



**CATALOG**

**Los Angeles Institute of Architecture and Design**

**[www.laiad.com](http://www.laiad.com)**

**213 251 4500**

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*All information in the content of this school catalog is current and correct and so certified as true by the Founding Director, William Taylor FAIA.*

## **MISSION & OBJECTIVES**

Los Angeles Institute of Architecture and Design (LAIAD) is a small private school intended to provide an unsurpassed and affordable education for a group of motivated students who will be prepared to excel at the schools they enroll in.

LAIAD's objectives focus on the most difficult aspects of the architectural practice, specifically conceptual thinking, design process, and visual communication.

## **ADMISSION POLICIES AND PROCEDURES**

Prospective students are encouraged to speak with the faculty to discuss educational goals with school personnel.

Admission into any Graduate Preparation Courses requires that all prospective students have at a minimum a bachelor's degree.

If a prospective student meets the admission requirements and agrees to pay all applicable fees, as per the current published fee schedule or make other arrangements acceptable to the school an enrollment agreement will be executed.

## **FOREIGN STUDENTS**

International students who wish to attend Los Angeles Institute of Architecture and Design (LAIAD) online courses are welcome. Students should confirm the time of LAIAD courses in their own time zone. LAIAD courses are held between 6 pm and 10 pm, Pacific Time.

## **NON-DISCRIMINATION POLICY**

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind based on the above. For information regarding Non-Discrimination or to resolve complaints contact the School Director.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR INSTITUTION:**

Graduate Preparation Courses at LAIAD are not transferable, nor will they enable the student to have advanced placement in Master of Architecture 1 programs. Master of Architecture 1 Programs generally do not offer advanced placement.

**Los Angeles Institute of Architecture and Design does not represent that the educational objective(s) of the course(s) offered lead to employment or a career or prepares students with the skills and knowledge necessary to satisfy the qualifications for licensure in a specified career, occupation, vocation, job, or job title.**

## **TRANSFERABILITY OF CREDIT TO LAIAD**

Los Angeles Institute of Architecture and Design does not accept hours or credit earned at other institutions.

## PROGRAMS

### GRADUATE PREPARATION

**Educational Objectives:** This is a online lecture and online design studio-based series of courses teaching basic Architectural Design, Computer Skills and Portfolio Development. This program is intended for students who will apply to graduate level Master of Architecture 1 professional programs. Through a series of design problems, students develop the conceptual, design and presentation skills necessary to successfully complete and communicate the design of a simple building. Upon successful completion of this program, students will have acquired experiential knowledge, and will have a portfolio of creative work suitable for applying for MArch 1 programs at schools of architecture and design.

The Portfolio Courses explore the visual communication of formal ideas in greater depth. These courses focus on the skills needed to produce professional quality multi-page documents incorporating 2D graphics, 3D renderings, photographs and text.

<b>COM.1</b>	<b>Sketchup 3D and Color</b>	Visual Communication 1:	An introduction to computer based 3D modeling (Sketchup) and use of color in the analysis, design, and communication of a basic design problem.	32 Hours
<b>DES.1</b>	<b>Order and Form</b>	Conceptual Design 1	An introduction to the processes of conceptual design through studio projects addressing the relationship between idea, order, structure, and form. Design projects are assigned which involve the study of various ordering systems and the creation of 3D objects that manifest the principles and structures of those systems.	32 Hours
<b>COM.2</b>	<b>Portfolio Prep - Adobe Suite</b>	Visual Communication 2	An introduction to the Adobe Creative Suite (software) that includes applications for drawing, image design, and presentation. This course will provide the student with the tools to create a professional quality presentation of their projects and portfolio.	32 Hours
<b>DES.2</b>	<b>Generating Form Language</b>	Conceptual Design 2	Design projects are assigned that involve concepts such as hierarchy, transition and connection as they relate to simple spatial constructs. The development of a clear relationship between architectural form language and spatial idea is stressed.	32 Hours
<b>COM.3</b>	<b>Rhino 3D Software 1</b>	Visual Communication 3	An introduction to Rhino 3D, which is a professional level 3D parametric modeling software. Rhino will be used in conjunction with the concurrent design studio projects for design, presentation, and 3D printing.	32 Hours

