Welcome to the BLA Program! This guide is intended to provide you with BLA program requirements and policies, information about Department and College resources, and selected references to University resources. For University requirements and policies, please refer to the appropriate UW website. If you have questions, or suggestions for additions to this guide, please contact Julie Johnson, your BLA Coordinator.
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   Credit Requirements
   Typical Sequence
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1. BLA CURRICULUM

The University of Washington Department of Landscape Architecture offers a five-year (225-credit) fully accredited professional Bachelor of Landscape Architecture (BLA) degree program that empowers students with knowledge and skills in Urban Ecological Design to address emerging challenges in our environments. Please refer to the Department website to learn more about our focus on Urban Ecological Design: http://larch.be.washington.edu/features/urban_eco.php

Course Requirements
There are two types of courses which you need to complete to receive your BLA degree: General Education Requirements and Prerequisites, and courses specific to the BLA degree once you are accepted into the program. As you begin your journey the BLA Program this fall, you are expected to have already completed 90 credits, including General Education Requirements and Prerequisite classes. The upcoming three years of study will be focused on landscape architecture theory, history, skills, related studies, and studio courses over three years. Studios often involve local communities, with the fifth year capstone studio a design-build project.

For the Department of Landscape Architecture BLA General Education Requirements and Prerequisites, refer to the “Department Prerequisites” page online at: http://larch.be.washington.edu/programs/undergraduate/prereqs.php
If you have not fulfilled these requirements before entering the BLA program, you will need to fit these into your schedule.

Course requirements once your are in the BLA program are shown on the following “BLA Degree Requirements Checklist”. For courses that fulfill Directed Electives requirement, refer to the list at: http://larch.be.washington.edu/programs/undergraduate/directedfree.php
If you have previously taken or wish to take a course or courses at UW or another institution that you do not see on the list of Directed Electives, and you believe the content would apply to your Directed Electives requirements, you may undertake a Curriculum Petition to request that this course replace the required course. Copies of the Curriculum Petition form are located in the vertical file case just outside the Landscape Architecture Office. This form explains the process and what materials are needed. Please review this form and prepare materials prior to meeting with the BLA Coordinator.

Credit Requirements
The BLA degree requires 225 credits, so there is some room to take courses not specified in either of these types. Some courses that you take may fulfill both the General Education Requirements and/or Prerequisites as well as the course requirements once you’re in the BLA program. This overlap would give you more flexibility in choosing courses within or outside the Department to enrich your knowledge and skills. Consider taking LARCH 476 Professional Operations [Practicum], special offerings in the Department (typically LARCH 498 or 499, or as LARCH 598) or other courses.

Typical Sequence
A “Typical 3-Year Program of Study” follows the Checklist. Note that the first year has little or no room for courses outside the Department, unless you have taken some of the lecture courses prior to entering the BLA program. The second and third years hold greater flexibility for Directed Electives or other courses. Note that LARCH 476 Professional Operations [Practicum] is shown Autumn Quarter of the third year where there is not a BLA studio. This course is not required, but encouraged as a way to learn in a professional setting, following the knowledge you gain in LARCH 473 Professional Practice in Spring Quarter of your second year.
**University of Washington | Department of Landscape Architecture**

**BLA Degree Requirements Checklist**

*Effective for Students entering Autumn Quarter 2013*

<table>
<thead>
<tr>
<th>Name: ______________________________</th>
<th>Student #: __________________</th>
<th>Qtr./Yr. Admitted: ______</th>
</tr>
</thead>
</table>

**Prerequisite Courses to the BLA Program for 5 years track:**

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 300 Introductory LA Design Studio</td>
<td>6</td>
<td>Autumn</td>
<td>Sum</td>
</tr>
<tr>
<td>LARCH 352 History of Landscape Arch.</td>
<td>5</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARCH 353 History of Modern LA</td>
<td>5</td>
<td>Winter</td>
<td></td>
</tr>
</tbody>
</table>

**BLA Program Courses**

**Studies--required:**

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 301 Design Foundations</td>
<td>6</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>LARCH 302 Urban Sites</td>
<td>6</td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>LARCH 303 Ecological Systems</td>
<td>6</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>LARCH 402 Neighborhood Design</td>
<td>6</td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>LARCH 403 Cultural Landscape</td>
<td>6</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>LARCH 474 Advanced Design</td>
<td>6</td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>LARCH 475 Community Design/Build</td>
<td>6</td>
<td>Spring</td>
<td></td>
</tr>
</tbody>
</table>

**Planting Design--required:**

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 424 Adv. Planting Design Seminar</td>
<td>3</td>
<td>Spring</td>
<td></td>
</tr>
</tbody>
</table>

**Graphics--required:**

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 411 Landscape Representation I</td>
<td>3</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>LARCH 440 Digital Media I</td>
<td>3</td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>LARCH 441 Digital Media II</td>
<td>3</td>
<td>Autumn</td>
<td></td>
</tr>
</tbody>
</table>

**History--required:**

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 352 History of Landscape Arch.</td>
<td>5</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>LARCH 353 History of Modern LA</td>
<td>5</td>
<td>Winter</td>
<td></td>
</tr>
</tbody>
</table>

Environmental History - one from "Directed Electives" list

<table>
<thead>
<tr>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Construction--required:**

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 331 Landform Grading &amp; Drainage</td>
<td>3</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>LARCH 332 Landscape Construction</td>
<td>3</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>LARCH 433 Design Implementation</td>
<td>3</td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>LARCH 432 Urban Soils Hydrology</td>
<td>3</td>
<td>Spring</td>
<td></td>
</tr>
</tbody>
</table>

