Code, Section 51.911, Texas Southmost College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15<sup>th</sup> calendar day of the semester.

## Records and the Annual FERPA Notification to Students

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities, photography, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a

reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, individuals may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service at <http://www2.ed.gov/about/contacts/gen/index.html>.

Or contact at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **Administrative Withdrawal**

The College reserves the right to withdraw a student from class if, in the judgment of the College officials, such withdrawal is in the best interest of the student or the student body at large.

### **Change of Address**

Students who change their home address or mailing address are expected to notify the College of this change immediately using TSC Online, or by contacting the Office of Admissions and Records. Documentation may be required.

### **Official Communications**

A request that a student report to an administrative or faculty office may be made by letter, email or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her TSC email account for official communications. Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards on TSC Online and/or on the TSC website. Each student is responsible for regularly checking the bulletin boards and websites. All program students must use a TSC email address for all College, program, and course communication.

### **Student Rights and Responsibilities**

Texas Southmost College encourages the intellectual, personal, social, and ethical development of members of the College community in an open and supportive environment that promotes honesty, integrity and respect for the rights of all individuals. Students at Texas Southmost College are encouraged to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Texas Southmost College assumes that each student has an earnest educational purpose and possesses a level of maturity necessary to assume obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions.

Texas Southmost College recognizes that student success is a shared responsibility between the student and the College. Students attending Texas Southmost College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is the key to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students attending Texas Southmost College are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, Texas Southmost College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider unjust or incorrect.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding Texas Southmost College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Texas Southmost College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

### **Student Code of Conduct**

Student rights and responsibilities are defined in the Student Code of Conduct in order to give general notice of conduct expectations, to identify sanctions which shall be imposed when misconduct occurs, and to ensure that students are treated with fundamental fairness and personal dignity. The Student Code of Conduct is available in the Student Handbook and on the College web site.

### **Student Complaints**

The intention of the student grievance procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the college intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC website.

### **Behavioral Conduct**

TSC Computer Science Program students representing Texas Southmost College will be expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. The College

assumes that student eligible to perform at the College level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit (See TSC Student Handbook Discipline Code/Sanctions).