

CSLA Landscape Architecture Accreditation Council

Electronic Presentation of Student Work and Review Guidelines

October 24, 2014

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. Typically, this presentation has taken the form of hard copy displays in studios, as well as other accessible display areas within the school premises.

Because the majority of student work is now done in an electronic format, it has become convenient and cost effective to replace hard copy displays with an electronic archive and to make this available on a confidential basis to the review team. Consequently, commencing with academic year 2015/16, the LAAC will require all programs to provide representative copies of past and current student work in a digital format¹. Notwithstanding, the visiting team retains the discretion to request the opportunity to review additional hard copy samples of student work while on campus.

The following specific guidelines are to be observed:

- The electronic display material must be issued concurrently with the final version of the Self-Evaluation Report.
- The display should be provided to the visiting team via Dropbox or similar cloud-based file sharing system. If this is not possible, programs will be permitted to provide DVD's or thumb-drives.
- While on campus, it is expected that the electronic archive will remain active and continuously accessible to the visiting team via a campus web link. This web link should also include copies of all course syllabi and should be dedicated exclusively, and securely, to the visiting team.
- The display shall include representative work of current students and faculty created during the past three academic years.
- The program may, at its discretion, also include work of an exemplary nature that provides a broad historical perspective on the program's evolution and current status within the academic and professional communities. This material should be clearly differentiated from the current student work folders.
- All electronic work should typically be provided in a PDF format (or similar) that allows the reviewers to easily access individual documents. Student work created in PowerPoint, should be converted to PDF format rather than the original software. PDF's should be able to be enlarged without becoming excessively pixilated or otherwise losing their legibility.

- Submissions should be organized in chronological order with a folder for each year of the program's curriculum, including separate folders for each course. A text file should also be included with each assignment to describe the problem statement, submission deliverables, and evaluation criteria. Unless otherwise permitted by students, all names and other personal identification information should be redacted.
- The display should include examples of both design work and text-based projects.
- A minimum of three and a maximum of five, examples should be provided for each course.
- The submission should illustrate a range of student work for all courses and should include work drawn from each year of the previous three-year period.
- 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 of minimum competency. It is not necessary to display work that has received a failing grade.
- It is critical that a wide cross-section of student work be provided. The visiting team should not be shown repeat examples of work by the same exemplary student.
- The review teams should see the final product of any assignment, but should also understand how the student arrived at the end product. Consequently, it is encouraged that displays also include a full range of supporting and incidental background text and graphic work.
- The review team should be exposed to the full range of graphic techniques, both hand-drawn and digital, that are used by students. In the case of courses that include model building, digital photographs of representative models should be shown.
- For thesis, or capstone projects, it is acceptable to include web links to materials on the program's website, rather than copy the entire project.
- Team Room. The program should make sure the visiting team's room is set up with a digital projector and white wall or screen to allow them to view student work.

ⁱ LAAC recognizes that there will be transitional challenges to the full implementation of the electronic presentation procedure and will work with the programs so that an orderly build-up of the program's digital archive can be effectively managed. If necessary, a blend of hard copy and digital formats may be permitted in the early years of implementation of this procedure.