

Landscape Architecture/ Environmental Planning

MLA Graduate Program Guide 2023-2024



College of Environmental Design
University of California, Berkeley

**Department of Landscape Architecture & Environmental Planning
University of California, Berkeley**

Welcome to the Landscape Architecture and Environmental Planning Department. This MLA Graduate Program Guide is intended to help you navigate through the University maze. Please keep this Graduate Guide while you are a student at the LAEP Department. Its format utilizes a "hands on" approach to the University and departmental policies and procedures.

As a general note of advice, the department, college and university require procedures to occur by published deadlines. While we make every effort to help you meet these deadlines, paying attention to and meeting these deadlines is your responsibility. Doing so will make your academic experience as smooth as possible

The Department of Landscape Architecture and Environmental Planning is a small department and encourages personal contact between students and faculty. You are urged to participate in departmental social events and to attend the seminars and lectures arranged to supplement classes. These events provide excellent opportunities to meet alumni and other members of the landscape architecture professional community.

We hope that the information contained in the handbook will be useful and help you to get the most out of your Berkeley experience.

Welcome and best wishes for a creative and stimulating time while at Berkeley.

LANDSCAPE ARCHITECTURE & ENVIRONMENTAL PLANNING MLA GRADUATE PROGRAM GUIDE

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ENROLLMENT PROCEDURES

University Publications

New students should check the following website, <https://grad.berkeley.edu/students/> for useful and helpful information about life as a graduate student at UC Berkeley.

Berkeley Academic Guide. Compare programs, find detailed degree requirements, discover faculty research specialties, and learn more about the unparalleled academic opportunities available to you at UC Berkeley. The most current information is listed on the following website: <http://www.guide.berkeley.edu/>

Schedule of Classes. The schedule contains the time, location, and instructor of each class. In determining your finalized class schedule, be sure to refer to the specific departments to confirm class times and locations because changes frequently occur. Students may access the on-line schedule of classes at: <https://classes.berkeley.edu/>.

Advising

Upon entering the Department, you will be assigned a Faculty Advisor.

Faculty names and office numbers are listed at the end of this program guide.

Students are required to meet with their Faculty Advisors during the first three weeks of the semester. Faculty use a variety of means for scheduling student meetings, please consult your Faculty Advisor to make an appointment during or outside of office hours. The Faculty Advisor will be able to suggest appropriate electives and discuss possible course waivers if appropriate.

If students have taken equivalent courses elsewhere and would like a waiver, they must petition to do so. Curriculum Petition forms are available outside the 206 office and should be given to the Graduate Student Affairs Officer (GSAO) no later than the first week of classes for their initial semester.

For subsequent semesters, petitions must be submitted well in advance of a semester in which a waiver is requested. For a fall course, petitions must be submitted by the last Curriculum Committee meeting of the previous spring semester. For a spring course, the petition must be submitted by the last Curriculum Committee meeting of the previous fall semester. Students should **NOT WAIT** until the last semester to get all their waivers approved. There is a chance that petitions may not be approved, and it's the students' responsibility to complete all the required courses on time.

If, for any reason, at any time during their graduate studies, a student becomes dissatisfied with their Faculty Advisor, they may change advisors depending on availability. To change advisors, obtain an internal Change of Advisor form from the GSAO, which must be signed by both current and proposed Faculty Advisors. Also, a student's Faculty Advisor may be changed on a temporary basis if he/she is on leave.

Cal Central

Cal Central (<https://calcentral.berkeley.edu/>) is UC Berkeley's online portal which connects multiple campus systems into one place (registration, academic record, billing, financial aid, personal profile, GPA, exam times, required textbooks, and more).

Registration

To be considered as a registered student, students must:

- 1) enroll in at least one course through Cal Central and,
- 2) make payment of registration fees in full, or make payment of the first installment if on the Deferred Payment Plan.

Enrolling in Courses

Course enrollment is done through Cal Central. Instructions on using this system are available from the Cal Central website: <https://www.ets.berkeley.edu/calcentral-support>. You will need to authenticate with your CalNet username and passphrase. In order to register, you will need the class control numbers (available from the online Schedule of Classes).

Late Registration Fee of \$150 will be charged to all students not enrolled by the end of third week of classes.

Payment of Registration Fees

Check the Cal Central website for payment options: <https://calcentral.berkeley.edu/>

Late Fees: Fees must be paid on time. Late Fees are incurred at \$25/month on the 1st of the month until the fees are paid in full. Please note: the department is unable to clear late fees.

Cal 1 Card – Photo ID

Upon arrival on campus, students should obtain their Cal 1 Card (student ID card) from the Cal 1 Card Office (Lower Sproul). The first Photo ID is free of charge; replacements cost is \$35.00 each. Proof of registration is indicated by a validated bar code on the Cal 1 Card. More information about the card is available at: <https://cal1card.berkeley.edu/>

Student Access to Information – Cal Central

Students may check their registration status, course enrollments, waiting list status, and/or print unofficial transcripts, and billing by using Cal Central on the web (<https://calcentral.berkeley.edu/>). Local and permanent address changes may also be made at this website.

Registration Period: Graduate students may add and/or drop courses or change the grading option by using Cal Central until **the end of the third week of classes**.

Beginning the fourth week of classes, students must submit the *Petition to Change Class Schedule* form to the GSAO to request changes to their schedule. Forms are located here:

<https://ced.berkeley.edu/students/graduate-advising/graduate-forms-documents>

Deadline to Drop without a Fee: End of second week of classes

Deadline to Add without a Fee: End of third week of classes

Deadline to Drop (with Fee) without
Withdraw (W) status: End of fifth week of classes

Deadline to Add/Drop (with Fee)
and to change the Grading
Option/Units.

Note: Drop will result in
Withdraw (W) for course: End of fourteenth week of classes

If 1/3 or more of classes are dropped, financial aid packages and loans will be negatively impacted.

Please note: all Adds and Unit Change require the instructor's signature. For further information, refer to the University Petitions section of this guide.

If you have signed up for a course and this course appears on your Confirmed Class Schedule, you are responsible for that course until you drop it. If you **DO NOT** drop the course and **DO NOT** attend class, you will receive an F.

- Lower division courses are numbered 1 through 99
- Upper division courses are numbered 100-199
- Graduate courses are numbered 200-299.

Only units earned in upper division and graduate courses can be counted toward the required unit total necessary for the M.L.A. degree.

Course Loads

First Professional Degree students normally enroll in 12-15 units per semester during their first year of study. First Professional Degree students in their second and third years, Second Professional Degree and Environmental Planning students typically enroll in 12-14 units. A graduate student is considered full-time whenever they registers for 12 or more units. All fellowship recipients, students receiving financial aid must be enrolled full time. If a student takes less than 12 units for any semester, via special exception such as a reduced course load or Disabled Students Program (DSP) accommodation, it will be necessary to take more than 12 units during another semester

in order to complete the degree requirements on time. Please contact the GSAO if you have questions about course load.

International students must register for 12 or more units to maintain their student visa.

NOTE: Some courses are only offered once in the year. If you do not take a class that is a prerequisite for another sequential class, you may be putting yourself in danger of not completing the degree requirements on time. **The department strongly recommends that students follow the suggested sequence of courses.**

Minimum GPA

Graduate students must earn a GPA of 3.0 or higher. If a student falls below a 3.0 GPA, they will be placed on academic probation and given one semester probation period to raise their GPA. If the student does not raise the GPA by the end of the probation period, they will be subject to dismissal from the university.

M.L.A. PROGRAM

There are three tracks of study in the Master of Landscape Architecture (M.L.A.) program.

The tracks are:

- First Professional Degree (three-year M.L.A., also known as MLA 3D)
- Second Professional Degree (two-year M.L.A., also known as MLA 2D)
- Environmental Planning (two-year M.L.A. with EP focus, also known as MLA EP)

Note: Students are admitted into a particular track. If a student desires to change tracks they must petition to do so in a timely manner and that petition will be reviewed by track area reviewers. Please consult with the GSAO for more on these procedures.

Concurrent Degree Program in City Planning and Landscape Architecture Environmental Planning or Urban Design (M.C.P./M.L.A.)

<https://ced.berkeley.edu/academics/additional-programs/concurrent-m.arch-mla/>

The Department of Landscape Architecture and Environmental Planning and the Department of City and Regional Planning offer a three-year program of study with an emphasis in either urban design or environmental planning. Upon completion of both degree requirements, the student receives the Master of Landscape Architecture and the Master of City Planning. Students eligible for this concurrent degree program are highly qualified students who have a B.A. degree or its equivalent in landscape architecture, architecture, or city and regional planning and who can demonstrate outstanding academic and professional achievement. LAEP students must apply to add

the Master of City Planning program by the mid-December admissions deadline of their first year of study. The concurrent degree must be completed within three years.

Students currently enrolled in either of the two-year tracks (Environmental Planning or Second Professional Degree) must apply to add the City and Regional Planning major by the early December admissions deadline of their first year of study.

First Professional Degree students are ineligible for the three-year concurrent degree program. However, they may be eligible for a four-year joint degree program, which differs from the three-year concurrent degree program. Please ask the GSAO for more information.

Concurrent Degree Program in Architecture and Landscape Architecture (M.Arch/M.L.A.)

<https://ced.berkeley.edu/academics/additional-programs/concurrent-mcp-mla/>

The Department of Architecture and the Department of Landscape Architecture and Environmental Planning offer a three-year program of study in Building and Site Design that leads to two professional degrees: Master of Architecture and Master of Landscape Architecture. This program brings together two closely connected branches of environmental design: the design of sites and the design of buildings. This degree program is designed for exceptionally qualified students who have an undergraduate degree in architecture or landscape architecture and who satisfy the admission requirements for the 1- or 2-year M.Arch program and/or the 2-year M.L.A. Second Professional Degree. LAEP students must apply to add the Architecture program by the mid-December admissions deadline of their first year of study. First Professional Degree students are ineligible for this concurrent degree program.

If the applicant only qualifies for the 3-year M.Arch program, the duration of study may be 4 years.

Academic Residency Requirement

There is a two- or three-year academic residency for the M.L.A. degree. The residency requirement for the concurrent degree programs is three years. Length of residency requirement is determined when a student enters the M.L.A. program.

Faculty Advisor

Each incoming MLA student is assigned a faculty advisor at the start of their first semester. The department requires each MLA student meet with their faculty advisor at least twice during their first semester in the program. It is the student's responsibility to make an appointment to meet with their faculty advisor.

Programs of Study

To aid students in planning their course work and ensure that all departmental requirements are met in a timely manner, the Department has formulated the following typical Programs of Study for each MLA track. All courses listed in the Programs of Study are required courses. When a choice of courses is shown, not all these courses may be available every year. Students wishing to deviate from the typical Program of Study for their track must first discuss changes with their Faculty Advisor, and then submit a Curriculum Petition to the Curriculum Committee for approval. Students should follow the Program of Study for their track in the sequence shown, as many early courses are building blocks for later courses.

Waivers and substitutions for required courses are possible after consultation with the GSAO, Faculty Advisor and successful completion of the Curriculum Petition process. The Curriculum Petition process is described in the Departmental Petitions section below.

The Programs of Study indicate the minimum number of units required for track completion and maintenance of full time status each semester. Students may take additional units as desired and feasible. See the Schedule of Classes each semester for additional LAEP courses being offered.

