MS

THE UNIVERSITY OF OREGON
SCHOOL OF ARCHITECTURE & ENVIRONMENT
DEPARTMENT OF ARCHITECTURE
MS PROGRAM HANDBOOK

Master of Science in Architecture (M.S.) Handbook

TABLE OF CONTENTS

Revised August 2023

Subject to change as needed

1

INTRODUCTION

THE HANDBOOK

This M.S. Handbook is designed to guide students through the program, to be a resource for students and faculty, and to inform prospective students about the details of our program. The guide is meant to be a living document that can be modified as needed.

Our STEM-designated Master of Science (M.S.) in Architecture is a post-professional degree that highlights the strengths of the school in design and research. The M.S. in Architecture degree provides students already holding a professional degree in architecture (B.Arch or M.Arch), or with an equivalent degree in allied fields, with research-based knowledge that is applicable to the advancement of the profession.

2

DEGREE REQUIREMENTS

Degree Requirements (45 credits)
The Master of Science in Architecture degree program provides an opportunity for advanced study and contribution to knowledge in the field through a thesis or terminal project. The post-professional Master of Science in Architecture (MS) degree allows students to complete advanced research and/or design inquiry that builds on an existing professional degree in architecture, interior architecture, landscape architecture, architectural engineering, structural engineering, construction management, or another related field. Students have a wide range of courses and groups of courses to choose from in this degree program, which may be completed in one year or more.

Students enrolled in the Master of Science degree program must take a minimum of 45 graduate credits, of which 30 must be in architecture and 9 must be at the 600-level. Students complete a minimum of three terms in residence and are required to complete 9 credits in ARCH 503 Thesis or ARCH 609 Terminal Project during the terms following a successful proposal to their committee.

Coursework
Area of research/design focus: Course Plan (approved by advisor) 27–36 credits
Research Inquiry: ARCH 503 Thesis or ARCH 609 Terminal Project 9–18 credits
Minimum Total Credits: 45 credits

MS students who are planning to complete a thesis are strongly recommended to take both research methods courses:
ARCH 620 Research Methods in Sustainable Design
ARCH 678 Advanced Research Methods

Areas of Research/Design Focus
Students in this program enrolled at the **Eugene campus** are expected to develop an individual research topic leading to a thesis or terminal project in one or more of the following areas of faculty research and design excellence:

- **Architectural History and Theory:** Preservation, Adaptive Reuse, Architectural Theory and Criticism
- **Design Computing:** Modeling, Simulations, and Design Communication
- **Design for Social Sustainability**: Environment-Behavior Studies, Human Context of Design, Spatial Justice, Accessibility and Universal Design, Cultural, Social and Economic Sustainability
- **Health and Indoor Environments:** Indoor Environmental Quality, Human-Centric Design, Occupant Performance, and Health
- **Lighting Design**: Daylighting, Electric Lighting, Luminaires and Photometrics, and Visual Comfort
- **Sustainable Buildings**: Green Technologies, High-Performance Envelopes, Net-Zero Buildings, and Eco-Districts
- **Sustainable Construction**: Mass Timber Design, Green Building Materials, Fabrication, Construction Methods, and Life Cycle Analysis

Students in this program enrolled at the **Portland campus** are expected to develop an individual research topic leading to a thesis or terminal project in one or more of the following areas of faculty research and design excellence:
- **Design for Social Sustainability**: Environment-Behavior Studies, Human Context of Design, Spatial Justice, Accessibility and Universal Design, Cultural, Social and Economic Sustainability
- **Sustainable Urbanism and Housing:** Urban Architecture and Urban Design, Housing Design, Community Design, Livable Communities, New Mobility, and Climate Action

The post-professional MS curriculum focuses on individual research and/or design inquiry that draws from professional and general university courses and consultation with the student's advisor and thesis or terminal project committee. For more information about the thesis, see the **Division of Graduate Studies**.

