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This Guide is one component of the CAC.C family of guides:

FOR STUDENTS:
CAC.C Course Guide
curriculum and academic schedules

CAC.C Intern Program Guide
Internship and Mentorship Program

CAC.C Student Handbook
student life and non-academic policy

FOR OTHERS:
CAC.C Faculty Handbook
curriculum, technology, and teaching aids

CAC.C Card Program
facility and equipment sharing by professionals

Guides are regularly updated and available at:
http://www.clemson.edu/caah/architecture/fluid-campus/charleston.html

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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. 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 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, the City of Charleston, and by private donations. All of our facilities are either shared or in such close quarters that we must remain mindful of others at all times:

- CAC.C is one of two initial full-time programs to be housed in the Clemson Design Center;
- Clemson Design Center occupies the majority of the 2nd floor and a portion of the ground floor; and
- the passage ways to our space passes by the offices of others (and our traffic influences their work); and

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 will enter and exit only by the entry lobby.

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.

3.5 security The Center will be locked at all times.

3.5.1 escorts After dark, everyone should leave the Center in groups of two or more. All students will exercise caution: this is an urban environment where safety is a normal precaution.

3.5.2 groups Exercise caution in coming to and from the Center and in walking around the City. Always let someone know where you are going and travel in groups when going on foot.

3.5.3 police Call 911 should you have any concerns or feel threatened in any manner. Better to be safe than sorry.

3.6 parking Student parking is the public remote lot at the intersection Grace Bridget and East Bay Streets. A shuttle is available to transport building tenants to and from the remote lot.

After 6:00pm daily, students can park on-site or at the lot on the corner of Columbus and East Bay Streets. You must remove your vehicle before 7:00am 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 CAC.C is not responsible for towing costs should you not have your vehicle properly identified with a decal issued by the CAC.C.

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 bicycles Bicycles must be kept in designated racks on site.
3.10 sound Only inaudible narrowcasting (headphones) will be permitted in the Center at any time subject to individual professors/lecturers discretion.

3.11 smartphones Use of smartphones or any other telecommunication during class meetings or official CDC functions is not allowed. Phones shall be muted when meeting as a group or attending official events.

3.12 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.

3.13 equipment Students have access to the Center’s digital cameras, laser cutter, plotters, 3D printer, video cameras, flat panel televisions, LCD projectors, laser measure, measuring tapes, and other equipment for educational use. Manuals for some of this equipment is available.

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

Users will be financially responsible for the equipment while in their possession.

3.14 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.

In order to be reimbursed for a pre-approved expense, an original receipt must be provided with the appropriate form. 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
www.artistcraftsman.com

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
4.0 BUILDING ACCESS  The CDC’s locks utilize an electronic door release requiring a fob. In order to maintain this 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 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  When entering the building, you will hear a beep if the system is armed. Go to the keypad to the left of the door and simply swipe your fob to release the door.

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-XXX-XXXX
SHOP PHONE:  843-XXX-XXXX
OFFICE FAX:  843-XXX-XXXX
ROSE MOBILE:  843-330-7924
HUFF MOBILE:  843-324 8869
PASTRE MOBILE:  843-696-3343

5.1 office lines  The office line and fax line are for CAC.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. The Triumvirate shall develop and monitor a system of equitable use.

6.2 user space

While students have use of a 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 add programs 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 this software.

6.3 appropriate use

When not detracting from studies or the academic atmosphere of the Center, students may use 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 T30 Multi-function machine and the HP Copier and will be charged for use of each. Access to the equipment is via TigerOne card.

6.4.1 rates

CAC.C rates are as follows:

.1 PHOTOCOPIES + LASER PRINTING
BLACK & WHITE
$0.10 per 8-1/2 X 11 sheet
$0.20 per 11 X 17 (ledger) sheet
COLOR
$0.18 per 8-1/2 X 11 sheet
$0.36 per 11 X 17 (ledger) sheet

.2 PLOTTING (RATES PER SQUARE FOOT)
$1.00 HP high gloss photo paper
$0.60 HP bright white
$0.60 HP bond paper
$0.85 HP heavy-weight coated paper
$0.85 HP satin paper

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.

.3 LASER CUTTING
The laser cutter is not ported to the printserver so all costs for the laser cutter are on a fixed payment basis. Each student is
required to pay a fee of $50.00 for use of the laser cutter for the semester. This fee is non-refundable.

