Table of Contents

Contacts .................................................................................................................. 3
  Emergencies ........................................................................................................... 3
  Facilities Issues ...................................................................................................... 3

Important Dates ........................................................................................................ 4

Facilities .................................................................................................................... 6
  Equipment checkout ............................................................................................... 6
  Interform Editing Lab ............................................................................................ 6
  Sound Studio .......................................................................................................... 6
  Video Editing Suites, Cube ................................................................................... 6
  Mars Lab ................................................................................................................ 7
  Foundations Room ................................................................................................ 8
  Electronics Lab ....................................................................................................... 8
  Sewing Room ......................................................................................................... 8
  Classroom AV ........................................................................................................ 8
  Your studios .......................................................................................................... 8
  Printing and scanning ........................................................................................... 9
  Exhibitions and public activities ........................................................................... 10

Student employment opportunities .......................................................................... 11
  Teaching Assistant ............................................................................................... 11
  Other openings ..................................................................................................... 11

Curriculum and academic processes .......................................................................... 11
  Planning your course load and meeting academic requirements .............................. 11
    Important things to remember when registering .................................................. 12
    Required coursework ........................................................................................... 12
    Subjects that cannot be used for degree credit ..................................................... 12
  Incompletes .......................................................................................................... 12
  So I have to write a thesis, now what? ...................................................................... 13
    How to prepare .................................................................................................. 13
    The timeline ....................................................................................................... 14
    What do you mean by library specifications? ......................................................... 15

Funding opportunities ............................................................................................... 15
  ACT Grants ............................................................................................................ 15
  CAMIT Grants ....................................................................................................... 15
  Graduate Student Life Grants ................................................................................ 15
  Graduate Student Council Travel Grants ............................................................... 15
  Grant programs for Massachusetts-based artists ..................................................... 16
  Schnitzer Prize ....................................................................................................... 16

Quickstart guide ......................................................................................................... 17
  Accessing the internet ........................................................................................... 17
    Support resources ............................................................................................... 17
    Networks ............................................................................................................ 17
  MIT Certificates .................................................................................................... 17
    Email .................................................................................................................. 17
Basic services ................................................................. 18
Refrigerator and microwave........................................ 18
Vending machines......................................................... 18
Nearby shops .................................................................... 18
Bathroom locations .......................................................... 18
Stairs and elevators ......................................................... 18
Mail and packages ............................................................ 18

Appendices
Appendix A Event & Exhibition checklist
Appendix B Exhibition form
Appendix C Project Safety Review Form
Appendix D Exhibition Safety
Appendix E Curriculum Overview
Appendix F Curriculum chart
Appendix G Thesis checklist

This manual is intended to be used alongside the handbook and webpage provided by the Department of Architecture

http://architecture.mit.edu/pdfs/GRADHANDBOOK.pdf
http://architecture.mit.edu/handbook/graduate-students

Emergencies
Dial 100 from any MIT phone for medical, criminal, or fire emergencies.
If you need to call from a cell phone, it is best to dial 617-253-1212 (MIT Police); fires can also be reported by pulling a red alarm lever.
To get information about on-campus emergencies, go to emergency.mit.edu/emergency/

Facilities Issues
Any problems in the building—no heat, a room’s flooded—contact someone: ACT administrative staff, Jim Harrington (lordjim@mit.edu, x8-6061) or call Facilities at FIXIT: x3-4938.
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Important Dates

* Institute late fee
**(this will be you next year!)

**Fall**
- 9/2/14 Registration Day
- 9/5/14 Registration deadline*
- 10/3/14 Add date*
- 10/10/14 ACT Grant Deadline
- 11/19/14 Drop date*
- 12/1/14 Second years thesis drafts due**
- 12/15/14 Second years thesis committee forms due ***
- 12/31/14 Spring Preregistration deadline*

**Spring**
- 2/2/14 Registration Day
- 2/6/14 Registration deadline*
- 2/6/14 Second years degree application deadline***
- 3/1/15 Add date*
- 4/1/15 Second years’ theses due to readers**
- 4/23/15 Drop date*
- 5/8/15 Second years’ theses due to HQ***
Facilities

There are many facilities at ACT that can help you to realize your projects, along with the advice of faculty members, the Media Associate, and the Fabrication Associate. Training is required to use all equipment in the Mars Lab, Sewing Room, Electronics Lab, Sound Studio, and the two Video Editing Suites, as well as the plotter and all classroom AV. No ACT facilities are available over the summer, except for your studio spaces. Your projects cannot be stored in ACT labs, classrooms, workshops or other locations outside of your studios.

Equipment checkout, E15-060A
ACT has a variety of photography and video equipment, as well as lighting kits, green screen, and audio recording devices that may be borrowed. In order to check out AV equipment, you must fill out the equipment checkout agreement form, which is available from the Media Associate. Hours will be posted on the door, emailed to all in the department, and posted to the website at the beginning of the semester. You are responsible to make sure equipment you check out is returned. Arrange in advance with the Media Associate for training to use AV equipment. All equipment must be returned when it is due. Equipment cannot be checked out over January term (called IAP, or Independent Activities Period at MIT) unless you and the Media Associate have made a prior agreement. Equipment is not available for checkout or use during the summer, and students will be charged the purchase price of any equipment they do not return by the end of the semester.

Interform Editing Lab, E15-095
The IEL is a networked, Macintosh-based computer lab for video editing and digital photography post-processing. Resources include video editing stations, scanners and small and large format digital printers. Training is provided in ACT classes; periodic workshops are announced. Questions about the plotter or roll papers should be addressed to the Media Associate or the IEL monitor.

Sound Studio, E15-056
The ACT Sound Studio features analog and digital equipment for multi-track recording, editing, and mixing for audio or video projects. It also has an acoustically treated recording booth ideal for voiceover recording. In order to use this space, you must complete a training workshop with the Media Associate, scheduled in advance.

Video Editing Suites, Cube, E15-120A and E15-020G
ACT has two suites dedicated to video editing and transfer and audio. In order to use this space, you must complete a training workshop with the Media Associate, scheduled in advance.
**Mars Lab, E14-151 and E14-251**

Anyone who operates machinery or uses tools in the Mars Lab must sign a user agreement specifying compliance with safety regulations and obtain training for any tools used. It is important not to disrupt classes or other students’ training sessions with your use of the shop. **Students may never work alone in the Mars Lab.**

The Mars Lab is open to ACT grads and undergraduate and graduate students enrolled in ACT classes with a fabrication component for the production of class projects. Equipment available includes:

- table saw
- chop saw
- band saw
- drilling/milling/tapping machine
- hand-held power tools
- cordless power tools
- hand tools

The equipment in the Mars Lab Metal Room includes:

- Oxygen-acetylene welding and cutting tools
- TIG welding tools
- MIG welding tools
- Electric spot welding tools (both hand-held and stationary)
- Forging anvil
- Forging hammers
- Cast iron welding table
- Various sanders and grinders
- Fume hood
- Sand blaster
- Abrasive chop saw
- Shears – both manual and electric
- Metal bending and forming tools

You must be trained on any tool you wish to use before you use it. Arrange in advance with the Fabrication Associate for shop equipment training. The Metal Room is also used for mold-making and casting when using materials with Volatile Organic Compounds (VOCs).