3

ROLES AND RESPONSIBILITIES

Student
Incoming students will have a designated Thesis or Terminal Project Committee Chair (also called faculty advisor) from the faculty of the Department of Architecture based upon common research interests. It is the responsibility of the student to work with their committee Chair to select the committee members, to schedule meetings with the Chair and committee members related to the progress of the research, including the meeting to approve the thesis or terminal project proposal and the final thesis or terminal project presentation. The student is responsible for submitting final copies of the thesis to the Division of Graduate Studies and their thesis or terminal project to the Department. Terminal projects, which may vary widely in format, are not required to be submitted to the Division of Graduate Studies. The student is also responsible for ensuring they meet the department degree requirements, register in accordance with final term registration requirements, and submit an on time application for an advanced degree by the published term deadline (Division of Graduate Studies).

Thesis/Terminal Project Committee Chair
The Thesis/Terminal Project Committee Chair assists the student in the selection of Committee Members. Additionally, the Chair directs the student to relevant literature, resources, and methods based on the research and design topics. The Chair provides feedback in a timely fashion. It is the Chair's responsibility to provide administrative oversight to the project, monitoring in general the participation of other committee members, attempting to resolve any conflicts, ensuring that policies are followed, and to forward notice of committee formation (Appendix B) and required approvals of the thesis/terminal project proposal (Appendix C) and approval of the final thesis/terminal project (Appendix D) to the SAE Advisor, Graduate Studies Committee, and the Department Head. Only tenure related faculty may serve as the Chair.

The Chair helps to determine student readiness to proceed with presenting the thesis/terminal project proposal to their committee and supervises thesis/terminal project proposal review with the Committee members. The Chair's approval,

along with that of the committee members, is required before the student can enroll in ARCH 503 Thesis or ARCH 609 Terminal Project. The Chair works with the student and the committee members to determine readiness for presentation of the thesis/terminal project to the committee for approval, which is required for completion of the degree requirements. The Chair also works with the student and the committee members to schedule a public presentation of the final thesis/terminal project.

Thesis/Terminal Project Committee Members
Thesis/Terminal Project Committee Members are expected to make themselves available to the student and to view and comment upon draft materials. They should promptly return feedback to the student and respond to requests for clarification or assistance in a timely fashion and make a reasonable effort to attend periodic committee meetings as mutually scheduled. Committee members work with the committee Chair to determine when the student is prepared to present the thesis/terminal project proposal, should attend the proposal review and are required to approve the proposal before the student can enroll in ARCH 503 Thesis or ARCH 609 Terminal Project. Committee members work with the committee Chair to determine readiness for presentation of the thesis/terminal project to the committee for their approval, which is required for completion of the degree requirements, and to schedule a public presentation of the final thesis/terminal project.

Graduate Studies Committee
The Director of Graduate Studies (DGS) also serves as Chair of the Graduate Studies Committee. The DGS/Chair and the Graduate Studies Committee (GSC) will be made aware of the progress of the MS students; on occasion, the DGS/Chair or the GSC might be asked to mediate any disputes among members of the thesis/terminal project committee. It is recommended, but not required, that GSC members attend the final public presentation.

Department Head
The Department Head has the final authority in any unresolved conflicts among members of the Thesis/Terminal Project Committee.

SAE Advisor
SAE Advisor retains a record of the Committee Composition (Appendix B) and monitors the progress to completion of the degree. A notice of approval of the thesis/terminal project proposal by the student's committee Chair and committee members should be sent to the SAE Advisor (Appendix C), so that, having received this approval, the student may register for thesis or terminal project credits. Following approval by the Committee and successful public presentation, a notice of approval by the student's committee Chair and committee members (Appendix D) should be sent to the SAE Advisor so that they may complete a check that the student has met all degree requirements.

4

THE THESIS/TERMINAL PROJECT

THESIS AND TERMINAL PROJECTS

A thesis is an extended paper presenting independent and original research that contributes to the current body of knowledge in the field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. There is no mandatory organization for a thesis, but the Division of Graduate Studies suggests five basic chapters or divisions: an introduction of the problem, a review of the literature in the field, an explanation of the materials and methods used in solving the problem, a discussion of results found from review of the methodology, and a conclusion. A full bibliography, or other relevant means of citing sources, follows these five sections.

In the Department of Architecture, research investigations in M.S. theses may include design work done as part of the research methodology in order to test hypotheses, illustrate conclusions, or show the result of such things as design standards or guidelines developed as part of the thesis. Such design work is welcomed as long as it plays a clear role in the logical development of the work. In some cases, the physical format of the final work will need to be different from the required 8-1/2 x 11: thesis format specified by the Division of Graduate Studies. In such a case, the format will be developed in consultation with the student's committee. If the final work is not in thesis format, it is considered a terminal project rather than a thesis.

