

Bachelor of Landscape Architecture

2024-2025 BLA Program Handbook



Image credit: Tatijana Vukovic, BLA

School of Environmental Design and Rural
Development (SEDRD)

Ontario Agricultural College

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1. SEDRD Director's Welcome

Congratulations on your acceptance to the Bachelor of Landscape Architecture program at the University of Guelph. The School of Environmental Design and Rural Development (SEDRD) brings together four major academic fields: Landscape Architecture, Rural Planning and Development, Capacity Development and Extension and Rural Studies, all of which are concerned with creating strong communities in Canada and around the world. The SEDRD faculty and staff urge you to take full advantage of the many opportunities available to you and hope you will become an active part of our academic community. As a new member of the SEDRD family, please take a few minutes to acquaint yourself with the contents of this handbook, and we look forward to welcoming you to our School.

Sean D. Kelly, OALA, CSLA, ASLA

Director, School of Environmental Design and Rural Development

2. BLA Program Coordinator | Faculty Advisor Message

The Bachelor of Landscape Architecture (BLA) honours degree is truly a unique program; it is the only accredited undergraduate landscape architecture program throughout the country and is currently one of the largest academic programs teaching undergraduates landscape architecture worldwide. We have produced *thousands* of graduates over the decades who, in turn, practice landscape architecture around the globe. However, it is not the program's size or the global reach that makes the BLA such a special and unique program. Rather, the spirit of community and a sense of shared investment in our collective futures defines the BLA. Simply stated, everyone within the LA building, be they faculty, staff, or students, support each other to allow us to be the best version of ourselves. I hope that as you spend time within this program, you experience and contribute to this sense of community.

The information contained in this handbook is a starting location for the necessary and helpful information regarding the program, its people and some of the rules and regulations of the University. Please take a few minutes to review the contents, as some of your questions might be addressed here.

There are several other official publications published at the University of Guelph, and these other sources should be used in conjunction with this handbook – these include the [Undergraduate Calendar](#) and the [University's Statement of Students' Academic Responsibilities](#); and other such documents produced by the [Office of Registrarial Services](#). You should also acquaint yourself with the ["Current Students" webpage](#); this is where you will find many, many resources addressing academics, health & well-being, student involvement, student services and technical services.

I hope this handbook provides you with useful information and a glimpse into Landscape Architecture at the University of Guelph. Please refer to it often but keep your eyes open for other updates regarding university policies and programs – on the University website. Please let me know if you have any questions not covered within the following pages.

Afshin Ashari, BCS, MLA, Assistant Professor. BLA Program Coordinator | Faculty Advisor.

Email: blapc@uoguelph.ca

3. BLA Program Counsellor Message

Welcome to the Bachelor of Landscape Architecture Program! My name is Melinda Vanryn. As the Program Counsellor for the BLA degree, I am one of the many resources you have access to on campus. My role is to help you with course schedules, degree requirements and interpreting university policies and procedures (just to name a few!). You are welcome to ask me any question you have; if it is not my area of expertise, I will point you in the right direction. Never hesitate to contact me if you are having academic difficulties; I am here to help! I encourage all of you to come and meet me when you get the opportunity. I make an effort to learn names and can only do that if you introduce yourself to us!

Please feel free to contact me if you have any questions. Our office hours and information on how to make an appointment are listed on the [OAC Program Counselling](#) website. I look forward to a great first semester.

Melinda Vanryn, BLA Program Counsellor. Email: mavanryn@uoguelph.ca

4. The Landscape Architecture Community

Landscape Architecture at Guelph is a unique and exciting community. It is a place where creative, concerned and involved students and faculty work, learn, and play together. Everyone brings a unique set of life skills, life experiences and points of view to Guelph's academic environment and to the landscape architecture profession's goal of improving the fit between humans and their physical environment. The landscape architecture environment provides the ingredients for lively debates, discussions, creative solutions, and lasting friendships. We encourage everyone to be a part of the community.

Design is central to everything we do in Landscape Architecture. It prepares us to deal with interactions between humans and their environment. The objectives of the BLA Program are:

- the professional and academic development of individual students,
- the generation of knowledge, and
- the continued development of the profession of landscape architecture so that it can remain relevant in our changing society.

We are committed to the highest levels of creativity, innovation, and rigour in support of these objectives and have developed seven (7) learning outcomes for our program (see heading 8). We encourage you to interact with people in other programs and other disciplines across campus. Although you will likely find you are busy with courses, we encourage you to get to know the faculty on an individual basis. Some faculty will have an open-door policy, while others post office hours. In either case, we encourage interaction and invite you to talk with us.

5. Brief History of Landscape Architecture at Guelph

Founded in 1965, the BLA and MLA programs at the University of Guelph were among the first professional programs of landscape architecture instruction at a Canadian university. Professor Victor Chanasyk was the program's first Director. In 2001, the School of Landscape Architecture amalgamated with Rural Planning and Development (RPD) and Capacity Development and Extension (CDE) to form the School of Environmental Design and Rural Development (SEDRD). There are five (5) programs within SEDRD including the BLA, MLA,

MSc, MPlan and PhD degrees – the BLA is the only undergraduate program in the building. Because much (not all) of SEDRD is in the landscape architecture building, it is a diverse group of people. It is likely that every day in the building, you will walk by planners, geographers, engineers, environmental scientists, community development professionals and so on.

6. BLA Program Coordination

BLA Program Coordinator / Faculty Advisor

The BLA Coordinator (Faculty Advisor) is a faculty member who also undertakes the duty of coordination and, with support from the LA Programs Assistant is responsible for the coordination of all aspects of undergraduate studies within the program. This includes program promotion, student inquiries, admissions, orientation, awards and scholarships, coordination of program curriculum, etc.

Afshin Ashari, BLA Coordinator | Faculty Advisor for 2024/2025.

Landscape Architecture, Room 115. Email: blapc@uoguelph.ca

MLA and BLA Program Assistant

The MLA and BLA Program Assistant takes care of the day-to-day administration of the undergraduate and graduate programs in landscape architecture – and likely is one of the best people to know in the building. Please see Diana if you need forms or advice about general administrative issues.

Diana Foolen, MLA and BLA Program Assistant.