6.4.2 how to send files To use the print server:

PRINT: Within any program, execute PRINT then choose one of the following:

- Konica Minolta C220: prints to the Bizhub
- HP DesignJet T790: prints to the 42” plotter
- MakerBot 3D Printer: prints to _______
- /cacprtsvr/caclasercutter: sends file to the laser cutter

NOTE: The plotter may be loaded with different papers, depending on current plotting demands. Make sure you know which size and quality of paper you need, and what is loaded on each plotter, before you send your plot files. No refunds will be given for sending to the wrong machine.

6.4.3 copier/scanner/laser The Konica Minolta Bizhub C220 (hereafter, Bizhub) is a laser printer, copier, and scanner and should be the primary laser printer for student work. A detailed manual is available on the PrintServer, under: CAC.C Tech Support; basic instructions follow.

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

6.6 backup Clemson provides a free cloud backup service to students, staff and faculty. To sign up go to www.clemson.box.com. Do not attempt to signup through www.box.com; doesn’t work that way for free. You are responsible for securing your personal and course work by using this backup option, or saving studio-wide collaborative work files to the server. Failure to properly backup your work is not an acceptable excuse for lost work product.

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.

In order to minimize storage space, only files that are (or might be) of value to the studio should be backed up in the STUDIO PROJECTS ARCHIVE. However, because even individual student projects are needed for the Center’s accreditation, all vital academic work may be backed up.

Please be judicious. If you have 300 high-resolution digital photos of the site, only back up the ones that have been manipulated to final form and are needed for the project. Photographs and computer models, in particular, are large memory users and placing too much material in the STUDIO PROJECTS ARCHIVE will render it unusable.

6.7 networking The CAC.C is connected to Clemson University and the Internet via TigerNet. Wireless connectivity is also available in and around the CDC. Ethernet connections are available to each workstation with 250MPS connection speeds. Internally, the
CAC.C has 1GB (1000MB) network connections between all hard-wired workstations.
7.0 SHOP POLICY  See CAC.C-Shop Policy.
8.0 LIBRARY
CAC.C students have several library resources.

8.1 CAC.C library
The CAC.C has a library on site.

8.1.1 searching
Effective Fall 2006, the Charleston library is integrated with the Clemson system. To search the CAC.C library, go to the Gunnin Architecture Library homepage at:

http://libguides.clemson.edu/gunnin

Select CACC in the drop down box.

For advanced searching, select the Advanced Search option.

8.1.2 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 room, 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 and having another staff or faculty verify the checkout.

8.1.3 book return
Items should be returned to the Return Box located in the library immediately after use. Do not re-shelve items after checkout. Do not leave items in the hallway if the library door is locked.

8.1.4 loan period
Refer to the circulation section under Library Services on the Gunnin homepage for information on loan periods, renewals, fines, etc., or ask the CAC.C librarian.

http://libguides.clemson.edu/gunnin

8.1.5 contributions
This library was built around the collection of Joseph Amisano, FAIA. The Triumvirate is encouraged to organize a class contribution to the library.

8.1.6 Required reading materials
Required reading materials are located on the library door. These items are shared by all students taking the course, and they will have shorter loan periods.

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

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

8.2.1 Book check out
You have borrowing privileges with a current Clemson Student ID. Items checked out from these libraries must be returned to the owning library.

8.3 Gunnin/Cooper Libraries
Resources may be obtained from Clemson University libraries only if they are not available at the CAC.C or at one of the local libraries.

Books should be requested using PASCAL and picked up at the C of C Library.

Interlibrary loans, photocopy requests, and electronic resources should be acquired through the Clemson library website. The CU
library website can also be accessed from the Gunnin Library homepage.

8.3.1 library homepage The CU library homepage is:
http://www.clemson.edu/library
Use this link to access your library account, where you can view items checked out to you, renew items and pay overdue fines.

8.3.2 searching Search the CU catalog at:
http://libcat.clemson.edu

8.3.3 electronic resources Electronic resources for art, architecture, and construction are available at:
http://libguides.clemson.edu/gunnin
This includes the Art Index, Avery Index (the single best index for architecture and environmental design), the Grove Dictionary of Art, and ARTstor (a Mellon Foundation 300,000-image database centered on the fields of art, architecture, history and world culture. ARTstor provides the ability to search for images, group them into selections, and project slideshows in smart classrooms).

8.3.4 book requests CAC.C faculty and students may request books from the Clemson libraries, provided they are not available from one of the above local resources.

Books that aren't available in Charleston should be requested using the PASCAL icon on the Gunnin or Cooper website. PASCAL books will be delivered within a few days to the C of C Library where you can pick them up by presenting your Clemson id.

Books obtained using PASCAL must be returned to the C of C Library when you are finished with them.