**Theory and Skills--required:**

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 341 Site Design &amp; Planning</td>
<td>3</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>LARCH 361 Human Experience of Place</td>
<td>3</td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>LARCH 363 Ecological Design &amp; Planning</td>
<td>3</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>LARCH 473 Professional Practice</td>
<td>3</td>
<td>Winter</td>
<td></td>
</tr>
</tbody>
</table>

**Directed Electives--required (see list):**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecology and Forestry--2 courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Law, Policy &amp; Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Urban Design &amp; Planning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Land: ESS 315 (or ESS 301 when offered)</td>
<td>5</td>
<td>Winter</td>
</tr>
<tr>
<td>Plants: ESRM 331 or BIOL 317</td>
<td>3 or 5</td>
<td>Spr/Sum</td>
</tr>
<tr>
<td>Managing Plants: ESRM 480 or ESRM 472 or ESRM 490C or ESRM 473</td>
<td>5</td>
<td>Aut/Win</td>
</tr>
</tbody>
</table>

**Free Electives--optional:**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Quarter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 406 Individual Design</td>
<td>varies</td>
<td></td>
</tr>
<tr>
<td>LARCH 476 Prof'l Operations(Practicum)*</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>LARCH 499 Undergraduate Research**</td>
<td>varies</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

*Maximum 6 credits of LARCH 476
**Maximum 9 credits of LARCH 499
90 credits needed before entering BLA program
Check DARS for UW Requirements
225 credits required to graduate with a BLA.
COURSE SEQUENCING FOR BLA THREE-YEAR PROGRAM | ENTERING BLA IN AUTUMN 2013

PREREQUISITES

1. LARCH 300 Introduction to LA studio 6
2. LARCH 352 History of Landscape Architecture 5
   OR
   LARCH 353 Modern History of Landscape Architecture 5
   Total credits 11

TAKE CLASSES IN BOLD IN THE QUARTER LISTED; TAKE CLASSES NOT IN BOLD AS LISTED UNLESS YOU’VE ALREADY TAKEN THEM AND THEN REFER TO DIRECTED ELECTIVES REQUIREMENTS:

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>AUTUMN</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 301 Design Foundations Studio</td>
<td>LARCH 302 Urban Sites Studio</td>
<td>LARCH 303 Ecological Systems Studio</td>
<td>6</td>
</tr>
<tr>
<td>LARCH 341 Site Design &amp; Planning</td>
<td>LARCH 361 Experience of Place</td>
<td>LARCH 331 Landform Grading &amp; Drainage</td>
<td>3</td>
</tr>
<tr>
<td>LARCH 411 Landscape Representation I</td>
<td>LARCH 440 Digital Media I</td>
<td>LARCH 363 Ecological Design &amp; Planning</td>
<td>3</td>
</tr>
<tr>
<td>LARCH 352 History of Landscape Architecture</td>
<td>LARCH 353 Modern History of Landscape Architecture</td>
<td>ESRM 331/BIOL 331 Landscape Plant Recognition*</td>
<td>3</td>
</tr>
<tr>
<td>if taken, choose 3-5 credit Directed Elective*</td>
<td>if taken, choose 3-5 credit Directed Elective*</td>
<td>if taken, choose 3-5 credit Directed Elective*</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>Total Credits</td>
<td>Total Credits</td>
<td></td>
</tr>
<tr>
<td>15-17</td>
<td>15-17</td>
<td>15-17</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>AUTUMN</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 403 Cultural Landscape Studio</td>
<td>LARCH 402 Neighborhood Design Studio</td>
<td>LARCH 432 Soils &amp; Hydrology*</td>
<td>6</td>
</tr>
<tr>
<td>LARCH 332 Landscape Construction</td>
<td>LARCH 433 Design Implementation</td>
<td>LARCH 424 Advanced Planting Design</td>
<td>3</td>
</tr>
<tr>
<td>LARCH 441 Digital Media II</td>
<td>LARCH 473 Professional Practice</td>
<td>LARCH 454 History of Urban Landscapes*</td>
<td>3</td>
</tr>
<tr>
<td>3-5 credit Directed Elective or Minor*</td>
<td>ESS 335 Environmental Earth Science*</td>
<td>or other 3-5 credit Directed Elective(s) or Minor*</td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>Total Credits</td>
<td>Total Credits</td>
<td></td>
</tr>
<tr>
<td>15-17</td>
<td>14-17</td>
<td>14-15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>AUTUMN</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARCH 476 Practicum--optional course</td>
<td>LARCH 474 Advanced Design Studio</td>
<td>LARCH 475 Community Design/Build Studio</td>
<td>3-6</td>
</tr>
<tr>
<td>ESRM 480 Land. Plant Science &amp; Sustain. Mgt.** (2014)</td>
<td>ESRM 473 Restoration in North America**</td>
<td>Other Directed Electives or Minor*</td>
<td></td>
</tr>
<tr>
<td>5**</td>
<td>5**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESRM 472 Wetland Ecology &amp; Management**</td>
<td>ESRM 490C Restorative Design &amp; Planning</td>
<td>Other Directed Electives or Minor*</td>
<td></td>
</tr>
<tr>
<td>5**</td>
<td>5**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCH 574 Design &amp; Construction Law*</td>
<td></td>
<td>Other Directed Electives or Minor*</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits varies</td>
<td>Total Credits varies</td>
<td>Total Credits varies</td>
<td></td>
</tr>
</tbody>
</table>

* Refer to the Directed Electives List for other course option(s) to fulfill your Directed Electives requirements shown on the BLA Degree Requirements Checklist. If you undertake a Minor or Certificate Program, plan when to take courses to fulfill those course requirements along with the BLA Directed Electives requirements.