Landscape Architecture, Room 102B. Email: dfoolen@uoguelph.ca

BLA Program Counsellor

Arguably the most important person to you will be the Program Counsellor. They have expertise in the degree program requirements and regulations, as well as the various specializations and their fit within the degree program – this person helps you understand your academic path, the credit counts, which courses to take, etc. The Program Counsellor is also familiar with the policies and procedures that govern university practice. The role of a program counsellor is to:

- Provides information about academic requirements of the BLA degree program, including Admission, Schedule of Studies, Continuation of Study, and Graduation requirements.
- Refer to other campus services, as necessary.
- Communicate information about the degree program to the dean, chairs and directors, faculty advisors, curriculum committees, and program committees; and bring forward any concerns or issues as students' progress through the Schedule of Studies for the degree program.
- Liaise with the faculty advisor for the specialization in order to provide information about the degree program and the fit of the specialization within the degree program.
- Please make an appointment via oac.pco@uoguelph.ca or drop by the OAC Counselling office located in Johnston Hall.

Melinda Vanryn, BLA Program Counsellor. Johnston Hall, Room 133A. Email: mavanryn@uoguelph.ca

Please visit the [BLA Program Counselling website](#) for detailed information.

The following are some examples of situations where you would consult with your Program Counsellor. Please note: This is not a complete list of reasons why you may seek their assistance. If for any reason you feel that you cannot talk to your Program Counsellor, you should contact OAC's Associate Dean – Academic, Prof. Jon Warland, at 519-824-4120 ext. 56374 or jwarland@uoguelph.ca.

- You require academic consideration due to medical, psychological, or compassionate grounds.
- You have questions about your academic standing (eligible to continue, probation, required to withdraw).
- You have any questions about courses you should or would like to take.
- You are considering changing degree programs.
- The Add Period has ended, and you wish to change one of your courses.
- You missed the drop deadline (last day of the add period in the second semester for two-semester courses), and you wish to drop a course.
- You want to take a course at another University for credit towards your University of Guelph degree.
- You have questions about what courses you are required to take to satisfy the requirements for your degree program.

7. Landscape Architecture Faculty and Staff

Landscape Architecture faculty have been recognized within the University of Guelph as well as nationally and internationally for their expertise and strengths in teaching, practice, outreach, research, and service. They bring a variety of educational backgrounds and interests that span broad areas of the profession, adding significantly to the richness of the student learning experience at Guelph. There is no better way to realize the range of experience than to talk with faculty. Faculty profiles are available on the [SEDRD website](#).

We routinely engage with many associated professionals and faculty from other university programs who also contribute to the education of students in the Landscape Architecture programs.

[Afshin Ashari](#), Assistant Professor and BLA Coordinator. BCS (Islamic Azad University-IAUCTB); MLA (Toronto). Room: LA 115, Ext. 52406, Email: aashari@uoguelph.ca

Areas of interest: Computational Design (generative algorithms, machine learning and artificial intelligence, optimization, and environmental analysis), 3D printing and digital fabrication, and visual communication.

[Nadia Amoroso](#), Associate Professor and MLA Coordinator. BLA, MUD (Toronto), PhD (The Bartlett-UCL, UK). Room: LA 144, Ext. 53192, Email: nadia.amoroso@uoguelph.ca

Areas of interest: Visual communication in landscape architecture (traditional, digital and hybrid), data visualization, creative cartography, geo design, parametric design, urban design, contemporary design, digital design, 3D printing and fabrication.

[Steven Clarke](#), Associate Professor. BED, MLA (Manitoba)

Room: LA 120, Ext. 52575, Email: steven.clarke@uoguelph.ca

Areas of Interest: Landscape architecture, storytelling & narrative, community engagement, neighbourhood planning & urban design, agricultural urbanism, and design & construction.

[Robert Corry](#), Professor. BLA (Guelph), MLA (Minnesota), PhD (Michigan).

Room: LA113, Ext. 58034, Email: rcorry@uoguelph.ca

Areas of interest: Landscape ecology, landscape pattern indices, design scenarios, habitat quality, spatial analysis, rural landscapes, and GIS.

[Sean Kelly](#), Associate Professor and Director of SEDRD. BLA (Guelph), MSc (Guelph).

Room: LA 101, Ext. 56870, Email: sean.kelly@uoguelph.ca

Areas of interest: destination and amenity environments, design implementation and landscape construction, community design planning, programming, active design, and wayfinding.

[Brendan Stewart](#), Associate Professor. BLA (Guelph), MLA (California-Berkeley).

Room LA 117, Ext. 53483, Email: brendan.stewart@uoguelph.ca

Areas of interest: Heritage conservation planning and design, cultural landscape theory, design history and service learning and participatory design.

[Diana Foolen](#), Graduate and Undergraduate Programs Assistant for MLA, BLA and EDRD.

Room LA 102B, Ext. 56576, Email: dfoolen@uoguelph.ca

Staff: Provides administrative academic support and program coordination to the BLA and MLA programs and EDRD courses. She is also the school's social media and website manager and editor.

[Cate Mennega](#), SEDRD Administrative Officer

Room LA 102A, Ext. 53353, Email: sedradmin@uoguelph.ca

Staff: Oversees SEDRD administration and financial management related to budget, personnel, and payroll.

[Minerva Cancilla-Styles](#), CBM Academic Coordinator for SEDRD's course-based master's programs.

Room LA 103A, Ext. 58901, Email: mcancill@uoguelph.ca

Staff: Also responsible for Internship course, SEDRD equipment, key access and organization of field trips etc.

8. The Bachelor of Landscape Architecture Degree

University of Guelph - Landscape Architecture Mission Statement

The landscape architecture mission statement is to excel at comprehensive and evidence-based education, innovation and scholarship in the art and science of landscape architecture and to prepare graduates to lead professional practice into the future.

BLA Learning Outcomes

Considering knowledge and application, professional development, local and global awareness, and personal development, the graduates of the BLA Program will have acquired and demonstrated the following seven (7) competencies (learning outcomes) through their degree:

1. The ability to undertake challenging design problems, develop and implement an effective design process method and perform appropriate analyses and syntheses. Demonstrated through successfully completing individual and group projects and assignments incorporating the collection, analysis, synthesis, and appropriate presentation of relevant information for design, design implementation and management at all landscape scales.

