## REVISION RECORD

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>v1</td>
<td>01 APR 2010</td>
<td>original issue, academic year 2010-2011 (effective SUMMER 2010)</td>
</tr>
<tr>
<td>v2</td>
<td>30 JUL 2011</td>
<td>revised for academic year 2011-2012 (effective summer 2011)</td>
</tr>
<tr>
<td>v3</td>
<td>01 DEC 2011</td>
<td>minor revisions</td>
</tr>
<tr>
<td>v4</td>
<td>02 AUG 2012</td>
<td>revisions to closeout procedure</td>
</tr>
<tr>
<td>v5</td>
<td>05 AUG 2013</td>
<td>revised for academic year 2013-14 (effective fall 2013)</td>
</tr>
<tr>
<td>v5</td>
<td>17 AUG 2014</td>
<td>revised for academic year 2014-15 (effective fall 2014)</td>
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<tr>
<td>v6</td>
<td>04 JAN 2015</td>
<td>revised for academic year 2015-16 (effective spring 2015)</td>
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<tr>
<td>v7</td>
<td>16 AUG 2016</td>
<td>revised for academic year 2016-17 (effective fall 2016)</td>
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<tr>
<td>v8</td>
<td>21 AUG 2017</td>
<td>revised for academic year 2017-18 (effective fall 2017)</td>
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This Guide is one component of the CAC.C family of guides:

- CAC.C Intern Program Guide
- Internship and Mentorship Program
- CAC.C Student Handbook

Guides are regularly updated and available at:

[http://www.clemson.edu/caah/departments/architecture/programs/fluid-campus/charleston.html](http://www.clemson.edu/caah/departments/architecture/programs/fluid-campus/charleston.html)

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cac@clemson.edu
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1.0 FOREWORD

The Charleston program was founded in 1988 by James Barker, after he became Dean of the College of Architecture at Clemson University. Its founding Director was architect Ray Huff. Since then, it has gone through many changes, but was generally characterized by two curricular phases:

Phase I (1988-1996): The period in which a visiting professor was sent from Clemson to Charleston to run a studio in collaboration with architect and professor Ray Huff. During this phase, the Program was closely allied with the College of Charleston, being housed in a C of C house on Bull Street.

Phase II (1997-2000): The period in which Professor Huff was both Director and the only professor. During this phase, the Program moved to City of Charleston space on Franklin Street, in the old Marine Hospital (a building by Robert Mills, founder of the AIA). The program was distinguished during this time by Professor Huff’s high standards and demanding pedagogy.

In 2000, the program received a new level of support and a mandate to establish a greater Clemson presence in Charleston. The Center received a full-time director, funding for additional students and equipment, and a commitment for a new building on land donated by the City of Charleston on George Street.

In that Phase III (2000-2010), initiated by the appointment of Robert Miller as Director and extending to the opening of the new facility (projected for 2011), the cast of teachers and curricular options have grown. As the Center prepares to become a larger program (Phase IV), the current phase remains on of exploration, trial, and transition. This phase developed a new mode of architectural education, one that is a bridge between practice and academia. Toward that end, an Intern Program, a faculty comprised of professional architects, landscape architects, and craftsmen has been assembled, and a hybrid studio (situated between practice and academia) has been developed.

Phase III (2011-): Ray Huff was again named the director of the CAC.C charged with transitioning the program from a stand-alone operation with limited student enrollment, to an expanded program that will share a new facility with Historic Preservation, Architecture+Health, proposed new Masters in Urban Design and Landscaping/Planning. Though the facility and alliances will change, the program is expected to maintain it’s commitment service learning and the highest academic ideals possible.

In August 2016, the Clemson Design Center was completed and the CAC.C began operations in the new facility with other allied programs.

2.0 PURPOSE

The purpose of the Clemson Architecture Center in Charleston is to provide an opportunity for the undergraduate and graduate architectural student to work and study in an urban atelier; to develop critical, analytical, and architectural skills in order to foster a deeper appreciation, understanding, and facility at architecture. The Center offers a rigorous studio experience that is inherently experimental in nature and aimed at instilling an inquiring attitude. Students are asked to explore societal and cultural issues in concert with the pursuit of architectural explorations. The learning experience is comprehensive, entailing design exercises, guest lecturers, theoretical discussions, field investigation, collaboration with the design community, associations with allied educational programs, and a special emphasis on self-directed study.