** In YEAR 3, ONLY ONE of these classes—ESRM 472, 473, 480, 490C—listed in Autumn and Winter Quarters needs to be taken to fulfill the Managing Plants Directed Elective requirement.

Students should meet with the BLA Program Coordinator regularly to ensure that all program requirements are met. Students should take 14-16 credits per quarter in order to stay in sequence and fulfill credit requirements.

Total credits in 3 years of BLA: approximately 135.

updated: 9/20/2013
Bachelor of Landscape Architecture (BLA) Studio Requirements Policy
adopted by the faculty September 23, 2010

This policy outlines studio requirements for the professional Bachelor of Landscape Architecture (BLA) degree. It describes when and how students may replace a required studio with another studio course.

The BLA curriculum provides rigor and flexibility for the professional degree, and the required BLA studio sequence provides the program's essential structure. The faculty recognize the value of interdisciplinary and international studios and encourage students to pursue such opportunities. However, students cannot replace required BLA studios with other studios without prior application and approval through the “Curriculum Petition” process. One of the required studios may be replaced through this process.

required studios
The BLA program consists of seven required studios: LARCH 301, 302, 303, 402, 403, 474, and 475.

LARCH 301, 302, 303 studios are taken in conjunction with incoming 3-year MLA students. These introduce the development of design process and skills as a foundation for subsequent BLA and MLA studios. These studios are fundamental to the program, and may not be replaced by other studio courses.

The LARCH 402 (Neighborhood Design) and 403 (Cultural Landscapes) studios are taken in the second year of the BLA program. Students may replace one (but not both) of these studios with another studio, such as international travel or a CBE studio offering with similar content.

The third-year LARCH 474 (Project Design) and 475 (Advanced Project Design) studios engages students in projects that advance and refine their professional skills, typically with community clients. Given the variability of 474 studio projects, students may apply to replace it with another studio. The 475 studio is the BLA capstone, a design-build studio in which students work with a real client to design and build a landscape. LARCH 475 integrates and applies the prior years’ evolving professional skills towards a tangible place. This studio is required for all BLA majors and may not be replaced even by other design-build studios.

alternate or replacement studios
Students may take alternate studios during quarters when there is not a required BLA studio.

Students may request that an alternate studio replace one of the required studios, where the alternate studio offers content and learning objectives consistent with the required studio. The required procedure for making studio substitutions is described below.

process for requesting a replacement for a required studio
Requests for replacing a required studio must be made to the BLA program coordinator no later than the 5th week of the preceding quarter, with the student submitting a complete Curriculum Petition including a syllabus or course description for the replacement studio. The BLA Coordinator will confer with the faculty assigned to teach the required studio and notify the student of the decision within two weeks of receiving a complete Curriculum Petition.
2. CHARTING YOUR COURSE—AND MAKING THE MOST OF THE JOURNEY!

Advising
The BLA Coordinator is a member of the Landscape Architecture faculty who provides advising on BLA curriculum and program questions for students in the BLA program, holds BLA information meetings with the Department's Program Coordinator for students interested in the BLA program, and serves on the BLA Admissions Committee. As noted in this section, you'll meet quarterly with the BLA Coordinator for course planning, and can schedule individual meetings as well. This year, Julie Johnson is the BLA Coordinator.

The Department's Program Coordinator, JoAnne Edwards, addresses many administrative aspects of the Department, including managing student files and admissions applications. She tracks course requirements for graduation as you move through the program, and can respond to questions you may have about University policies. You may set up an appointment to meet with her, or email her a question (email: slocan@uw.edu). To make an appointment, go online and sign in at: http://larch.be.washington.edu/people/officehours.php Find JoAnne's name on the "select name" bar and follow instructions to sign up for a time.

Minors, Certificates, and Dual Degrees
Depending upon your own career goals and your previous studies, you may wish to pursue a Minor, Certificate, or complete another degree while undertaking your BLA. As you may have noticed in reviewing the “Typical 3-Year Program of Study”, opportunities for taking courses outside the BLA Program requirements during Fall, Winter, and Spring quarters are constrained, particularly in the first and second years of the Program. However, if you have specific interests and plan strategically, you may find that you can complete a Minor or Certificate without committing to further quarters of study or excessively heavy course loads. With Minors or Certificates in related fields, the requirements for these may overlap with the BLA Directed Electives requirements. Completing another degree typically requires more time, unless you have significantly completed the other degree prior to entering the BLA program. If you wish to pursue such additional studies, schedule an appointment with the BLA Coordinator early in your studies.

Certificates and Minors in related fields you may wish to explore include—this isn’t an exhaustive list:

Urban Design Certificate
http://www.caup.washington.edu/certificates/ud.html

Historic Preservation Certificate
http://www.caup.washington.edu/certificates/hp.html

Minor in Urban Design and Planning
http://www.washington.edu/students/gencat/academic/urbdp.html#MINOR

Minor in Architecture
http://www.washington.edu/students/gencat/academic/arch.html#MINOR

Minor in Environmental Studies
http://depts.washington.edu/poeweb/students/es_minor.html

Minor in Ecological Restoration
http://depts.washington.edu/uwren/minor.html
Quarterly Course Planning Meetings
Prior to the start of registration opening for subsequent quarters, except prior to autumn registration time, the BLA Coordinator will schedule a BLA course planning meeting for all current BLA students to attend. The meetings are usually held at lunchtime in the studio, and include an overview of what LARCH courses students will need to take, discussion about possible Directed Elective courses students may take (including insights from students who have taken certain courses) and an informal question and answer time. You must complete a “Quarterly Course Proposal” form and submit it to the BLA Coordinator for his/her review and signature. The form will then be placed in your file (see section "Your Student File" below).