2. The ability to accurately and effectively communicate analyses, arguments and ideas related to landscape (design and management) to diverse stakeholders in visual, written, and oral forms. Demonstrated through graphic and/or technical drawings, written assignments, and oral presentations, including the appropriate and correct use of media, convention, literature, and citation.
3. The ability to apply relevant and appropriate professional and technical skills (including project planning, landscape analyses, landscape architectural design, landscape construction document preparation, and project management). Demonstrated through the timely and effective completion of assignments based on realistic projects, research, and design scenarios.
4. The ability to engage fully and respectfully as a leader and/or team member to undertake relevant challenges of the profession is demonstrated through the successful completion of group projects.
5. The ability to critically reflect on their personal, academic, and professional goals (values) to promote ongoing positive and innovative change within themselves as well as local and global communities. Demonstrated through visual, written, and oral assignments requiring self-reflection, critical thinking, and articulation of personal opinions.
6. The ability to employ connections among environmental, social, cultural, technological, and professional systems and practices to gain new insights, identify and characterize problems and propose and critically evaluate potential solutions based on the integration of evidence -- knowledge (theory) and practice across disciplinary boundaries. Demonstrated by successfully completing a multifaceted capstone project based on real-world issues and challenges relevant to their area of interest and reflecting on the scope and depth of their undergraduate experience.
7. The ability to present themselves as credible candidates for career opportunities by demonstrating an understanding of workplace and professional expectations and successfully completing tasks requiring effective organization, time management and knowledge of the profession's standards and potential.

9. BLA Schedule of Studies

The following is the required list of courses and sequencing for the BLA program. This information should be sought as an "official publication" and published on the Undergraduate Calendar under the [BLA Schedule of Studies](#). Twenty (20.0) credits are the minimum number of credits required to graduate. All landscape architecture (LARC) courses are required as well as the specified required electives (e.g., PHIL*2070). Electives are courses you are free to take that are of interest to you. They can be from any year level and any subject area. Some courses may have restrictions or prerequisites that you need to satisfy before you can register for the course. It is often advantageous to 'link' elective courses together to acquire a minor. Departments offering the degree major are responsible for degree minors.

Semester 1 - FALL

BIOL*1500 Humans in the Natural World (0.50)

LARC*1100 Introduction to Design and Communication Studio (0.75)

LARC*1950 History of Cultural Form (0.50)

0.50 Electives (0.50)

Select 0.50 credits from the following:

ANTH*1150 Introduction to Anthropology (0.50)

PHIL*1010 Introductory Philosophy: Social and Political Issues (0.50)

PSYC*1000 Introduction to Psychology (0.50)

SOC*1100 Sociology (0.50)

TOTAL (2.75)

Semester 2 - WINTER

LARC*2020 Foundational Design Studio (0.75)

LARC*2230 Planting Design (0.50)

LARC*2420 Materials and Techniques (0.50)

PHIL*2070 Philosophy of the Environment (0.50)

0.50 Electives (0.50)

TOTAL (2.75)

Semester 3 - FALL

LARC*2100 Landscape and Site Analysis (0.50)

LARC*2240 Plants in the Landscape (0.50)

LARC*2410 Site Engineering (0.50)

LARC*3040 Site Design Studio (0.75)

0.50 Electives (0.50)

TOTAL (2.75)

Semester 4 - WINTER

LARC*2820 Urban and Regional Planning (0.50)

LARC*3050 Urban Design Studio (0.75)

LARC*3430 Introduction to Landscape Construction I (0.50)

0.50 Social Science Elective* (0.50)

TOTAL (2.25)

** Note: A "Social Science" elective can be any course in the following areas: Anthropology, Economics, Geography, Women's Studies, International Development, Political Science, Psychology or Sociology.*

Semester 5 - FALL

LARC*3060 Landscape Rehabilitation Design Studio (0.75)

LARC*3440 Landscape Construction and Documentation (0.75)

LARC*4610 Professional Practice (0.50)

0.50 Electives (0.50)

TOTAL (2.50)

Semester 6 - WINTER

Choose one of the following three options:

Option 1:

2.00 Electives (2.00)

Option 2:

LARC*4620 Landscape Architecture Internship (1.00)

1.00 Electives (1.00)

Option 3:

Exchange Program (2.00 credits)

TOTAL (2.00)

Semester 7 - FALL

LARC*3070 Urban and Community Design (1.00)

LARC*3320 Principles of Landscape Ecology (0.50)

LARC*4510 Honours Thesis (0.50)

0.50 Electives (0.50)

TOTAL (2.50)

Semester 8 - WINTER

LARC*4090 Seminar (0.50)

LARC*4710 Capstone Design Studio (1.00)

1.0 Electives (1.00)

TOTAL (2.50)

Important BLA Degree Notes:

Your BLA Program Counsellor can offer a listing of “favourite” electives upon request.

Due to the nature of our professional degree, course sequencing, high demand for the degree and space limitations; the BLA program is NOT structured for part-time studies, entry or re-entry in the Winter semester or altering the BLA program of study. **Students are strongly advised to adhere to the BLA Schedule of Studies, with particular importance in registering for the LARC design courses when normally offered.** If your program of study becomes out of sequence, regardless of the cause, we cannot guarantee your completion of your degree in a timely manner. You may have to wait as long as an entire calendar year before a particular course is re-offered.

Each course at the UofG lists the required lecture and/or lab components. **The lab portion in our LARC design courses is also known as “studio” and is a required/mandatory part of the course. You are expected to attend/participate in both lecture and studio/lab LARC components, as noted in your course outline.**

Students should always examine their course schedule to ensure that your courses have been added and to confirm that there are no conflicts (this includes conflicts in the exam schedule once it is published).

10. Course Descriptions and Course Outlines

The descriptions for the BLA program courses and electives and for all other courses at the University of Guelph can be found in the Undergraduate Calendar under [Course Descriptions](#).

Please keep a digital or hard copy of all your course outlines from the courses you complete. You may need them for various reasons, such as applying for professional membership, or they may be used for verification/waiving of courses you may take in future studies. Professors are under no obligation to share their past course outlines with former students. In turn, you should ensure that you save a copy of any official course documents to your computer or online storage location.

