



Welcome to the Architecture Summer Career Workshop!

Please read through the following as it will answer many questions you likely have including what to pack, use of Cal Poly's REC center, required supplies, as well as check-in and check-out information.

For specific questions regarding registration, payment, and liability forms, please direct your questions to Cal Poly's Conference and Event Planning: cep@calpoly.edu or by phone at 805 756-7600.

For questions regarding the workshop, you may email Architecture Department Head Mark Cabrinha at mcabrinh@calpoly.edu

REC CENTER

The Cal Poly Rec Center is available for workshop students 16 and over with a Rec Center fee of about \$50 for 4 weeks payable directly to ASI at check-in. Unfortunately, the Rec Center does not allow students 15 and under to use the facility.

The Rec Center is funded independently through a student fee and is run by Associated Students Incorporated (ASI) and is therefore outside of costs and release agreements with Conference and Event Planning. Rec Center Waiver of Liability forms will be available at check-in, as these must be signed by a Parent or Guardian for minors. If a parent is not able to sign this form at check in, please call Conference and Event Planning (805 756-7600) to have this form sent in advance to have it signed prior to check in.

CHECK-IN

Workshop check-in is on Sunday, June 23rd between 2:30 p.m. and 4:30 p.m.

After check-in, parents/guardians are welcome to take their student to dinner. We recognize many must travel a distance home after dropping off their student. For students who are not able to have dinner with their parents, dinner will be provided on campus.

SUNDAY NIGHT ORIENTATION – 7:00PM

After dinner, the first workshop meeting will be held in the residence hall at 7:00 pm. Parents are welcome, but it is not necessary that they attend. Orientation will cover the do's and don't of living on a university campus as well as introductions to workshop faculty and staff, directly followed by an orientation meeting with Resident Advisors (for students only).

Commuters are encouraged, but not required to attend the Sunday dinner and 7:00pm orientation in the residence hall. Commuters should arrive by 9:00 a.m. daily at the Berg Gallery located at the bottom of the staircourt in the Architecture Building. If commuters are not driving themselves, commuters should be picked up each day typically around 4:30 p.m, except on Tuesdays with pick-up around

9pm. Additionally, there are planned academic and social activities on the weekends. Commuters are expected to attend the academic exercises on Saturdays and are encouraged to join residential students for the social activities on Sundays.

Conference and Event Planning cannot disclose room locations or phone numbers. If you would like to contact a participant, please ask them to call you with this information, or ask them at check-in.

FINAL EXHIBIT AND CHECK-OUT

The workshop culminates in a final exhibition of all of the students work during the workshop from **10am-Noon on Friday, July 19th** including a light buffet. This is an exciting event and **parents are highly encouraged to attend**. The exhibition is held in the Berg Gallery, at the bottom of the staircourt in the Architecture Building. Around noon, there is a brief closing ceremony with check-out immediately following from about 1-2pm. All participants must be checked out at that time.

As this is a weekday, please note that parking permits will be required.

SUPERVISION

The “live-in” resident advisors (RAs) will be introduced at our first meeting. Residence is separated by gender on floors. The workshop is led by Architecture faculty Mark Cabrinha, Angela Bracco, Brent Freeby and guest faculty with each studio section of 14-16 students assigned a Teaching Associate (TAs). These TAs are selected from some of our most talented recent Architecture graduates who are able to mentor and guide students in the studio.

Please note that for the welfare of the workshop students, going off campus is strictly prohibited, except for organized and chaperoned group activities such as Thursday night Farmer’s Market. We recognize that this policy is often more strict than students’ have at home, but students are typically so engaged with the social activities of dorm life as well as workshop assignments that this policy is rarely an issue.

FAMILY VISITS

Parents, guardians and family are welcome to visit their son or daughter during the workshop. Written permission via email to workshop Director Mark Cabrinha (mcabrinh@calpoly.edu) is required if students are to go off-campus with parents or family. At times, it is necessary for a student to travel home for family engagements, and this can be accommodated with written permission to the email above. We can provide drop-off and pick-up at the local airport or Amtrak station. There is an Amtrak bus that departs from campus as well.

WHAT TO BRING

WORKSHOP SUPPLIES

Students are expected to bring a laptop or Chromebook for use during the workshop. We will focus on browser supported freely available software, to avoid any software costs or requirements, and enable students to use these tools after the workshop. Please contact Mark Cabrinha (mcabrinh@calpoly.edu) if it is not possible for a student to bring their own laptop or Chromebook. The ability to lock your device is highly encouraged.

Most workshop supplies will be provided and therefore, you will not need to bring any major drafting or model making materials. We do ask you to bring:

- An empty 8gb flash drive is preferred, or cloud storage space to share files.
- 2-3 soft drawing pencils (such as Berol or Staedtler brand, with soft lead such as HB, F, or B lead - not mechanical pencils),
- a black Uniball pen, rollerball pen, or fiber tip pen (medium point),
- a black Sharpie or Pentel Sign Pen,
- a pink eraser,
- a 9" X 12" bound sketch pad (unlined, spiral bound preferred),
- a glue stick,
- a bottle of white glue (students prefer Tacky Glue),
- a glue gun with extra supply of glue sticks (you will likely use lots of glue sticks),
- an x-acto knife with extra blades,
- in addition, a utility knife or heavy-duty snap blade style cutter is recommended,
- a pair of large sharp scissors,
- a metal straight edge (at least 18" in length with cork backing recommended),
- and a minimum six-foot extension cord.

