

# Fall 2020 FAQs

## GENERAL

A COVID-19 FAQ for graduate students has been added to the [Faculty of Graduate and Postdoctoral Affairs website](#).

Graduate programs organizational structure for the coming year:

**Ewa Mroz** ([ewa.mroz@carleton.ca](mailto:ewa.mroz@carleton.ca)) is the Graduate Administrator.

**Please note that Ewa Mroz is your first point of contact regarding graduate programs.** Students – a reminder to please include your Student ID with any e-mails.

**Professor Colbert** ([zach.colbert@carleton.ca](mailto:zach.colbert@carleton.ca)) will serve as the Interim Associate Director, and oversee academic advising, curriculum and, coordinating the admissions process.

**Professor Saloojee** ([ozayr.saloojee@carleton.ca](mailto:ozayr.saloojee@carleton.ca)) will serve as Chair of M.Arch programs and will be responsible for the 2021 Winter term M.Arch Options Studios and will oversee the 2020-21 Thesis year, as well as serving as the liaison to the PhD committee.

**Professors Goffi and Fai** ([federica.goffi@carleton.ca](mailto:federica.goffi@carleton.ca); [steve.fai@carleton.ca](mailto:steve.fai@carleton.ca)) will co-chair the PhD program.

**Professor Goffi** ([federica.goffi@carleton.ca](mailto:federica.goffi@carleton.ca)) will serve as Chair of the TA Committee for the coming academic year.

**Q:** How to I choose my free elective?

**A:** Students are encouraged to relate their elective courses with their thesis topic. Elective courses must be at the 4000 level or higher and may be chosen from any department. ***All electives must be approved by the interim associate director prior to registration in the class.*** Students must first obtain permission from the course instructor to enroll and provide confirmation of instructor permission, via email, along with a short rationale for the course selection, to [zach.colbert@carleton.ca](mailto:zach.colbert@carleton.ca) and [ewa.mroz@carleton.ca](mailto:ewa.mroz@carleton.ca) for approval.

**Q:** *I've been trying to make my schedule for my classes for this year and I noticed my courses that I need to take for my program cannot be found in the search menu for the right terms.*

**A:** All registration inquiries should be directed to the School's Graduate Administrator, Ewa Mroz, [Ewa.Mroz@carleton.ca](mailto:Ewa.Mroz@carleton.ca).

**Q:** *What supports will the school of Architecture and the University provide to ensure students feel supported during the pandemic?*

**A:** The safety and well-being of all members of the Carleton community is our highest priority. We understand that this is a difficult time for everyone and that the measures we are taking will cause inconvenience and disruption. Information and resources relating to mental health and well-being are listed on [Carleton's website](#). Within our School, the [Student Wellbeing Committee](#) is a first point of contact for matters related

to student wellbeing and committee members can connect students to additional resources if needed.

**Q:** *Will there be any adjustment to our fees?*

**A:** Tuition will not be reduced. This is a University-level decision and in keeping with other Universities in the Province.

**Q:** *Will the building be open at all, if I wanted to go there by myself to study?*

**A:** Unfortunately no, the building will remain closed. Access to the shops will be limited to thesis students only and will require special permission and training.

**Q:** *Will Fall 2020 courses offer flexible deliverables?*

**A:** The School's Faculty has been redesigning all Fall 2020 courses and course deliverables for online delivery. Deliverables, for all courses, have been designed with an online instruction format in mind. If you require an academic accommodation, students should complete the [self-declaration form available on the Registrar's Office website](#) to request academic accommodation for missed course work including exams and assignments. Students are encouraged to connect directly with their instructors to discuss required accommodations arising from the COVID-19 situation.

**Q:** *Will there be tech support services?*

**A:** If you require technical support, please contact the [ITS Service Desk](#) for technical assistance. For specific inquiries related to architectural software licenses that have been provided to you for architecture courses in which you are enrolled, please contact Mike Getz, [Mike.Getz@carleton.ca](mailto:Mike.Getz@carleton.ca).

**Q:** *How will student Mental health be supported?*

**A:** [Carleton Health and Counselling Services](#) have moved all their services online, including mental health support. The clinic is open Monday to Friday from 8:30 a.m. to 4:30 p.m. for all services. The medical clinic can take face-to-face visits when necessary, and they have a protocol in place to facilitate physical visits. For services, call 613-520-6674. Students can contact [the Paul Menton Centre for Students with Disabilities](#) by email, [PMC@Carleton.ca](mailto:PMC@Carleton.ca), or call 613-520-6608. They will be connected to a coordinator for their individual discussion and assessment of needs. Carleton University suspending the need for a doctor's note or medical certificate until further notice when requesting academic accommodation related to COVID-19. Students should complete the [self-declaration form available on the Registrar's Office website](#) to request academic accommodation for missed course work including exams and assignments. Students are encouraged to connect directly with their instructors to discuss required accommodations arising from the COVID-19 situation.

**Q:** *Will there be point of contact to navigate digital studio/classroom challenges?*

**A:** As we shift to online courses, we've put together [some resources](#) to help you transition to virtual classrooms. An orientation will be provided to all students for online

studio teaching platforms and the School has hired additional teaching staff to assist with Fall 2020 online studio teaching logistics.