11. Articulation Students

Articulation students are students with a diploma from either Fanshawe College or the Northern Alberta Institute of Technology (NAIT) admitted into the third year of the BLA program. The University of Guelph has legal agreements with Fanshawe and NAIT that allow a revised schedule of studies that leads to the BLA degree. Because of the special nature of articulation, students follow a slightly different degree path. The University requires all graduates to receive at least 20.00 credits to complete their degree. Students are required to meet the Academic Residence Requirements to be eligible to graduate.

Academic Residence Requirements for Articulation Students:

- i. At least 5.00 of the credits required for graduation by the student's program must be taken at the UofG.
- ii. At least 60% of the 3000 and 4000 level courses required for graduation must be taken at the UofG.

UofG courses include courses taken on exchange and on study abroad programs, and Open Learning (DE) courses (degree credit weight). Letter of permission courses are not included. Please see the articulation schedule below for a general guide to required courses and elective course opportunities. Note that at least one elective must be a social science elective.

Articulation Students (Fanshawe /NAIT) - Schedule of Studies for BLA:

Semester 1 - FALL

BIOL*1500 Humans in the Natural World (0.50)

LARC*3060 Landscape Rehabilitation Studio (0.75)

One of:

ANTH*1150 Introduction to Anthropology (0.50)

PHIL*1010 Introductory Philosophy: Social and Political Issues (0.50)

PSYC*1000 Introduction to Psychology (0.50)

SOC*1100 Sociology (0.50)

1.00 Electives (1.00)

Semester 2 - WINTER

PHIL*2070 Philosophy of the Environment (0.50)

LARC*2820 Urban and Regional Planning (0.50)

0.50 Electives (0.50)

0.50 Electives (0.50)

0.50 Electives (0.50)

Semester 3 - FALL

LARC*3070 Urban and Community Design Studio (1.00)

LARC*4510 Honours Thesis (0.50)

LARC*3320 Principles of Landscape Ecology (0.50)

0.50 Electives (0.50)

Semester 4 - WINTER

LARC*4710 Capstone Design Studio (1.00)

LARC*4090 Seminar (0.50)

1.00 Electives (1.00)

12. Internship and Exchange

Internship in Landscape Architecture

The goal of an internship is to provide an “office” learning opportunity for academic credit under professional supervision (CSLA member or equivalent) and University of Guelph guidance and criteria.

All students electing to undertake the Internship Semester (LARC*4620) for credit shall have satisfactorily completed all courses to the end of semester five of the BLA program, as outlined in the Schedule of Studies in the University of Guelph Calendar for your entering year, with a minimum cumulative average of 75% is required. There are no exceptions to this minimum average as a qualification for internship.

A listing of professional offices seeking interns or offices that have hired interns in the past is available from the BLA Program Assistant or Internship Advisor. These listings are not inclusive, so it is possible to find internships through personal contacts or professional organizations. You are responsible for finding your internship placement. Please contact the Internship Advisor or the BLA Program Coordinator for more information.

LARC*4620 Advisor: Minerva Cancilla-Styles, Room LA103A, Ext. 58901, Email: mcancell@uoguelph.ca

Exchange | Study Abroad

The goal of the exchange semester is to give you an opportunity to study in a different educational environment. The exchange semester is handled through the **Centre for International Programs (CIP)**. **Students need to apply to go on exchange a year in advance of the proposed study term.** If you are interested in going on an exchange, your first step is to go to the [CIP website](#) and sign up for a Study Abroad Information Session before the application deadline – note that a minimum cumulative average of 70% is required to be an exchange student. The Landscape Architecture program usually holds its own information session for landscape architecture students in the Fall semester.

13. School Administration and Services

Access to Landscape Architecture Building and Common Space

Access to the Landscape Architecture building is available to registered BLA students. Once you are registered,

and your ID card is issued to you, SEDRD will automatically activate your card in mid-September for access to the landscape architecture building. Please contact the LA Program Assistant if you have questions.

The LA lobby area is known as “The Pit” is open to all SEDRD students and is a shared work and leisure environment. Please make an effort to keep spaces neat and clean and return tables and chairs to their original spaces. On occasion, classes, presentations, or other activities will be held in the pit, and you might be asked to leave (or stay and participate). Booking or reserving the pit for sanctioned events can be done through the staff.

Workspace

Each student is provided with an appropriate workspace in the LA studios and will operate as a “hot seat” environment (no set assigned studio desk). Students are responsible for the security of their equipment, and there are lockers available. Offices and studios are treated like a professional work environment. **Please do not add or remove furniture, alter/write, or paint the walls or the furniture.** Studios are shared work environments, so please keep noise levels down and respect the space of your colleagues.

Studio Supplies

The BLA program does not require you to purchase a large amount of studio supplies; however, you will be required to bring your supplies to the studio. This will include typical items such as a set of pencils, drafting scales (metric, architectural, engineering), a T-square, set squares, a pigment liner set, Sharpie markers, large trace paper, a pencil sharpener, an eraser, whiteout, clear tape, masking tape, a ruler, and large and small circle templates. A useful but not necessary addition to your supplies would be art markers and a 100 ft/30 m surveyor’s tape measure. You do not need to possess all these items immediately; however, it gives you an idea of what will be needed throughout the year. Supplies will also be discussed during class and studio time.

Computing and Facilities

Expertise in many aspects of computer applications is a fundamental skill for the profession. **It is expected that BLA students will have their own personal computer.** The brand of computer and operating system is your choice. The make and model of your computer are less important than having sufficient RAM and storage. Computers ideally meet the following minimum requirements to handle 3D modelling, rendering, CAD, GIS, and the Adobe Suite. CPU: Intel i7 Dual-Core processor 2GHz or faster; RAM: 32GB or 64GB of RAM; Display: 1280x1020 (1920x1080 recommended); GPU: 2GB VRAM NVIDIA Quadro / AMD Radeon Pro or Intel UHD 630 (have a strong dedicated graphics card, discrete); Storage: 512GB SSD or higher.

Student software can be purchased with special student pricing for Microsoft and Adobe through the UofG [Computing and Communications Services](#) (CCS) software agreements.

For those of you contemplating a purchase, ask lots of questions of staff and other senior LA students and do look for educational discounts. Nearby Universities have flexible rules regarding sales to UofG students, and substantial savings can be realized with a bit of homework.