Your lab fee covers the cost of materials for group projects in class. However, you will need to purchase materials and supplies for individual projects yourself, and may wish to consult with the Fabrication Associate before doing so. Active work in progress may stay in the shop for the semester only if properly identified and cleared by the Fabrication Associate. Long-term material storage is not appropriate in the shop.

Tools may only be borrowed from the shop by arrangement with the Fabrication Associate during business hours, and must be returned. Students will be charged the **purchase price** for any tools not returned when arranged.
Foundations Room, E14-251
The Mars Lab mezzanine serves as a classroom and moldmaking room. This is the location for plaster and cement work, wax sculpting, and low-VOC rubber and resin casting processes.

Electronics Lab, E14-251D
The electronics assembly lab in Mars contains equipment suitable for digital and analog prototyping with through-hole and larger surface mount components. ACT has soldering irons, power supplies, an oscilloscope, usb logic analyzer and hand tools.

Sewing Room, E14-251C
ACT maintains several sewing machines—both consumer-grade and industrial. There are two portables that may be borrowed from the Fabrication Associate. In addition, a 4-stitch serger/overlocking sewing machine, an adjustable mannequin, an ironing board, and a garment steamer are available for use. Training on these machines with the Fabrication Associate is required before use.

Classroom AV
You may wish to use AV tools in the Cube (E15-001) or other spaces for your midterm or final presentations. Let your TA know as soon as possible what spaces you are interested in using and reserve them with the Financial Assistant in advance. The Media Associate provides training on the use of classroom AV, and her permission must be obtained before you make any modifications to any AV system. If any AV setups are modified for the presentation of your project, you must restore them to normal. Students who do not do so will be charged $100 to cover staff time needed to restore the systems.

Your studios
In addition to your studios, the community room in 120A and the meeting and clean production workshop in 020c are at your service.

The blanket restrictions for the Cube in general, including the clean production workshop, are:
• No sawdust
• No saws
• No spraypaint
• No fumes
• No disassembling anything, including AV setups
• Keep food up away from the floor to discourage pests
• No chemicals near the food in the Community Room

Active projects you are actively working on can be worked on in the Clean Production Room for a semester; after that point they need to move into your studios. Your projects should otherwise remain in your studios.
Please do:

- Keep food locked up away from the floor, and preferably keep it in the Community Room rather than your studio, to discourage pest invasions.
- Feel free to personalize your studio without damaging furniture, walls, doors, or windows.
- Notify the Financial Assistant of temperature concerns
- Feel free to bring additional furniture into your studio, but take care that it does not introduce any insect infestation. Free couches available in the community can host bedbugs and other nasties that can make you sick and snack on you and your project supplies
- Check Material Safety Data Sheets (MSDS) for any materials you may wish to work with in your studio to ensure that you and your fellow students are not exposed to chemical hazards; ask the Fabrication Associate any questions you may have
- Contact the Financial Assistant or Jim Harrington with any comfort or maintenance concern in ACT spaces
- Call 3-4948 and press 2 if an urgent problem occurs after normal business hours or on the weekend or a holiday. Calls are answered at this number 24/7; to insure proper follow-up, please also notify the Financial Assistant
- Remove all personal possessions from your studio before departing MIT when you graduate. If your studio is not cleaned by the end of move-out date your last semester, you will forfeit your $250 studio deposit; if you have any disposal concerns, talk to the Financial Assistant
- Consult with the Academic Assistant or the Administrative Officer if you have any questions

Please don’t:

- Block doors or walkways
- Consume alcohol in your studio or any ACT facilities. It is prohibited by Institute policy. Please see http://web.mit.edu/policies/9.3.html for further information. It is possible to serve alcohol at special events; the Financial Assistant can guide you through the approval process that requires a certain amount of advance notice.
- Use materials or processes that create hazardous fumes, for example spray adhesives, paints, and casting resins; if the product you’re using has an ORM-D sticker on it, then it likely falls into this category. The place to do that is in the fume hoods in the Mars Lab E14-151B composite/welding shop. If you have any questions about where or how to do something, ask the Fabrication Associate; they are here to help you
- Spill or apply spray mount or paint on the windows, walls, and floors
- Leave any door to the Cube open, especially if you are alone, for reasons of safety and security
- Damage the furniture in your studio; the cost of repairs will be deducted from your $250 security deposit

Printing and scanning

There are a laserjet, plotter, and various photo printers in the IEL that the IEL Monitor or Media Associate can advise on.
Printing will not work via the "MIT GUEST" wireless network -- the ports necessary to configure a printer and print are blocked. Instead you should connect via "MIT SECURE” or “MIT SECURE N” using your Kerberos login and password. Instructions for connecting to these networks on Windows and Max OS X can be found here: http://kb.mit.edu/confluence/display/istcontrib/How+to+connect+to+MIT+SECURE+wireless

For larger print jobs, you will need to visit CopyTech (11-004, http://copytech.mit.edu/).

If you need to scan color images, books, or other materials, Hayden, Rotch, and Barker libraries all have BookEye stations. You can also scan in black and white and send scans to your email with any copy machine in the library. For more information, see http://libguides.mit.edu/copying.

Materials to be submitted to ACT administrative offices can be scanned on the "ACT b&w" Konica Bizhub 283 across from the Administrative Officer’s office by hitting the "Fax/Scan" button and selecting “Direct Input” to input your email address.

**Exhibitions and public activities**

If a room or other space is needed for presentations or reviews other than your scheduled classroom, you and your TA or faculty sponsor must request a reservation from the Financial Assistant. Do so as far in advance as possible, ideally five to six weeks. You are more likely to obtain the space you want if you ask for it sooner, and safety or other authorizations may take several weeks to go through. Jim Harrington, the SA+P facilities director, will need to be notified of any plans that do not involve ACT classrooms. Students (including TAs) may not sign any contracts or agreements.

If you wish to organize a public event or exhibit, you should consult the Exhibition and Public Event Checklist in Appendix A as well as Appendix D on safety considerations, and fill out the Exhibition Form in Appendix B. Students who wish to exhibit a project in any MIT public space (even if it’s only for the duration of a 3 hour class) must also fill out the Project Safety Review Form in Appendix C and draw a floor plan. To help your project come to fruition smoothly, it is important to plan in advance and communicate with ACT administrative staff. With advance notice and a detailed sense of what you are trying to do, your Teaching Assistant, your instructor, the Fabrication Associate, the Media Associate, Jim Harrington, and our EHS representative Katie Blass can help ensure that your project is feasible and safe, and sometimes even more cost-effective!

**Things to keep in mind**

- Consider your budget
- Consider location options
- Consult with the Media Associate and the Fabrication Associate about materials and equipment as well as any support needs
- Create a timeline for the project (including time needed for approvals, fabrication, setup, breakdown, disposal)
Student employment opportunities

Teaching Assistant
ACT offers ¼ and ½ TA positions, which are salaried, not hourly. Quarter TAs work 4-5 hours per week and half TAs work an average of 8-10 hours per week. The schedule will vary over the course of the semester. Some weeks will be more intense than others, with more work required of the TA at midterms and finals.