The CAC.C librarian can assist you in using PASCAL.

8.3.5 interlibrary loan Articles and books not available at any of the above can be obtained through Interlibrary Loan at:
http://libguides.clemson.edu/ill

8.4 Charleston County Public Library CAC.C students may check out books from the public library. They must register for a library card and show proof of both their permanent home address and their local address. The CCPL card is free and is valid for one year. Students are encouraged to check with the public library, as well as the local academic libraries, before obtaining a book through PASCAL.

Access the CCPL website at:
http://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.

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), 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 below in 11.2.2.

9.2.2 snapshot files

Individual files and images that illustrate the work such as photos (JPG), image (TIF or JPG) or Acrobat (PDF) made from source files. 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 in 11.2.1.

9.2.3 source files

Source files will not be required unless the course instructor request specific files. Source files are file types generated by the programs in which the work was generated, such as AutoCAD, Revit, InDesign, Photoshop, etc.

Be sure to provide one or more snapshot files for every source file.

9.3 group vs. individual work

Where students work collaboratively in teams, the collective work of the studio only one copy of the work should be uploaded to the server. All collaborative projects, however, have both individual- and team-work. Some discretion is necessary in determining what is submitted in which medium.
9.3.1 collaborative work files: In general, the uploaded group work documentation should include the final PowerPoint presentation, final presentation boards (including snapshot files), key images, and other work that summarizes the overall project.

Smaller teams may similarly submit collaborative group work.

9.3.2 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.

MAKE SURE the work is documented on either the individual or as a group.

9.4 CAC.C vs. course documentation It is each student’s responsibility to document and submit a representative sample of work from all CAC.C courses. All courses must be documented under these guidelines and submitted upon checkout, even if the professor of a course requests that students provide separate course documentation meeting different criteria.

The key to making this manageable is:

a) to understand the format and resolution requirements at the beginning of the semester (9.7.3), and

b) document your work as you go.

9.5 scope The scope of documentation for each class should be discussed with the respective professor at the beginning of the course.

CAC.C Documentation will include the following components:

9.5.1 data log A matrix that identifies the work being submitted. This should list every image, text, photo, or other document being submitted. To insure consistency, please fill out the Excel table called:

student archive.xls

A set of images that carefully document the scope and quality of your work. Except in rare instances, there should not be more than 50 high-quality “snapshot” files per student.

9.5.2 process Images showing the process by which the work was developed, put in appropriate sequence. This section should illustrate how that work was produced.

9.6 submittal Upload your organized documentation to the CAC.C’s fileserver in the designated folder no later than the due date listed on the CAC.C Semester Calendar. We need sufficient time to check your documentation and to allow you time to make revisions before you leave. Documentation must be submitted and checked before end-of-semester checkout.

9.7 format Digital documentation shall be uploaded as per below:

9.7.1 folder organization The first FOLDER should be your name:

lastname, firstname

for example, Doyle, Sandra
Inside this folder, create a folder for each class, named per the Clemson course ID followed by the CAC.C name in brackets, for example:

**ARCH 803 (computing)** or **ARCH 853 (studio)**

Create a subfolder for each project, such as:

**Time machine** or **Spoleto installation**

If necessary create subfolders for different phases of the work or different type of data, such as:

**Phase one** or **Midterm presentation**

9.7.2 file naming

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

`YYYY.MM.DD-TYPE-contents.xxx`

where

`YYYY.MM.DD` 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:

- 2006.03.14-SKETCH-sch des.ppt
- 2006.01.26-MEMO-naming.doc
- 2005.05.23-SITE PLAN.dxf
- 2004.06.22-Dig Model-Site-S 3:00 pm
- 2004.06.22-DIAG-des concept.tif
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.

9.7.3 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).

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.

MOTION FILES:
mpeg4 (Moving Picture Experts Group, a graphics and video compression algorithm standard),
.mov (QuickTime Video Clip),
.swf (ShockWave Flash object), and
.avi (Audio Video Interleaved animation file—Video for Windows).
10.0 CONDUCT Unlike 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 official 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 CITIZENSHIP  Along with the privilege of participating in the Clemson Architecture Center comes a responsibility for the operation of the facility. Students have the responsibility of supporting Center operations by volunteering a few hours of work per week toward its programs and maintenance. Citizenship duties are not paid and are not part of the Assistantship program.

12.1 trash team  The Trash Team will remove all trash from the Center, as needed (about three times per week), and deposit it in the designated receptacle in its designated location. This receptacle will be moved to the curb prior to collection on Monday morning (not earlier than Sunday evening), and returned afterward (not later than Monday afternoon). Trash Team also takes the recycle bins to the curb along with the trash. The team should have a captain, whose job it is to coordinate and schedule the work.