Charleston is an extraordinarily unique urban environment and an ideal laboratory for study of urban architecture. CAC.C students work and study in a hybrid-learning environment that grafts academic and professional practices into its culture and curriculum. The CAC.C’s particular focus is critical praxis: the delivery of architecture that offers a significant contribution to its discipline. Combining practical and scholarly studies, the CAC.C emphasizes hand’s-on experience in public design and craft.
Students in Charleston gain intern experience, are introduced to practice issues, work in teams, and learn by working on actual issues and projects in the region with emphasis on community service projects.

2.1 Required Coursework
To be enrolled at the CAC.C, students must take certain courses and complete a minimum number of hours. For details on the curriculum, see the CAC.C–Course Guide.

3.0 FACILITIES
CAC.C facilities are provided by Clemson University and by private donations. Our facility is shared and in such close quarters that we must remain mindful of others at all times:

- Initially, CAC.C is one of two full-time programs housed in the Clemson Design Center but will eventually include an Architecture+Health studio and a new Masters in Resilient Urban Design degree program;
- Clemson Design Center occupies the majority of the 2nd floor and a portion of the ground floor; and
- Passage ways to our space goes thru by the studios and offices of others (and our traffic influences their work); and
- Access to ground floor shop via MSHP is available only when MSHP classes are not in session (Rooms 232); and
- When traveling through MSHP spaces, avoid being a distraction; these academic spaces are in constant use and are deliberative spaces, so be mindful when traveling through these spaces.

For all of these reasons, some basic ground rules apply:

3.1 Respect
Students will treat the facilities with respect and will leave the facility better than they found it.

3.2 Entry/Exit
Students can enter and exit by any exterior access and either of the four doors to the 2nd floor. An alternate route to the shop is available by using the south exit (between A+H and ARCH Studios), using the exit stairs and traveling along the corridor on the west side of the building.

3.3 Bathroom
Students have access to the 2nd floor common toilets and the toilet in the shop on the ground floor only.

3.4 Visitors
Visitors must check in with the administrative coordinator before entering studios or the jury room during studio and class hours. All visitors must enter through the main lobby and check in with the receptionist or security card.

3.5 Security
Access doors to the CDCC will remained locked at all times.

3.6 Parking
Student parking is the public remote lot at the intersection Grace Bridge (on some maps referred to as Lee Street) and East Bay Streets. A Cigar Factory shuttle is available to transport building tenants to and from the remote lot during normal business hours only. Shuttle availability may vary so coordinate with the building.
receptionist/security to confirm.

After 6:00 pm, students can park on-site or at the lot on the SW corner of Columbus and East Bay Streets. You must remove your vehicle before 7:00 am the next morning or risk having your car towed.

All students will be provided a parking decal that must be displayed when parking at both remote lots and on-site. The CDC.C is not responsible for towing costs. If you lose your parking tag, there will be a $15.00 fee to replace.

3.7 Leased Space  Clemson Design Center shares the 290,000-square foot facility with numerous other tenants so it is incumbent on us to be good neighbors, mindful of noise and distractions, and security.

3.8 Cleanliness  In keeping with our purpose, students will keep the facilities orderly, clean, and professional looking.

3.9 Food and Beverages  Eating while in a studio and during studio class meeting times is prohibited. A lounge area is available for this purpose.

3.10 Bicycles  Bicycles must be kept in designated racks on site. Bicycles cannot be stored in the CDC.C.

3.11 Sound  Only inaudible narrowcasting (headphones) will be permitted in the Center at any time subject to individual professors/lecturers discretion.

3.12 Smartphones  Use of smartphones or any other telecommunication during class meetings or official CAC.C/CDC.C functions is not allowed. Phones shall be muted when meeting as a group, working in team sessions, during reviews, or attending official events.

3.13 Workplace  Students must conduct their studio work in the Center. Due to the goals and ambitions of the program, working at home is not an option.