Working as a TA can be more than a source of money; it can be an opportunity to add experience to your resume, hone your skills, and potentially build a good working relationship with a faculty member who could write references for you in the future.

In order to become a TA, a SMACT student must have finished their first semester, be in good academic standing, have a track record of respect for ACT facilities and equipment, and complete the TA training, which is offered during the last week of January and the last week of August.

Other openings
There are opportunities to support staff and faculty with specific events or tasks, as well as ongoing work in Equipment Checkout, the IEL, as a shop monitor, and with public relations. You can apply for openings for working with staff by filling out our online application form at: http://act.mit.edu/facilities-and-resources/jobs/student-jobs/

Curriculum and academic processes

Planning your course load and meeting academic requirements
The minimum required residency for students enrolled in the SMACT program is two academic years, not including summer term. A registration advisor is assigned to each student when they join the program. Students take at least 156 units of coursework not including thesis. 111 of these units must be H-level. Courses that can be taken for H-level credit are designated in the MIT Course Bulletin online with this symbol: ☑. In addition to their course and studio work, SMACT students submit a thesis proposal, thesis draft, and a final written thesis over the course of the two-year program. A planning worksheet and overview are included in Appendices E and F, respectively, and may help you plan out what subjects you will take and when while working on your degree.

When registering for courses each semester, you will meet with your registration advisor to discuss your progress and next steps. You may also find it helpful to meet with your advisor at least once or twice over the course of the semester or around the time preregistration opens for the following semester. A degree audit will be sent to you at the end of each semester.
Important things to remember when registering

- If you miss the registration deadline, MIT will charge you a $50 late fee
- Is the course you have registered for offered during the semester you are registering for?
- Have you registered as a listener by mistake?
- Have you registered for the graduate or undergraduate course number?

Required coursework

- Four ACT graduate subjects, of which three must be H-Level, and one may be G-Level. (An H-level subject is a higher-level graduate subject.)
- Four elective subjects: One must be an art or architecture history class. One must be another theoretically informed graduate level class, possibly in Comparative Media Studies (CMS) or the Program in Science, Technology, and Society (STS). The other two electives must be graduate level classes that support the student's research and field of study.
- 4.390 Art, Culture and Technology Studio must be taken each of the four semesters students are in the program.
- 4.388 SMACT Thesis Preparation is taken during second term.
- 4.389 SMACT Thesis Tutorial is taken during fourth term.
- 4.4THG Thesis (registration for thesis) is taken during fourth term

Subjects that cannot be used for degree credit

- Undergraduate courses
- English proficiency requirement courses
- Courses graded pass/fail or taken as a listener

Incompletes

You may request an "I" grade in a class where only a minor part of the requirement is incomplete and a passing grade is expected. The instructor ultimately decides whether to allow an "I" grade and sets the deadline for completion of work. The instructor will also provide a default grade to be submitted if the work is not completed by the deadline.

Experience indicates that it is infinitely preferable to take a class load that can be completed during the semester than to extend the previous term's work into the current term. Therefore, deadlines for work required to resolve incompletes will be set no later than Add Date of the subsequent term.

SMACT students entering thesis semester may have no more than one incomplete in a subject required for the degree, and that incomplete can be no older than the previous semester.
So I have to write a thesis, now what?

How to prepare
Your thesis is a critical analysis of the themes and concepts you explore in work, intersecting and engaged with your studio production.

It is a good idea to start looking for a thesis supervisor and readers as early in your time at ACT as you can. In addition to being a good way to confirm the availability of faculty you would like to work with, it also gives you an opportunity to clarify your choice of topic, as well as network. You may find out about courses, or summer or IAP research opportunities, that you might not otherwise become aware are relevant to your interests.

Once you have confirmed your topic, you might schedule a meeting with Patsy Baudoin, ACT's library liaison, in order to discuss research resources that may be particularly relevant, including databases and special collections at MIT and elsewhere. Her assistance may be useful as soon as your second semester at ACT, if not earlier.

Who can be my thesis supervisor?
Your thesis supervisor does not need to be the same faculty member as your registration advisor, who you consult with vis a vis your course selections, academic plan, and overall progress. Your thesis supervisor does need to be a tenured or tenure track ACT faculty member. As of August 2014, these faculty members are a new faculty member incoming in spring 2015, Azra Akšamija, Renée Green, and Gediminas Urbonas. You should familiarize yourself with their approaches to theory as well as their practice, and afterwards schedule a meeting with whichever faculty member(s) may be most interested to discuss your likely thesis topics. A good place to begin your analysis of which ACT faculty member has research interests that may overlap with your own is their profile pages: http://act.mit.edu/people/faculty/. You can only have one thesis supervisor.

Who can my readers be?
You are encouraged to recruit readers within ACT, Architecture, SA+P, or MIT whose research interests and background are applicable to your topic. External reviewers are also accepted, but you are encouraged to have at least one reader from within MIT. Your readers may be tenured or non-tenured. You should have two thesis readers.

How do I find readers?
Once you have determined one or two likely topics for your thesis, you should research scholars within MIT and elsewhere who may be well suited to provide guidance on your thesis. Within MIT, a good way to begin looking for readers is to read what you can find on MIT websites about individuals and research groups who may be investigating subjects similar to your topic.
Most department websites have profiles of faculty and groups that can give you a sense of the kind of scholarship taking place there. On the Architecture website, these pages are

- architecture.mit.edu/people and
- architecture.mit.edu/program/research;

At the Media Lab, these listings are available at

- media.mit.edu/people/faculty and
- media.mit.edu/research/groups-projects

If you are not sure which departments would be the best fit, you can browse through all department websites from this list of departments and programs: web.mit.edu/education

Once you have found 4 or so faculty who may have interest in your thesis topic, you should contact them or their administrative assistant to arrange for a meeting. Availability as well as relevance is important to consider when looking for readers; some faculty are very busy with onsite and offsite research and travel, and may not have time to support your topic.

**The timeline**

During the **second semester** of your first year, you will take 4.388, Thesis Preparation. Your final project in this course will be a 10 page proposal for your thesis topic. The due date will be specified in the course syllabus.

On the first weekend day in December in your **third semester**, a 20 page draft of your final thesis will be due to the ACT faculty. On the first day of finals week that semester, you will need to officially confirm your thesis supervisor and two readers and submit your thesis committee form with all signatures to the academic assistant, who will share it with Architecture HQ. When preregistration opens for your fourth semester, you should enroll for 4.389, Thesis Tutorial, as well as 4.THG, Thesis.

**Third semester deadlines:**

- First weekday in December: A 20 page thesis outline must be submitted to the Academic Assistant for distribution to ACT faculty.
- First day of finals week: The student must identify the thesis supervisor and reader (the thesis committee) and submit the completed Thesis Committee Form to the Academic Assistant with appropriate signatures by the first day of the Institute Finals week.
- Submission of the 20 page thesis outline and the completed Thesis Committee Form is required in order to obtain a passing grade in ACT Studio.