Please note that within the typical Programs of Study, some abbreviations of full course designations and numbers have been used for efficiency. For instance, landscape architecture courses in actuality have a designation of LDARCH, but here they are abbreviated as LA.

See the Final Degree Requirements section for more information about the final year course requirement options, namely either the LA 252B/LA 206 sequence or the LA 204 studio.

M.L.A. Track: 1st Professional Degree (Three-Year Program, MLA 3D)

Program of Study — 79 Units Required

YEAR 1					
FALL			SPRING		
LA 200A	Fundamentals of Landscape Design	5	LA 200B	Case Studies in Landscape Design	5
LA 234A	Drawing the Landscape	3	LA 234B	Landscape Processes through Drawing and Modeling	3
LAC110A	Ecological Analysis	4	LA 170	History and Literature of Landscape Architecture	3
LA 254	Special Topics in LAEP: 200A supplemental	1	LA 112	Landscape Plants: Identification and Use	4
LA 253	LAEP Colloquium	1			
		Total Required Credits	14		
				Total Required Credits	15
YEAR 2					
FALL			SPRING		
LA 201	Ecological Factors in Urban Landscape Design	5	LA 202	Design of Landscape Sites	5
LA 120	Topographic Form and Design Technology	3	LA 121	Design in Detail: Introduction to Landscape Materials and Construction	4
LA 233	Drawn from the Field	3		Social Factors or Elective	3
	Social Factors or Elective	3			
		Total Required Units	14		
				Total Required Units	12
YEAR 3					
FALL			SPRING		
LA 203	Landscape Project Design OR	5	LA 204	Advanced Project Design OR	5
LA C203	Shaping the Public Realm		LA 206	Final Project Preparation Studio: Thesis and Reports	
LA 252B	Independent Research Preparatory Course OR Elective	3	LA 260	Professional Practice and Internship	3
	Elective(s)	4		Elective(s)	4
		Total Required Units	12		
				Total Required Units	12

Social Factors: One course is required and must be taken for a letter grade. Refer to page 17.

Electives: Students are encouraged to take electives relevant to their course of study and should consult with their Faculty Advisor on best courses to take. Can be taken as Satisfactory and Unsatisfactory.

M.L.A. Track: 2nd Professional Degree (Two-Year Program, MLA 2D) -- Undergraduate Degree in Landscape Architecture

Program of Study — 48 - 50 Units Required

YEAR 1					
FALL			SPRING		
LA 201	Ecological Factors in Urban Landscape Design	5	LA 202	Design of Landscape Sites or other CED Design Studio (see below)*	5
LA 120	Topographic Form and Design Technology	3		Natural Factors	3
	History or Structures/Infrastructure	3		History or Structures/Infrastructure (2-3 units)	2-3
	Elective	1		Elective	1-2
Total Required Units		12	Total Required Units		12
YEAR 2					
FALL			SPRING		
LA 203	Landscape Project Design OR	5	LA 204	Advanced Project Design OR	5
LA C203	Shaping the Public Realm		LA 206	Final Project Preparation Studio: Thesis and Reports	
	Social Factors	3	LA 260	Professional Practice and Internship	3
LA 252B	Independent Research Preparatory Course (3 units) OR Elective (1 unit)	1-3		Elective	4
	Elective	3			
Total Required Units		12-14	Total Required Units		12

Note: Students may be able to waive some of the above classes based on previous coursework or professional experience. Curriculum Committee approval is required for all waivers.

Other CED Design Studio (second semester) by petition*: LA 205: Environmental Planning Studio, CP 248: Advanced Studio, Arch 201: Architecture & Urbanism, MRED+D, MUD, by petition and approved PRIOR to the start of the second semester. See curriculum petition deadline calendar below.

Structures/Infrastructures: One course is required. Choose from LA 121: Design in Detail, LA 226: Landscape Design Construction (2 unit), CP 213: Transportation and Land use Planning, CP 214: Infrastructure Planning and Policy, CP C217: Transportation Policy and Planning.

History: One course (3 unit) is required. Choose from LA 170: History & Literature of Landscape Architecture, LA C171: The American Designed Landscape Since 1850, or LA C250/CP240: Theories of Urban Form and Design.

Natural Factors: One course is required and must be taken for a letter grade. Refer to page 17.

Social Factors: One course is required and must be taken for a letter grade. Refer to page 17.

Electives (upper division): Students are encouraged to take electives relevant to their course of study and should consult with their Faculty Advisor on best courses to take. Can be taken as Satisfactory and Unsatisfactory.

M.L.A. Track: 2nd Professional Degree (Two-Year Program, MLA 2D) -- Undergraduate Degree in Architecture

Program of Study — 48 Units Required

YEAR 1					
FALL			SPRING		
LA 201	Ecological Factors in Urban Landscape Design	5	LA 202	Design of Landscape Sites	5
LA 120	Topographic Form and Design Technology	3	LA 170	History and Literature of Landscape Architecture	3
LA C110A	Ecological Analysis	4	LA 112	Landscape Plants: Identification and Use	4

Note: Students may be able to waive some of the above classes based on previous coursework or professional experience. Curriculum Committee approval is required for all waivers.

Social Factors: One course is required and must be taken for a letter grade.

Choose from the list of courses shown on page 17.

Electives (upper-division): Students are encouraged to take electives relevant to their course of study and should consult with their Faculty Advisor on best courses to take. Can be taken as Satisfactory and Unsatisfactory.

M.L.A. Track: Environmental Planning (Two-Year Program, MLA EP)

Program of Study — 50 Units Required

YEAR 1					
FALL			SPRING		
LA 200A	Fundamentals of Landscape Design	5	LA 205	Environmental Planning Studio	5
LA 234A	Drawing the Landscape	3		Natural Factors	3
LA C188	Geographic Information Systems	4	LA 221	Quantitative Methods in Environmental Planning	3
LA 253	LAEP Colloquium	1		Elective	1
LA 254	Special Topics in LAEP: 200A supplemental	1			
		Total Required Credits	14		
				Total Required Credits	12
YEAR 2					
FALL			SPRING		
LA 252B	Independent Research Preparatory Course	3	LA 206	Final Project Preparation Studio: Thesis and Reports	5
	Social Factors or Elective	3	LA 237	The Process of Environmental Planning	3
	History or Elective	3		Social Factors or Elective	3
	Elective	3		History or Elective	3
		Total Required Credits	12		
				Total Required Credits	12

Note: Students with relevant undergraduate degrees may be able to waive some of the above classes based on previous coursework or professional experience. Curriculum Committee approval required for all waivers.

Natural Factors: One course is required and must be taken for a letter grade.

Social Factors: One course is required and must be taken for a letter grade.

Choose from the list of courses shown on page 17.

History: One course is required and must be taken for a letter grade. Choose from LA 170: History & Literature of Landscape Architecture; LA C171: The American Designed Landscape Since 1850; LA C250/CP240: Theories of Urban Form and Design

Electives (upper-division): Students are encouraged to take electives relevant to their course of study and should consult with their Faculty Advisor on best courses to take. Can be taken as Satisfactory and Unsatisfactory.

Social and Natural Factors Courses

Please Note — Course offerings may vary by semester. For a current list of courses please visit the schedule of classes at: <https://classes.berkeley.edu/>

Social Factors Courses

LA 140	Social and Psychological Factors in Open Space Design
LA C241	Research Methods in Environmental Design
LA C242	Citizen Involvement in the City Planning Process
LA 254*	Special Topics in LAEP: Varies each semester
ANTHRO 148	Anthropology of the Environment
ARCH 110AC	The Social and Cultural Processes in Architecture & Urban Design
ARCH 211	Theory and Methods in the Social and Cultural Basis of Design
CY PLAN C256	Healthy Cities
DEVP 296	Innovative Finance for Development
ENERES C200	Energy and Society
ENERES 273	Research Methods in Social Sciences
ESPM 151	Society, Environment, and Culture
ESPM 155AC	Sociology & Political Ecology of Food Systems
ESPM 161	Environmental Philosophy and Ethics
ESPM 163AC	Environmental Justice
ESPM 166	Natural Resource Policy and Indigenous Peoples
ESPM 168	Political Ecology
ESPM 258	Race, Science and Resource Policies
ESPM 261	Sustainability and Society
ESPM 262	Race, Identity and the Environment
SOCIOL 140	Politics and Social Change

**LA 254 is an umbrella course number under which faculty can offer a wide range of sections. Some sections may satisfy the social factors requirement. Please consult with the instructor and curriculum committee by petition in advance.*

Natural Factors Courses

LA C110A	Ecological Analysis
LA 222	Hydrology for Planners
LA 227	Restoration of Rivers and Streams
LA C289	Remote Sensing
CEE 290	Adv Special Topics in Civil and Environmental Engineering: Echohydrology
ESPM 111	Ecosystem Ecology
ESPM 114	Wildlife Ecology
ESPM 115C	Fish Ecology
ESPM 116B	Range Ecology, Improvements, and Management
ESPM 116C	Tropical Forest Ecology
ESPM 117	Urban Garden Ecosystems
ESPM 118	Agricultural Ecology
ESPM 119	Chemical Ecology

ESPM 120	Soil Characteristics (chemistry background)
ESPM 121	Development and Classification of Soils (prerequisites)
ESPM 126	Environmental Soil Chemistry
ESPM 129	Biometeorology
ESPM 130	Terrestrial hydrology
ESPM 181A	Fire Ecology
ESPM 185	Applied Forest Ecology
ESPM 189	Urban Ecology and Evolution
GEOG 136	Terrestrial hydrology
GEOG 140A	Physical Landscapes: Process and Form
GEOG 140B	Physiography and Geomorphologic Extremes
INTEGBI 102	Introduction to California Plant Life
INTEGBI 105	General Ecology
INTEGBI 151	Plant Physiological Ecology
INTEGBI 154	Plant Ecology
INTEGBI 171	Freshwater Ecology

M.L.A. Final Degree Requirements

Advancement to Candidacy

In order to obtain the M.L.A. degree, a student must be advanced to candidacy.

Procedures:

1. Degree check by the GSAO. These take place in the second to last semester before graduation, typically the fall semester if graduating the next spring semester. For example, the student would have a degree check in fall 2023 if graduating at the end of the spring 2024 semester.
2. The student initiates an advancement to candidacy intention in CalCentral. This needs to be done before the fifth week of classes in the semester of graduation.

The Master's Degree requires the satisfactory completion of a written thesis under Plan I, or the successful completion of a capstone project (professional report or comprehensive examination studio) under Plan II. Students in the various MLA tracks may undertake those options checked in the following table, providing they meet the eligibility options discussed below:

MLA Track	Plan I: Thesis	Plan II: Professional Report	Plan II: Comprehensive Final Examination Studio
3 Year MLA (MLA 3D)	√	√	√
2 Year MLA (MLA 2D)	√	√	√
2 Year MLA (MLA EP)	√	√	
Concurrent Degrees	Option A: Joint Plan I Thesis Option B: See notes 1 & 2 below		

Note 1: Students in the Concurrent Degree program in Architecture and Landscape Architecture (M.Arch/M.L.A.) should complete a joint Plan I Thesis as their final degree requirement. If completing via a Plan II “departmental thesis” in Architecture, these concurrent students can opt to do a separate Plan I Thesis, Plan II Professional Report or Plan II Comprehensive Final Examination Studio in Landscape Architecture.