3.14 Equipment  Students have access to the Center’s digital cameras, laser cutter, plotters, 3D printer, video cameras, flat panel televisions, LCD projectors, laser measuring devices, measuring tapes, and other equipment including the shop (subject to being shop for educational use and user is “shop qualified”; see Shop Handbook, latest edition for qualification requirements and other use and safety measures). Manuals for some of this equipment are available. If not, manuals can often be obtained online.

Several of these items are kept in the secured AV closet and are not to be removed unless checked-out by the Director, Administrative Coordinator, student assistant, or a faculty member. Students will provide their own media for these tools.

Users will be financially responsible for damage or loss of the equipment while in their possession.

3.15 Supplies  Students must provide their own materials and supplies, even those going to group projects or to work that will ultimately be donated to an outside organization. No expenses will be reimbursed by the CAC.C unless approved in advance by the Director and accompanied with an original receipt.

In order to be reimbursed for an expense, an original receipt must be provided with the appropriate form and only if the expense is pre-approved by the Director, faculty member, or the administrative coordinator. Without an original receipt, no reimbursements can be approved. See Administrative Coordinator for the appropriate expense form.

ART SUPPLIES:  Artist & Craftsman Supply
143 Calhoun St., Charleston, SC 29403
843-597-0077
And 981 King Street
(843) 937-5199
Artist & Craftsman Supply will give CAC.C students a 10% discount, 15-20% for group orders placed through CAC.C.

WOODWORKING TOOLS: Metro Tool & Supply  
2695 Industrial Ave  
Charleston, SC 29405  
(843) 747-3579

CRAFT MATERIALS: Wurth Wood Group  
4325 Lear Avenue  
North Charleston, SC 29418  
(843) 529-0808

The CAC.C does not endorse these retail operations; names are provided simply for your convenience.

4.0 BUILDING ACCESS  
The CDC.C’s locks utilize an electronic door release requiring a fob. In order to maintain security for future groups, a strict fob accounting system will be enforced:

4.1 Building Entry  
Each fob gives the student access to the various building entries including the main lobby, 2nd floor CDC.C space, and to the ground floor shop. In addition, CAC.C students will have access via fob to the library 24/7.

4.1.1 Entry  
Go to the keypad to the left or right of the door and simply swipe your fob to release the door. When entering the building, you will hear a beep if the system is armed. No action is required.

4.2 Shop Access  
The workshop is located on the ground floor and requires use of a fob to access.

5.0 TELEPHONES  
Communication lines into the Center are as follows:

OFFICE PHONE: 843-730-5254  
SHOP PHONE: 843-953-7975  
OFFICE FAX: 843-723-1847  
ROSE MOBILE: 843-330-7924  
HUFF MOBILE: 843-324 8869  
PASTRE MOBILE: 843-696-3343

Long distance service except toll-free numbers is not allowed or available using CDC.C telephones.

5.1 Office Lines  
The office line and fax line are for CDC.C business only. Student use of the fax line must have prior approval. Approved student personal use will be billed at 10 cents per page, payable prior to receipt by CASH.

6.0 COMPUTING  
Computer systems are provided for educational purposes.

6.1 Priority  
When systems are needed by more than one user, professors shall have priority, followed by highest and most urgent educational need.

6.2 User Space  
While students have use of a CAC.C computer, computers remain available for the use of others. Students shall confine their files and programs to the “Documents” folder and its subdirectories. Students also have access to their user space in the Clemson network.

Students may not install applications to the Clemson computers, excepting:
- personal digital camera software for downloading images;
- personal printer software (when the student brings a personal printer to studio).

Make an appointment with the Director or the Administrative Coordinator to install any
software.

6.3 Appropriate Use When not detracting from studies or the academic atmosphere of the Center, students may use CAC.C computers for personal use (such as email and web browsing); students may not use the CAC.C’s equipment for inappropriate activities (such as pornography, etc.) that might be inappropriate.

6.4 Payment Students will have access to the HP T2530 Multi-function plotter and the HP M880 Multi-function copier and will be charged for use of each. Access to this equipment is via TigerOne card. Use of the HP T90 plotter and Konica Minolta copier requires approval by the Director, faculty member, or administrative coordinator.