During your **fourth semester**, you will complete your thesis. The final draft will be due to your thesis supervisor and readers on the first day of April, and the completed thesis, prepared to library specifications, must be delivered to Architecture HQ by you in early May. Confirmations of these dates will be provided on the ACT Calendar. Theses cannot be completed over the summer, as ACT faculty will not be present.
Fourth semester deadlines:

- **April 1**: The written thesis must be submitted to members of the thesis committee and the Academic Assistant. This is to allow time for the committee to review the thesis and the student to revise his or her thesis as needed in response to the committee’s feedback.

- **Institute deadlines**: 2 copies of the signed and approved, archival-ready written thesis must be submitted to Cynthia Stewart (7337G) in the Department of Architecture by the Institute deadline for Master’s theses as published in the MIT Academic Calendar, with email or other written confirmation of submission to the Academic Assistant. Students must adhere to the Specifications for Thesis Preparation published by the Institute Archives and described in the checklist provided in Appendix G.

What do you mean by library specifications?

Library specifications for the preparation of your thesis are available on this webpage. [http://libraries.mit.edu/archives/thesis-specs/](http://libraries.mit.edu/archives/thesis-specs/) In addition to the library requirements, an extra copy of your abstract must be submitted to Cynthia Stewart along with copies of your thesis. A checklist is included in Appendix G. Let the Academic Assistant know if you have any questions.

Funding opportunities

**ACT Grants**

Each semester ACT offers grants for exhibition projects. The goal of the program is to facilitate and encourage faculty and student exhibitions while remaining fiscally responsible, optimizing the use of resources, and ensuring experimentation within a safe environment. All proposals must include a faculty member, either as a sponsor or as an applicant. To find out more, visit act.mit.edu/facilities-and-resources/opportunities/act-pilot-grant-program/

**CAMIT Grants**

The Council for the Arts at MIT accepts three rounds of grant applications a year, one during the fall to fund late fall and winter projects, one in mid-spring to fund late spring projects, and one in late spring to fund summer and early fall projects. For more information, deadlines, and guidelines, see [http://arts.mit.edu/about/camit/camit-grants/](http://arts.mit.edu/about/camit/camit-grants/)

**Graduate Student Life Grants**

Creative community-building events, projects, and resources may be funded by one of these grants. For more information, see [http://odge.mit.edu/community/gslg/](http://odge.mit.edu/community/gslg/)

**Graduate Student Council Travel Grants**

These grants support conference-related travel expenses of MIT graduate students in all Schools throughout the Institute. For more information, see [http://gsc.mit.edu/funding/travel-grant/](http://gsc.mit.edu/funding/travel-grant/)
Grant programs for Massachusetts-based artists
Two regional grantmaking organizations, the Massachusetts Cultural Council (http://www.massculturalcouncil.org/) and the LEF Foundation (http://www.lef-foundation.org/) also offer a variety of funding opportunities.

Schnitzer Prize
Graduate and undergraduate students are eligible to apply for this honor, which is awarded in the spring. Three prizes are awarded ranging from $1,500 for first place to $600 for third place. For more information, see arts.mit.edu/blog/awards-prizes/schnitzer/
Quickstart guide

Accessing the internet

Support resources

• If you are faculty or an affiliate, if you get stuck, you can contact CRON: cron@mit.edu, 9-514, http://cronlasso.mit.edu/cron/plasso?tt=1:0:0 to obtain additional support with your internet or email connectivity.

• If you are staff, if you get stuck, you can contact NECSYS at help@media.mit.edu or go up to the fourth floor of E15, enter the double door on the left, and introduce yourself.

• If you need to obtain additional support with ACT printers, contact the Academic Assistant in E15-213, 617-324-6289.

• There are lots of resources available on the IS&T website, http://ist.mit.edu and IS&T can help with general problems to some extent. They can be reached at 617-253-1101

Networks

You should connect to the internet using either MIT Secure or MIT Secure N. Do not use MIT Guest, which will not allow you to print. Select the network through your Wireless dropdown on Mac or Ubuntu or your Control Panel on Windows, and connect using your Kerberos username and password. Your Kerberos login name is the same as your email.

For more detailed information covering more system configurations, view http://kb.mit.edu/confluence/display/istcontrib/How+to+connect+to+MIT+SECURE+wireless on your phone or a computer in Hayden Library (see Maps section).

MIT Certificates

In order to sign up for MIT certificates, which are necessary to access MIT grading, timesheet, and purchasing systems among others, you need:

• your personal computer
• your Kerberos name and password
• your ID number, which is listed on the ID you picked up at the campus center

Go to this page, will explain what you need to do: http://ist.mit.edu/certificates

Email

Before your computer is set up, you can access your MIT email through your phone or cellular device at https://owa.mit.edu/

This page should help you set up your email client to access your MIT email: http://kb.mit.edu/confluence/display/istcontrib/Email+Setup+Landing If you are still having trouble, CRON or NECSYS can assist you.
**Basic services**

**Refrigerator and microwave**
There is a refrigerator next to the color printer in the ACT office suite on the second floor of E15. A microwave is available on the 5th floor of E14, tucked under the counter of an open-plan kitchenette by the two main elevators for that building. Sometimes there is leftover food in that kitchenette.

**Vending machines**
On the 3rd floor of E15, at the edge of Comparative Media Studies, by the entrance to E14, there are two vending machines, one with food and one with drinks. There is a kitchenette there with a venerable region for disposing of and detecting leftover food from events monitored by a webcam called Foodcam on the 3rd floor of E15, see http://foodcam.media.mit.edu/view/view.shtml. If you do not have any cash on you, go to the lobby of E25 (where MIT Medical is, the building between E15 and the T station) and go down the stairs; there are several card-enabled vending machines there.

**Nearby shops**
As of fall 2014, there are several eateries on Main Street near the T station. Snacks can be found in the MIT Coop nearby. There are lunch options at food trucks that park on the T side of E25, as well as in Stata (building 32), Koch (building 79), as well as the campus center (building W20, across campus on the other side of Mass Ave in the opposite direction from the T station) which also has a small overpriced grocery, LaVerdes which is open very late at night (you need your keycard to get in after hours). The closest grocery stores are Harvest (580 Mass Ave, right near the Central Sq T) and a very hard-to-find Star Market (20 Sidney St, one street back from Mass Ave) both in Central Square.

**Bathroom locations**
There are bathrooms on every floor of E15 next to the main stairwell to the right if you are facing the elevators. The bathrooms in E14 on the 2nd (near the shop) and 1st floors (near the mailroom) are tucked away behind the cargo elevator just after the transition from E15 to E14. While facing the elevator turn to face your right, then turn left three times and you'll find them.

**Stairs and elevators**
The main stairs in E15 are next to the elevators. The stairs in E14 are across from the cargo elevator (on the 2nd floor, you can see the door next to door to the Mars Lab). E15 and E14 each have three elevators, a bank of two in the lobby and a cargo elevator tucked away toward the center of the building. See the floorplans.

**Mail and packages**
Your mail arrives at the mailroom on the first floor of E14, indicated on the map. There is a FedEx store on Main Street toward Central Square (turn left, away from Boston, at the T). In the block to the right of the T station, there is a US Post Office.
**ACT Exhibition Worksheet & Planning Tool**

**Proposed Dates: **

**Exhibition Name:**

This worksheet is provided as a planning tool for those who are mounting an exhibition or organizing an event. You may want to use this worksheet in conjunction with Excel, Google Docs, or the Trello project management website. Use this as a guide – noting what is relevant and ignoring what is not.