Note 2: Students in the Concurrent Degree program in City Planning and Landscape Architecture (M.C.P./M.L.A.) should complete a joint Plan I Thesis as their final degree requirement. If completing via a professional report in City Planning, these concurrent students can opt to do a separate Plan I Thesis, Plan II Professional Report or Plan II Comprehensive Final Examination Studio, which can be LDARCH 204 or CYPLAN 248 (if not part of their M.C.P. curriculum requirement).

Eligibility for the Plan I: Thesis and Plan II: Professional Report Options

MLA 2D and MLA 3D students, for whom completion of a Plan I Thesis or Plan II Professional Project Report is optional, must have a **cumulative GPA of 3.5** or above by the end of the Spring semester preceding their final year in order to pursue one of these independent research options. Those students not meeting this GPA bar are expected to pursue the Plan II Comprehensive Final Examination Studio option.

MLA EP students and Concurrent Degree students do not have a GPA requirement for the Plan I Thesis or Plan II Professional Project Report.

Note that students pursuing a Plan I Thesis or Plan II Professional Report must successfully go through a submittal, review, and faculty approval process, which begins in the spring semester of the year before their final year, prior to beginning the final year independent research course sequence (LDARCH 252 and LDARCH 206) described below.

Plan I - Thesis

The thesis is an original academic research report on a topic in Landscape Architecture or Environmental Planning. The thesis is prepared with the goal of broadening knowledge in the field, for possible dissemination of information to a professional or academic audience, and for the benefit of the research. The style and organization of the thesis are set by the Graduate Division and must include a review of the literature, footnotes, and a bibliography.

FALL SEMESTER OF FINAL YEAR:

Enroll and take LDARCH 252B: Independent Research Preparatory Course

SPRING SEMESTER OF FINAL YEAR:

Enroll and take LDARCH 206: Final Project Preparation Studio: Thesis and Reports

Final copies of the thesis, with committee members' signatures, must be filed with the Graduate Division (thesis) by the last day of the semester. Deadlines are posted on the Graduate Division website:

<http://grad.berkeley.edu/academic-progress/deadlines/>

Thesis Formatting and Submission

The thesis is to be filed with the Graduate Division which has strict rules about formatting. It is to be submitted electronically, however the signature page must be in

hardcopy form. For specific guidelines on the organization and format of the thesis consult the Graduate Degrees Office website:

<http://grad.berkeley.edu/academic-progress/thesis/>.

PLEASE NOTE: Preparing a thesis is a multi-faceted, year-long process which includes preparing several full drafts and a final thesis document. During this process the student is required to confer with all members of her/his committee while undertaking the work. Responsibility for submitting the completed thesis to committee members by the appropriate deadlines rests with the student. Once the final thesis draft has been prepared and if all three members of the committee approve the thesis, they sign the approval page (prepared by the student).

If any member of the committee doubts the acceptability of the thesis, the chair convenes the committee to discuss it. If the committee then reaches agreement on acceptability, the thesis is signed and filed with the Graduate Division. If there is a disagreement concerning acceptability of the thesis between the committee members or if the student wishes to appeal the decision of her/his committee members, the thesis is sent to the Dean of the Graduate Division together with a brief statement of each committee member's opinion and the student's if applicable.

Plan II - Professional Report

The professional report is the documentation of a project similar to work prepared by a professional landscape architect or environmental planner in a private office or public agency in the fields of landscape design, urban design, community design, or environmental planning/policy. The professional report is prepared for the broadening of knowledge in the field, for specific design or study of a site, processes or policies related to an actual project, and for the development of the professional skills of the student.

FALL SEMESTER OF FINAL YEAR:

Enroll and take LDARCH 252B: Independent Research Preparatory Course

SPRING SEMESTER OF FINAL YEAR:

Enroll and take LDARCH 206: Final Project Preparation Studio: Thesis and Reports

Final copies of the professional report, with committee members' signatures, must be filed with the GSAO (professional project) by the last day of the semester.

Professional Report Formatting and Submission

A hardcopy signature page and an electronic PDF copy of the final professional project is to be submitted electronically to the GSAO. Please check with your committee members before submitting your professional report – committee members can insist on receiving a hardcopy. In this case, the document must be in a printed form with

graphics of professional quality suitable for clear reproduction by printing or photocopy machines. Projects must be printed on paper containing at least 25 percent cotton fiber. Text with graphic displays may be printed on either one or both sides of the paper. The documents must be bound (in clear plastic, front and back) and must have a title page with the signatures of all committee members indicating final approval.

NOTE: Students in the Concurrent Degree Program of City Planning and Landscape Architecture (M.C.P./M.L.A.) may do a professional project in lieu of a thesis but must first get approval from the LAEP Concurrent Degree Committee before proceeding.

PLEASE NOTE: Preparing a professional project is a multi-faceted, year-long process which includes preparing several full drafts and a final report or plan. The student is required to confer with the members of the committee before undertaking the work to review the content and set the style and organization of the document. Responsibility for completing the work rests with the student. Before completion the student should obtain a sample of the title and signature pages from the GSAO. The student must obtain signatures indicating approval of the final project from all three committee members.

If any committee member doubts the acceptability of the project, the chair convenes the committee to discuss the problem. If the committee reaches agreement on acceptability, the project is signed and filed with the GSAO. If there is a disagreement about the project's acceptability between committee members or the student wishes to appeal the decision of her/his committee members, the project is sent to the Curriculum Committee with a brief statement to that effect.

Plan II - Comprehensive Final Examination Studio

Students in the MLA 3D and MLA 2D tracks may elect to fulfill the final degree requirement through the successful completion of a Plan II Comprehensive Final Examination Studio. In LAEP, the Comprehensive Examination Studio is LDARCH 204, which students take in the spring semester of their final year. This option is not available to students in the MLA EP track. Conditions under which students in M.Arch/M.L.A. Concurrent Degree program and M.C.P./M.L.A. Concurrent Degree program may take LDARCH 204 to fulfill their thesis requirement is described earlier (see Notes 1 & 2 on page 11).

Committee for the Protection of Human Subjects

Federal law and University policy requires that all research conducted by graduate students in pursuit of an advanced degree, on or off campus, that involves human subjects in any way must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS) **before the research is begun**. Research that involves human subjects and that is conducted without the approval of CPHS is invalid and the degree

will not awarded. Only CPHS can determine whether a student's research is eligible for exemption or will require a full review. Each student must be granted individual approval by CPHS.

As of September 1, 2005, before approval is granted for a research protocol, any graduate student listed as Lead Investigator or Key Personnel on an application to CPHS must complete training in human subjects research by taking and passing the online CITI Program (<https://www.citiprogram.org>), a basic course in the Protection of Human Research Subjects. Students should take either the Social-Behavioral or Biomedical sequence of modules, as is most appropriate for the type of research they are conducting.

Graduate students who plan to use human subjects in their research must complete the CITI course and print out the certificate of completion prior to applying for advancement to candidacy. This certificate must be submitted with the advancement to candidacy form.

To ensure compliance with federal law and University policy, the student should contact CPHS at 510-642-7461 for advice on writing a research protocol for the Committee's review. Students may obtain the Committee for Protection of Human Subjects guidelines from the CPHS website: <http://cphs.berkeley.edu/>.

INDEPENDENT STUDY COURSES AND GRADING OPTIONS

Special Studies

LA 297 - Field Study Course (1-3 Units)

Offered: Fall, Spring; S/U basis only.

This course provides the student with an opportunity to gain academic credit for field or office work outside the University. While work in a professional office is the most usual employment opportunity sought by students, there is no precise limitation on the type of employer or the actual work experience. Urban core work for a municipality, nursery experience, or construction work for a contractor is alternate examples of employment situations, which may be acceptable.

Procedure:

1. Complete LA 297 electronic Google form
2. Complete approval form and obtain appropriate signatures (supervising faculty member, Program Advisor, and Supervisor/Employer).
3. Upload signed form to the GSAO will manually enroll each student.

Two units are given for each 8 hours of work per week or equivalent (120 hours per semester). Maximum of three units (12 hours of work per week or 180 hours per semester) may be earned per semester. Final report containing a review of the field

study goals as well as analysis comparing the intent of the field study with the actual work experience is required.

Final reports and employer evaluations must be received by the final day of instruction of the semester in which credit is granted. Students should submit the report to their Faculty Advisor and the GSAO. Credit is earned in direct proportion to the number of hours worked.

Summer Internship for International Students: Please make an appointment with your Berkeley International Advisor for the proper forms. Students

LA 299 - Supervised Independent Study and Research (1-4 units)

Offered: Fall, Spring; Letter Grade or S/U basis.

This course provides the opportunity for individual research. A maximum of four units will be granted for thesis or professional project research work. No more than six units of LA 299 course work will be counted toward the required unit totals for the M.L.A. degree.

Effective fall 2023: GSR who want to receive credit must include a syllabus with their request to enroll in Independent Study for credit as a GSR.

Procedure:

1. Complete LA 299 electronic Google form.
2. Complete form with syllabus (detailed work outline and performance schedule) and obtain appropriate signatures (supervising faculty member and Program Advisor).
3. Upload signed form and the GSAO will manually enroll each student.

LA 399 - Supervised Teaching (1 or 3 units)

Offered: Fall, Spring; S/U basis.

A maximum of two units per semester may be awarded for each semester that the student is employed as a Graduate Student Instructor. Although Graduate Division does not grant credit toward the M.L.A. degree for 300 units, these units may be waived from the total degree unit requirement up to a total of four units provided that no credit has been granted for LA 295 or LA 297.

This course is offered as release time for graduate students to prepare and deliver course instruction. It is offered concurrently with a GSI appointment.

For one-unit, the GSI will meet weekly with the course instructor to review course learning objectives and assignments, as well as discuss grading. In addition, the GSI will prepare for discussion of required readings as well as section/class/studio instruction. This is in addition to time spent in lecture and/or section.

For three-units, the GSI will additionally assist the course instructor in course development including, but not limited to: lecture preparation, review of course reading, and/or coordination of other GSIs.

To receive a satisfactory grade, the GSI must attend all agreed upon lectures and teach agreed upon sections. Excused absences are, of course, allowed. Unexcused absences and failure to prepare are grounds for unsatisfactory performance. In addition, the GSI will provide timely feedback and grades to students throughout the semester and provide final assessments, all in collaboration and within the direction of the course instructor.

Procedure:

1. Complete LA 399 electronic Google form.
2. Complete form; obtain appropriate signatures (instructor and faculty advisor).
3. Upload signed form to the GSAO who will manually enroll students.

Note the following restrictions on the above classes (LA 297, LA 299, and LA 399)

1. All Google forms must be submitted by the end of the second week of the semester and required signatures obtained before students are manually enrolled. Units cannot be awarded retroactively, with the exception of summer internships, for which units can be credited in the following fall semester.
2. No more than six units of any combination of LA 297 and LA 399 will be counted toward the required unit totals for the M.L.A. degree.
3. Work for LA 297 and LA 399 units may be accomplished over the summer for credit granted the subsequent fall. However, all approvals should be secured prior to commencement of work.

LA 375 – Methods of Teaching in Landscape Architecture and Environmental Planning (2 units)

Offered: Fall; S/U basis.

This course presents general pedagogical principles and methods adapted to teaching in the fields of landscape architecture, environmental planning, and environmental sciences. LA 375 course will be a required for all graduate students who have been appointed as first-time Graduate Student Instructors. The Landscape department offers LA 375 every other fall semester.