Terminal projects use design as the vehicle for testing a hypothesis and/or demonstrating a methodology for investigation, in contrast to theses which analyze data to synthesize results. The Division of Graduate Studies does not review a terminal project, nor will a terminal project be included in scholarly databases. However, rigorous scholarly and design investigation in the content of the work is expected.

COMMITTEE SELECTION

The thesis or terminal project committee shall be comprised of three members, with a minimum of two faculty members from the Department of Architecture, including

the Chair. The third member may be a faculty member from the Department of Architecture, a faculty member from outside the Department or University, or a professional in the field. Under special circumstances, such as the need for a specific area of expertise, an additional committee member may be justified. As noted above, the committee Chair submits a form to the SAE Advisor, Graduate Studies Committee, and the Department Head indicating that the committee has been formed, signed by the Chair and committee members (Appendix B).

5

PROPOSAL, DEFENSE, PUBLIC PRESENTATION

PROPOSAL DEVELOPMENT

Much of the initial student's work during the first term (or two) will involve developing the thesis or terminal project proposal. The thesis or terminal project proposal should be a clear, tightly organized, and logical set of statements about what the thesis/design investigation is, why it is being undertaken (its purpose), how the work will be done, and what the expect results will be. Although theses/terminal projects change somewhat while work on them is being done, it is essential to be as clear and rigorous as possible in the proposal.

Although a master's thesis or terminal project is not a Ph.D. dissertation, in which complete mastery of a focused area of investigation is expected, the master's thesis or terminal project is still expected to contain original research and/or design investigation that can stand up to rigorous review. One role of the proposal is to describe the originality and rigor of the proposed research and/or design investigation.

It is common for students to begin the process of proposal formulation with projects that are too broad to carry out as a master's research project within the normal period of 1-2 years. Much work in the development of the proposal is therefore concerned with narrowing the focus of the work while maintaining both its rigor and aspects that will sustain one's interest in doing the work. This development of focus is a major goal of discussions between the student and thesis or terminal project advisor.

Most **thesis proposals** will have the following parts.

Summary/Abstract
A concise statement of approximately 300 words or fewer that summarizes the entire proposal.

Statement of problem or issue
A detailed description of the specific issue to be examined. What are

the research questions? Why is it important? How and why is it defined in the way it is?

Background
Put the research question into a larger context. How does it fit into other work in the field? What work have other people done; what are the gaps in this work; and how will this research help fill those gaps or contribute new knowledge?

Hypothesis or focus
Provide a clear, testable statement of the issue, or of the particular study. In effect, it is a question converted into a statement that can be rigorously investigated and either supported or refuted. Include a few sentences to explain the hypothetical rationale (explaining why the hypothesis to be supported or refuted).

Methodology
What method(s) will be used to undertake the work, and why? Make clear distinctions between quantitative and qualitative techniques. Outlining and developing a methodology for data collection (designing an approach); reviewing the methodology to ensure that it will sufficiently test your hypothesis; obtaining or developing appropriate equipment, questionnaires, survey procedures, or observation techniques to support the methodology; installing equipment and/or conducting surveys in accordance with a pre-established work plan; gathering data and checking it for *"reasonableness"*. Justify your methods, any combination of methods, and what their relationships are to each other. Specifically, how will your methods help to answer your research question(s)? If you are doing surveys or measurements, how will they be defined and limited? If the work involves literature searches or documentary evidence, what are your primary sources and why are they being used? In all cases, how will data be analyzed, and how will that analysis be used? How will you go from research question to methods to conclusions?

Plan of work, including schedule and work done so far
Provide a brief narrative and a timetable for the work. Include background research, fieldwork, library research, measurements, analysis, and final write-up of the thesis. Include time for thesis adviser/committee review. Indicate what work has been so far. Be realistic about your time and consider other commitments such as Graduate Employee responsibilities and coursework.

Expected results
What do you expect to find? What will the form of the conclusion be? Will the work result in information/conclusions that are useful to practitioners? to academics? to students? to the general public?