### DEFINE PROJECT / EVENT

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<td><strong>EQUIPMENT/FABRICATION.</strong> Meet with Seth and/or Madeleine to refine the scope of the project and discuss special equipment and fabrication needs.</td>
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<tr>
<td><strong>EVENT CONSULTS.</strong> Meet other staff members such as the Financial Assistant (Andrew) regarding funding, the Administrative Officer (Marion) on policies, or the Public Programming professional (Laura) concerning marketing; outline event concept and get their input.</td>
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<td><strong>FACULTY SPONSOR.</strong> Identify the point person &amp; faculty sponsor</td>
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### PROJECT / EVENT DETAILS & LOGISTICS

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<td><strong>RECEPTION?</strong> Will there be an opening/reception as part of event? (Alcoholic beverages are generally not provided at class events. If you intend to have alcoholic beverages, please consult Marion for special permissions and logistics information.)</td>
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<td></td>
<td></td>
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<tr>
<td><strong>STAFF ASSISTANCE?</strong> Identify if any assistance is needed from ACT staff and consult with Marion Cunningham.</td>
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<td></td>
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</tr>
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<td><strong>FORMS.</strong> Complete <strong>ACT Exhibition Form</strong>, floor plan, and EHS form and email them to Marion Cunningham, Madeleine Gallagher, Seth Avecilla, and Laura Chichisan.</td>
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<td></td>
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</tr>
<tr>
<td><strong>SPECIAL ARRANGEMENTS.</strong> Check with the facility manager if special arrangements are needed to have doors open (in the case of evening events).</td>
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<td><strong>SPEAKERS.</strong> Identify and invite speakers (if any).</td>
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<tr>
<td><strong>DATE CONFIRMATION.</strong> Confirm date (with all parties involved).</td>
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</table>

Another resource for event management is available here: [http://web.mit.edu/eventguide/index.html](http://web.mit.edu/eventguide/index.html)

Floor plans: [http://web.mit.edu/facilities/](http://web.mit.edu/facilities/)

EHS form: [https://ehs.mit.edu/site/content/projectexhibit-review-form](https://ehs.mit.edu/site/content/projectexhibit-review-form)

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### PUBLICITY

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</thead>
<tbody>
<tr>
<td>![ ] EVENT DESCRIPTION. Prepare a short paragraph describing the event for publicity purposes.</td>
<td></td>
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<tr>
<td>![ ] IMAGE. Identify an image that can be used to publicize the event.</td>
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<tr>
<td>![ ] POSTER. Create a poster and submit to ACT for review.</td>
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<tr>
<td>![ ] POSTER DISTRIBUTION. Print and distribute posters.</td>
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<tr>
<td>![ ] CALENDARS. Submit to online calendars such as the Big Red and Shiny, Boston.com, and Arts Boston.</td>
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<tr>
<td>![ ] MIT CALENDAR. Ask Laura to submit event to MIT calendar.</td>
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<tr>
<td>![ ] ACT WEBSITE &amp; EMAIL. Send announcement to Laura for inclusion on website and in communications.</td>
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<tr>
<td>![ ] SPECIAL MEDIA. Consider other special publicity (arts.mit.edu, campus plasma screens, other?).</td>
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### EXHIBITION-SPECIFIC TASKS

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<tbody>
<tr>
<td>![ ] GUEST LIST. Create guest list and invitation (decide if RSVP’s are required).</td>
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</table>

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<tr>
<th>4-6 Weeks in advance:</th>
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<th>Pt. Person</th>
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</tr>
</thead>
<tbody>
<tr>
<td>![ ] REVIEW, REVISE, &amp; REFINE PROJECT; ENGAGE PROJECT CONSULTS; COMMUNICATE WITH STAFF</td>
<td></td>
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<tr>
<td>![ ] INSTALLATION POINT. Identify point person for installation</td>
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<tr>
<td>![ ] INSTALLATION TEAM. Hire help for installation, with attention to any special skills required.</td>
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<tr>
<th>2-4 Weeks in advance:</th>
<th>Date</th>
<th>Pt. Person</th>
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<tbody>
<tr>
<td>![ ] DOCUMENTATION. Arrange for event documentation: photographer, videographer, reporter(s).</td>
<td></td>
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<tr>
<td>![ ] EQUIPMENT RENTAL/LOAN. Determine if any equipment will need to be rented, and if necessary, put in rental requests.</td>
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<table>
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<th>2-3 Weeks in advance:</th>
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<tr>
<td>![ ] EXHIBITION MAINTENANCE. Identify who will maintain the exhibition over the course of the days it is open (such as turning monitors off and on).</td>
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<tr>
<td>![ ] CLEAN UP. Identify who will do event clean up.</td>
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<tr>
<td>![ ] DE-INSTALLATION TEAM. Identify who will do de-installation.</td>
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<tr>
<td>![ ] EQUIPMENT AVAIL. Confirm equipment availability with staff.</td>
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### POST-EVENT:

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<th>Within 30 days of the Event:</th>
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<tr>
<td>![ ] EQUIPMENT RETURN. Return any rented equipment.</td>
<td></td>
<td></td>
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<tr>
<td>![ ] PAINTING/REPAIRS. Paint walls and/or repair spaces to return them to their pre-exhibition status.</td>
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<tr>
<td>![ ] FINAL PAYMENTS/DRAWS. Make any final payments that are due.</td>
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<td>![ ] DOCUMENTATION. Supply ACT with files and/or items for its archive, including documentation.</td>
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</table>
PUBLICITY

6-8 Weeks in advance:

- **EVENT DESCRIPTION.** Prepare a short paragraph describing the event for publicity purposes.
- **IMAGE.** Identify an image that can be used to publicize the event.
- **POSTER.** Create poster and submit to ACT for review.
- **POSTER DISTRIBUTION.** Print and distribute posters.
- **CALENDARS.** Submit to online calendars such as Big Red and Shiny, Boston.com, and Arts Boston.
- **MIT CALENDAR.** Ask Laura to submit event to MIT calendar.
- **ACT WEBSITE & EMAIL.** Send announcement to Laura for inclusion on website and in communications.
- **SPECIAL MEDIA.** Consider other special publicity (arts.mit.edu, campus plasma screens, other?).

EVENT-SPECIFIC TASKS

6-8 Weeks in advance:

- **GUEST LIST.** Create guest list and invitation (decide if RSVP’s are required)
- **EVENT REGISTRATION.** Some events may need to be registered with MIT: [http://web.mit.edu/eventguide/eventregistration/index.html](http://web.mit.edu/eventguide/eventregistration/index.html)

4-6 Weeks in advance:

- **REVIEW, REVISE, & REFINE EVENT PLANS & LOGISTICS; COMMUNICATE WITH STAFF**

2-4 Weeks in advance:

- **DOCUMENTATION.** Arrange for event documentation: photographer, videographer, reporter(s).
- **CATERING.** Order catering (if any).
- **EQUIPMENT RENTAL/LOAN.** Determine if any equipment will need to be rented, and if necessary, put in rental requests.