The usual question asked is Mac or PC? The school does not have a policy, and use seems evenly split between the two platforms. Costs, durability, and compatibility are important considerations. With Autodesk ‘porting’ AutoCad for Apple, there is no overriding reason to be concerned about a choice regarding the different operating systems. Although a few specialized 3D modelling programs are only available on the PC platform, these applications can also be run using software emulators such as ‘Parallels’ or ‘Bootcamp.’ Professional offices are varied as well in their preferred choice of operating systems.

Computers are available in the library; however, these are generally well used and waiting for an available machine is common. The LA program houses large format plotters, a table digitizer, laser printers and scanners. In the middle and towards the end of each semester, the use of the in-house facilities increases dramatically, and people work around the clock to meet deadlines. Expect this and adjust your timing and schedules.

Please do not leave classroom doors propped open. Get into the habit of closing and locking the doors behind you if you're the last person to leave the room. Computer files should be stored by saving data onto USB drives, cloud, or external hard drives to keep copies of data or files. You are responsible for backing up your files, and instructors are not under any obligation to waive deadlines because of 'lost' work.

As a student at the University of Guelph, you will receive a central login account that is listed on your class schedule. Your login and password allow you to access Guelph's extensive electronic services. If you are having connection difficulties, contact the [CCS Help Services](#) at IThelp@uoguelph.ca, call at 519-824-4120 x58888 OR go to the *live chat* for assistance. NEVER share your password with anyone! The University will NOT ask you for your password, ever. Your password protects against unauthorized use and access to your accounts and should be as zealously guarded as your bank PIN.

Equipment, Audio-Visual and Room Bookings

Landscape Architecture classrooms and studios are equipped with ceiling-mounted computer projectors or TV monitors. For all other internal audio-visual equipment requests, please make bookings in advance. Any other equipment booked through Teaching Support Services will need to be approved by the Course Instructor.

All School survey and other equipment should be signed out. Please ensure borrowed items are brought back in a timely fashion as many individuals will likely be using this same equipment at the same time. Please contact Minerva Cancilla-Styles in Room 103A (mcancill@uoguelph.ca) for help in sourcing and booking all departmental equipment.

Plotters / Printers / Photocopier / Mail

The student output equipment is operated by the Landscape Architecture Student Society (LASS) known as "Rick and Willies," located in Room LA206. **Please see LASS members or Minerva Cancilla-Styles, LA103 if a machine needs ink, service, or paper.** The department's photocopier is only available to faculty, staff, and graduate student teaching assistants for copying work related to GTA assignments. Personal mail should be addressed to your home or local address.

BLA Student Email ListServ

All correspondence via email will be addressed to your UofG email account. The BLA student listservs are maintained and serve as a network for students to stay current on the happenings in LA when in Guelph and abroad. Information such as registration, awards, job postings, conferences, guest lectures and other information of interest will be sent from the bla-l@listserv.uoguelph.ca and/or to your individual cohort listserv. Students are reminded to use appropriate 'netiquette' when using the listserv and to check your account regularly. **Please do not "reply" to messages from the listserv, as everyone else on the list will be receiving your message!**

Protect Your Valuables

Please protect your valuables and do not leave valuables unattended in the studio. There have been some thefts in the past (thankfully rare), but they do happen. Please use the lockers available near your studio. The department is not responsible for lost or stolen items.

14. Landscape Architecture Studio Life

Landscape architecture at Guelph is a small community with small community blessings and occasional frustrations. Most of the time, we all get along very well because of shared interests, courtesy, and thoughtfulness towards others (manners, in other words). Please make every effort to live by the following mixture of university rules, LA policy, and general manners.

- Studios spaces will be organized in areas by cohort year and will be available as a “hot seat” environment (as lectures are). No studio desks will be assigned to students (first come, first placement). Lockers will be provided to store daily personal items.
- Activities that damage or mar the floors, such as rollerblading, floor hockey etc., should be practiced elsewhere. The University housekeeping staff are responsible for routine cleaning, not floor refinishing.
- Personal items such as couches, storage cabinets, hockey equipment etc., are not to be brought into the building. The UofG has strict fire code regulations, and the studios are not spacious enough, nor are they the proper places for the assortment of eclectic stuff accumulating each year.
- Work and personal items should not be left behind. Please put unwanted items in the garbage cans. Housekeeping cannot be held responsible for failure to discriminate between your debris and your design.
- There should be no alcohol in the building except at sanctioned “licensed” events and with proper approvals granted. The responsibility we have, and the liability we all face, are serious. If you drink, go elsewhere, and leave behind a designated designer.
- Leaving doors unlocked and/or propping open doors is not acceptable, particularly the outside doors and technology rooms. Insurance does NOT cover losses, and, more importantly, propping open exterior doors compromises the safety of people in the building.
- Lights and equipment should be turned off when leaving. Given the widespread use of the word ‘sustainable’ in the building, it is surprising how many lights are left on each night.
- If you wish to listen to music, please use headphones. Your music may be someone else’s irritating noise.
- Bicycles or electric scooters etc., are not permitted in the building (UofG Fire code). Although some are as expensive as cars, cars are not allowed in the building either. We have a covered bike kiosk at the southwest exterior corner and under the overhang in the courtyard of the LA building.
- There is enough floor space in most studios, but please avoid unreasonably expanding your territory. Someone’s gain is invariably someone else’s loss.

- Please do NOT use aerosol solvents such as spray fix, paint, etc. in the building. Some of these products are carcinogenic and we do not have proper air handling to use them safely. Be creative and look for safe and inexpensive alternatives.

The two key points for getting the most out of your professional education are simple to remember:

First, the more you interact personally and professionally with others, the more you learn. Be active and be involved. Do not wait to be invited; instead, join and consider contributing to LASS, UofG organizations and professional groups.

Second, your education is your job; treat it as such. Develop discipline early on in coming to every class, do more than is expected, work in the building around others, don't gripe about what you are told to do, instead make each project, or exercise your own, and lastly, remember it is your job to educate yourself, not expect others to educate you. Be happy and share your joy with others!

15. Landscape Architecture and Other Organizations

Landscape Architecture Student Society

Undergraduate and graduate students in landscape architecture from the Landscape Architecture Student Society (LASS). Elected representatives from each cohort form the governing council of this organization. LASS is important in delivering services to students and coordinating programs and events within the school. It also serves as a forum for contact between graduate and undergraduate students, the value of which goes well beyond your time in the program. All students are encouraged to participate actively in LASS and the programs and events it sponsors.