12.2 image coordinator  UNTIL FURTHER NOTICE, THE IMAGE PROJECT HAS BEEN SUSPENDED BY GUNNIN LIBRARY.

12.3 plot master  The Plot Master is responsible for basic maintenance and operation of the printers and plotter. Jobs include:

12.3.1 change media  Re-load and change media types as needed by users. MUST NOTIFY Administrative Coordinator or Director and have the printer server rate changed as the paper type is changed.

12.3.2 supplies  Check media and expendable supplies, including copy paper and toner, and notify Administrative Coordinator ahead of need as supply demands.

12.4 shop assistant  The Shop Assistant will assist the Shop Manager in the maintenance and cleanup of the Shop. Specific responsibilities will be coordinated with Pastre.

12.5 a/v chief  The Audio/Visual Chief will monitor the checkout, return, and correct operation of the digital camera, video camera, LCD projector, slide projector, and overhead projector.

The A/V Chief will also be responsible for making a group photo during the semester; for printing, framing, and hanging this picture in the designated area of the Center.

Finally, the A/V Chief will regularly document the Center’s activities and programs for use in PR, news, and other venues.

12.6 lecture team  The Lecture Team handles the logistics for the CAC.C/CCDC Lecture Series, consisting of periodic lectures per semester when scheduled, which are open to the public. The team should have:

- a Norman Schwarzkopf, whose job it is to coordinate and schedule the logistics.
- a Martin Scorsese, whose job it is to tape the lectures.
- a Martha Stewart, whose job it is to oversee refreshments and their display. (Must be 18 or older.)

The Lecture Team’s duties:

12.6.1 before lecture  The following should happen before the lecture:
.1 NORMAN SCHWARZKOPF SHALL:
Find out from the Administrative Coordinator, at least two days prior to lecture, the following information and disseminate to the team:

- Venue Location.
- List of non-standard equipment and supplies.
- Number of slide projectors to be used, if any, and carousel requirements.
- Person responsible for purchasing beverages and food.
- Whether or not professional bartenders will be employed.
- Verify that speaker has signed the video permission and that the lecture will be filmed.

.2 MARTIN SCORSESE SHALL:
Make sure equipment is operable, with replacement lamps on hand, and batteries fully charged. Make sure Team is knowledgeable of equipment operation, including removal of jammed slides, what to do if image from computer does not show up on LCD, how to handle quick change-out of LCD if problems develop, etc. Prior to first lecture, do a complete run through with all equipment, including taping, under supervision of the Administrative Coordinator. Videographer should be briefed by Professor Huff on taping strategies.

Check out equipment at Center. Notify the Administrative Coordinator immediately of equipment failure or if equipment availability becomes a problem. See 5.0 for phone and mobile numbers.

.3 MARTHA SCHWARTZ SHALL:
At least five days in advance of the lecture, compare supplies on hand against the supply list and report deficiencies to the Administrative Coordinator.

12.6.2 packing for lecture Bring the following equipment:

.1 LECTERN (SCHWARZKOPF):
- lectern light with back-up bulb and extension cord
- laser pointer

.2 LCD PROJECTOR (IF NEED—SCORSESE):
- CAC.C Laptop (for backup in case speaker’s equipment malfunctions)
- LCD projector—Proxima 6860 (AND smaller Proxima projector for backup)
- All cables, remotes and other accessories
  - Power cord
  - Connector cable
  - Tri-color cable or cable to connect laptop
  - Extra LCD lamp, appropriate to model(s) being used
- Extension cable for connection to laptop
- Two (2) 50-foot extension cords (one for LCD and other for laptop)
- Projector stand
3 VIDEO RECORDING (SCORSESE):
- 2 Power cords (make sure batteries are charged before lecture)
- Two mini-cassettes
- Wireless Microphone
- Send and Receive station
- Speaker box and Microphone with Extension cord
- Replacement batteries for microphones
- Label mike for PA system

4 REFRESHMENTS (STEWART):
- 2 bottles white wine (don’t open if serving only one glass and keep cold after opening)
- 2 bottles red wine
- 24 cans beer
- 24 cans soft drinks
- 2 large bottles water
- ice – 3 bags
- corkscrew
- plastic cups (approximately 75)
- cocktail napkins
- snacks (pretzels, chips, peanuts, etc.; nothing that requires refrigeration)
- bowls (approximately 6 of varying size)
- 3 coolers (one for clean ice and two for beer & soft drinks)
- 3 table cloths
- two 27” long tables
- two vases
- flowers
- large plastic trash bags
- AIA/CES sign-in and Emailing List sheets

5 CAC.C EQUIPMENT (If not provided by the venue):
- projector screen (large, free-standing unit)
- long tables for refreshments

12.6.3 set up
Have equipment and refreshments at lecture site 45 minutes in advance of opening reception (4:45 if reception starts at 5:30, for example). Set up and test equipment prior to arrival of guests.