If you cannot make the scheduled meeting time, you need to complete a “Quarterly Course Proposal” form and leave it in the BLA Coordinator’s mailbox for review and signature.

If you have questions specific to your situation, you should schedule an individual meeting with the BLA Coordinator in lieu of or in addition to the quarterly course planning meeting.

Individual Meetings
As you undertake your studies in the BLA Program, you are encouraged to meet with the BLA Coordinator for questions you may have about course planning. For some questions, an email may be most useful. You can email Julie at jmjsama@uw.edu. To make an appointment, go online and sign in at: http://larch.be.washington.edu/people/officehours.php Find Julie’s name on the "select name" bar and follow instructions to sign up for a time.

Tracking DARS
You may already be familiar with the UW’s “Degree Audit Reporting System” –aka DARS. If not, please refer to: http://www.washington.edu/students/reg/dars/
You should refer to DARS as you track your progress towards fulfilling graduation requirements. If you find errors in DARS, please contact the Department of Landscape Architecture Program Coordinator, JoAnne Edwards.

Your Student File
The Department of Landscape Architecture keeps a file folder for each student in the program, which includes documentation on planning and progress of your BLA studies. These files are kept secure. You may request your file when meeting with the BLA Program Coordinator or with the Department Program Coordinator. The file must remain within the Landscape Architecture office, Gould 348.

Faculty Office Hours
Each faculty member in Landscape Architecture has office hours, and you are encouraged to sign up and meet with faculty. If you have questions about a course you’re currently taking with one, or want to learn more about a course s/he teaches or may teach, or about the profession, a face-to-face meeting may well accomplish more than an email correspondence. Typically, faculty hold their office hours in their respective offices. To make an appointment, go online and sign in at: http://larch.be.washington.edu/people/officehours.php Find the faculty’s name on the "select name" bar and follow instructions to sign up for a time.

UW Student Chapter of American Society of Landscape Architects
The University of Washington Chapter of the American Society of Landscape Architects (ASLA) engages students with each other, with the local professional community, and with the larger
profession in myriad ways. Watch for announcements on upcoming meetings and get involved! The ASLA-UW Student Chapter bulletin board is located on the wall next to Gould 348. You may join the ASLA as a “student affiliate”. See: http://www.asla.org/ for more information about this organization and the profession. To learn about the Washington Chapter of ASLA, go to: http://www.wasla.org/

Student Mentor Program
For several years, a mentor program initiated by students has connected individual students with a local landscape architecture professional for informal mentoring. This is a wonderful opportunity for you to get acquainted with a local practitioner, and learn from him/her. Watch for announcements about this program through the UW ASLA chapter.

Student Service in the Department Activities
There are many opportunities for students to be involved in Department Activities; these are typically announced by email. Such opportunities include participation in preparing for special events that the Department hosts, taking part in events where the Department may be represented on campus, providing student work for accreditation visits, and serving on committees. An annual committee in which second and/or third year BLA participate is the Admissions Committee.
3. BLA EVALUATION AND PERFORMANCE POLICIES

adopted by the faculty September 23, 2010

The Department of Landscape Architecture considers the careful and fair evaluation of student work, using grades and other formalized methods, to be a crucial part of the evaluation of student work. The grading policy elaborated here is guided by University of Washington policies as well as guidelines published in the UW’s Faculty Resources on Grading. The grading guidelines have drawn on the policies of the College of Built Environments and the Department of Architecture.

Department of Landscape Architecture Grading Guidelines

The numeric grades with interpretive statements serve as a guideline only, as grading standards are at the discretion of the faculty. Minimum grades noted below for BLA students are requirements.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretive Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8 - 4.0</td>
<td>Exceptional performance; work at this level is creative, thorough, well-reasoned, insightful, well-executed, and shows clear recognition and an incisive understanding of the salient issues. Work of exceptional professional quality.</td>
</tr>
<tr>
<td>3.5 - 3.7</td>
<td>High Quality performance; work at this level shows signs of creativity, is thorough and well-reasoned, and demonstrates clear recognition and good understanding of the salient issues.</td>
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<tr>
<td>3.2 - 3.4</td>
<td>Strong performance the work shows consistent improvement and creativity; there is evidence of recognition and understanding of the salient issues.</td>
</tr>
<tr>
<td>3.0 - 3.1</td>
<td>Good performance; well-reasoned and complete, but not especially creative or insightful; Understanding, while competent, warrants improvement.</td>
</tr>
<tr>
<td>2.6 - 2.9</td>
<td>Competent performance; moderately well-reasoned with indications that understanding of the important issues could be improved upon and expanded.</td>
</tr>
<tr>
<td>2.3 - 2.5</td>
<td>Minimally Competent performance: with indications that understanding of the important issues is less than complete and perhaps inadequate in other respects. Meets professional degree expectations of competent performance.</td>
</tr>
<tr>
<td>2.0 - 2.2</td>
<td>Poor performance; barely meets the minimal professional degree expectations for the course; understanding of salient issues is incomplete.</td>
</tr>
<tr>
<td>1.7 - 1.9</td>
<td>Unacceptable work: while work meets University requirements; work does not meet minimal professional degree expectations; the understanding of salient issues and overall performance indicate further study is required prior to continuing to more advanced work in the professional program.</td>
</tr>
<tr>
<td>0.7 - 1.6</td>
<td>Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements</td>
</tr>
</tbody>
</table>