6.4.1 Rates Rates are per CCIT standards:

Paper may only be changed or installed only when coordinated with the Director or Administrative Coordinator. No personal media may be used on the CAC.C plotter.

.1 LASER CUTTING
Every CAC.C student is required to pay a fee of $50.00 for use of the laser cutter for the semester. This fee is non-refundable. The fee is used to defer the cost of lens replacement.

6.5 Copyrighted Media Students may not copy or borrow copyrighted software from CAC.C computers.

6.6 Cloud Storage Clemson provides a cloud service utilizing Box to students, staff and faculty. To sign up go to: http://ccit.clemson.edu/services/technical/data-storage/box/

Because the CAC.C conducts work in teams on studio projects, much of the work done by individuals is needed by others, both within and outside of the school. Consequently, it is imperative to backup work upon which others may depend.

6.7 Networking The CAC.C is connected to Clemson University and the Internet via Eduroam. Wireless connectivity is also throughout the CDC.C. Ethernet connections are available to each workstation with 250 MPS connection speeds. Internally, the CAC.C has 1GB (1000MB) network connections between all hard-wired workstations.

.1 ON MAC WHILE ON-SITE AT CIGAR FACTORY:
- Click anywhere on your desktop
- Click the “Go” menu and “Connect to Server”
- In server field type smb://cdccclaser.clemson.edu and click “Connect”
- You will be prompted to log in, log in with name as “student” and password as “CDCC” (capital letters) and click OK --select the “documents” folder

.2 ON PC WHILE ON-SITE AT CIGAR FACTORY:
- Click “Start” menu
- Click “Run” or if you don’t see run type the word run in the search field at bottom of start menu and hit enter --on pop up window in field type \cdccclaser.clemson.edu and click OK --wait a few seconds and a log in prompt will appear and type “student” for name and “CDCC” for password (that is capital letters for CDCC) --you will see “Documents” folder

7.0 SHOP POLICY See CAC.C-Shop Policy in the Shop Handbook, online.

8.0 LIBRARY CAC.C students have several library resources.

8.1 CAC.C Library The CDC.C has a library on site. Students and faculty have 24/7 access to the CDC.C library (CDCL). Video surveillance is in use in the library.

8.1.1 Searching
The CDCL is integrated with the Clemson Libraries system.

To search the CDCL library and resources specific to architecture, go to the Gunnin Architecture Library homepage at:
https://libraries.clemson.edu/gunnin

To search all Clemson Libraries’ collections using the online catalog, OneSearch, databases, and other resources, go to the Clemson Libraries’ homepage at:
https://libraries.clemson.edu

To limit your search to the CDCL, select “Charleston Collections” or “CDCL Charleston” on the right side of the dropdown box.

8.1.2 Databases/Research Guide
Databases and guides designed specifically for research in the fields of architecture, landscape architecture, and historic preservation:
https://libraries.clemson.edu/gunnin

8.1.3 Book Checkout
Due to the limited size of the Library, books, journals, and DVDs should be checked out for no longer than necessary. Every item that leaves the library, even if only for a few minutes, must be checked out.

Items must be checked out by the Librarian or student assistant, or in their absence, by filling out the sign-out log on the librarian’s desk.

8.1.4 Book Return
Items should be placed in the Return Box located in the library immediately after use. Do not re-shelve items after checkout.

8.1.5 Loan Period
Refer to the Student Services link on the Clemson Libraries homepage for information on loan periods, renewals, fines, etc., or ask the CDCL Librarian.
https://libraries.clemson.edu/services/student-services/

8.1.6 Assigned Reading Materials
Assigned reading materials are shared by all students taking the course and will have shorter loan periods.

8.1.7 Contributions
This library was built around the gift of the collection of Joseph Amisano, FAIA.

8.2 Resource Sharing
When the CDCL library doesn’t have the book you need, there are several options to obtain it. The CDCL librarian can assist you with using these options.

Use the Resource Sharing page on Clemson Libraries website for instructions on using PASCAL and making Interlibrary Loan (ILL) requests and requests for photocopies. These services are FREE.
https://libraries.clemson.edu/services/resource-sharing/

You should always check the availability of books at local libraries before using these options.