2-3 Weeks in advance:

- **HELPERS.** Identify ushers and other event helpers.
- **CLEAN UP.** Identify who will do event clean up.
- **EQUIPMENT AVAIL.** Confirm equipment availability with staff.

POST-EVENT:

Within 30 days of the Event:

- **EQUIPMENT RETURN.** Return any rented equipment.
- **PAINTING/REPAIRS.** Paint walls and/or repair spaces to return them to their pre-event status.
- **FINAL PAYMENTS/DRAWS.** Make any final payments that are due.
- **DOCUMENTATION.** Supply ACT with files and/or items for its archive, including documentation.

Another resource for event management is available here: [http://web.mit.edu/eventguide/index.html](http://web.mit.edu/eventguide/index.html)

Floor plans: [http://web.mit.edu/facilities/](http://web.mit.edu/facilities/)

EHS form: [https://ehs.mit.edu/site/content/projectexhibit-review-form](https://ehs.mit.edu/site/content/projectexhibit-review-form)

MIT’s Projects in Public Spaces: [http://ehs.mit.edu/site/content/projectexhibits-public-spaces](http://ehs.mit.edu/site/content/projectexhibits-public-spaces)
# Exhibition & Event Form

<table>
<thead>
<tr>
<th>Name of Faculty Sponsor</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Email</td>
<td>Project Start Date</td>
</tr>
<tr>
<td>Sponsor Phone #</td>
<td>Project End Date</td>
</tr>
<tr>
<td>Project Point Person (if different than above)</td>
<td>Reception Date</td>
</tr>
<tr>
<td>Point Person Email</td>
<td>Installation Date(s)</td>
</tr>
<tr>
<td>Point Person Phone #</td>
<td>De-Installation Date(s)</td>
</tr>
<tr>
<td>Class or Personal Event</td>
<td>Location</td>
</tr>
</tbody>
</table>

## PROJECT DESCRIPTION

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### FOR EXHIBITIONS

#### OBJECTS & MATERIALS

<table>
<thead>
<tr>
<th>Dimension of Objects Exhibited</th>
<th>Light requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>AV requirements</td>
</tr>
<tr>
<td>Above or at ground level?</td>
<td>Delivery</td>
</tr>
<tr>
<td>How suspended</td>
<td>Road closure needed?</td>
</tr>
<tr>
<td>Describe materials used</td>
<td>Crane needed?</td>
</tr>
<tr>
<td>Are the objects/materials fire retardant?</td>
<td>Ongoing Maintenance Requirements</td>
</tr>
<tr>
<td>Power requirements</td>
<td>Is the piece interactive?</td>
</tr>
<tr>
<td>Sound requirements</td>
<td>If yes, elaborate</td>
</tr>
</tbody>
</table>
## INSTALLATION TEAM
Use this space to list team members, their contact information, and record their role (in installing the object, breakdown, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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</table>

## DE-INSTALLATION TEAM
Use this space to list team members, their contact information, and record their role (in installing the object, breakdown, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
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</tbody>
</table>

## REVIEW & RECOMMENDATIONS
- [ ] MIT Event Registration
- [ ] Jim Harrington Evaluation
- [ ] EHS Evaluation
- [ ] Insurance
- [ ] Other

Approved by __________________________  Signature __________________________
Project/Exhibit Review Form

PROJECT/ EXHIBIT REVIEW FORM

Exhibitor Name:
Department:
Professor/ Supervisor/ Sponsor:
Project Description (also fill in the applicable safety info below):
Date(s) and Time(s) that the exhibit/ project will be displayed :
Location of Exhibit:

If the space administrator approves this request, they will forward this to
safe-project@mit.edu [1] and copy the exhibitor. If the space can not be used, the space
administrator will reply to the exhibitor.
**************************************************************************
Exhibit Information reviewed by the Space Administrator and Safety Program
____Size: dimensions, at or above ground level, weight?
____What materials will be used and are these treated with fire retardant?
____Will it be constantly attended? Is it interactive?
____Any moving parts, sharp edges or points? How will these be protected?
____If electricity, pressure, etc will be used, how will it be de-energized and made safe?
____I plan to remove, dispose &/ or clean-up my project by (exhibitor fills in date)

Safety Program’s recommendations:
____Move project to a safer location
____Requires Electrical Approval, forward to sgilliga@PLANT.MIT.EDU
____Requires Structural Approval, forward to kcollupy@plant.mit.edu,
____Requires MIT Police Dept Approval/ Notification, forward to cp-command@mit.edu
____Obtain a Permit from _____
____Other
Reviewed by (staff person’s name) MIT Safety Program, EH&S Office (N52-496, phone
x2-3477, fax x8-6831) (Safety Program will forward this request and copy the exhibitor.)
**************************************************************************
Requirements of other departments:
**************************************************************************
(When all approvals are completed, exhibitor & professor/ supervisor sign final message.)
EXHIBITOR STATEMENT: I understand the above requirements and will abide by them. I
will post the original signed form next to/ on the exhibit. I will mail or fax a hard copy to the
space administrator and the MIT Police Dept. I understand it is my responsibility to
remove, dispose of and/or clean up all materials and to pay for any removal/cleaning costs if this is not done immediately after the exhibit.

SIGNATURE & DATE ____________________

PROFESSOR/ SUPERVISOR/ SPONSOR STATEMENT: To my knowledge, I certify that the above individual(s) has/have complied with all of the above requirements and conditions. I understand my responsibility to ensure the safety of this exhibit/project.

SIGNATURE & DATE ____________________

Project/Exhibit Review Form

MIT EHS Office | Bldg. N52-496 | 77 Massachusetts Ave. | 02139-4307 | ext-2-EHSS | 617.452.3477 | environment@mit.edu | Legal Disclaimer

Source URL: https://ehs.mit.edu/site/content/projectexhibit-review-form

Links:
[1] mailto:safe-project@mit.edu
EXHIBITION SAFETY CONSIDERATIONS

Events involving environment, health, and/or safety hazards will require a written safety plan which must be reviewed by the EHS Office, Insurance Office, and other departments as necessary. The EHS Office will work with the event planners to identify and address safety concerns prior to running the event, but it is the event host’s responsibility to supervise the event and ensure that the plan is executed.

Examples of hazards include:

- Risk of slip/trip/fall (rented amusements, constructed objects, etc.)
- Use of regulated materials (biological, chemical, lasers, etc.),
- Risk of exposure or injury (heat/cold, electricity, sharps, flying objects).
- Risk of fire/explosion
- Use of power tools

**No Working Alone** Plan how you will safely build, install, and break down your project. If you are doing a project by yourself, the review process will determine if there is a risk of injury. If so, you will be asked to schedule people to assist you.

**Access To And Visibility of Exit Routes** Access to all exit doors, corridors and stairways must be kept clear at all times. The aisles to get to the exits have to be 4 feet wide and kept clear. Exit signs and doors must be clearly visible. These can not be disguised by your project. The exit signs and emergency lights must remain on at all times. NO EXCEPTIONS! Additional temporary exit signs may be required for some events to ensure clear visibility of egress routes and exit signs.