FOR BLA: BLA students must earn a minimum grade of 2.5 in all design studios required by the BLA degree program. A 2.0 is the minimum grade allowed for any other required course in the BLA program. For any grade below 2.0, the student will receive undergraduate credit for the course if it is 1.7 or above, but must repeat the course and achieve a minimum 2.0 grade in order to apply it to completion of BLA degree requirements.
**Letter Grades**

Landscape Architecture courses may have evaluation with letter grades instead of numeric grades, using the UW “Standard Grading System” shown here, excerpted from:
http://www.washington.edu/students/gencat/front/Grading_Sys.html - GRADE

" N  In Progress - Indicates that the student is making satisfactory progress and a final grade will be given at the end of the quarter the work is completed. Used only for thesis, research, and hyphenated courses (courses not completed in one quarter) and courses numbered 600, 601, 700, 750, and 800. An "N" grade carries with it no credit or grade until a regular grade is assigned.

I  Incomplete - An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student’s control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given. ...[See website listed above for further details]

S  Satisfactory grade for courses taken on a satisfactory/not-satisfactory basis - An S grade is automatically converted from a numerical grade of 2.0 or above for undergraduates. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the University Registrar. Courses so graded can only be used as free electives and cannot be used to satisfy a University, college, or department course requirement. S is not computed in GPA calculations.

NS  Not-satisfactory grade for courses taken on a satisfactory/not-satisfactory basis - A grade less than 2.0 for undergraduates is converted to NS. NS is not included in GPA calculations. No credit is awarded for courses in which an NS grade is received.

CR  Credit awarded in a course offered on a credit/no-credit basis only or in courses numbered 600, 601, 700, 750, and 800 - The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.

NC  Credit not awarded in a course offered on a credit/no-credit basis only or in courses numbered 600, 601, 700, 750, and 800 - The grade is awarded directly by the instructor and is not included in GPA calculations.

W  Official withdrawal or drop from a course after the fourteenth calendar day of the quarter through the seventh week - to be followed by a number representing the week in which the course was dropped. An official withdrawal is not computed in GPA calculations. Students who do not officially drop a course(s) will receive a grade of 0.0. For DL-suffix courses that do not follow the quarter schedule, the grade W shall be assigned to any course dropped after the fourteenth calendar day after the start of the course and more than two weeks before the end of the maximum term for completion of the course, as specified at the time of registration. The date of withdrawal shall be noted on the transcript.

HW  Hardship Withdrawal - Grade assigned when a student is allowed a hardship withdrawal from a course after the fourteenth calendar day of the quarter. HW grades are not computed in GPA calculations.”
Grade Calculation and Submission
Course syllabi should include a clear description of assessment measures and grade calculations.

Grades should reflect the student’s academic performance in the course. University policy and federal law assert that faculty may not grade on the basis of student behavior (see [http://depts.washington.edu/grading/conduct/grading.html](http://depts.washington.edu/grading/conduct/grading.html)). In many Landscape Architecture courses; however, interpersonal interaction and contribution to overall class effort are important aspects of student learning; in these cases the student’s participation in class (but not merely attendance or behavior) can and should be evaluated.

Faculty assign grades to all students in their courses by deadlines stated on the University's Academic Calendar.

BLA Academic Performance Policy

purpose
The Bachelor of Landscape Architecture degree at the University of Washington is a professionally accredited degree that contributes to criteria for gaining licensure to practice as a landscape architect. Thus, the Department of Landscape Architecture has established minimum grade requirements for students attaining this degree in order to document sufficient competency in the areas of study required by the Professional Accrediting Board (LAAB).

The purpose of the Academic Performance policy is to identify and assist Bachelor of Landscape Architecture program students whose academic performance indicates they are not acquiring adequate knowledge and skills necessary for satisfactory professional performance. This document addresses academic success as reflected in course grades and the grade point average (GPA).

BLA academic requirements
Bachelor of Landscape Architecture majors must maintain a 2.5 GPA to graduate with the professional BLA degree. The scholastic performance of all BLA students whose cumulative U.W. GPA falls below 2.5 will be reviewed by the Department per the policy below.

BLA students must earn a minimum grade of 2.5 in all design studios required by the BLA degree program. These include but may not be limited to: LARC 301, 302, 303, 402, 403, 474, 475, 476.

BLA students must also earn a minimum grade of 2.0 in all other courses required by the BLA degree program.

Performance of students with a grade falling below the required minimum in any of the specified courses will be subject to faculty review. Additional information on grades and scholarship rules may be obtained from the Graduation and Academic Records Office, 264 Schmitz.

Failure to maintain a 2.5 GPA, either cumulative or for a given quarter during the student's tenure in the BLA program constitutes low scholarship and may lead to a change-in-status action by the department. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the program.

BLA Low Scholarship/ Performance Policy
Departmental action when a student is not meeting academic standards may include, but are not limited to the following:

- A written notice that the student must repeat a course/courses and earn a specified grade and/or that the student must do additional coursework to demonstrate adequate mastery of the subject matter in which deficiencies are indicated.
• A requirement that the student meet with a designated faculty person or committee to develop a written contract between the student and the department outlining specific measures and goals for improvement of academic performance.