**Q:** *What supports from the school of architecture and the University are available for students with limited space and social supports when working remotely? i.e. are there bursaries or grants to help set up a home office?*

**A:** While there are no bursaries or grants to support setting up a workspace at home, students will be provided with examples of student home studios. Required course materials will be communicated to you by your instructors.

## **WINTER 2021 TERM**

**Q:** *Is the school considering an optional online winter semester if in person classes become permissible again? Some of us have signed new leases for remote learning and relocating in the middle of the year would be a challenge.*

**A:** We remain hopeful that it will be possible to welcome some students back to campus in January; however, it seems very unlikely that the pandemic will have fully resolved by then. In planning for winter 2021, we must remain responsive to evolving public health guidelines. Even if public health restrictions are eased such that some face-to-face instruction could resume, many students may not be able—or may not be comfortable—returning to campus. In all cases, our School will follow policies established by the University. Further updates regarding the Winter term will be announced in the coming weeks. You may review University messages related to COVID-19 here: <https://newsroom.carleton.ca/coronavirus-covid-19/>

**Q:** *How will M.Arch option studios be handled?*

**A:** Option studios will be announced in September, as they are each year. We appreciate your patience as we work through staffing and await further policy updates from the University related to student travel during the Winter term.

**Q:** *Will M.Arch thesis students need to return to Ottawa for the Winter term?*

**A:** No. Thesis students may elect to complete their thesis year online, even if campus is open for the Winter term. Details related to thesis colloquia and thesis defences will be announced during the academic year.

**Q:** *Will the M.Arch 1 Barcelona DSA take place?*

**A:** The School must await further policy updates from the University related to student travel during the Winter term prior to making a determination regarding travel dates for the 2021 Barcelona DSA.

## **ONLINE LEARNING**

**Q:** *Will we be provided with any software? Adobe, sketchup, rendering?*

**A:** Yes. Students will be provided with software license access specific to the courses in which they are enrolled.

**Q:** *Will remote licensing be available, i.e. Creative Cloud accounts? Or remote desktop access to the computer labs?*

**A:** Software licenses for software required to complete an enrolled course will be provided to students. There will not be remote desktop access to the computer labs. A computer and internet access will be required to attend Fall 2020 courses. If you do not have access to a computer or to the internet, please contact both our School's Administrator, Claire Ryan, [Claire.Ryan@carleton.ca](mailto:Claire.Ryan@carleton.ca) and [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca) to request assistance.

**Q:** *How will grad studios be accommodated for the Fall? Will there be regular studio hours online? Only digital submissions?*

**A:** Yes. Studio courses will be delivered synchronously during regularly scheduled class times. The School has developed and tested a suite of online studio teaching platforms and students will be provided with an orientation. With the building closed during the Fall 2020 term, the format of all submissions will be digital. Your instructors will inform you of specific information related to deliverables for each course.

## **RESEARCH SUPPORT, TA DUTIES AND FACILITIES ACCESS**

**Q:** *How will there be access to research materials from the University Library or TDR? Do we have digital collections?*

**A:** The TDR will remain closed until the University determines our building may reopen. [Please click here](#) to see a list of resources available from MacOdrum Library as of May 7. You may also want to read [this update](#) about what Library services are being offered. As of June 22nd, the Library is offering a [limited curbside pickup and mailing service](#) for print materials in its collection.

**Q:** *How will our TA duties be affected? And can we do our TA positions remotely not in Ottawa?*

**A:** All students with TAships included in their offers will be assigned to a position that can be completed remotely. TA assignments will be announced in August, prior to the commencement of the Fall term.

**Q:** *Will we have access to the shops or fabrication facilities?*

**A:** The building will remain closed during the Fall term. Students will be able to check out equipment from the loan pool using a recently installed "take out" window. Access to the shops will require special permission and training and will limited to thesis students only. If you require access to our shops for your thesis project, you will need to undergo required University COVID training and make an appointment for access. If you require shop access for your thesis project, please contact our School's Administrator, Claire Ryan, [Claire.Ryan@carleton.ca](mailto:Claire.Ryan@carleton.ca).

## **STUDENT HEALTH SERVICES & THE PAUL MENTON CENTRE FOR STUDENTS WITH DISABILITIES**

*Q: How do we access health and counselling services?*

**A:** Carleton Health and Counselling Services have moved all their services online, including mental health support. The clinic is open Monday to Friday from 8:30 a.m. to 4:30 p.m. for all services. The medical clinic can take face-to-face visits when necessary, and they have a protocol in place to facilitate physical visits. For services, call 613-520-6674. Students can contact the Paul Merton Centre for Students with Disabilities by email, [PMC@Carleton.ca](mailto:PMC@Carleton.ca), or call 613-520-6608. They will be connected to a coordinator for their individual discussion and assessment of needs.

## **UNIVERSITY RESOURCES**

Carleton Covid Newsroom: <https://newsroom.carleton.ca/coronavirus-covid-19/>

Carleton Covid Newsroom Student FAQs: <https://newsroom.carleton.ca/coronavirus-covid-19/faq/>

MacOdrum Library Covid updates: <https://library.carleton.ca/covid19>

Carleton Online: <https://carleton.ca/online/>

FGPA FAQs: <https://gradstudents.carleton.ca/frequently-asked-questions-for-graduate-students/>