Community Outreach Centre

Through the [Landscape Architecture Community Outreach Centre](#), BLA and MLA students may get involved in providing design advisory services to community organizations and individuals. Outreach projects offer a great opportunity to expand the development of your knowledge and skills while giving service to others. **Contact the Outreach Faculty Coordinator, Professor [Steven Clarke](#), for information on projects.**

16. Additional Website Information

Additional information regarding Landscape Architecture at the University of Guelph can be obtained at the following websites:

- [School of Environmental Design and Rural Development](#)
- [SEDRD Twitter Feed](#)
- [University of Guelph - Landscape Architecture on Facebook](#)
- [University of Guelph Landscape Architecture - Instagram](#)
- [Ontario Agricultural College](#)

For information on the profession of Landscape Architecture, please visit these websites:

- [Ontario Association of Landscape Architects \(OALA\)](#)
- [Canadian Society of Landscape Architects \(CSLA\)](#)
- [Landscape Architecture Canada Foundation \(LACF\)](#)
- [American Society of Landscape Architects \(ASLA\)](#)
- [International Federation of Landscape Architects \(IFLA\)](#)
- [Landscape Architecture Foundation \(LAF\)](#)
- [Council of Educators in Landscape Architecture \(CELA\)](#) and [CELA Facebook](#)
- [Council of Landscape Architectural Registration Boards \(CLARB\)](#)
- [Landscape Architect Registration Exam \(LARE\)](#)
- [World Landscape Architecture \(WLA\)](#)
- [“Your Path to Landscape Architecture” \(ASLA\)](#)

17. Professional Organizations and Membership

Professional landscape architects have regular contact with students in the program as guest lecturers and design critics. There are opportunities for students to participate directly in the activities and governance of the [Ontario Association of Landscape Architects](#) (OALA) and the programs and activities of the [Canadian Society of Landscape Architects](#) (CSLA), the [American Society of Landscape Architects](#) (ASLA) and the [International Federation of Landscape Architects](#) (IFLA). Students in the School are also eligible for scholarships, awards and competitions sponsored by these and other related organizations, such as the [Landscape Architecture Canada Foundation](#). Please contact LA faculty members or the association to discuss how you can get involved. **Prof. Afshin Ashari is the University of Guelph’s Appointed Educator to the OALA. The school also has a UofG-appointed student representative on the OALA Governing Council.**

The **OALA Student Membership** is a free service offered by the OALA to students studying landscape architecture in Ontario. To register as a Student Member, please see the [OALA website](#). Students or alumni who register with CLARB to write the L.A.R.E. must be a member of the OALA or a component association.

Professional Awards for Students

Each year financial and recognition awards are awarded to students in the BLA & MLA programs. These also include external awards from Landscape Architecture Canada Foundation Awards, and the American Society of Landscape Architects Award of Honor & Merit etc. Nomination recipients are selected by the landscape architecture faculty awards committee based on criteria defined by the granting organization. For more information, contact the Landscape Architecture Programs Assistant or the BLA Coordinator. See Appendix A for a listing of internal and external award opportunities.

18. Student Finance

[Student Financial Services](#) provides you with the best financial service and counselling to support your educational goals. The services include tuition, fees, and payments; scholarships to reward academic achievement; bursaries for students with financial need; interest-free government OSAP loans and programs providing on-campus work opportunities.

Awards Information

Specific awards for which students in landscape architecture are eligible are outlined and searchable through the [Student Financial Services](#) website. The University-wide and Ontario Agricultural College (OAC) section lists the internal awards available to undergraduate students in the BLA program. **Students are strongly urged to apply for awards that you are eligible for.** See the Awards section for a listing of internal and external awards for landscape architecture.

Work Study

Faculty and SEDRD administrators occasionally hire students through Work Study arrangements. Faculty must identify the need for a Work Study student, and students must be deemed eligible by filling out an application through Student Financial Services. Students are selected based on the fit between the student's skills and knowledge and the work requirements.

Job Opportunities

Students are also encouraged to use summers to gain professional work experience within a landscape architecture firm, a government department, or a related field. Job postings, internship positions and student design competitions are forwarded to students via email for students to pursue.

19. University Writing Guidelines

Preparation of Papers

Each individual instructor will provide format requirements for the preparation of papers. Unless stated otherwise in course materials, papers submitted in the landscape architecture program should use formatting and reference styles consistent with scholarly papers. Styles commonly used in landscape architecture include the APA (American Psychological Association), MLA (Modern Language Application), and the Chicago Manual of Style. It is the author's responsibility to submit material prepared in accordance with the requested style. Refer to the UofG Library guide on [Citation & Bibliography Resources & Style Guides](#) for information.

Plagiarism and Academic Integrity

There have thankfully been few cases of plagiarism in the program, but they do occur. Plagiarism is a very serious infraction at the University and, even when inadvertent, can result in some severe academic penalties. This is critical for you to understand. Please visit the UofG's [Plagiarism and Academic Integrity](#) information.

All work submitted shall be the work of the student. When in doubt about how to source information or what constitutes individual work, ask questions of instructors. There is simply no local maneuvering room for issues of suspected plagiarism, and all cases go to the Director and Dean's office.

Please review the Ten Golden Rules of Academic Integrity and Penalties for [Academic Misconduct](#). The OAC Dean's Office notes the following five information points:

- Quotation Marks - plagiarism has occurred if the author does not place quotation marks around word-for-word copying of print or electronic format source material even though the source is correctly cited. To further reduce the possibility that a quotation will be misrepresented or mistaken as one's own work, instructors may request that quotes be italicized or double-indented.

- Degree of Fidelity to Sources - plagiarism has occurred if the author's writing is clearly recognizable as essentially derived from cited or un-cited print or electronic format sources, even though the author has altered the original source material by inverting word or sentence order or substituting synonyms. Authors should summarize and synthesize ideas and concepts rather than interchange words.
- Group Projects - teams working on group projects should practice group dynamics (such as meetings of the whole group, review of each other's work and discussion of academic misconduct) that will discourage individuals from contributing plagiarized material. Groups may bear collective responsibility for the academic integrity of their project.
- Overtly Similar Individual Projects - plagiarism will be strongly suspected if two or more students submit individual projects that are substantially identical.
- Editing Answers - it is an improper academic practice to add, delete or edit answers after the exam period has concluded or using prohibited materials during an exam.