Students can take any 375 designated course on campus to fulfill the requirement for Academic Student Employee (ASE) teaching positions.

Students can take a 375 prior to a teaching appointment or concurrent with the appointment.

375 courses cannot be applied to degree requirements.

Satisfactory/Unsatisfactory Grading Option

Required core courses must be taken for a letter grade. Elective courses may be taken on a Satisfactory/Unsatisfactory basis. In order to earn an S grade, a graduate student must earn a letter grade equivalent of B- or higher. Classes taken on an S/U basis are not computed in a student's GPA.

Incomplete Grades

At the instructor's discretion, an "incomplete" grade may be assigned in a course if the student's work has been of passing quality, but is incomplete for reasons beyond the student's control, such as illness or a family emergency. Incomplete grades may not be given because the student's workload is too heavy. When assigning an incomplete grade in CalCentral, instructors are required to specify the reason for it.

To receive an incomplete grade, special arrangements must be made with the instructor. Working with the course instructor, the student must complete a CED Incomplete Grade Contract (available on the Forms page from the CED website), which specifies the dates by which material to resolve the incomplete must be submitted.

Please consult the GSAO for guidance about incomplete grades and to obtain the LAEP Contract for Incomplete. Please note that incompletes are only granted with the consent of the instructor and is not guaranteed.

Procedures for removing an incomplete grade:

1. When work for the course in which an incomplete grade was assigned is complete, the student should submit the material to instructor.
2. The instructor assesses the material, grades it, and assigns an overall course grade via eGrades on Cal Central.

It is the student's responsibility to follow up and make sure that the Office of Admissions and Records processes all grade changes.

It is departmental policy that students are given one calendar year to remove an incomplete grade in a required class. In addition, departmental policy restricts students from advancing in the studio course sequence without completion of prerequisite studios and limits the number of incompletes that a student can carry in any term to two courses.

If the course in which an incomplete was received is not a required course, a student may request that the incomplete grade be retained permanently on their record. This request should be made to the GSAO by no later than the deadline for submission of

advancement to candidacy forms (fifth Friday of student's last semester). If requests are made after this deadline, a lengthy process must be undertaken involving Graduate Division.

Concurrent Enrollment Units Taken Through UC Berkeley Extension

Credit for classes taken through Concurrent Enrollment (usually before official admittance to the University) will not be counted toward the required unit totals for the M.L.A. degree. This is a University regulation and applies to all courses, even those that are specifically required for the M.L.A. degree. Students may waive such courses, but not the required units.

PETITIONS

There are two types of petitions: University and Departmental. Students should be aware that petitions are carefully reviewed by the appropriate supervisory committees and are not automatically approved.

University Petitions

All University petitions are available from the Graduate Student Affairs Officer GSAO, the Graduate Degrees Office (318 Sproul), or from the Office of Admissions and Records (120 Sproul). Forms are also available online. University petitions are generally of three types:

1. Change in Confirmed Class Schedules
2. Changes in Status (switching or adding degree programs)
3. Final Degree Requirement Changes (changing Plan or committee makeup)

Registrar forms: <https://registrar.berkeley.edu/forms>

Graduate Division forms: <https://grad.berkeley.edu/academic-progress/forms/>

Change in Confirmed Class Schedule/Grading Option

Petition for Change in Confirmed Class Schedule (Registrar's form)

This petition is used when a student wishes to make a change in his/her confirmed class schedule (such as adding, dropping or changing the grading option) after the end of the third week of classes. Prior to this time, students may make adjustments to their schedules in CalCentral.

Adds: \$5.00 per course

Drops: \$10.00 per course

Beginning the fourth week of classes, students must submit the Petition to Change Class Schedule form to the GSAO to request changes to their schedule. Petitions must be approved by the GSAO before changes to the schedule can be made.

Deadline to Drop without a Fee: End of second week of classes

Deadline to Add without a Fee: End of third week of classes

Deadline to Drop (with Fee) without
Withdraw (W) status: End of fifth week of classes

Deadline to Add/Drop (with Fee)
and to change the Grading
Option/Units.

Note: Drop will result in
Withdraw (W) for course: End of fourteenth week of classes

Adds: \$5.00 per course

Drops: \$10.00 per course

There is no charge for changing grading option

Full schedule can be accessed at

https://registrar.berkeley.edu/sites/default/files/pdf/UCB_StudentEnrollmentCalendar_2019-20_V2.pdf

Charges for adding and dropping courses will appear on student's "My Finances" in Cal Central.

After obtaining the petition form, the student should obtain the instructor's signature for all adds and unit changes. No signatures are required for drops or to change the grading option.

After the above deadlines, students must submit a written memo by the instructor supporting the drop/add request and the reason why it warrants approval, along with the petition form. The petition may or may not be approved by the department chair. Schedule changes cannot be made after the fourteenth week deadline.

Change in Status Petitions

Graduate Petition for Change of Program Plan (CalCentral form)

This petition is used when a student wishes to add another program (e.g., City Planning or Architecture concurrent degree programs) or to change his/her program. The student should consult the proposed department or school for specific application requirements and/or pertinent deadlines.

This is initiated by the student in CalCentral.

Notice of Withdrawal: Graduates (CalCentral form)

The on-line withdrawal petition is used whenever a student who is enrolled in a graduate program wishes to withdraw from the University, even if such withdrawal is only for one semester. Students who wish to withdraw should consult with the Student Affairs Officers to ensure that the correct procedure is followed and that all the requisite forms are filed in a timely manner.

This is initiated in CalCentral by the student and it forwarded to the department for consideration and/or approval.

The Department of Landscape Architecture and Environmental Planning has a strict policy on the number of semesters that graduate students may be on approved withdrawal status.

M.L.A. Students: Master's students may be withdrawn no more than two semesters and must submit a written petition detailing the specific reasons for withdrawal to the Curriculum Committee.

NOTE: Not all the fees may be refunded back to you when you withdraw. The registrar's office pro-rates a refund according to the time the online withdraw was processed.

Application for Re-admission: Graduates (Registrar's form)

Please be sure and talk with the GSAO when considering re-admissions.

The Re-admission Petition must be filed by students who did not register for any semester or who formally withdrew from the University. A re-admission fee must accompany this petition. This petition requires the signatures of the Chair of the Graduate Advisors and the Dean of the Graduate Division. Deadlines for filing this petition are listed on the back of the petition.

Please note that readmission is not a guarantee. Students should be in good standing before they withdraw. If students were not on good standing, readmission may be denied. Also, students not on approved withdrawn status (withdrawn for more than 2 semesters allotted) may be denied readmission and need to reapply to the program.

Final Degree Requirement Changes

Request for a Change in Higher Degree Committee (CalCentral form)

This petition is used whenever a change is made in a higher degree committee (thesis & professional report).

Application for Use of the Filing Fee (CalCentral form)

This petition is used for filing the thesis, professional project, or dissertation. Students must be registered in the semester prior to use of the filing fee. The filing fee may be used only once during a student's tenure. If students do not file their final degree

requirements during the semester in which they are on filing fee status, full registration fees will be assessed at time of filing. Please note that you must submit readmission paperwork to be enrolled after the use of filing fee status to be registered.

Students must submit the application for use of filing fee to the LAEP Graduate Office prior to the first day of instruction. The thesis or professional report must be filed by the last day of the semester. A filing fee will be assessed.

Timeline for Use of Filing Fee:

M.L.A. Students have one semester from the last date of registration to utilize the filing fee option and to file the thesis (Graduate Division) or the professional project (GSAO).

Departmental Petitions

These petitions change each academic year are only available from the GSAO.

Curriculum Petition

This petition is used to waive a required course on the basis of the following criteria:

- a) Substitution of a similar course; natural factor or social factor
 - 1. For Natural Factor, email your materials to Matt Kondolf
 - 2. For Social Factor, email your materials to Anna Brand
- b) Equivalent course work done previously; and/or
- c) Relevant field experience.

This petition must also be used whenever a student wishes to substitute a required course, and must be submitted to the GSAO. Whenever a curriculum petition is filed, strong justification with supporting documentation (samples of previous course work, course syllabi, transcripts, etc.) is required. Petitions must be approved by the instructor of the course, the student's Faculty Advisor, and the Curriculum Committee.

Students do not need to submit a petition to take elective(s).

LA 202 or Non-LAEP studio by petition

Non-LAEP Year 1 Spring studio by petition: Possibilities are CP 248: Advanced Urban Design and Environmental Planning Studio, Arch 201: Architecture and Urbanism Studio, an MRED+D studio, a MUD studio, or LA 205 Environmental Planning studio for students with natural science background and GIS. Students must be accepted into these alternative studios and submit their petitions to the Curriculum Committee prior to Reading Week of the previous fall semester (specific deadlines are noted below).

Deadline to Submit Curriculum Petition

Note: Curriculum meetings occur once a month during the fall and spring semester. Meetings are not held over the summer. The deadlines outlined below are the last opportunity students in their respective track (and graduation term) have to submit a petition. Students have multiple opportunities to submit a petition before the final deadlines below, for example, in the month of September or October before the final deadline in November.

2nd Year EP Students Admitted Fall 2022 (Expected Graduation Term: Spring 2024)

Course	Scheduled	Deadline to submit petition
LA 252B	F23	Waiver or Substitution not permitted
Social Factor	SP24	November 27, 2023
History	SP24	November 27, 2023
LA 206	SP24	Waiver or Substitution not permitted
LA 237	SP 24	November 27, 2023

1st Year EP Students Admitted Fall 2023 (Expected Graduation Term: Spring 2025)

Course	Scheduled	Deadline to submit petition
LA 200A + LA 254	F23	Waiver or Substitution not permitted
LA 234A	F23	Waiver or Substitution not permitted
LA C188	F23	August 28, 2023
LA 205	SP 24	November 27, 2023 (Substitution only, waiver not permitted)
LA 221	SP 24	November 27, 2023
Natural Factors	SP 24	November 27, 2023
LA 252B	F24	Waiver or Substitution not permitted
Social Factors	F24	April 2024
History	F24	April 2024
LA 206	SP25	Waiver or Substitution not permitted
LA 237	SP25	Submit in advance in Spring 2024 or final deadline November 2024

2nd Year MLA 2D (LA and Arch) Students Admitted Fall 2022 (Expected Graduation Term: Spring 2024)

Course	Scheduled	Deadline to submit petition
LA 203 or LA C203	F23	Waiver or Substitution not permitted
LA 252B	F23	Waiver or Substitution not permitted
Social Factors	SP24	November 27, 2023 (Waiver or Substitute)
LA 204	SP 24	November 27, 2023 (Substitution only, waiver not permitted)
LA 206	SP24	Waiver or Substitution not permitted
LA 121	SP24	November 27, 2023
LA 260	SP24	November 27, 2023

1st Year MLA 2D (LA and Arch) Students Admitted Fall 2023**(Expected Graduation Term: Spring 2025)**

Course	Scheduled	Deadline to submit petition
LA 201	F23	August 28, 2023
LA 120	F23	August 28, 2023
LA C110A	F23	August 28, 2023
History	F23	August 28, 2023
LA 202 or LA 205	SP 24	November 27, 2023 (Substitution only, waiver not permitted)
LA 170	SP24	November 27, 2023
LA 112	SP24	November 27, 2023
LA 203 or LA C203	F24	Waiver or Substitution not permitted
LA 252B	F24	Waiver or Substitution not permitted
Social Factors	F24	April 2024
LA 204	SP25	Waiver or Substitution not permitted
LA 206	SP25	Waiver or Substitution not permitted
LA 260	SP25	Submit in advance in May 2024 or final deadline November 2024
LA 121	SP25	Submit in advance in May 2024 or final deadline November 2024

