



# CSLA Landscape Architecture Accreditation Council

## Electronic Presentation of Student Work Guidelines

An important part of every accreditation visit is the evaluation of student work. To this end, the LAAC Standards and Procedures require that programs present a range of student work to demonstrate they are successfully delivering their curriculum and meeting their educational mission, goals, and objectives.

In complement to the Self-Evaluation Report prepared for its accreditation review, the program shall provide the visiting team with an electronic archive of student work. This archive shall be made available to the visiting team for the duration of the accreditation review process, on a secure and confidential basis. Notwithstanding, the visiting team retains the discretion to request the opportunity to review additional samples of student work during their visit.

The electronic archiving of student work shall meet the following requirements:

### Access by the visiting team

- The electronic archive of student work must be issued concurrently with the final version of the Self-Evaluation Report.
- Access to the archive shall be provided to the visiting team via a secure cloud-based file sharing system. If this is not possible, programs will be permitted to provide access via external USB drives.
- While on campus, it is expected that the electronic archive will remain active and continuously accessible to the visiting team in a convenient and secure manner. This includes copies of all course syllabi and should be dedicated exclusively, and securely, to the visiting team.
- During the accreditation visit, the program shall make sure that the visiting team's room is set up to allow the display of electronic student work.

### Material to be compiled

- The electronic archive shall include representative examples of student work produced in the three academic years prior to the accreditation review.
- A minimum of three, and a maximum of five, examples should be provided in total for each course.
- The selected examples should demonstrate the full range of student achievement, from exemplary to minimum competency. At least one example should illustrate what the program considers to be outstanding work and another one for work considered of minimum competency. It is not necessary to display work that has received a failing grade.
- Examples shall reflect the range of deliverables for the various course assignments. This should include examples of both design work and text-based projects, but also possibly video work, web sites, etc., when appropriate. Note that not every course assignment needs to be represented in the sample of student work.



- For design studio courses, examples shall include final submissions but also allow the visiting team to understand how students progressed throughout the course.
- A wide cross-section of student work shall be provided, rather than multiple examples of work by the same student.
- The examples should convey the full range of techniques, analog and digital, that are used by students. In the case of courses that include physical models or projects, a sample of digital photographs should be provided.
- For theses, practica, or capstone projects, web links to documents on the program's library or web site are acceptable (rather than a copy of the entire documents).
- Course syllabi, assignment briefs, and samples of evaluations shall be included in their respective course folders.

### Organization and file-naming conventions

- The electronic student work archive shall be arranged by academic year folders and course number sub-folders.
- All file names should use the following convention: YEAR\_COURSE NUMBER\_EXAMPLE NUMBER (1,2,3, etc.) and, if applicable, a LETTER (a,b,c, etc.) for individual assignment components.

Example: 2020\_EVLU4018\_1a, 2020\_EVLU4018\_1b, etc.

You may merge separate documents from the same student project into a single PDF or keep them separate.

- Examples that are selected to demonstrate outstanding competency should have the suffix (OUT) added to the file name.

Example: 2020\_EVLU4018\_1(OUT)

- Examples that are selected to demonstrate minimum competency should have the suffix (MIN) added to the file name.

Example: 2020\_EVLU4018\_1(MIN)

- For text files (course syllabi, assignment briefs, etc.) use the following file naming:

Examples syllabus: 2020\_EVLU4018\_SYL

Examples assignment briefs: 2020\_EVLU4018\_Assign1, 2020\_EVLU4018\_Assign2, etc.

Examples evaluations: 2020\_EVLU4018\_Eval1, 2020\_EVLU4018\_Eval2, etc.

### File format

- All examples should be provided in PDF format. File resolution should preferably be 100 dpi to allow some on-screen enlargement while keeping file sizes manageable.
- Photographs of physical models, etc., should be saved in the pdf documents of their associated student project.