All departmental action documents will specify a definite time frame in which the required measures for improvement must be completed.

review determinations
A review of a student’s performance can result in one of three general responses or courses of action: (1) no action; (2) a warning; or (3) probation.

1. No Action
   Recommended for those students whose cumulative GPA is above 2.5 but whose most recent quarter's work is below 2.5, if the review has determined that this condition is not cause for immediate concern.

2. Warning
   Recommended for students whose cumulative GPA has dropped slightly below 2.5 --i.e. 2.39-2.45
   Recommended for students who have failed to meet expectations for performance and progress as determined by department faculty. Action taken as indicated above will be initiated and documented by the BLA program, but will not appear on the student's permanent record. The department is expected to notify each student in writing and place any documentation in the student's file.

3. Probation
   Recommended for students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program. Recommended for students who depart suddenly and substantially from scholarly achievement as defined by the graduate program. (A previous warn action is not necessary.)

4. Final Probation
   Final probation is recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the program (LA Department). This final probation is also recommended for students who fail to progress toward completion of the BLA program. A student will be carried on final probation status for one quarter before being changed to drop, probation as described above, or some other status. If this requires more than one quarter's work, the student must maintain a quarterly GPA of at least 2.5 each succeeding quarter or the student is dropped from major status for low scholarship.

fifth year student in final quarter
A senior who has completed the required number of credits for graduation, but whose work in what would normally be his or her final quarter places him or her on probation, does not receive a degree until removed from probation. A senior who has completed the required number of credits for graduation, but whose work in his or her last quarter results in his or her being dropped for low scholarship, does not receive a degree until readmitted and removed from probation.

BLA probation process
Students who have fallen below the 2.5 U.W. Cumulative GPA for more than one quarter during her/his enrollment in the BLA program will be placed on formal departmental probation. Once a student is placed on probation there must be a written agreement drawn up between the student and the department that outlines what the student must do to be removed from probationary status. Both the student and Undergraduate Program Coordinator should sign this document. This written agreement should be specific about the particular tasks required of the student (for example, re-writing a final term paper or refining a final design project) in order to be eligible for removal from probationary status. This written agreement should also specify a particular timeframe in which the student must produce the work in order to be removed from probation.
Students who fulfill the terms specified for removal from probation will receive written notices that their probationary status has been removed.

In addition to the quarterly review of students who appear on the Program's Low Scholarship report, the Undergraduate Program Coordinator will conduct a review of all BLA students in the Department at least once each year. At this time s/he may send a warning letter to a student or recommend other action to the Chair of the Department (including probation, final probation) if a student has not been making adequate progress toward completion of the degree.

Any of the following circumstances will constitute inadequate progress toward the degree:

- Failure to successfully complete at least 15 credits in each calendar year, beginning at the time of admission to the program, exclusive of time when on leave.

- Failure to complete core requirements within two calendar years of admission. This requirement may be waived by the Undergraduate Program Coordinator (UPC) if the student presents a plan of study which s/he intends to follow and which is approved in advance by the UPC.

- Failure to remove incomplete grades by the end of the quarter following the one in which they are received. Incomplete grades include I, X and N grades. N grades may be continued for more than one quarter beyond the quarter in which they are received if the student's faculty sponsor sends a memorandum to the Graduate Program Coordinator explaining why the research was not completed, what progress was made during the previous quarter, what work remains to be done and when it is expected that the research will be completed.

- Accumulation of a large proportion of incomplete grades in any one quarter or development of a pattern of incomplete grades which indicates the inability of the student to handle the academic work required in the BLA program.

Any of the above circumstances will generate a warning letter from the Undergraduate Program Coordinator that will explain what the student needs to do to satisfy the provisions of satisfactory progress and the time frame for accomplishing this. If these requirements are not met within the time stipulated, the UPC will recommend probationary status.

The Department of Landscape Architecture will normally carry a student on probationary status for only one quarter. If the conditions causing the Probation are not eliminated within that quarter, a recommendation of Final Probation will be made to the Chair of the Department. After one quarter on Final Probation a student must have satisfied the conditions of Probation and changed his/her status to a undergraduate student in good standing or be dropped from the University.

All recommendations to the Chair will be made by the Department Undergraduate Program Coordinator. A student wishing to appeal any such recommendation may do so by writing to the Department Chairperson and explaining his/her reasons. The Chairperson will then ask the BLA Committee (excluding the ex officio members, Undergraduate Program Coordinator and Department Chairperson) to review the record, interview the student and make an independent recommendation to the Chairperson.

This recommendation is not binding on the Chairperson. The Chairperson may decide to support the Undergraduate Program Coordinator's recommendation, in which case s/he need take no action. The Chairperson will inform the student, the BLA Committee members and the Program Coordinator of his/her decision within five days of receiving the recommendation from the Committee. Students dissatisfied with the Chairperson's decision may then have recourse to the Academic Grievance Procedures, which may be obtained from the Department Program Advisor or at the University of Washington's Grading Policy page found at: http://www.washington.edu/faculty/fac senate/handbook/04-03-11.html - anchor2.
University Academic References And Resources

*standard grading system*

See: [http://www.washington.edu/students/gencat/front/Grading_Sys.html - GRADE](http://www.washington.edu/students/gencat/front/Grading_Sys.html)

excerpts include:

“The UW uses a numerical grading system.... Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or if a student does not officially withdraw. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Office of the Registrar to 0.0.”