3rd Year MLA 3D Students Admitted Fall 2021**(Expected Graduation Term: Spring 2024)**

Course	Scheduled	Deadline to submit petition
LA 203 or LA C203	F23	Waiver or Substitution not permitted
LA 252B	F23	Waiver or Substitution not permitted
LA 204	SP24	Waiver or Substitution not permitted
LA 206	SP24	Waiver or Substitution not permitted
LA 260	SP24	November 27, 2023

2nd Year MLA 3D Students Admitted Fall 2022**(Expected Graduation Term: Spring 2025)**

Course	Scheduled	Deadline to submit petition
LA 201	F23	Waiver or Substitution not permitted
LA 120	F23	April 2023
LA 233	F23	April 2023
Social Factors	F23/SP24	Fall 2023 April 2023 or Spring 2024 November 27, 2023
LA 202 or LA 205	SP24	November 27, 2023 (Substitution only, waiver not permitted)
LA 121	SP24	Submit in advance in April 2024 or final deadline November 2024
LA 203 or LA C203	F24	Waiver or Substitution not permitted
LA 252B	F24	Waiver or Substitution not permitted
LA 204	SP25	Waiver or Substitution not permitted
LA 260	SP25	Submit in advance in Spring 2024 or final deadline November 2024

1st Year MLA 3D Students Admitted Fall 2023**(Expected Graduation Term: Spring 2026)**

Course	Scheduled	Deadline to submit petition
LA 200A	F23	Waiver or Substitution not permitted
LA 234A	F23	Waiver or Substitution not permitted
LA C110A	F23	August 28, 2023
LA 254 + LA 253	F23	Waiver or Substitution not permitted
LA 200B	SP24	Waiver or Substitution not permitted
LA 234B	SP24	November 27, 2023
LA 170	SP24	November 27, 2023
LA 112	SP24	November 27, 2023
LA 201	F24	Waiver or Substitution not permitted
LA 120	F24	May 2024
LA 233	F24	May 2024
Social Factors	F24/SP25	Fall 2024 May 2024 or Spring 2025 November 2024
LA 202 or LA 205	SP25	November 2024 (Substitution only, waiver not permitted)
LA 121	SP25	Submit in advance in April 2024 or final deadline November 2024
LA 203 or LA C203	F25	April 2025 (Substitution only, waiver not permitted)
LA 252B	F25	Waiver or Substitution not permitted
LA 204	SP26	Waiver or Substitution not permitted
LA 260	SP26	Submit in advance in April 2025 or final deadline November 2025

Curriculum petitions received after the final deadlines above will not be reviewed or considered.

Petition to Change Faculty Advisors

Please discuss with the GSAO when considering changing advisors.

This petition is used when a student wishes to change his/her Faculty Advisor. This form requires the signatures of both the proposed and the current advisor. Changing advisors is not uncommon and students should not be hesitant to do so. However, students should check with the GSAO on the availability of specific Faculty Advisors.

FELLOWSHIPS, PRIZES, AND FINANCIAL RESOURCES

University Fellowships and Departmental Scholarships

University Fellowships are very competitive and are awarded to students based on excellent academic records and faculty letters of recommendation.

The Department of Landscape Architecture has several departmental scholarships. These are Randall Evans Scholarship, Farrand Memorial Scholarship, Beatrix Farrand Scholarship, Samuel Heller Scholarship, and Harry W. Shepherd. Awards are based on evidence of academic excellence.

Departmental awards are paid in two installments at the beginning of the fall and spring semesters, typically as a fee offset.

Continuing Student Fellowships

These awards are based on need. Other considerations include the student's other support, such as from Berkeley fellowships, GSI positions, GSR positions, external grants, etc. Applications for need based awards are accepted twice a year, once at the beginning of each semester.

Minimum Requirements for MLA students to Qualify for Continuing Fellowships

- Cumulative GPA 3.0 or above
- Last completed semester GPA 3.0 or above
- No incompletes

Competitive Prizes & Awards

A comprehensive list of prizes & awards and the calendar for them can be found on the CED website:

<http://prizes-awards.ced.berkeley.edu/landscape-architecture-environmental-planning-awards>

The following are awards administered by LAEP.

Thomas Church Award

This is a design competition that yields prizes of varying amounts. At the end of the fall semester, an announcement is circulated that delineates the design project as well as the conditions and deadlines of this competition. Due first day of classes of Spring semester.

ASLA Certificate of Merit and Certificate of Honor

At the beginning of the spring semester, the Landscape Architecture faculty nominates outstanding undergraduate and graduate students for the ASLA design competition. The Prizes and Awards Committee then invites the top candidates to make a 15-20 minute presentation of up to three individually-executed design or construction projects to a jury consisting of Landscape Architecture faculty members and representatives from the Northern California Chapter of the ASLA.

Award for Excellence in Landscape Design

Funded by the Narayanan Family Foundation, the ELD award supports an individual or team of undergraduate and/or graduate student(s) to undertake a research project exploring innovation in landscape architectural design that relates to environmental issues such as sea level rise, green infrastructure, climate change, wetland restoration, and/or environmental justice, among possible topics for exploration.

CLASS Fund Scholarship

The LAF/CLASS (California Landscape Architectural Student Scholarship) Fund is designed to assist undergraduate and graduate students enrolled in programs in landscape architecture in California. The award is given to an undergraduate and graduate student who show promise and commitment to the profession. The prize amount is \$1,000 each. The Prizes and Awards Committee select recipients.

Eisner Prize in the Creative Arts

Eisner Prizes in the Creative Arts are given in five departments of the University: English, Music, Art, Dramatic Art, and Environmental Design. In the Department of Landscape Architecture, awards are given annually and the competition is open to both undergraduate and graduate students. There is a monetary prize of \$2,000 per year.

Geraldine Knight Scott Traveling Fellowship

The traveling fellowship is specifically designated for significant travel. There are no restrictions as to geographical region or scholarly focus, but a travel objective and detailed budget are essential. The award amount ranges approximately from \$5,000 to \$10,000. Applications are available to graduate and undergraduate students in their last year with an early April deadline. Due first day after Spring break.

MIG/Susan Goltsman and MIG/Daniel Iacofano Awards

Funded by the Daniel Iacofano and Susan Goltsman Graduate Support Fund, these awards support individual students enrolled in the Master of Landscape Architecture degree program whose thesis or final project integrates human centered design concerns and methods into the research and design process and is focused on an area related to the following:

Stephen Lenci Award

This award is given to support students following a discipline of study bridging architecture and landscape architecture with an emphasis on history. Award is open to both Architecture and Landscape Architecture graduate students. Award amount is approximately \$600. A jury of Architecture/Landscape Architecture faculty selects recipients.

H. Leland Vaughan Memorial Fellowship

This prize is open to all graduate students who have completed two or more semesters and have a GPA of 3.3 or above in Landscape Architecture, and are active in departmental affairs. The award is approximately \$1,000. A separate application is required as well as a design project.

Other Financial Resources

Farrand Grants

Farrand Conference Fund Grants

There are limited funds available to support graduate student attendance at conferences where they are presenting an original paper or poster. Up to \$500 per academic year may be reimbursed. Proposals for these grants will be solicited 2-3 times/year and require name, date, location of conference, copy of abstract, and confirmation letter.

Farrand Final-Year Research Grants

Any student in their final year may apply for a research grant UP TO \$500 per student. Grants will not exceed this amount.

These grants may support research, travel or other expenses (up to \$500) for students who pursue the Final Studio option. Master's students in either the thesis/professional report option or the final studio option, rather than spend the funds on thesis or final project, can instead put these funds towards 1) an international workshop offered by another department or 2) to supplement expenses on a Farrand sponsored International workshop.

Miscellaneous Grants and Loans

For further information on loans and scholarships, U.S. citizens should consult the Graduate Financial Aid Office, 2nd Floor, Sproul Hall. International students should seek consult the Berkeley International Office, International House, 2299 Piedmont Avenue. Phone: (510) 642-2818.

The following website is an excellent resource for obtaining extramural and/or intramural fellowships: <http://www.grad.berkeley.edu/financial/index.shtml>

Financial Aid Office Supplies Supplement

It is often possible for students on Financial Aid (U.S. citizens only) to increase their Financial Aid Award amount by submitting detailed receipts for draft and art supplies.

Laptop computer is not required, but is advantageous. Berkeley has wireless access available. You may want to speak to the CED lab manager about specifications before purchasing a laptop.

The total cost of printing for students varies. CED printing costs can be found here:

<https://ced.berkeley.edu/resources/use-and-access-fees/additional-use-fees/#current>

STUDENT EMPLOYMENT

Academic Student Employees (ASE)

In May 2000, the Academic Student Employees elected AGSE (Association of Graduate Students Employees) to be their exclusive bargaining agent with the University. The following Academic Student Employee titles are covered by the AGSE-UAW Contract: Graduate Student Instructor (GSI) I-V, Graduate Student Researcher (GSR) and Reader. The AGSE contract sets the working conditions for the above titles. The complete AGSE-UAW contract is available on the following website: <https://hr.berkeley.edu/labor/contracts/BX>

The Department of Landscape Architecture and Environmental Planning posts the job descriptions and minimum qualifications for all available GSI/Reader positions as well as the application form on the LAEP website: <https://ced.berkeley.edu/about-ced/jobs-at-ced/>

Graduate Student Instructors, Readers and Graduate Student Researchers are also eligible for a fee/SHIP remission from the funding source if their appointment is 25% or more. Fee remission amounts and related information are described in the “Fee Remission Program Information for Graduate Students” located at the back of this guide or by following the link below:

https://grad.berkeley.edu/wp-content/uploads/fee_remission_eligibility.pdf

The funding source for Graduate Student Instructor and Reader positions is at the department level. The funding source for Graduate Student Researcher positions is typically a faculty member’s grant. Graduate Student Researchers who hold an appointment of 45% time or more and who meet the remission eligibility criteria will receive a full fee/SHIP offset as well as a non-resident tuition remission if applicable.

Federal Insurance Contribution Act (FICA) Withholding Tax

Graduate students who hold appointments of 50% time or more or who are enrolled in fewer than 8 units must pay FICA taxes on the entire amount of their earnings. Non-resident international students holding F-1 or J-1 visas are exempted from the FICA withholding tax.