8.2.1 Distance Education Delivery
Use to request a book that Clemson owns, and the status of the book is “AVAILABLE” in the online catalog. You’ll need to specify where you want DED books mailed - either to your local address or to the CDCL.

8.2.2 PASCAL Requests
Use PASCAL to request a book from another SC academic library when Clemson’s copy is “checked out” or “on hold,” or when Clemson doesn’t own it.

Currently, PASCAL requests are delivered to the College of Charleston Library’s Reference Desk for pick up.

8.2.3 Interlibrary Loan
Use ILL when a book isn’t owned by Clemson AND it isn’t available using PASCAL.
You must register for an Iliad account to place an ILL request or request photocopies.
https://clemson.illiad.oclc.org/illiad/logon.html

8.2.4 Scan and Deliver
Use Article Delivery to have articles and book chapters not located in the CDCL Library scanned and emailed to you.
8.3 College of Charleston and Citadel Libraries

CDC.C faculty and students have use and borrowing privileges at the College of Charleston’s Addlestone Library and at the Citadel’s Daniel Library.

https://library.cofc.edu/
http://library.citadel.edu/home

8.3.1 Book Check Out

You must present a current Clemson student ID to check out books at these libraries. Items checked out from these libraries must be returned to the owning library.

8.4 Charleston County Public Library

Students may check out books and have full access to Charleston County Public Library (CCPL) databases off-site with a CCPL library card. The card is free and is valid for one year. You must show proof of both your local address and home address to get a card.

http://www.ccpl.org

9.0 DOCUMENTATION OF WORK

Work done by students in the CAC.C program is technically the property of Clemson University. Samples of work, selected by the Director or the Faculty, must be kept to document the methods and results of the program for accreditation purposes.

9.1 Purpose

The intent of this documentation is twofold:

1. To provide a representative sample of work that can be used for NAAB accreditation, publication, award submittals, client presentations, and other purposes;
2. To store image files that can be picked up by the CAC.C at a later date for further development or re-presentation of the project.

9.2 Content

In the case of non-digital work, documentation (reproductions) will be accepted in place of original work on a case-by-case basis determined by the director. In order to be accessible and to insure proper credit to students, the documentation has to be of high quality, and must be carefully organized and identified.

In keeping with the two-part purpose of documentation noted above, two kinds of files are needed:

9.2.1 Full Presentation Files

Files of complete presentations such as boards, PowerPoint, or other presentational methods are to be provided in either Acrobat (PDF), Microsoft PowerPoint (PPTX), InDesign (INDD), Illustrator (AI), or Apple Keynote (KEY) file formats. Documentation shall include a copy of all presentations for reviews and client meetings.

Image files of accompanying models shall be included with the documentation.

Provide a copy of each file image contained with a presentation as a separate “snapshot” file as described herein.

9.2.2 Snapshot Files

Files and images that illustrate the work such as photos (JPG), image (TIF or JPEG) or Acrobat (PDF). PDF files should be reserved for summary presentation, such as making easily viewable and distributable compilations of multi-sheet presentations. Snapshot files can and should show work in process as well.

Provide copy of each image file included in presentations as described above.

9.2.3 Collaborative Work Files:

For collective studio work only one copy of the work should be uploaded to the server. Include a copy of each images snapshot that appear in the presentations or group work.

9.2.4 Individual Work Files:
Every individual makes a contribution to a team—or should. Individual work should document and identify that person’s contribution. This is usually the preliminary work and parts of the group work for which the individual was responsible.

9.2.5 Data Log CAC.C Documentation will include the following components:

A matrix that identifies the work being submitted. This should list every image, text, photo, or other document being submitted. An Excell spreadsheet will be provided that you are required to use.

9.2.6 Process Images showing the process used to develop the work, put in appropriate sequence, shall be provided. This section should illustrate how that work was produced.

9.3 Format Digital documentation shall be uploaded as per below:

9.3.1 Folder Organization The first FOLDER should be your name:

LASTNAME FIRSTNAME – LEVEL SEMESTER TRACT YEAR

Example: HUFF RAY – 3rd YR ARCH – S16

Inside this folder, create subfolders for each project. Inside each project folder, create subfolders for different phases of the work/project.