Proposed thesis table of contents
This may change over the course of the research and writing, but there is often no better way to give focus to a research/writing project than by writing a preliminary table of contents.

Annotated Bibliography
A list of sources that you have used so far in putting together the proposal. This is not an exhaustive list, but a focused, curated list of sources that will be used, providing a paragraph overview or a brief account of the available research on a given topic. The bibliography should be in standard Chicago Manual of Style format and should cite any web-based sources in a retrievable form.

Personal benefits and benefits to the field
How do you expect the thesis to benefit you in your future career as a teacher, researcher and/or practitioner? And how do you see it being used by others?

Limitations of the work/future research
What questions will remain to be asked that come out of your thesis, and how will your thesis set the stage for future research?

Terminal project proposals may vary substantially from this format, although they should follow this outline:

Summary/Abstract
A concise statement of approximately 300 words or fewer that summarizes the entire proposal.

Background
Summarize the background research you have done to prepare this proposal and define your project.

Proposed Project
This is a more detailed description of the project you are planning to undertake.

Methodology/Plan of Work
Describe how you plan to conduct this project.

Anticipated Outcomes
What do you expect to find? Describe how will this inform and advance the field in the focus area.

Annotated Bibliography
Provide a list of sources (books, journals, Web sites, periodicals, etc.) that you are using for examining your topic. Bibliographies are sometimes called "References" or "Works Cited" depending on the style format you are using. A

bibliography usually just includes the bibliographic information (i.e., the author, title, publisher, etc.). Your annotations are a summary and/or evaluation of the main points, methods used, findings, and other information that you will find useful later. As you're developing the annotated bibliography, reflect and note how this source might be useful to your project.

Schedule
Provide a timetable for the work with a description/narrative of what has been done, background research, fieldwork, library research, measurements, models, analyses, design iterations, format of the final terminal project. Include meeting times for adviser/committee review.

MEETING TO APPROVE THE PROPOSAL
Once the thesis or terminal project proposal has been completed to the satisfaction of the committee Chair, all members of the student's thesis/terminal project committee need to meet and review it for their approval. As the committee members should have been actively involved in the development of the proposal, this meeting should be a formality. However, if there are substantial issues raised by any members of the committee, the student should work with the committee chair to resolve them and then re-present the proposal to the committee for approval.

Once the thesis or terminal project proposal is approved, the student will be able to register for thesis or terminal project credits and proceed with carrying out the work of the thesis or terminal project.

ADJUSTMENTS TO THE PROPOSAL AFTER APPROVAL
The student's committee has sole responsibility for directing the thesis or terminal project after the proposal has been approved.

REVIEWS AND DEVELOPMENT
The student is expected to work with the committee Chair and committee members during the development of the thesis or terminal project. Regular meetings with the Chair should be scheduled and periodic meetings of the full committee may be held to discuss major issues in the progress of the thesis or terminal project and to resolve any differences between committee members should they arise. An in-progress presentation of the work to other MS graduate students and others is recommended.

In the event of conflicts that cannot be resolved by the student and the student's committee, any of the parties may bring the conflict to the Graduate Studies Committee or the Department Head for mediation. As noted above, The Department Head will have the final authority in any unresolved conflicts.

Students must be enrolled in courses at the University of Oregon in order for their progress to be reviewed. University regulations prohibit faculty from participating in the review of thesis or terminal project work if the student is on leave or not currently enrolled.

THESIS COMPLETION AND SUBMISSION TO THE DIVISION OF GRADUATE STUDIES

Theses must be typed to conform to Division of Graduate Studies specifications as stated in the *University of Oregon Style and Policy Manual for Theses and Dissertations* (available from the Division of Graduate Studies website at the following URL: https://graduatestudies.uoregon.edu/academics/thesis-dissertation) The Division of Graduate Studies will review the thesis for compliance with their formatting requirements, and the thesis will not be accepted until the student revises the document per their requirements. Completed copies of the thesis must be submitted to the Division of Graduate Studies by their deadline (typically Monday of finals week). There is no required length for a thesis. Division of Graduate Studies deadlines are available at https://graduatestudies.uoregon.edu/academics/completing-degree/masters-degree-deadlines.

