



Welcome to the Architecture Summer Career Workshop!

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

Please read through the following, as it will likely answer many of your questions, including what to pack, how to use Cal Poly's REC center, required supplies, and 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: conference-eventplanning@calpoly.edu or by phone at 805 756-7601.

For questions regarding the workshop, you may email the Program Director, Angela Bracco, at abracco@calpoly.edu

CHECK-IN

Workshop check-in is on Sunday, June 22nd, between 2:30 p.m. and 4:30 p.m.

Location: Building 108 - Sequoia Hall
Sequoia Hall, San Luis Obispo, CA 93405

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 cannot have dinner with their parents, dinner will be provided on campus.

SUNDAY NIGHT ORIENTATION – 7:00 PM

After dinner, the first workshop meeting will be held in the residence hall at 7:00 pm. Parents are encouraged to attend, but their attendance is not mandatory. Orientation will cover the do's and don'ts of living on a university campus and introduce workshop faculty and staff. It will be directly followed by an orientation meeting with Resident Advisors (for students only).

COMMUTERS

Commuters are encouraged, but not required, to attend the Sunday night orientation and 7:00 pm 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 18th** 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 (Building 05). Around noon, there is a brief closing ceremony with check-out immediately following from about 1-2 pm. 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, Angela Bracco, Brent Freeby and guest faculty with each studio section of 15-16 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 children during the workshop. Written permission via email to workshop Director Angela Bracco (abracco@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.

REC CENTER

The Cal Poly Rec Center is available for workshop students 16 and over. The fee is about \$50 for four 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. It 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 a Parent or Guardian must sign these for minors. If a parent is unable 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.

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 Angela Bracco (abracco@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 8 gb 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

CLOTHING

You will need to bring clothes for a range of activities. Outside of studio time, we will be going to the beach, walking, and hiking (this includes durable and comfortable walking shoes), 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. We also have one exercise where we get a bit messy... Although we are in California and near the beach, some say we can have all the seasons in one day, so please bring a variety of clothing choices. Students will be showering in the dorms; shower shoes or flip-flops are also recommended.

LINENS AND BEDDING

Students must bring linens, bedding, and towels or purchase the linen package during registration. This includes a sleeping bag/blanket or comforter, sheets, pillow, and two towels
***All beds on campus are twin xl.**

OTHER ITEMS

Basic toiletries and a shower caddy or bathroom tote to carry your toiletries to the dorm showers. We have sunscreen, but sunscreen is always a great idea, especially if you prefer a specific brand!

Please bring a reusable water bottle, flashlight, or headlamp, and a backpack.

Optional: bug repellent, hat, sun hat, sunglasses, laundry bag, an alarm clock, clothes hangers, or a radio/speaker since these items are not in your residence hall rooms. Fun items are welcome, too, such as cards, books, games, art supplies, costumes etc! We have many games and such, but you are welcome to add to the fun!

CAMERAS

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

WHAT NOT TO BRING

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 from bringing anything with wheels (bicycles, skateboards, skates).*

Students are strictly prohibited from bringing any items to campus that pose a danger or risk of injury, including illegal drugs, alcohol, weapons, fireworks, and similar hazardous materials. We take this very seriously. Our staff and campus police will not tolerate misconduct in this area,

and students will be immediately dismissed. Students are also not permitted to have e-cigarettes, vape pens, lighters, matches, etc. Any play, reckless behavior, or misuse concerning fire is strictly forbidden, especially as the dorms are located on the edge of the campus adjacent to a natural landscape. The campus is monitored by campus police 24-7.

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 of 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 assume 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 Angela Bracco first (abracco@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 22nd, please email Workshop Director Angela Bracco at abracco@calpoly.edu the arrival time and itinerary, and we will be happy to arrange for pick-up.

We will also be happy to provide transportation to the airport or train station on Friday, July 18th.

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, Angela Bracco at abracco@calpoly.edu.

We are looking forward to seeing you on June 22nd!

Sincerely,

Cal Poly Conference and Event Planning,

Angela Rose Bracco

pronouns she/her/hers

Assistant Professor of Architecture

College of Architecture and Environmental Design

Cal Poly, San Luis Obispo, CA
