

# 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)) serves as the Associate

Director of Graduate Studies, and oversee academic advising, curriculum and, coordinating the process.

**Professor Moffi** ([lisa.moffit@carleton.ca](mailto:lisa.moffit@carleton.ca)) will serve as Chair of M.Arch

programs and will be responsible for the 2023 Winter term M.Arch Options Studios and will oversee the 2022-23 Thesis year.

**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 Colbert** ([zach.colbert@carleton.ca](mailto:zach.colbert@carleton.ca)) will serve as Chair of the TA Committee for the coming academic year in consultation with Lisa Moffit (MARCH), Steve Fai (PhD/MAS).

**Q:** How do 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 associate director of graduate studies 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:** The building will be open during the day as all campus buildings. Access to the shops will be from 8.30am to 4.30pm and will require special permission and training.

**Q:** *Will Fall 2022 courses offer flexible deliverables?*

**A:** The School's Faculty has been redesigning all Fall 2020 courses and course deliverables. Deliverables, for all courses, have been designed with an in person instruction format in mind, unless indicate otherwise. If you require accommodation students should talk to their instructors to request academic accommodations for missed course work and assignments. Students are encouraged to connect directly with their instructors to discuss required accommodations that may be 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 our System and Network Specialist.

**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 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 or hybrid classroom challenges?*

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

teaching platforms.

**Q:** *What supports from the school of architecture and the University are available for students with limited space and social supports when learning 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 be learning predominantly in person. Required course materials will be communicated to you by your instructors.

### **FALL/WINTER 2022 - 2023 TERM**

**Q:** *Is the school considering an optional online winter semester if in person classes are not possible again?*

**A:** We look forward to welcome students back to in person teaching on campus in September; however a few selected courses may be online. Please check your course calendar. In planning for fall/winter 2022-2023, we must remain responsive to evolving public health guidelines. Even if public health restrictions are imposed again such that some face-to-face instruction is limited, we will do our best to accomodate in person course delivery— on campus. In all cases, our School will follow policies established by the University. Further updates regarding the Fall/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 though 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 Fall term? 2022*

**A:** Yes. 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. If you are a TA you may be required to be on campus.

**Q:** *Will the M.Arch 1 DSA take place in Summer 2023*

**A:** The School must await further policy updates from the University related to student travel during the Summer term prior to making a determination regarding travel dates for the 2022 DSA and will do every effort to make DSA possible.

### **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, [Holly.Kleinswormink@carleton.ca](mailto:Holly.Kleinswormink@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 in person? Only digital submissions?*

**A:** Yes. Studio courses will be delivered in person 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 in the event of some online teaching. 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 Barbara Humphrey Room at the school will reopen as a reading room for students. You may also want to read [this update](#) about what Library services are being offered.

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

**A:** All students with TAs included in their offers will be assigned to a position that can be completed in person. Some TA assignments may be completed online. TA assignments will commence at the beginning of the Fall term.

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

**A:** The building will be open during the Fall/Winter terms. Students will be able to check out equipment from the loan pool.

If you require access to our shops for your project, you will need to undergo required shop use training and make an appointment for access. If you require shop training project, please contact our Shops Chief Technician Administrator, Mark MacGuigan, [Mark.MacGuigan@carleton.ca](mailto:Mark.MacGuigan@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](#) offer their services to our students, 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.

### **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/>

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

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