Optionally, students can send a draft of their thesis to the Division of Graduate Studies (graduatestudies@uoregon.edu) for a preliminary format review, which will help minimize formatting corrections later in the process. Once submitted, the Division of Graduate Studies will edit the document and send the student revisions that must be made before the thesis is approved and the student is cleared for graduation.

TERMINAL PROJECT COMPLETION

As noted above, the Division of Graduate Studies does not review terminal projects and there is no required format for them. The final format should be developed by the student in consultation with the committee Chair and the other committee members.

THESIS AND TERMINAL PROJECT APPROVAL AND SUBMITTAL TO THE DEPARTMENT OF ARCHITECTURE

The student and committee chair should work together to schedule a meeting of the committee for presentation of the final thesis or terminal project. This presentation should be scheduled to allow two weeks for the student's committee to review a **complete** final draft of the thesis or terminal project, including references and illustrations. Minor changes in the work may be expected after the presentation. The format for this presentation will consist of an oral presentation with slides by the student (usually fifteen to twenty minutes in length), followed by questions and general discussion. It is highly recommended that the student rehearses this presentation in advance. The student's committee will attend the presentation and, after its completion, meet without the presence of the student to determine whether the work has been satisfactorily completed. The student will be informed of the decision after this brief meeting.

Satisfactory completion of a thesis or terminal project shall be certified by all members of the student's committee either in person or via email or phone conversation. The Chair of the student's committee shall notify the Department Head if, for any reason, these conditions cannot be met.

Final acceptance of the work as satisfying the requirements for the degree should be stated by the Chair of the student's committee in an email to the Department Head with a copy to the SAE Student Advisor. (Appendix D)

A thesis must be submitted for acceptance by the Division of Graduate Studies, following their regulations as to timetable and format, as noted above. A complete digital version of a terminal project must be sent to the SAE office, copied to the Department Head. A hard copy of the terminal project may be submitted to the Department but is not required.

Customarily, the student provides each person serving on their committee a copy of the completed thesis or terminal project.

PUBLIC PRESENTATION TO THE DEPARTMENT OF ARCHITECTURE
Following the approval by the committee of the thesis or terminal project, the student and their committee Chair should work together to make arrangements and announcements for a final public presentation within the School of Architecture & Environment (SAE) of the thesis or terminal project. See Appendix E for sample invitation to the public presentation. The time of this presentation should be set so that as many students and faculty as possible will have the opportunity to attend. The SAE office will notify all departmental faculty and graduate students of this presentation and will post announcements in Lawrence Hall at least one week prior to the presentation.

COURSE CREDITS AND GRADES
Graduate students need to be aware that the department follows the Division of Graduate Studies on the student record. Graduate students should become familiar with policies that relate to grades and satisfactory progress:

- https://graduatestudies.uoregon.edu/academics/policies/general/grades-incompletes
- https://graduatestudies.uoregon.edu/academics/policies/general/satisfactory-progress

The Division of Graduate Studies policy requires that students must maintain a cumulative GPA of 3.0 minimum. Accumulation of more than 7 credits of Incomplete at any given time is considered unsatisfactory. Accumulation of more than 5 credits of F or N grades is also considered unsatisfactory. Students who are found to not be meeting these requirements of satisfactory progress may be subject to academic probation or dismissal from the program.

An "I" grade should only be assigned for students who did work of acceptable quality during the term, but some component of the work was not completed within the timeframe expected.

6

APPENDICES

Appendix A: USEFUL REFERENCES FOR DEVELOPING THE PROPOSAL, CARRYING OUT THE RESEARCH AND WRITING

Appendix B: COMMITTEE COMPOSITION: THESIS /TERMINAL PROJECT

Appendix C: THESIS/TERMINAL PROJECT PROPOSAL APPROVAL

Appendix D: FINAL APPROVAL NOTICE OF THESIS OR TERMINAL PROJECT

Appendix E: SAMPLE INVITATION TO PUBLIC PRESENTATION

Appendix A

USEFUL REFERENCES FOR DEVELOPING THE PROPOSAL, CARRYING OUT THE RESEARCH AND WRITING

1. Booth, Wayne C., Gregory G. Colomb and Joseph M. Williams, *The Craft of Research*, 4th ed. Chicago: The University of Chicago Press, 2016.
2. Groat, Linda and David Wang. *Architectural Research Methods*, 2nd ed. New York: Wiley, 2013.
3. Turabian, Kate L., W. Booth, G. Colomb,J. Williams, et al. *A Manual for Writers of Research Papers, Theses and Dissertations*, 9th edition. Chicago: University of Chicago Press, 2018.
4. University of Chicago Press Editorial Staff, eds., *The Chicago Manual of Style*, 17th edition. Chicago: University of Chicago Press, 2017.
5. Purdue Online Writing Lab's Research and Citation Resources. https://owl.purdue.edu/owl/research_and_citation/resources.html