9.3.2 File Naming Name each file using brief but complete names. Use the following convention:

MM.DD.YYYY-TYPE-contents.xxx

where

**MM.DD.YYYY** is the date

**TYPE** (in capitals) is a short designation for the genre of the document. For example:

- DIAG diagram
- DIG.MOD digital model
- MODEL physical model
- PHOTO photograph
- PLAN floor plan
- SEC section
- SEC.LON longitudinal section
- SEC.TRAN transverse section
- SKETCH free hand drawing

**CONTENTS** is a description of the contents of the file and should be clear, but abbreviated. For example:

- BLDG building
- DES design
- DIG digital
- FL floor
- FR from
- FRAG fragment
- N, S, E, W north, south, east, west
- SCH scheme, schematic
- ST street
- THRU through

**xxx** indicates the file type.

Use hyphens and periods as major separators where indicated; use commas within the section. Do not use underscores or special characters, which are not read by certain programs.
Examples:
03.14.2006 – SKETCH - sch des.ppt
01.26.2006 – MEMO - naming.doc
05.23.2005 - SITE PLAN.dxf
06.22.2004 - Dig Model - Site-S 3:00 pm
06.22.2004 – DIAG - des concept.tif
06.22.2004 - MODEL - Bldg.fr entry N.pdf
06.22.2004 - MODEL - Frag, E wing.jpg
05.30.2004 – PLAN - 2nd fl.dxf
04.23.2004 – PHOTO - E fr Main St.jpg
05.14.2002 - ELE-N.pdf
01.02.1998 - PHOTO - site visit.jpg
01.02. 1997- SEC.LON - thru lobby.psd
1997.01.02 – MODEL - Site fr E.jpg

Note that this keeps all the files in a folder in the subject's chronological order (even if
the files are of different years) and will then sort by type and contents. This also
preserves the documents date, even though the file’s system date may be overwritten
during copying.

9.3.3 File Size, Resolution, & Types
Submit documentation in file types and sizes that will allow Clemson to publish the
work:

TEXT AND LAYOUTS:
.pdf (Adobe Acrobat format, .doc or docx (Word), or .indd (InDesign—be sure to
embed images and not simply link them).

IMAGE (RASTER FILES): Avoid unnecessarily large files. Publishable images are
typically 300 dpi at the size they will actually be published. We assume 11” to be a
maximum publishable dimension. Submit in:
.psd (Photoshop - required for multiple-layer graphics),
.jpg (at MAXIMUM QUALITY, baseline optimized; only for single-layer graphics)

LINE (VECTOR FILES):
2d: .ai (Adobe Illustrator) or .dwg (AutoCAD)
3d: Rhino, Maya or .dxf (data exchange file by various CAD programs)

Summary documents (plans and 3d renderings) must also be submitted as Image
files.

10.0 CONDUCT
Similarly to the main campus, students in Charleston represent the CAC.C and
Clemson University at all times and all places. Their behavior and image either create
or limit Clemson’s opportunities in Charleston, and directly impacts the work and
effectiveness of the CAC.C. Even the Center’s adjunct faculty (lecturers), who give a
great service relative to their financial remuneration, are outsiders and need constantly
to be enrolled in the Center. Consequently, personal conduct is of the highest
importance to the Center.

10.1 Representatives
Students will remain aware that they are ambassadors for Clemson University, and will
treat others with dignity and respect.

10.2 Lecturer Faculty
Students will show exceptional courtesy to lecturer faculty, going out of their way to
make classes work and make teaching an enjoyable and successful venture.

10.3 Intern Sponsors
Students will show exceptional courtesy to Intern Sponsors and their employees, going
out of their way to make a contribution to the office in both attitude and work product.

10.4 Neighbors
Students will show exceptional courtesy to others in the Cigar Factory, going out of
their way to make our “neighbors” be glad to have the CAC.C as a co-tenant.
10.5 Alcohol Policy  The alcohol consumption policy of Clemson University and the laws of the State of South Carolina must be observed by CAC.C students. No one under 21 years of age will be permitted to consume alcohol on the Center premises or at CAC.C events.