*student appeals of course grades*

See “Grading Procedures“ at [http://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADING](http://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADING) which includes:

“A student who believes he or she has been improperly graded must first discuss the matter with the instructor. If the student is not satisfied with the instructor’s explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the chair of the department, or in a nondepartmental college, to the dean, with a copy of the appeal also sent to the instructor. Within ten calendar days, the chair or dean consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the chair believe the instructor’s conduct to be arbitrary or capricious and the instructor declines to revise the grade, the chair (or the dean in a nondepartmental school or college), with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that department to evaluate the performance of the student and assign a grade. The dean and Provost should be informed of this action.”

The complete process is delineated in the University Handbook, Vol. IV, Part 3, Chapter 11, Section 2. ([http://www.washington.edu/faculty/facsenate/handbook/04-03-11.html#anchor2](http://www.washington.edu/faculty/facsenate/handbook/04-03-11.html#anchor2))

*For “Scholastic Standards Required” see*

[http://www.washington.edu/students/gencat/front/Requirements_BA.html - STANDARDS](http://www.washington.edu/students/gencat/front/Requirements_BA.html)

*For “Low Scholarship” policies see*

[http://www.washington.edu/students/gencat/front/Low_Scholarship.html](http://www.washington.edu/students/gencat/front/Low_Scholarship.html)
4. RESOURCES WITHIN AND BEYOND GOULD

Department Office
The Department office, Gould 348, is open 9:00 a.m. to 5:00 p.m. Periodically, the office may be closed during regular hours if staff need to leave the office. Announcements are e-mailed and posted on the Department website which also includes our blog: http://larch.be.washington.edu/

The Landscape Architecture office may receive telephone messages for students for emergencies only. The number is 206-543-9240. If anyone calls for you with a non-emergency message, that person will be directed to email you.

The fax machine in the Landscape Architecture office may be used for official purposes, such as correspondence related to a particular course. If someone is sending a fax to the office, please notify staff in advance. If you need to send a fax, seek assistance from staff.

The photocopy machine in the Department office is not available for student use. The BE Library has fee-based photocopying, or there are other facilities on campus, or you may wish to use one of the photocopy shops in the neighborhood.

Faculty and staff mailboxes are located within the Department office. You can leave papers for a particular faculty or staff member in their marked mailbox. Unless the faculty member is expecting something from you, you are encouraged to follow up with an email notifying that person what you have left in their box.

Building and Studio Access
Gould Hall is open to the public for limited hours posted on the doors; you will need to use the card-activated systems at particular doors for access outside these hours. Your Husky Card will provide you access. Please check early in the quarter that your card will work. If you encounter problems, please contact Meegan Amen (meegan@u.washington.edu) in the Dean’s Office.

When you are in the building after hours, you need to have your orange “Building Use Permit” card with you. Police can request this card and escort you out of the building if you fail to present it.

At all hours, Gould 312 studio doors are locked, with access by an Omni punch pad. You will receive your own individualized “Omni Code” to punch in by email from the Landscape Architecture office. Do not leave the studio doors propped open; theft has occurred in the past, and there are valuables in studio.

If your studio is held in the Community Design Building, you may check out a key from the Landscape Architecture office. The Community Design Building is on the corner of University Ave. and 40th, across the street from Gould Hall. You must return your key at the end of the quarter.
Studio Use
Gould 312 serves as the primary studio space for Landscape Architecture studio courses, periodically involving interdisciplinary studios with students from other departments. There are three bays with desks and a glass enclosed room called the “fish bowl,” for group discussions and informal presentations. The phone in the “fish bowl” (206-616-4897) is meant to be for the purpose of calling the staff in the Digital Commons office (206-543-8531), in case you need to communicate with them for any reason. Additionally, there is a small kitchen area in the east bay, and stations with computers are placed throughout the studio space. Pin-up space is located throughout the studio; this space will be used for shared resources such as maps, as well as to post studio projects.

Because the wall space in Gould 312 is limited, and studio classes require pin-up space for class critiques and other teaching purposes, teaching and class needs have priority over individual needs for using these vertical surfaces. Please keep these surfaces accessible. Please do not hang items from the ceiling; the light covers break very easily. Please use the cutting tables provided to work on models, etc. Do not cut on the desk surfaces. Do not put heavy objects on the light tables.

When you are enrolled in a studio, you will be assigned a desk and storage space at the beginning of that studio. First year studios are located in the east bay; students typically keep the same desk the entire year. Second year studios and third year BLA studios are located in the middle and west bays.

You are welcome to personalize your desk area. Be mindful of others’ space, comfort, access, and safety considerations. Do not move furniture, as clear passages are required. It is critical to keep a relatively straight fire lane open between the doors on either end of the studio. If you have questions about what may be done, please ask your studio faculty.

Like any commonly shared space, everyone needs to take responsibility for keeping it clean. In addition to cleaning up your own desk area, you are responsible for common spaces within your bay and the shared spaces such as the kitchen and fish bowl. The custodians do not clean up the studio. Please review the studio policy and check list that is posted in the studio space for what needs to be done. If you have any questions or concerns, please ask the Department staff or faculty.

Students are required to be in studio on the first day of finals to participate in the end of quarter wrap-up and clean-up session with their instructors.

Lockers
Lockers at each corner on the 3rd floor of Gould Hall are available to Landscape Architecture students on a first-come basis. Please see an office staff member to register for a locker at the beginning of the year.