GSI, GSR, Reader Appointments/Training/Fee Remissions

Comprehensive information regarding what you need to know about being a GSI, GSR, Reader, or Tutor can be found at:

<https://grad.berkeley.edu/financial/appointments/>

Eligibility requirements for holding ASE positions are found at

<https://grad.berkeley.edu/financial/appointments/handbook/#eligibility>

Minimum Requirements and Criteria for ASE or GSR Appointment Eligibility:

- Students must be registered for the *entire* semester for which they hold a graduate student academic appointment and must be registered by the end of the fifth week of classes. Current registration status can be confirmed on CalCentral. The definition of registration is:
 1. Enrolled in at least one class (separate from minimum 12 unit requirement to hold an appointment),
 2. Have paid a minimum of 20% of assessed fees/tuition,
 3. Have no registration blocks.
- Students must be enrolled in a minimum of **12 units** by the end of the fifth week of classes and must maintain the minimum of 12 units for the entire semester. UC Hastings College of the Law students are not eligible to serve as ASEs/GSRs.
- New incoming students must fulfill the Violence Prevention Education Requirement or registration could be blocked. For more information and questions see [PATH to Care Center](#).
- Students on filing fee status are not eligible to hold Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR) appointments. These students are eligible to be appointed as Readers and Tutors.
- Students on “*In Absentia*” status are not eligible to hold Graduate Student Instructor (GSI), Reader or Tutor appointments but could hold a Graduate Student Researcher (GSR) appointment and could be eligible for the fee remission program with a *qualifying* GSR appointment.
- **Minimum GPA** for holding an academic appointment is **3.0**.
- Academic appointees may have **no more than 2 incomplete grades** in upper division or graduate courses.
- Students must be making **satisfactory degree progress**, which includes meeting program benchmarks, not being on academic probation or in lapsed candidacy, and meeting goals set by the faculty.

- Appointees must be clear of certain disciplinary probations based on the [Code of Student Conduct](#).
- All first-time ASEs must attend the [New ASE Orientation](#) sponsored by the campus' Labor Relations Office during the semester of their appointment. If the ASE fails to attend, he or she is ineligible for future appointments until this requirement is satisfied.
- GSIs who are required to complete the **English oral proficiency test** must take and pass the test **before** they can be appointed.
- New GSIs are required to fulfill the following requirements:
 - attend the [Teaching Conference for First-Time GSIs](#),
 - complete the [GSI Professional Standards and Ethics Online Course](#) (please note, every first-time GSI must successfully complete the online course Professional Standards and Ethics for GSIs **before they interact with students (in person or online) in their role as an instructor**),*
 - and enroll in and complete a [300-level semester-long pedagogical seminar on teaching](#).

Note: Readers and Tutors are not required to be registered and enrolled students. However, registered students who are appointed to these titles must still meet all minimum requirements by university deadlines.

* Please refer to the May 2, 2016 [Graduate Council's revised Policy on Appointments and Mentoring of Graduate Student Instructors](#).

Graduate students who hold academic appointments (GSI, GSR, Reader, Tutor) may be eligible for fee remissions that offset a portion or all of their fees.

The amount of the fee remission students may be eligible for depends on the type of appointment that is held during the current semester. **Students on Filing Fee status are not eligible for fee remissions.**

To qualify for a fee remission students must meet **ALL** of the following criteria:

1. Be registered by established university deadlines, but no later than by the end of the fifth week of classes of each semester. You are responsible for meeting all university deadlines for registration and enrollment.
2. Be enrolled in at least 12 units no later than the third week of each semester, and remain enrolled in at least 12 units for the semester.
3. Be appointed for the semester. For dates, see the [Academic Calendar](#). There are no fee remissions associated with appointments during Summer Session.
4. Be appointed in a fee remission eligible title at 25% time or greater.
5. Meet the academic requirements (minimum GPA, no more than 2 incompletes, etc.) for their type of appointment.

Supporting department time and leave records must substantiate the appropriate percentage of effort throughout the semester.

Note: Failure to meet any of the above requirements will make students ineligible to receive a fee remission.

Students should check their current account status on the **CalCentral portal** to see the dollar amount of each type of fee that has been assessed by the Registrar, or check the fee schedule on the Registrars' website

<http://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>

Types of Fee Remissions

1. Full Fee Remission

Title Codes: 2320, 2850, 2860, 3282, 3141, 3151

Full Fee Remission for Graduate Student Instructors (GSIs), Acting Instructor-Graduate Students (AI-GS), Readers, and Tutors as well as Graduate Student Researchers (GSRs) working 25% or more time.

Fees paid by remission

- Student Service Fee
- Tuition
- Health Insurance Fee *
- Berkeley Campus Fee
- Class Pass (AC Transit) Fee
- Instructional Resilience and Enhancement Fee (IREF)

2. Full Fee Remission and Nonresident Supplemental Tuition Remission

Title Codes: 3284

Full Fee Remission and Nonresident Supplemental Tuition (NRST) Remission for GSRs working at least 45% time.

Fees paid by remission

- Student Service Fee
- Tuition
- Health Insurance Fee *
- Berkeley Campus Fee
- Class Pass (AC Transit) Fee
- Instructional Resilience and Enhancement Fee (IREF)
- Nonresident Supplemental Tuition Fee (NRST)

* Student Health Insurance Plan (SHIP)(opens in a new tab) premiums are automatically remitted as part of the fee remission program unless a student has a waiver(opens in a new tab) of health insurance coverage on record with University Health Services. If a student has a SHIP waiver, then fee remission amounts will be

reduced by the amount of the insurance fee. Any payments made toward SHIP will be returned to the funding source. Undergraduate GSI appointees may be eligible for Tuition and Student Services fee remissions only.

Note: NRST remissions are available only for non-California residents who are: a) pursuing the Ph.D. or professional doctorate (as defined by the student's department) as the terminal degree; b) within the departmentally-established normative time period; and c) not receiving any other support that funds nonresident supplemental tuition. U.S. citizens and permanent residents classified as non-California residents are eligible to receive NRST remissions or awards for their first year of graduate study at Berkeley only. All U.S. citizens and Permanent Residents are expected to establish California residency at the end of their first year of study and to maintain residency throughout their time in their program.

REGULATIONS

Student Records

The Graduate Office maintains electronic graduate students' files, including the following documents: all materials submitted at the time of application (previous transcripts, departmental application, letters of recommendation), UC cumulative grade sheets, any correspondence between the Graduate Office and the student, copies of petitions submitted, and copies of fellowship and award notification.

Electronic files are maintained under the supervision of the Student Affairs Officer. Each student is entitled by law and University policy to examine his/her file, with the exceptions noted below. Student records are confidential and access is given to University officials and employees who have a legitimate educational interest in the records. Records will be released to other third parties only with prior consent of the student. University policy concerning these matters are detailed in the Berkeley Campus Policy Governing Disclosure of Information from Student Records, available in the Office of the Director of Student Activities, 103 Sproul Hall or from the web.

Exceptions to Access of Student Records: Students may not access any confidential statements or letters of recommendation upon which the student has voluntarily waived his/her access rights. In addition, students may not access records which involve more than one student. Access is granted for only that portion which pertains to the student.

In general, the Department of Landscape Architecture will provide access by the student to his/her student records upon request. At times, the nature of the workload may require some administrative delay, but in no case will access be denied for more than two business days. Students may, at their own expense, copy any item(s) in their student records.

The Graduate Office also maintains a database with students' current email addresses, and telephone numbers. Email addresses and phone numbers are given out on request,

mostly to staff, other students and faculty, unless a student has indicated on his/her Student Address form that he/she does not wish either or both to be known. We will not release your contact information to people outside the university if you indicated that you do not want your information released.

Policy on Copyright Ownership

Copyright is the intangible property right granted by Federal statute for an original work fixed in a tangible form of expression. Copyright provides the owner with the following exclusive rights in a work: to reproduce, to prepare derivative works, to distribute by sale or otherwise, to perform publicly and to display publicly. Policy on copyright ownership is applicable to all student work. Student Work is defined as a work produced by a registered student without the use of University funds (other than Financial Aid) that is produced outside of University employment, and is not a sponsored, contracted facilities, or commissioned work. Ownership of copyrights to student works shall reside with the originator (i.e., the student).

Specifically excluded from the Policy on Copyright Ownership are works that are done for specific design competitions, such as Thomas Church Design Award, San Francisco Garden Club competition, etc. For the full text of the University of California's Policy on Copyright Ownership, consult the following website: <https://compliance.berkeley.edu/copyright-ownership-policy> and <https://security.berkeley.edu/copyright-regulations-and-resources>

Student Conduct

When you enroll in the University, you assume an obligation to conduct yourself in a manner compatible with the University's function as an educational institution. The complete Code of Conduct, information on grounds for discipline, student rights, and procedure for disciplinary actions can be found on the website at:

<https://sa.berkeley.edu/code-of-conduct>

Examples that would be grounds for discipline are:

- Academic Dishonesty
- Other Dishonesty
- Forgery
- Theft
- Theft or Abuse of Electronic Resources

Additional Information on Cheating and Plagiarism

Following the General Catalog on cheating and plagiarism:

An instructor has the right to give you an F on a single assignment produced by cheating without determining whether you have a passing knowledge of the relevant factual material. That is an appropriate academic evaluation for a failure to understand or abide by the basic rules of academic study and inquiry.

An instructor has the right to assign a final grade of F for the course if you plagiarized a paper for a portion of the course, even if you have successfully and presumably, honestly passed the remaining portion of the course. It must be understood that any student who knowingly aids in plagiarism or other cheating, e.g., allowing another student to copy a paper or examination question, is as guilty as the cheating student.

If an instructor has cause to believe that cheating or plagiarism has occurred in violation of the student code of conduct the faculty member can refer the matter to Student Judicial Affairs for action. Information on Student Judicial Affairs is available at:

<https://sa.berkeley.edu/conduct/overview>

Please remember to cite all references correctly on final papers, and to keep your exams covered during tests to avoid being accused of plagiarizing or cheating.

Examples of books to help you correctly cite your sources/references are:

- *MLA Handbook for Writers of Research Papers, Sixth Edition* (Paperback), by Joseph Gibaldi
- *The Essentials of MLA Style: A Guide to Documentation for Writers of Research Papers* (Paperback), by Joseph F. Trimmer
- *A Writer's Reference: 2003 MLA Update* (Plastic Comb), by Diana Hacker

In addition the UC Library Website has online resources regarding citation styles at:

<http://www.lib.berkeley.edu/research-support/guides-and-tutorials>

Landscape Architecture and Environmental Planning: Student Appeals (Departmental)

The Department of Landscape Architecture is committed to resolving all grievances in a timely, confidential, and fair manner. The following procedures have been established to afford graduate students in the Department of Landscape Architecture the opportunity to resolve complaints about dismissal from graduate standing, placement on probation status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

Steps in the Grievance Process:

1. Student brings grievance to the attention of the Graduate Student Affairs Officer (GSAO) or Faculty Advisor.
2. If resolution is not possible at Step 1, the student should submit a description of his/her grievance in writing, including the actions that he/she has taken to

attempt a resolution of the situation. This written statement should be given to the Graduate Student Affairs Officer or Faculty Advisor who will bring it to the attention of one of the following committees: M.L.A. student - Curriculum Committee; Ph.D. student - Ph.D. Committee. The appropriate committee then makes a recommendation for grievance resolution to the Chair within 30 days.

3. The Chair also meets with the student for an interview. After careful review of the grievant's case and the appropriate committee's recommendation, the departmental Chair makes the final grievance resolution decision for the department and notifies the student in writing within 30 days.
4. If student still wishes to appeal, then departmental resources are considered to have been exhausted and the student may refer the grievance to the Dean of Graduate Division. Graduate Division policy requires that the grievant file a formal written appeal in the Office of the Dean of the Graduate Division within ten days of the notification of the result of the Departmental resolution process.

At any point in the above process, the student may contact the Ombudsperson at (510) 642-5754.

Specifically Excluded: Grades, and those matters which concern decisions of Committees which have been appointed by the Graduate Council, such as the Thesis Committee, Qualifying Examination Committee, Dissertation Committee, etc.