11.0 ASSISTANTSHIPS  Graduate students who have an available GAD may be offered a Mentorship or an Assistantship, not both. Multiple awards in either program may be possible, but not guaranteed. For more information, see CAC.C-INTERN PROGRAM GUIDE.

Assistantships are intended to support and further the work of the Center. Assistantship jobs vary by semester, depending on current needs. Each Assistantship carries a 10-hour per week obligation for fifteen weeks and is supervised by a staff or faculty member. Assistantship pay is set at Clemson University and varies annually.

Each Assistant will keep a time card, showing tasks and time that will be turned into the Director every two weeks.

Assistantships will be assigned after Internships have been awarded.

12.0 HOUSING  Students will be responsible for finding and contracting for their own housing.

Because much of the value that comes from the Charleston program is gained from living in the historic urban context, it is highly recommended that students find accommodations on the peninsula, within walking or biking distance of the Center. The added expense is, after all, minor in the total educational expense.

12.1 College of Charleston  College of Charleston dormitories are available to CAC.C undergraduate students who take at least three credits at the CofC.

12.2 Private Owners  Check the Post & Courier classifieds (at www.charleston.net). Students often find that walking around the city is the best way to find places for rent, as there are many rentals that are not advertised. Craigslist may also be a useful source (http://charleston.craigslist.org/).

12.3 Current CAC.C Students  It may be possible to assume a lease from a current student. Contact the Administrative Coordinator for details.

13.0 CHECK-OUT  At the end of the semester, all students must checkout with the Administrative Coordinator before they may leave.

Sign-up for a check-out appointment (but make sure you have everything complete by that time or you will loose your place in line and have to take the next available slot).

13.1 Personal  Each individual is personally responsible for the following:

13.1.1 Fobs  Turn in CAC.C door fob and any other keys issued by virtue of special jobs.

13.1.2 Computers  Remove and erase all personal files from all CAC.C computers, including desktop wallpaper.

13.1.3 Workspace  Leave your personal workspace spotless: clean desktop; pick up everything from floor and layout table; remove everything from walls; place chair upside down on drawing table. Lamps and chairs need to be wiped down. Monitors cleaned and dusted. Counters cleaned and dusted.

13.1.4 Course Documentation  Upload course documentation to the designated cloud server. Once this has been reviewed and approved by the Director, the Administrative Coordinator will notify you to proceed to checkout. Should changes be required upon review of the documentation, you will be required to complete the changes prior to final closeout. Coordinate to make sure everything is in proper format and organization.

13.1.5 Library Books  Return library books to the CAC.C, C of C, Gunnin Library, and Public Library as
required, and the director/faculty's personal libraries as appropriate.

13.1.6 Other Cleanup
Remove all projects, materials, tools, etc. from other parts of the CDC.C unless specific projects are retained by the CAC.C.

13.1.7 Evaluation
Fill out the CAC.C evaluation form, with any suggestions you might have for improving the CAC.C (see CAC.C Course Guide).

13.1.8 Submit invoice for Intern Sponsor use of laser system or other equipment, if applicable.

13.2 Group
Students shall be organized to complete the following tasks:

13.2.1 Expendables
Each student has contributed the appropriated amount toward expendables, in the form of a check made out to the Clemson University Foundation.

13.2.2 Studio Space
Common areas in the studio space have been cleaned out and straightened; all tape and materials have been removed from the walls; nothing is left on the floors; waste cans are empty.

13.2.3 Shop
The Shop has been cleaned to Professor Pastre’s standards, and he has signed off on it.

14.0 FORMS
Forms related to this Handbook follow.

END
14.1 handbook acknowledgement

I received, read, and agree to abide by the CAC.C Student Handbook (current edition for this semester).

NAME (PRINTED): ________________________________

SIGNATURE: __________________________________

DATE: ________________________________________
14.2 fire extinguisher ACKNOWLEDGEMENT

I have read Error! Reference source not found. Error! Reference source not found. and agree to abide by the operational and safety guidelines. I have also taken Clemson University’s on-line fire-extinguisher training:

http://www.clemson.edu/cao/humanresources/worklife/fire_ext.html

NAME (PRINTED): ____________________________________________

SIGNATURE: ________________________________________________

DATE: _____________________________________________________