A shoebox or container to keep all supplies in is highly encouraged.

Additional materials, as desired, may be purchased at the campus bookstore.

PLEASE MARK YOUR EQUIPMENT WITH YOUR NAME.

WHAT TO PACK

You will need to bring beach and hiking wear (this includes durable and comfortable walking shoes) and clothes that can be worn in layers (i.e. a sweatshirt over a T-shirt), and a light coat as we often have cool, foggy mornings. You might want to bring a desk lamp, an alarm clock, clothes hangers or a radio since these items are not in your residence hall rooms. Linens, bedding and towels are provided, (although many students have told us they would bring their own towel). Bicycles are allowed only in designated areas of campus. You will be fined by campus police for riding them in many areas of campus. *Therefore, we discourage you to bring anything with wheels (bicycles, skateboards, skates).*

We have found most students are taking amazing pictures with their cell phone cameras. Consequently a digital camera is not required, but for students that have their own digital camera they may prefer this for documenting their work, social activities, as well as several assignments.

POCKET MONEY AND MEALS

The majority of your meals are included in the workshop fee. The normal schedule of meals is breakfast, lunch, and dinner on weekdays and late breakfast and dinner on weekends. The following meals are not included: dinner on three Thursday nights (due to attendance at Farmer's Market), a couple weekend lunches in San Luis Obispo, snacks during the day, and late-night snacks. Please bring some money to cover these meals. It is important to note that Cal Poly campus is primarily cashless (excluding the campus bookstore). If a student does not have a debit card of their own, ApplePay or Visa Gift cards are also options that will work on campus.

LAUNDRY

Laundry room facilities are available in the residence hall. Washers and dryers require a credit/debit card for use. Users assumes all responsibility for articles left unattended in the laundry facility. The Architecture Summer Career Workshop does not assume responsibility for lost or stolen items.

MAIL

Mail will be accepted on campus ONLY IF IT IS SHIPPED THROUGH THE US MAIL SYSTEM. Shipments sent by UPS or FedEx will incur a per package fee of \$25. If circumstances require you to send a UPS or FedEx package, please contact Director Mark Cabrinha first (mcabrinh@calpoly.edu) to arrange an option without package fee.

Mail is distributed by the staff, Monday through Friday, to the students through Conference and Event Planning. **Mailing address is:**

Conference & Event Planning
Re: Architecture Career Workshop
Attn: Student Name
1 Grand Ave, Vista Grande Building 112, 3rd Floor
San Luis Obispo, CA 93407

PARKING (check-in / check-out / commuters)

Permits are required Monday through Friday, 7:00 a.m. to 5:00 p.m. Parking is strictly enforced on campus.

You may park in the R1 lot behind the Residence Hall for check-in and check-out. Parking on the road to unload and load is strictly prohibited.

One-day permits are available from dispensers located at each campus entrance and in many general parking lots. The campus map designates dispenser locations. This permit allows you to park in any general or residential lot. Do not park in staff spaces, loading/unloading spaces, sponsored guest spaces or designated event lots with this permit. Metered spaces are also located in lots throughout campus and are indicated on the campus map.

Participants driving themselves to Cal Poly and/or parents visiting may purchase weekly parking permits and daily parking permits at pay stations.

The use of your car is not allowed during the workshop and is strictly enforced. If students have their own car, we ask that students give their car keys to one of their RA's. As students are not allowed off campus on their own, there is no need for a student to have their own car during the workshop. All off-campus transportation will be provided for organized activities during the program. On Sundays we will provide a pick-up and delivery service to local places of worship if so requested.

If arriving by public transportation to San Luis Obispo (airport, train, or bus) at any time on Sunday, June 23rd, please email Workshop Director, Mark Cabrinha (mcabrinh@calpoly.edu) of the arrival time and itinerary, and we will be happy to arrange for pick-up. We will also be happy to provide transportation to airport or train station on Friday, July 19th.



We are very pleased you have chosen to attend the Architecture Summer Career Workshop, and look forward to you visiting the Cal Poly campus! On behalf of the entire workshop staff, we welcome you and want you to know that it is our intention to make the Architecture Career Summer Workshop a very rewarding experience for you!

Should you have further questions regarding payment or registration please call Conference and Event Planning @ (805) 756-7600.

For information pertaining to the Architecture Career Summer Workshop schedule or content, email Workshop Director, Mark Cabrinha at mcabrinh@calpoly.edu.

We are looking forward to seeing you on June 23rd!

Sincerely,

Cal Poly Conference and Event Planning,

Mark Cabrinha, Ph.D.

pronouns he/him/his

Architecture Department Head

Angela Rose Bracco

pronouns she/her/hers

Assistant Professor