.1 MARTHA STEWART SHALL:
- SET UP: At the lecture site, set up the tables, placing table cloths and arranging flowers. Set up food and wine, beer, and soda. Make sure cork screw is on hand and open one bottle each of red + white wine. (White should be chilled; red at room temperature.) Set up trash bags for cleanup.
- CARD: Make sure no students under 18 are given alcoholic beverages.
- SIGN-UP SHEETS: Set-up, monitor, and encourage guests to sign up for the CAC.C’s emailing list and for professionals to register for Continuing Education Credits.
.2 MARTIN SCORSESE SHALL:
- VIDEO: Make sure all camcorder equipment is set up, tested, and ready to record at least 15 minutes before start of lecture. Set up camcorder on a tripod in the middle of the audience to facilitate close-ups of speaker and audience shots. Have extra tapes and charged back-up batteries on hand.
- SOUND: Set up and test the microphone and the portable speaker system. Attach the microphone to the lecturer at least 30 minutes before start of lecture and adjust volume levels to his/her voice. Instruct the lecturer to repeat post-lecture questions from the audience so they will be included on the sound track (audience will not have a mike although, by pointing the camcorder at them, some audio pickup may be possible).
- FILMING: During the lecture, think about the event as if it were a movie. What would the viewer need and want to see in order to understand and stay engaged in the presentation? Film the context of the room at the beginning; film the introduction; zoom in and out of images as the speaker discusses them and occasionally capture close-ups of the speaker. At the end, film the people asking questions as well as the speaker’s answers.

12.6.4 break down

.1 NORMAN SCHWARZKOPF SHALL:
- DELIVERY AND LOCKUP: Oversee packing, delivery, and locked storage at CAC.C of all equipment.

.2 MARTIN SCORSESE SHALL:
- LABEL: Label the tape(s) with lecture number and speaker’s name for later reference. Deliver tapes to the Administrative Coordinator.
- PACK: Pack all audio/video equipment.

.3 MARTHA STEWART SHALL:
- CLEAN UP: Rinse bowls. Break-down tables and return to storage. Put all trash in bags and dispose of per venue regulations. Pack remaining supplies.
- REPORT: Report inventory needs to the Administrative Coordinator via email.

12.7 the barista
Will make sure the refrigerator, microwave, coffee machine, and espresso machine are kept clean and in good order. May also manage coffee supplies, if students decide to provide collective supplies.

12.8 exchequer The Exchequer will keep track of team and common expenses, and expend and collect revenues for such items. In addition, she will assist the other citizenship positions with financial functions.

To underwrite refreshments for reviews (cookies/coffee) and the Closing Ceremonies, students should agree upon a budget and an amount to be contributed by each student. The Exchequer
will then collect and distribute funds for these events, in coordination with the Administrative Coordinator.
13.0 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 alternative accommodations on the peninsula, within walking or biking distance of the Center. The added expense is, after all, minor in the total educational expense.

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

13.2 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/).

13.3 current CAC.C students It may be possible to assume a lease from a current student. Contact the Administrative Coordinator for details.
14.0 CHECK-OUT At the end of the semester, all students must check out 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 lose your place in line and have to take the next available slot).

14.1 personal Each individual is personally responsible for the following:

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

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

14.1.3 workspace Leave your personal workspace spotless: wash desktop (water only—no Softscrub or abrasive cleaners); 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.

14.1.4 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 check. 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.

14.1.5 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.

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

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

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

14.2 group Students shall be organized to complete the following tasks:

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

14.2.2 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.

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

14.2.4 3rd floor piazza Everything removed that doesn’t belong; tables wiped; chairs neatly stacked and arranged; whiteboard should be dry-erased.
wiped; screen in room and collapsed; lounge room cleaned of all food items and utensils.
15.0 FORMS  Forms related to this Handbook follow.

end of C A C. C s t u d e n t h a n d b o o k
15.1 handbook acknowledgement

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

NAME (PRINTED): ________________________________

SIGNATURE: ________________________________

DATE: ________________________________
15.2 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: ________________________________________________________________