Appendix B

COMMITTEE COMPOSITION: THESIS or TERMINAL PROJECT

The form serves to document the student's committee formation. It should be signed by all members of the student's committee and submitted to the SAE Advisor archadvisor@uoregon.edu, the Graduate Studies Committee, and the Department Head.

NOTICE OF THESIS/TERMNAL PROJECT COMMITTEE FORMATION

❑ Thesis   ❑ Terminal Project

STUDENT NAME: _____

PROPOSED TITLE:

_____

EXPECTED DATE OF PROPOSAL REVIEW: _____

EXPECTED TERM OF COMPLETION: _____

COMMITTEE MEMBERS (CHAIR AND AT LEAST ONE OTHER MEMBER MUST BE FROM THE DEPARTMENT OF ARCHITECTURE):

CHAIR: Name/Dept.	Signature	Date
MEMBER NO. 2: Name/Dept.	Signature	Date
MEMBER NO. 3: Name/Dept.	Signature	Date

Appendix C

THESIS / TERMINAL PROJECT PROPOSAL APPROVAL

This form is to be completed when the thesis/terminal project proposal has been reviewed and approved by the student's thesis/terminal project committee. The form should be signed by all members of the student's committee and submitted to the SAE Advisor archadvisor@uoregon.edu, the Graduate Studies Committee. and the Department Head.

NOTICE OF THESIS/TERMINAL PROJECT PROPOSAL APPROVAL

❏   Thesis   ❏   Terminal Project

STUDENT NAME: _____

PROPOSED TITLE:

_____

DATE OF PROPOSAL REVIEW BY COMMITTEE: _____

OUTCOME: ❏ Approved   ❏ Not Approved

COMMITTEE MEMBERS

CHAIR: Name/Dept.	Signature	Date
MEMBER NO. 2: Name/Dept.	Signature	Date
MEMBER NO. 3: Name/Dept.	Signature	Date

Appendix D
FINAL APPROVAL NOTICE OF THESIS OR TERMINAL PROJECT

The following is sample language that may be used by the student's committee Chair following the committee meeting where the content is *successfully* approved by the committee. This may be done in an email to the Department Head, copied to the SAE Advisor archadvisor@uoregon.edu, the Graduate Studies Committee, and all members of the thesis/terminal project committee.

SAMPLE FINAL APPROVAL NOTICE OF THESIS OR TERMINAL PROJECT

TO: Department Head
CC: SAE Advisor archadvisor@uoregon.edu; Student, Committee Members, Graduate Studies Committee Members
FROM: Committee Chair
SUBJ: MS defense approved – student name

This message confirms that STUDENT NAME has satisfied the requirements of the M.S. thesis or terminal project, *"project**** Title ****"* following the public presentation on: M/D/Y

The committee: NAME1 (Chair); NAME2, affiliation; NAME3, affiliation have certified by email correspondence.

Appendix E

SAMPLE INVITATION TO PUBLIC PRESENTATION

Once the student is in the final term of the program, there will be a public presentation of the MS work. The following is sample format to be provided to the department for email distribution on student and faculty department lists and for posting in Lawrence Hall, with at minimum one week's notice.

SAMPLE INVITATION

You are invited to attend this event:

NAME OF STUDENT, MS Thesis Defense or Terminal Project Defense
Title: "XXXXXX XXXXX "

Date: Month, Date, Year: X:00-X:00 AM/PM Pacific Time (1 hour period)
LOCATION: room and/or virtual Zoom
Zoom link:
Meeting ID:
Passcode:

Abstract: Approximately 150-word description of study, scope, questions, methods used, data collected, summary of key findings, design outcomes.

Committee Members: Name 1 (Committee Chair), Name 2, Name 3