Mailboxes
Student mailboxes are located outside the east end of the Gould 312 studio. Check your mailbox regularly (on a daily basis when you are here). Since these boxes are open to the public, students are strongly urged not to leave valuables in the mail boxes. BLA student mailboxes are on the left and MLA student mailboxes are on the right, organized alphabetically by last name.
Email
If you have not yet created a University of Washington “NetID” and email account, do so as soon as possible, to facilitate communication. Create your account at:
https://uwnetid.washington.edu/newid/
http://www.washington.edu/itconnect/email
The email address that shows up on the faculty class lists is your UW email address. If you are not checking this email account regularly, be sure it is forwarded on to the email account you do check frequently.

Computing, Printing and Plotting
For information on computer and printing resources in Gould Hall, please refer to the link below:
http://www.be.washington.edu/Resources/Computing/
There you will find information on the Gould Hall Digital Commons, as well as links to other resources. Stickers will be issued during Orientation for Husky Cards to allow you to print and plot for a reduced rate in the CBE College facilities.

BE Library
The College of Built Environments (BE) Library is located on the 3rd floor of Gould Hall. In addition to the books available, there are numerous journals that you are encouraged to peruse regularly. Take advantage of the seating areas to seek out inspiration from a current journal, read a reserve reading, or study. The BE Library website also provides resources by field, among other things:
http://www.lib.washington.edu/be/

Student Loaner Equipment
You may check out a variety of equipment, including laptops and digital cameras, at the BE Library as a BLA student. Additionally, UW Classroom Services has equipment that students may check out. To find out more, see: http://www.be.washington.edu/Resources/Computing/studentloaner.php

College of Built Environments Dean’s Office
The Dean’s Office is located in Gould 224. If you wish to meet with the Dean, you may set an appointment by contacting the Assistant to the Dean, whose office is within Gould 224.

Other College Facilities and Resources
To learn more about other facilities in the College, such as the Shops and the Visual Resources Collection, see the information and links posted at:
http://www.caup.washington.edu/Resources/facilities.php
For College Student Resources, see: http://www.be.washington.edu/Students/

Lost and Found
Lost and Found for the College of Built Environments is in the Dean's Office, 224 Gould Hall.

Lost and Found for general items lost on campus, please call:
Condon Hall 207: 206.543.1447  (this location replaces the HUB Lost and Found) or
Health Sciences Building T283: 206.685.0143
South Campus Center: 206.543.0530
UW Medical Center: 206.598.4909
Psychological Counseling
Please visit the UW Counseling Center website at: http://depts.washington.edu/counsels/ or call or visit the Counseling Center, 401 Schmitz Hall, to learn about counseling resources and services available to you as a student. The Counseling Center phone number is: 206-543-1240. The website includes contact information for the Crisis Clinic; phone numbers are listed as: 206-461-3222 or 866-427-4747.

Sexual Harassment
Please refer to the UW Sexual Assault and Relationship Violence Information Service (SARIS): http://www.washington.edu/students/saris/info/sexual_harassment.html

Safety
Visit UW's SafeCampus website to learn more about safety, which includes various resources and contact information that you should be aware of. See http://www.washington.edu/safecampus/index.html
The "Students" tab includes a "UW Resources" link that describes a range of resources, including NightRide and Husky NightWalk.

Other University of Washington Resources
The University of Washington website offers myriad resources, including several provided under the "Current Students" bar on: http://www.washington.edu/
Refer to this to learn about the "Student Guide," "Academic Calendar," and other resources.

Scholarships, Grants and Funding Resources
Each spring, the Department will announce a call for applications for department scholarships. The awards are announced in the Spring Quarter.

Announcements of external scholarships, internships or jobs can be found on the bulletin board next to Gould 302 as well as on the department website.

The College website on Financial Aid also contains information and links: http://www.be.washington.edu/Students/financialaid.php

UW undergraduate funding and research opportunities include those found at:
Office of Merit Scholarships, Fellowships & Awards
https://www.washington.edu/students/ugrad/scholar/
Undergraduate Research Program
http://www.washington.edu/research/urp/
Mary Gates Endowment for Students
http://www.washington.edu/uaa/mge/index.htm

Students may contact the Office of Student Financial Aid, 105 Schmitz Hall, telephone (206) 543-6101, to determine eligibility for types of funding. The website is:
http://www.washington.edu/students/osfa/

The UW Libraries Grants and Funding Information Service (GFIS) – located in Room G86A, Allen Library, South Wing, Box 352900, (206) 616-3084, offers graduate students seeking scholarships and
fellowships, for study at the university or elsewhere, an inexpensive funding search of an in-house database, the Graduate Funding Resource System (GFRS). E-mail: gfis@u.washington.edu.
The GFIS Web site is:  http://www.lib.washington.edu/gfis/ 

The Seattle Public Library Resource Center is at the Central Library at 1000 Fourth Ave., Seattle, WA 98104, 206-386-4636. The information about schools and funding is located in the Mixing Chamber on Floor 5. See the website: http://www.spl.org/default.asp?pageID=collection_db_list&dbPage=6

Employment Opportunities
While working while being in school can compromise the extent of your learning, it may be a choice you make. Generally, there are limited opportunities for employment as an assistant for classes or administrative work within the Department. Periodic opportunities related to the field that come to the Department are sent out by email through the Department listserv--be sure to read these emails as they come your way. For other employment opportunities and resources on campus, see the links provided at the UW Human Resource's webpage "Student Resources" at: http://www.washington.edu/admin/hr/roles/student/index.html