Academic Student Employee (ASE) issues are covered by the AGSE-UAW contract and Labor Relations:

<https://hr.berkeley.edu/labor/contracts/BX>

Sexual Harassment Policy

The Berkeley campus is committed to creating and maintaining a community in which all students can feel free from harassment and intimidation. To ensure this, the University makes available a Title IX Compliance Officer who is responsible for ensuring that any allegation of sexual harassment is investigated and resolved. Campus policy on sexual harassment states that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made a condition of instruction, employment, or participation in a university activity; when submission to such conduct is used as a basis for making decisions affecting the individual; when such conduct unreasonably interferes with an individual's performance; or when such conduct creates an intimidating, hostile or offensive University environment.

Detailed information can be found on the campus website:

<https://ophd.berkeley.edu/home>

The ASUC Student Advocates Office has resource to help:

<https://advocate.berkeley.edu/resources/>

Students with Disabilities

The campus offers many different resources for graduate students with disabilities. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department's academic standards and requirements. The Disabled Students Program serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations.

<http://dsp.berkeley.edu>

(510) 642-0518

California Residency

For tuition purposes, U.S. citizens or permanent residents who are not residents of California are able to establish California residency after their first year of study.

To become a California resident for tuition purposes, you must show that you have lived in California and have established the intent to make California your permanent home for more than one year prior to the first day of classes for the semester in which you are seeking residency status. You must begin to document your presence in the state as soon as you arrive. Be sure to:

Obtain a driver's license or a California Identification Card (if you have never had an out-of-state driver's license) within ten days of settling in California. You must have a valid California operator's license to drive a car, motorcycle, or moped in the state; you can obtain a license at any of the local Department of Motor Vehicles (DMV) offices in nearby Oakland or El Cerrito. If you have a driver's license from another state, you will be required to pass a written test of California vehicle laws, pass an eye exam, and provide a certified copy of your birth certificate. A driving test is required if you do not have a valid license from another state or if you plan to operate a motorcycle.

Register your vehicles in the state of California within 20 days of settling in California. Vehicles are registered at the local DMV office.

Open a local bank account as soon as possible and close all non-California bank accounts. Retain official documents showing the opening and closing of your accounts.

Register to vote and vote in California elections. Voter registration forms are available from the Graduate Division, at voter registration tables on Sproul Plaza, public library, or DMV office. The form is postage-paid; just fill it out and mail. You should receive verification from the County Registrar within four weeks of submitting your application. If you do not receive confirmation of your voter's registration, you should immediately contact your county's Registrar of Voters.

Use your California address as your permanent address. Do not list your parents or any other out-of-state address as a permanent address on any University form or other legal documents.

Remain in California when school is not in session. Travel for purposes of research, fieldwork or a fellowship may not necessarily jeopardize your resident classification if the absence is part of a regular requirement for your degree program or fellowship. Contact the Residence Affairs Unit at 39 Sproul Hall for more information regarding any absences outside California.

Your physical presence in California must be demonstrated during nonacademic periods. You should keep all dated material that proves your presence in the state, including airline tickets; paycheck stubs from work; credit card receipts; and bank and credit card statements showing ATM, credit card, and debit card activity. The credit card receipts need not be signature copies. Please note that the foregoing items are primary indicators of physical presence and will be weighed heavily in determining your status.

Items such as copies of lease agreements, rent or utility checks, etc., are much lesser indicators of physical presence and are not acceptable alone. Your intent will be questioned if you are absent from California during the period in which you are establishing resident status for tuition purposes. Graduate students who are planning to travel outside of California during nonacademic periods should contact the Residence Deputy, Office of the Registrar, 120 Sproul Hall, Berkeley, CA 94720-5404, telephone (510) 642-5990, to seek advising prior to filing for classification and leaving the state.

For more information, contact the Residence Deputy, Office of the Registrar, 120 Sproul Hall, Berkeley, CA 94720-5404, telephone (510) 642-5990 or see the handout "Establishing Legal Residence for Tuition Purposes at the University of California," available from the Graduate Division, in your department, or on the Office of the Registrar Website

<https://registrar.berkeley.edu/tuition-fees-residency/residency-for-tuition-purposes/>

Note: This summary is not a complete explanation of the law regarding California residence. Please note that changes may be made in the residence requirements between this publication date and the relevant residence determination date.

The best time to start the application process for residency reclassification is at the end of the spring semester so that non-resident fees will not be assessed for the following fall semester. Please make sure to check deadlines with the residency office.

At the time of your residency reclassification appointment, you will be required to provide documentation for all statements made on your Reclassification Application. Documentation can include rent receipts, voter registration forms, drivers' licenses, car registration forms, checkbook registers and saving account passbooks. Checkbook registers and saving account passbooks will be scrutinized for large deposits that will have to be explained in detail.

Final approval for reclassification as a State resident rests with the Residency Deputy, 120 Sproul Hall. For more detailed information regarding State residency, that office should be consulted.

BUILDING AND FACILITIES

Wurster Hall is generally open Monday-Friday 9 am – 12 pm and 1 pm – 5 pm.

Students must have an activated Cal Photo ID (Cal 1 Card) in order to gain entrance to Wurster after 9:00 P.M. and on the weekends.

Landscape Architecture Departmental Facilities

- | | |
|---------------------------------|--|
| 200-A Wurster
(510) 642-3713 | <u>Equipment Storage Room.</u> This room contains audiovisual equipment and other instructional equipment as well as the departmental student archives. Completed student work is submitted through the exterior wall slots. Responsibility for checking out equipment from the Equipment Storage Room is the charge of student lab assistants. Therefore, the hours that this room is available vary from semester to semester. |
| 202 Wurster | <u>Departmental Office.</u> This is the main office of the Department of Landscape Architecture and Environmental Planning. To minimize interruptions in the main office, graduate students are advised to consult with the Graduate Student Affairs Officer (206 Wurster) whenever a problem arises. If another staff member's services are required, the Student Affairs Officer will be able to refer you to the appropriate person. |
| 202A Wurster | <u>Chair's Office.</u> The Chair's office is located inside the departmental office. To make an appointment with the Chair, please contact the Chair's Assistant/Scheduler. |
| 206 Wurster | <u>Graduate Student Services Office.</u> The Graduate Student Affairs Officer is here to assist you with any advising/bureaucratic issues. This is a "user friendly" office, so don't hesitate to ask for assistance. Drop in hours are usually 10-12, and 1-4, unless posted otherwise on the door. |
| 210 Wurster | <u>CED Library.</u> Most library resources used in conjunction with classes in the College can be found in the C.E.D. Library. Tours of the library are conducted at the beginning of fall semester. Consult the Reference Librarian for dates and hours. |
| 214 Wurster | <u>CED Computer Facility.</u> This is the main computer facility available to both graduate and undergraduate students and is equipped for GIS and Computer Aided Design (CAD). Equipment includes IBM PCs, slide scanners, flatbed scanners, plotters, and printers. To gain access to the computer lab, you must have a validated Cal Photo ID (Cal 1 Card). In addition, each student must be issued a computer account in order to use the college-wide network. |
| 273 Wurster | <u>Fabrication Shop.</u> The Shop is provided for your use in the completion of class projects. Students cannot use this facility unless they have completed a shop orientation. |

315 Wurster	<u>LAEP Studio</u> . Studio space is available to both undergraduate and graduate students. (It is not advisable for students to work in the studios alone in the evenings. As a precaution against theft, each graduate student should obtain the studio key card access in room 477 to the LAEP studio. Thefts have occurred in the studios in a manner of minutes. If you see someone in the studio who looks suspicious, do not be afraid to ask them who they are and what they want (nicely, of course).
4th Floor Wurster	<u>Ph.D. Room</u> . There are 8 LAEP Ph.D. workstations in the shared LAEP/DCRP Ph.D. Room. Desk assignments are made in the Fall Semester of each academic year.

Blake Garden

In addition to the facilities of Wurster Hall, students of Landscape Architecture are encouraged to utilize the ten-acre facility at the Blake Estate in Kensington. Recent uses of the garden include an outdoor laboratory for plant identification, planting design, problems in spatial relationships, and other studies in Landscape Architecture. In addition, a large green house and attached classroom with ample space for study, propagation, and cultivation of plants is located in the southeast corner of the grounds.

The Garden Manager at Blake Garden, encourages the use of the facility for Departmental or College social gatherings. Permission to do so must be obtained in advance from Manager of Blake Garden.

The Blake Estate is located at 70 Rincon Road, Kensington, CA, 94707. A map is available from the Department Office. The Blake Estate is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Their telephone number is (510) 524-2449.

CED Counseling

The College of Environmental Design has partnered as a satellite office with Counseling and Psychological Services at the University Health Services (UHS) Tang Center and the Career Center to provide i) confidential consultations related to personal, professional & academic concerns and ii) professional-development workshops, networking opportunities & assistance with internships and employment search.

Dr. Amy Honigman
444 Eshleman Hall
<https://uhs.berkeley.edu/mental-health/resources/community-specific-resources/graduate-students>

Psychologist with Counseling and Psychological Services can help you make progress with any number of issues you may be struggling with, but is particularly skilled in helping students address and stress, coping, and building resilience

Dinorah Meyer
<https://career.berkeley.edu/about-us/meet-our-team/dinorah-meyer/>

Career Counselor with the UC Berkeley Career Center, partnering with CED to provide career services. The Career Counselor is here to offer career counseling to students on a one-on-one

basis both at the Career Center and at CED, as well as provide opportunities through programs and workshops which highlight local employers and alumni.

Policy for Students Using LAEP Space in Wurster Hall

Students must follow the guidelines outlined below regarding the use of the LAEP space in Wurster.

Studio Space (315 Wurster)

LAEP Studio Policies can be viewed [here](#).

Bicycles and dogs/pets are not allowed in the studio for health and fire safety reasons. Unless you have a seeing guide dog, please do not bring your pet(s) with you. Bicycles are prohibited in the building. Lock up your bikes at the bike racks outside the building.

You will be assigned desk space according to your studio class. Please keep your area clean and do not leave anything of value in the drawers. We are not responsible for lost or stolen items. Be courteous and do not encroach into others' desk space. Clean out the desks at the end of the semester. Any items left in or on the desk will be thrown out.

The refrigerator and sink area are there for students' use. Please keep it clean. Do not leave dirty dishes in the sink and clean out the fridge often. There are no janitors that will clean it for you.

CED Computing Facility (214 Wurster)

There are times when classes are held in the computing lab. Please view the schedule near the door or on the [CED website](#) before entering. Do not disturb classes in session. If you require the use of the computer when there are classes in session, use the computing stations in the studio.

Do not assume staff members can get you in the computing lab. Always bring your ID card for access.

LAEP Courtyard (for Events)

Plan your event at least two weeks ahead. The Chair's Assistant/Scheduler in 202 Wurster, schedules the use of the LAEP courtyard space. The chair Walter Hood, and department manager Jill Fujisaki, must also authorize the use of this space before the Chair's Assistant/Scheduler schedules it.

If you intend to have alcoholic beverages on campus, you are required by campus to submit a "Notice of Event at Which Alcoholic Beverages Will Be Served" form. The department chair must sign off on the permit request and the staff member listed on the permit must be in attendance at the event. The authorized UCPD permit must be at

the event and a copy needs to be given to department. UCPD requires this form be submitted fifteen business days BEFORE the event.