**Enclosure Required** Electronics (circuit boards, speakers, LEDs, power generating devices, and the wiring) have to be in a box that is clearly labeled.

**ADA Compliance** To protect people who are visually impaired, projects can only protrude into the walkway 4 inches or less. An option is to put your project on a pedestal or plinth. Refer to the ADA diagram.

**Tape and Adhesives** Adhere projects to the wall, floor, window, etc so it doesn’t damage the surface or require special cleaning to remove the adhesive. Facilities prohibits the use of Duct tape. Options include Wall Mounting Tabs and Long Mast tape (blue).

Only Long Mast tape (blue) can be used on the floor. Some types of masking tapes damage the floor finish. If there is damage to the floor finish, then the project owner will be have to pay Custodial Services to strip and polish the floor. No tape can be used on the floor of Lobby 7.

**Fire Retardant Products** Use materials that will not burn easily or that can be effectively treated with fire retardant. Refer to [http://ehs.mit.edu/site/content/fire-retardant-products](http://ehs.mit.edu/site/content/fire-retardant-products). A new option: Polyester product that is designed to be used with an HP printer/plotter, is flame resistant, and recyclable: [http://bit.ly/XVRELc](http://bit.ly/XVRELc). Displaying materials that can burn easily is prohibited in exit stairways, corridors, and other parts of an evacuation route by the Mass. Fire Prevention Regulations. To treat foam core poster board with fire retardant: Put the board on a horizontal surface. Spray the back and let it dry. Repeat 3 times. Then apply the poster or art work.

**Room Capacity** Understand that the maximum capacities of facilities may have to be reduced depending on how much furniture is used and what activities will occur. Exceeding the maximum capacity of a facility is prohibited by law. It is the responsibility of the organization to take appropriate measures to ensure room capacities are not exceeded. Wristbands can be provided to monitor attendance at events (see the “Wristband” section of this Guidebook for more information). If numbers exceed the room’s
capacity, Police at MIT and, if CAC is managing your event, the CAC reserve the right to restrict access to the event or to close down the event.

**Fog/Smoke Machines** Smoke machines, dry ice, or other devices that limit visibility are not permitted at campus events, including theatrical events. More information on this topic can be found at [http://ehs.mit.edu/site/content/fog-smoke-machines](http://ehs.mit.edu/site/content/fog-smoke-machines). The use of pyrotechnics is prohibited at all times on the MIT campus.

**Decorations and Sets** Whenever decorations are used at events, the materials used must be flame-retardant and cannot obscure exit signs or exit doors. Contact CAC or the appropriate scheduling office before purchasing any items which will be used for decorating a room. The use of paints should also be approved by a CAC or the appropriate scheduling office. Spray paints are of particular concern due to ventilation requirements. Due to special safety and fire code requirements, set designs for all theatrical events must be reviewed and approved prior to construction. For other safety concerns see [http://ehs.mit.edu/site/content/decorating-holidays-and-special-events](http://ehs.mit.edu/site/content/decorating-holidays-and-special-events).

**Lighting at Events** Rooms must have adequate lighting for the safety of the participants. Appropriate lighting levels for parties and dances are controlled by the CAC Manager or building manager and/or Police at MIT officers at the event. Lighting equipment used at events must also be approved by CAC or appropriate scheduling office. Specifications for lighting should be given to CAC or appropriate scheduling office well in advance of the event. If strobes or lasers are used, signs must be posted.

**Candles and Open Flames** In general, the use of candles as decoration or for lighting is prohibited by the Mass Fire Prevention regulations. Candles are only allowed during religious ceremonies in designated areas such as the marble altar in the chapel. Any use of candles or open flames requires approval by the EHS Coordinator or the MIT EHS Office, and may require a Fire Fighter Detail paid for by the event planner.

If you want to pursue the use of candles in approved areas, contact the EHS Office or your EHS Coordinator with your proposed safety precautions such as the use of flame-retardant materials near/under the candles, not leaving lit candles unattended, and putting matches and burnt candles in water before disposal.

**Propane** The use of propane at approved events as a heating fuel for grills is allowed outside of buildings. The event will need to make sure that the space holder and EHS Office is informed, a proper safety plan has been setup, and if cooking is not occurring in an official barbecue area, a MIT Barbecue Permit needs to be completed. The use of propane requires the hiring of licensed plumber to leak test the set up. [http://ehs.mit.edu/site/content/barbecue-safety-guidelines](http://ehs.mit.edu/site/content/barbecue-safety-guidelines)

**Fire Fighter Detail at an Event** Please contact the EHS Office or your EHS Coordinator if you want to pursue an event plan that may require a Fire Fighter Detail. The Safety Program will work with you before contacting the Fire Dept with the details of the safety plan for your event. The event planner will be responsible for scheduling and paying for the Fire Fighter Detail.

**Electrical Cords** Use of extension cords can be problematic and should be reviewed and approved by the CAC Manager or appropriate individual prior to their use. For safety concerns see [http://ehs.mit.edu/site/content/electrical-extension-and-power-cords](http://ehs.mit.edu/site/content/electrical-extension-and-power-cords).

**Locations That Are Off Limits** The use of exit stairways, elevators, roofs of buildings, MIT art & sculptures, and the MIT Chapel (W15) is PROHIBITED. Alternative locations for proposed "roof projects" include the top level of a parking garage, the Stata roof gardens, and event space on Baker House.
### How to use this chart
The number of courses you take a semester is up to you; the average is four. Set courses are given at left. List additional courses in relevant category at right. Calculate total units in the labeled column.

<table>
<thead>
<tr>
<th>Term</th>
<th>Set course(s)</th>
<th>Set course units</th>
<th>ACT Subjects</th>
<th>Electives</th>
<th>Art History course</th>
<th>Other courses</th>
<th>Units</th>
<th>Units recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>ACT Studio</td>
<td>12</td>
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<td>Preparation for ACT Thesis</td>
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<td>ACT Studio</td>
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<td>Term 4</td>
<td>ACT Studio</td>
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<td>Thesis Tutorial</td>
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At least 4 required  At least 3 required  At least 1 required

Subjects which cannot be used for degree credit
- Undergraduate courses
- English proficiency requirement courses
- Courses graded pass/fail or taken as a listener

Unit total of 156 required  
H-level units total of 111 required
Preparing for your Thesis

Start looking for a thesis supervisor and readers early; this may even help you develop your topic.

• Familiarize yourself with active work of ACT tenured faculty—a place to start is http://act.mit.edu/people/faculty/
• Investigate researchers around MIT—two places to start: http://architecture.mit.edu/program/research, media.mit.edu/research/groups-projects
  • If you are not sure which departments would be the best fit, see this list: web.mit.edu/education
  • Have a backup plan; your first choice supervisor or readers may not be available

Thesis supervisor
  • Must be a tenured or tenure track ACT faculty member
    Azra Akšamija, Renée Green, or Gediminas Urbonas
  • You can only have one

Readers
  • Tenured or non-tenured
  • You should have two
  • At least one should be a faculty member at MIT

Once you have confirmed your topic, you may wish to schedule a meeting with Patsy Baudoin, ACT’s library liaison, in order to discuss research resources which may be particularly useful.