Please also refer to the [Statement of Students' Academic Responsibilities](#) in the Undergraduate Calendar.

20. Awards

A description and due dates of internal awards is maintained in the Office of Registrarial Services and through Student Financial Services (SFS). The Ontario Agricultural College (OAC) section lists the internal awards available to undergraduate students in the BLA program. Other external awards are listed in the links below.

Student Financial Services aids in support of your educational needs, including scholarships, bursaries, OSAP loans, on-campus work support and billing/payment. Please see the [Student Financial Services](#) website.

The SFS [Undergraduate Awards Search](#) categorizes awards in the fields of **Athletics, Entrance, In-Course and Travel**. The links below are awards that are available for undergraduate students either through application or nomination by the department.

To Search for awards: visit the [Student Financial Services](#) website under Scholarships and Financial Aid.

- Select either [Scholarships](#), Bursaries, Travel Grants, Work Study, URA.
- Select [Undergraduate Award Search](#).
- Browse by Class: Athletics, Entrance, In-Course, Travel. Narrow search by choosing BLA.
- Narrow your search by choosing (Program: BLA) and (Category: Bursary, Scholarship, Travel Grant).
- Typical award deadlines are for April 1, May 15, and October 7.
- Awards listed as "NA" are by nomination by the program/college (students do not apply for these).

UofG In-Course Awards – specifically for BLA students:

[Canadian Heritage Garden Foundation Scholarship Foundation Scholarship](#) - By nomination.

[PMG Landscape Architects Scholarship](#) - By nomination.

[Durante Kreuk Scholarship](#) - By nomination.

[Garden Club of Toronto Scholarship](#) - Application deadline: May 15.

[Helen Kippax Memorial Scholarship](#) - Application deadline: May 15.

[Parks Family BLA Travel Grant](#) – Application deadline: June 30.
[Jeffrey Brown Memorial Travel Grant](#) – Application deadline: June 30
[Howard B. Dunington-Grubb Scholarship](#) - By nomination.
[Land Art Design Landscape Architecture Inc. Scholarship](#) - By nomination.
[Landscape Architecture Alumni Scholarships](#) - By nomination.
[OAC “BLA Class of ‘82” Peer Mentor Scholarship](#) - By nomination.
[Ontario Association of Landscape Architects](#) - By nomination.
[Robert, Louis, and Helen Shaw Memorial Degree Scholarships](#) - Application deadline: Oct 7.
[Stantec Landscape Architectural Scholarship](#) - By nomination.
[Vera Bezeredy Memorial BLA Design Scholarship](#) - By nomination.
[Victor Chanasyk Medal](#) - Graduating award by nomination.

Other UofG In-Course Awards – Ontario Agricultural College (see full listing by using the SFS [Undergraduate Award Search](#) function).

[Blackburn Scholarship](#) – Application deadline: May 15.
[Charles McGowan Memorial Prize](#) - By nomination.
[Class of ‘51 OAC Leadership Prize](#) - Application deadline: April 1.
[Class of ‘67 OAC Centennial Scholarship](#) – Application deadline: May 15.
[Class of OAC 1983 Scholarship](#). Application deadline: May 15.
[Clayton and Dorothy Switzer Scholarships](#) - Application deadline: May 15.
[Douglas M. Robinson Memorial Scholarship for Excellent in Communications](#) - Application deadline: May 15.
[Dr. Kenneth & Nancy Lawless](#) - Application deadline: Oct. 7.
[Dr. R.J. Hilton Memorial Scholarship](#) - Application deadline: May 15.
[Glenn Webb Education Scholarship/GROWMARK Foundation OAC](#) - Application deadline: May 15.
[Mary Jo Field/GrassRoots Growers Organic Agriculture Scholarship](#) – Application deadline: May 15.
[Nestle Canada Scholarship in Agriculture and Food](#). Application Deadline: May 15.
[OAC Centennial Graduate Prizes](#) - Application deadline: April 1.
[OAC ‘45 Public Speaking Scholarship](#) - Application deadline: May 15.
[OAC ‘55 Scholarships](#). Application Deadline: May 15.
[Peter Lindley Memorial Leadership Horticulture Scholarship](#): Application Deadline: May 15
[Ralph Goodwin-Wilson Scholarship in Horticulture](#). Application Deadline: May 15.
[Van Acker – Nicholls Scholarship](#). Application Deadline: May 15.

External Awards / Foundations / Agencies. Links to awards to explore that may be available to BLA’s:

[American Society of Landscape Architects Awards](#). - (ASLA Honor & Merit awards). By nomination-April.
[Landscape Architecture Canada Foundation – Regional Scholarships](#) by province.
[LACF UofG BLA award and LACF Alain Lamontagne BLA Award](#) - By nomination.
[Landscape Architecture Canada Foundation – Peter Jacobs Indigenous Scholarship](#) - Application deadline: August 1.
[Peter Klynstra Memorial Scholarship – LACF Atlantic scholarship](#) - Application deadline: Sept. 30.
[Landscape Ontario - Scholarships and Bursaries \(including Cullen Scholarships Program\)](#) - Cullen scholarship by nomination and others via application: June 30.
[Vectorworks Design Scholarship](#) - Application deadline: July 31.
[Unilock Paving the Future Scholarship](#) - Application deadline: Aug. 31.
[Olmsted Scholars Program – Landscape Architecture Foundation](#) - Dept. nomination: Feb. 15/March 15.
[The Saskatoon Association of Landscape Architects Academic Award](#) -Application deadline: Oct. 30.
[CELA Fountain Scholar Program](#) - Application deadline: Dec. 31.

[CELA Student Awards Program \(Creative Scholarship Award and CELA Research Award\)](#) - Application deadline: Dec. 31.

[The Spec Start DIALOG Scholarship](#) – Applications ~ Sept. 1-Jan. 15.

[Landscape Architecture Foundation](#)

[Sigma Lambda Alpha Landscape Architecture](#) - By nomination.

[Dumbarton Oaks](#) – Travel Grants to attend the annual symposium. Application deadline: ~ Sept.

[Ontario Society for Ecological Restoration Scholarship](#) - Application deadline: April 1.