The policy and form are provided in the links below:

<https://ucpd.berkeley.edu/services/special-events-unit>

If you are intending to you use the barbecue in the courtyard, you are required to submit a request for a fire permit. Please contact MSO Jill Fujisaki for these forms and guidelines, if necessary.

Since the space is adjacent to the library, please be respectful of the librarians and the students using the library. This means keeping the BBQ grill away from open windows, cleaning up after the event, throwing away trash and keeping the noise to a dull roar.

DO NOT LEAVE ALCHOHOL IN THE 315 STUDIO or it will be confiscated. This is not a storage area for these types of items after the happy hour is over. Arrange to store it somewhere else.

Cal Photo ID Bar Code Activation

Access to Wurster and the LAEP Computer Room and LAEP Studio is accomplished by activation of the Cal Photo ID bar code. Bar code activation is done by the CED Card Key Office (477 Wurster Hall) upon payment of a non-refundable fee. Computer Lab Fees must be paid by check.

Departmental Key Policy

Departmental keys are under the control of the Chair's Assistant/Scheduler. To obtain departmental keys, faculty permission must be secured. Faculty are asked to designate the appropriate return date. When a student has finished his/her course work, all departmental keys must be returned.

It is campus policy to return keys when employment or education has been completed.

E-mail Accounts

Graduate students in Landscape Architecture and Environment Planning must have a Berkeley bMail account for communication with faculty, staff and other students. Free e-mail accounts are available from the web.

<http://calmail.berkeley.edu/>

Graduate students are expected to read their e-mail regularly for information on deadlines, policy and procedural changes, etc.

Electronic Funds Transfer

Students who are receiving fellowships, financial aid, or other monies from the University are strongly advised to sign up for Electronic Funds Transfer (EFT). The

Electronic Funds Transfer system allows monies to be deposited directly into a student's bank account rather than picked up from the Cashier's Office (140 University Hall). This is a separate system from the direct deposit of payroll monies. Forms are available from the web:

<http://eftstudent.berkeley.edu>

Parking and Transportation

Since Berkeley is a busy urban campus, parking for students near campus is severely limited, and on street parking in the surrounding areas is limited and restricted to two hours for non-residents of the area. However, Berkeley is well served by public transit and many students easily walk or bike to campus.

Transportation alternatives can be found at

<https://pt.berkeley.edu/transportation-benefits>

If you have a bicycle on campus, always lock your bicycle securely with a lock, as bicycle theft is common on the campus. Bicycles are not allowed in the studio space.

AC Transit EasyPass

The AC Transit EasyPass gives Cal students' unlimited rides on AC Transit for every semester that they are registered. Each student's billing statement is assessed \$95.00 per semester whether they use AC Transit or not. Students may apply for the AC Transit Class Pass on-line at the Parking and Transportation's website:

<https://pt.berkeley.edu/transportation-options/public-transportation-passes-and-info/ac-transit-student-easypass>

Parking Permits

Students who live more than two miles from campus may purchase a daily park permit. Please be advised that a parking permit does not guarantee a parking space. In order to find a parking space, you should plan on arriving on campus prior to 9:00 A.M. There is also a Late Night/Week-end Permit that allows students to park in Staff/Student Lots after 5:00 P.M. and after 8:00 P.M. in Central Campus Lots on weekdays and on all day on weekends. Cost of this permit is less than the daily permit. All parking permits are pro-rated from purchase date until the last day of the semester. For further information:

Studio Clean-up

By the last day of each semester, everything must be cleared out of the studio. This includes items in student desks and flat files. In late December and early June, all locks will be cut on desks and flat files and the studio combinations will be changed. Please note that the Department does not have space for storage of student projects.

STUDENT ORGANIZATIONS AND ACTIVITIES

College of Environmental Design Organizations

<https://ced.berkeley.edu/students/student-organizations>

University Organizations

Graduate Assembly (GA). The Graduate Assembly represents graduate student interests at the various University policy-making organizations, such as the Graduate Council, the ASUC, the Student Body President's Council. In addition, the Graduate Assembly offers various workshops as well as awards, grants and other monies to graduate students for special projects. For further information, contact the Graduate Assembly in Anthony Hall (642-2175).

Professional Organizations

The **American Society of Landscape Architects (ASLA)** encourages student participation at their meetings. Consult the ASLA's website at: <http://www.asla.org/> for membership, meeting times and locations, job information, etc.

The **ASLA Student Chapter** sponsors various events, holds elections for Board officers and coordinates student participation on departmental committees. Announcements about ASLA Student Chapter meetings will be circulated on e-mail or check with the ASLA Student Chapter President.

Departmental Events

Faculty/Staff/Student Welcome Party

Toward the start of the Fall Semester, a welcome party is held for entering students. This is an opportunity for the new students to meet the faculty, staff, and continuing students in an informal setting.

Reception for Graduating Students

At the end of the year, a reception is held in honor of graduating students at Blake Garden. The Departmental Prizes and Awards Ceremony will also be presented at this event. Attendance is by invitation only.

AFTER GRADUATION

Obtaining a Job in the Profession

If you intend to work in the profession of Landscape Architecture upon graduation, it is advisable to prepare a portfolio of work from your courses as you go along. Your portfolio should include samples of computer graphics, hand graphics and lettering and design. The ASLA features job listings on their website: <https://my.asla.org/joblink>.

A CED Job Fair is an annual event in February. Please watch for email announcements.

Entering the Licensed Profession

The practice of Landscape Architecture is licensed in California and in most other states. Students with a Master's degree in Landscape Architecture may take the licensing exams in California after working for one to three years in a professional office under the supervision of a licensed landscape architect.

It is possible, of course, to work in a landscape architecture office without being licensed. It is illegal, however, to practice landscape architecture as the principal landscape architect without a license. For further information about the licensing examination, contact:

Board of Landscape Architects
Department of Consumer Affairs
1021 O Street
Sacramento, CA 95814
(916) 445-4954

Academic Employment

A good resource for academic employment is the Chronicle of Higher Education's website: <http://chronicle.com/>

LAEP FACULTY AND STAFF

LAEP Faculty

Brand, Anna
306 Wurster
annalivia@berkeley.edu

Intersection of Urban Planning and Landscape Architecture; Social Practice, Community Development and Participation; Racial Geographies; and Social and Cultural Elements of Design and Planning

Cooper, Danika
310 Wurster
danikacooper@berkeley.edu

Urban design; the design of landscapes at a range of scales by overlaying scientific, empirical data with socio-cultural conditions. History and theory of landscape representation; data visualization and simulation

Dronova, Iryna
304 Wurster
(510) 642-2930
idronova@berkeley.edu

Landscape ecology; ecosystem analysis across scales, impact of human interventions in ecosystems, field ecology combined with remote sensing to facilitate monitoring and assessments of ecosystems.

Hill, Kristina
301 Wurster
(510) 643-0618
kzhill@berkeley.edu

Urban design; urban ecological dynamics in relationship to physical design and social justice issues; urban water systems; climate change and sea-level rise adaptations of urban environments.

Hindle, Richard
476 Wurster
(510) 642-4892
rlhindle@berkeley.edu

Landscape and plant technologies including horticultural and material processes, innovation, and patents; green roof technologies; landscape related technologies across a range of scales, from ecosystem to site.

Hood, Walter
202A Wurster
(510) 642-7419
wjjean@berkeley.edu

Landscape design; community development; citizen participation, particularly ethnic groups; the design of architecture and the landscape simultaneously.

Kondolf, G. Mathias
300 Wurster
(510) 642-2904
kondolf@berkeley.edu

Hydrology; environmental geology; environmental impact assessment; riparian zone management. Emphasis on stream channel processes as they relate to natural resource management.

Kullmann, Karl
308 Wurster
(510) 643-0620
karl.kullmann@berkeley.edu

Landscape design, urban design, digital media, landscape & urban theory, mapping.

Macdonald, Elizabeth
403B Wurster
(510) 643-6165
emacdon@berkeley.edu

Urban designer; intersection of urban planning and landscape architecture

Mozingo, Louise
412A Wurster
lmozingo@berkeley.edu

Urban design and planning; design history; social and cultural factors in landscape design

Rivera, Danielle
360 Wurster Hall
dzrivera@berkeley.edu

Applied environmental justice theory and policy.

Sullivan, Charles (Chip)
302 Wurster
(510) 642-2938

Site planning; garden history and the symbolic meanings of the garden as a metaphysical metaphor. The design of gardens as passive heating and cooling devices. The use of new methods and mediums to express the garden as an art form.

LAEP Emeriti Professors

Beatty, Russell A.
rbeatty@berkeley.edu

Restoration of historic gardens and cultural landscapes, vegetation management, and urban forestry, with a focus on Mediterranean design traditions for California's climate and gardens.

Bosselmann, Peter
pbossel@berkeley.edu

Environmental simulation; urban design; communication to the public of land use and design issues and choices; computer applications to visual simulation.

Cooper Marcus, Clare
clare@mygarden.com

Restoration of historic gardens and cultural landscapes, vegetation management, and urban forestry, with a focus on Mediterranean design traditions for California's climate and gardens. Social behavior and the physical environment in housing and open space; social implications of cluster housing; children's environments; personal design values; design for the elderly; post-occupancy evaluation; design guidelines; site planning.

Hester, Randolph

Sacred landscapes; site planning; neighborhood design; environmental anomie; community participation; environmental justice; localism; community development, planning and design, place-appropriate economic development.

Jewell, Linda
ljewell@berkeley.edu

Landscape design; urban landscape design; the relationship of landscape design and landscape construction, material selection and ornamentation; site planning

McBride, Joe
jrm@nature.berkeley.edu

Vegetation and ecological analysis; urban forestry; historic landscape restoration.

Radke, John
ratt@berkeley.edu

Geographic information systems; database design and construction; spatial analysis; pattern recognition;

computational morphology; environmental assessment; landscape characterization; potential modeling.

Southworth, Michael
msouthw@berkeley.edu

Analysis, design, and management of large-scale urban environmental quality; representation and communication of spatial form; educative potentials of urban form; preservation and reuse; innovative approaches to open space design; theories of urban form.

Twiss, Robert
twiss@regis.berkeley.edu

Environmental assessments for regional planning and land regulation; public land management planning; plan implementation

Adjunct Professors

Meyer, David
208 Wurster
david@ms-la.com

Philosophy of inquiry through a full-on exploration of design, the discipline of design development, and the weird, wonderful things that manifest themselves in the process of actually building an idea.

LAEP Department Staff

Jill Fujisaki
204 Wurster
jillfujisaki@berkeley.edu
(510) 642-2963

Management Services Officer. Manages department office including administration, budget, academic and non-academic Senate, staff, student payroll and personnel.

Christina Hausle
christinahausle@berkeley.edu
202 Wurster
(510) 643-9335

Chair's Assistant/Scheduler. Chair's Assistant, responsible for the Chair's Calendar and correspondence. Coordinates class scheduling, room reservations, and course materials. Coordinates lecture series.

Jessica Ambriz
jessambriz@berkeley.edu
206 Wurster
(510) 642-2965

Graduate Student Affairs Officer. Advises graduate students on University and departmental policies and procedures. Formulates student course work plans and does periodic degree checks. Answers all graduate admissions questions.

Blake Garden Staff

Manager

Kate Lincoln
klincoln@berkeley.edu
(510) 524-2449

Horticulturalists

Timothy Cole
tcole@berkeley.edu

Kendra Hauser
khauser@berkeley.edu



Watercolor by Carol Sutton