A checklist of the library specifications for your thesis is available on the ACT website.

Graduation requirements

• Your thesis committee form is due at the end of the fall semester before you graduate.
• Thesis titles must be submitted by the deadline, or the Registrar’s Office will charge you $85.
• You need to apply for your degree by the designated day (see the MIT academic calendar) at the beginning of February the spring semester you will graduate, or the Registrar’s Office will charge you $50.
• You must have paid all fees owed to the bursar’s office to graduate.
• Your cap and gown must be ordered from the COOP by the designated April deadline.
SMACT Program Curriculum Overview

MIT program in art, culture and technology
School of Architecture + Planning

General requirements

- Two academic years of residency (four terms)
- 156 units of coursework, not including thesis, 111 of which must be H-level (more challenging than the standard G-level)
- Written thesis

Coursework

- 4.390 ACT Studio – each semester
- 4.388 SMACT Thesis Preparation – second term, final project thesis proposal
- 4.389 SMACT Thesis Tutorial – fourth term, meets with 4.388, taught by tenured ACT faculty member
- 4.THG Thesis – fourth term, meetings with thesis advisor and committee
- Four ACT graduate subjects, of which three must be H-Level, and one may be G-Level.
  (An H-level subject is a higher-level graduate subject)
- Four electives
  - Art or architecture history class
  - Three advanced courses that support the student’s research.
  (This requirement is often fulfilled with subjects from the Science, Technology, and Society, Media Arts and Sciences, and Comparative Media Studies areas)

Administrative requirements

- Submit thesis committee form by deadline
- Submit thesis title with form (Registrar $85 late fee)
- Submit degree application by February deadline (Registrar $50 late fee)
- A list of MIT graduation requirements and deadlines is available at: http://web.mit.edu/registrar/graduation/checklist.html

Restrictions

- Only one independent study is permitted
- Subjects which cannot be used for degree credit:
  - Undergraduate courses
  - English proficiency requirement courses
  - Courses graded pass/fail or taken as a listener

Useful things to know

- Most ACT graduate courses are 3-3-6 (12 units), and H-level
- Cross-registering for some Harvard and Wellesley courses is possible
Preparing for your Thesis

Start looking for a thesis supervisor and readers early; this may even help you develop your topic.
- Familiarize yourself with active work of ACT tenured faculty—a place to start is [http://act.mit.edu/people/faculty/](http://act.mit.edu/people/faculty/)
- Investigate researchers around MIT—two places to start: [http://architecture.mit.edu/program/research](http://architecture.mit.edu/program/research), [media.mit.edu/research/groups-projects](http://media.mit.edu/research/groups-projects)
- If you are not sure which departments would be the best fit, see this list: [web.mit.edu/education](http://web.mit.edu/education)
- Have a backup plan; your first choice supervisor or readers may not be available

Thesis supervisor
- Must be a tenured or tenure track ACT faculty member
  - Azra Akšamija, Renée Green, or Gediminas Urbonas
- You can only have one

Readers
- Tenured or non-tenured
- You should have two
  - At least one should be a faculty member at MIT

Once you have confirmed your topic, you may wish to schedule a meeting with Patsy Baudoin, ACT’s library liaison, in order to discuss research resources which may be particularly useful.

A checklist of the library specifications for your thesis is available on the ACT website.
Before you start

• In your third semester, you must submit your thesis committee form with your thesis title.
• For your fourth semester you must register for thesis.
• It is important to keep in mind that your thesis will be a public document, available in the MIT Libraries and on DSpace, an online repository of MIT research.

Sources
• http://libguides.mit.edu/mit-thesis-faq
• http://libraries.mit.edu/archives/thesis-specs
• http://architecture.mit.edu/handbook/graduate-students

Thesis Preparation Requirements

When you submit your thesis committee form, a TITLE MUST BE INCLUDED. You will be charged $85 by the Registrar if you do not do so.
You can change the title later if necessary.

Document Formatting

For an example see other side of this flyer

The title page should include:
• [Thesis title as submitted to registrar] / by [author’s full name as submitted to registrar] / [previous degree of author]
• Submitted to the Department of Architecture in partial fulfillment of the requirements for the degree of Master of Science in Art, Culture and Technology
• June [year] / © [your name]. All rights reserved. / The author hereby grants MIT permission to reproduce and distribute publicly paper and electronic copies of this thesis document in whole or in part in any medium now known or hereafter created. [see guidelines page for copyright details http://libraries.mit.edu/archives/thesis-specs/#copyright]
• [Your signature] / Signature of Author / Department of Architecture / May [day], [year]
• Accepted by [name] / [title] / Chair of the Committee on Graduate Students

Abstract

For an example see other side of this flyer

• [Thesis title as submitted to registrar] / by / [Author’s full name as submitted to registrar]
• Submitted to department of Architecture on May [day], [year] in partial fulfillment of the requirements for the degree of Master of Science in Art, Culture and Technology
• ABSTRACT
• [abstract text, no more than 350 words]
• [thesis supervisor name]
• [thesis supervisor title]

Questions? Academic Assistant E15-213 4-6289

When you submit your thesis committee form, a TITLE MUST BE INCLUDED. You will be charged $85 by the Registrar if you do not do so.
You can change the title later if necessary.

Printed and preparation

• All pages must either be uniform in dimensions or fold neatly to fit within the same dimensions
• All paper must be (a) acid-neutral or acid-free, (b) watermarked, (c) at least 20-lb. weight, and (d) contain at least 25% cotton
• Thesis must be submitted unbound between cardboard covers held together with a rubber band or binder clip (no stapling or punching), with a label attached to the front cover with masking tape
• Covers are available outside the Map Room in the Hayden Library basement

Administrative requirements

• 2 copies must be submitted
• An extra loose copy of the abstract must be submitted
• The signature of the student and Thesis Committee Supervisor must already be affixed
• The thesis must be turned in to Cynthia Stewart (7-337G) by the student who wrote it
• A complete list of the student’s thesis committee members must be included on a page between the abstract and title pages

Sources
• http://libguides.mit.edu/mit-thesis-faq
• http://libraries.mit.edu/archives/thesis-specs
• http://architecture.mit.edu/handbook/graduate-students

When you submit your thesis committee form, a TITLE MUST BE INCLUDED. You will be charged $85 by the Registrar if you do not do so.
You can change the title later if necessary.
Thesis Preparation Templates

A graduate graduation requirement checklist is available at: http://web.mit.edu/registrar/graduation/checklist.html

Submission

- BEFORE you print up your thesis on the good archival paper and have your advisor sign the document, please see Tonya Miller or Cynthia Stewart in Architecture HQ for a thesis formatting pre-check.

- It is preferable that you submit your thesis in person to Cynthia or Tonya at HQ. If you are unable to do so, the person submitting on your behalf needs to have a digital copy of your thesis in case any corrections are needed.

Other important things to remember

- You need to apply for your degree by the designated day (see the MIT academic calendar) at the beginning of February the spring semester you will graduate, or the Registrar’s Office will charge you $50.

- You must have paid all fees owed to the bursar’s office to graduate.

- Your cap and gown must be ordered from the COOP by the designated April deadline.