[Ontario Parks Association](#) - Application deadline: Last Friday in May.

[The Grand River Conservation Foundation – Grants and Scholarships](#) - Application deadline: May 31.

[Toronto & Region Conservation Foundation–The B. Harper Bull Scholarship](#) - Application deadline: Sept. 29.

[The Walter J. Travis Memorial Scholarship](#) - Application deadline: June 1.

[Oakville Horticultural Society Scholarship](#) - Application deadline: May 31.

[Association of Canadian Universities for Northern Studies](#) - Application deadline: Jan. 31.

[Wadsworth Scholars \(golf course architecture\)](#) - Application deadline: June 3.

[Construction Estimating Services Scholarship](#) – Application deadline: Dec. 22.

[Indigenous Services Canada](#)

Other Sites / Databases with Award Information:

[Scholarships Canada](#); [Yconic](#); [Universities Canada](#); [Scholarships.com](#); [StudyPortals Scholarships](#)

21. Frequently Asked Questions

Who do I see about course/curriculum issues?

For general information, you often have all the information you need in the [Undergraduate Calendar](#) or use the *Search* icon/bar on the website. If you have more specific questions, start with the BLA Counsellor, Melinda Vanryn, in Room 133A Johnston Hall during office hours or by appointment (email: oac.pco@uoguelph.ca).

When and how do I register for a semester?

Students in the BLA program follow the Undergraduate Calendar - [Schedule of Dates](#) for the BLA program and pre-register for courses during the course selection window each semester as noted in the Undergraduate Calendar. Students should use [WebAdvisor](#) whenever possible to register for courses. Please refer to the [BLA Schedule of Studies](#) for required courses for each semester. Video tutorials and help can be found under the [Student Planning](#) tool. **Remember:** *planning* a course with the Student Planning tool on WebAdvisor does not automatically register you for that class. Don't forget to come back to Student Planning and *register* for the courses you've planned on your course selection window date.

Changes to the calendar or 'significant' announcements are sent via email and listed on the [OAC Counselling website](#). Students should frequently monitor their UofG email account as this is the primary communication method with the UofG.

Should I keep my course outlines?

YES! Please keep a digital or hard copy of all your course outlines from the courses you complete. You may need them in the future for various reasons, such as applying for professional membership, or they may be used for verification/waiving of courses you may take in future studies.

Do I need to attend the lab/studio section of my course?

YES! In WebAdvisor, each course lists the required lecture/lab (studio) components. The lab portion in our LARC design courses is also known as “studio” and is a required part of the course. You are expected to attend/participate in both lecture and studio/lab LARC components, as noted in your course outline. You will get the most out of your studio courses by being present, listening and learning from others.

Will there be group work in the BLA?

Studio courses will most often require group work. Working collaboratively is essential in the Landscape Architecture program and profession. Refer to the UofG Library guide [Work Effectively in Groups](#) for tips.

If I am having difficulty in a course, who should I talk to?

Always start with the course instructor as early as possible. Explain your circumstances and ask for advice. Good communication is the key to resolving difficulties before they become worse. If illness is causing academic difficulties, seek medical attention and obtain medical documentation if necessary. Please also make an appointment with the BLA Program Counsellor, Melinda Vanryn (during office hours or by appointment), to assist. [Counselling Services](#) also offers many resources to students.

What electives should I take?

Free electives mean you can choose from a wide variety of courses offered. Start by looking at the course pre-requisites, talk to other senior BLA students about courses they found interesting and check the undergraduate calendar/planning tool. Contact the BLA Program Counsellor who has a listing of “favourite” electives.

What can I do to gain knowledge or practical experience?

The Community Outreach Centre is a great opportunity to gain practical experience. Participation in external design competitions is also encouraged. Watch your email for opportunities. Also don't forget to attend our LA guest lectures each semester!

Are awards/scholarships offered?

Numerous awards and scholarships are offered by the college (OAC) and the university (see resources in Appendix A). These are also listed in the [Undergraduate Calendar under Scholarships and Awards](#) and on the [Student Financial Services website](#). Some awards are by application, and others will be by program nomination. Most are based on grade averages and/or contributions to the university and community. BLA students have been quite successful when they apply for awards. There are also numerous external awards that are available. Check your emails and see Section 22 in this document.

Where can I find a decent place to live?

Start with [Student Housing Services](#) or [Off-Campus Living](#) and talk to other LA students. Start your search early!

What is LASS?

LASS is the Landscape Architecture Student Society. Elected LA students form this organization. LASS plays an important role in delivering services to students and coordinating programs and events within the school.

Where are the best places to get LA supplies?

The University Bookstore, UC Print Shop, Wyndham Art Supply, Curry's, Michaels, and Staples are also used to purchase supplies.

Who do I talk to when I've got questions?

Depends on the question. Often, Diana (LA 102B) can direct you to the right person if you ask. Feel free to contact the BLA Program Counsellor: Melinda Vanryn, or the BLA Coordinator: Prof. Afshin Ashari, if you have questions. Also, try using the *search* icon/bar on the main page of the UofG website.

What kinds of extra-curricular activities are worth getting involved in?

Ask other LA students. Certainly, LASS, SFOAC, Winterfest, and the LABash conference are worthwhile. Volunteer or join a UofG intermural team. Participate in a student design competition, symposium, or conference.

How do I find out what faculty do and what is happening?

Often, just asking will give you more than you may want. Try visiting faculty in their offices...most don't bite.

- Visit the [SEDRD website](#) for additional information about our School and faculty profiles, upcoming events, and current news stories.
- Follow SEDRD on Twitter [@SEDRD](#)
- Follow Landscape Architecture on social media: [LASS Instagram](#), and [Facebook](#).

22. Summary

We hope this handbook provides you with a useful profile of Landscape Architecture at Guelph. Please refer to it throughout your course of study. However, do watch for updates on University policies and programs - these can be found on the [Office of Registrarial Services](#) and [WebAdvisor](#).

We urge you to take full advantage of the many opportunities at the University of Guelph. We encourage you to be involved in your BLA program and that it will provide you with the skills and knowledge you desire while developing the ability to continue to learn throughout your life. The LA faculty and staff hope you will become an active part of our academic community and will find your education at the University of Guelph a rewarding and fulfilling experience.