<b>DES.3</b>	<b>Architectural Form Language</b>	Architectural Design 1	The conditions, principles and issues that are considered in the decision making process of architectural design are studied in the context of studio projects. This course involves the integration of architectural issues like program, site and context into design solutions. The development of a personal architectural design process and form language is stressed.	32 Hours
<b>COM.4</b>	<b>Rhino 3D Software 2</b>	Visual Communication 4	This course continues the development of Rhino for architectural drawing and computer modeling as an integral part of the design workflow. Additional 3D computer modeling and rendering applications such as Grasshopper are introduced.	32 Hours
<b>DES.4</b>	<b>Architectural Design</b>	Architectural Design 2	Architectural design projects are assigned that require students to consider increasingly complex architectural programs, site conditions and ordering ideas. Function and program begin to be understood as ordering ideas and form determinants.	32 Hours
<b>COM.5</b>	<b>Portfolio Compilation</b>	Visual Communication 5	This course continues the development of architectural drawing and computer modeling as a means of communication. Students compile their earlier work with an emphasis on depicting their design process.	32 Hours
<b>COM.6</b>	<b>Portfolio Development</b>	Visual Communication 6	More advanced computer-based presentation software such as Adobe InDesign is presented. Students continue to explore graphic design techniques and develop their portfolios for publication.	32 Hours

## SUMMER PROGRAM

Educational Objectives: This two-month program is ideal for international students who wish to develop their design and presentation skills, learn about American graduate programs, and visit local architecture offices and landmarks. Intensive courses in architectural design, 3D modeling (Rhino) and rendering, and Adobe Suite presentation skills.

Classes are held Mon, Tues, Wed, Thur for 8 weeks.

<b>DES.2</b>	<b>Generating Form Language</b>	Conceptual Design 2	Design projects are assigned that involve concepts such as hierarchy, transition and connection as they relate to simple spatial constructs. The development of a clear relationship between architectural form language and spatial idea is stressed.	32 Hours
<b>COM.3</b>	<b>Rhino 3D Software 1</b>	Visual Communication 3	An introduction to Rhino 3D, which is a professional level 3D parametric modeling software. Rhino will be used in conjunction with the concurrent design studio projects for design, presentation, and 3D printing.	32 Hours
<b>DES.3</b>	<b>Architectural Form Language</b>	Architectural Design 1	The conditions, principles and issues that are considered in the decision making process of architectural design are studied in the context of studio projects. This course involves the integration of architectural issues like program, site and context into design solutions. The development of a personal architectural design process and form language is stressed.	32 Hours
<b>COM.6</b>	<b>Portfolio Development</b>	Visual Communication 6	More advanced computer-based presentation software such as Adobe InDesign is presented. Students continue to explore graphic design techniques and develop their portfolios for publication.	32 Hours

## ACADEMIC POLICIES

### CLOCK HOURS

Clock hours reflect the total number of hours spent in the classroom. One clock hour is equal to 50 minutes of instruction in a 60-minute period.

### STANDARDS OF SATISFACTORY PROGRESS

Student progress is evaluated at the end of each course. Progress is based on obtaining a 70% in each course. Failure to achieve a 70% in a course will result in a meeting with the instructor where an action plan will be developed with the student. Students who do not receive a 70% grade in a course will be required to complete make-up work or repeat the course.

### DISMISSAL

A student shall be subject to dismissal from the program when any of the following occurs:

- Student who fails to maintain satisfactory progress while on secondary probation
- Failure to abide by the rules and regulations of the institution
- Absences in excess of maximum set forth by the institution
- Failure to meet financial obligations to the School.
- The student has failed to attend class for 75% in two weeks.

### GRADING SYSTEM

All grades are based on the numerical system. Students are graded on the level of success and level of completion obtained in their studio projects as well as attendance and contribution to the design studio.

### GRADING SCALE

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = (FAIL) BELOW 60

### ATTENDANCE POLICY

Students are expected to attend all classes as scheduled. Students must attend 75 percent of the scheduled class hours or grades may be reduced.

Students **tardy** or otherwise not present for more than 15 minutes of any class hour are considered absent for that class hour. Tardiness count against the student as stated herein, for it adds to the student's absence.

A student whose absence rate is greater than 25% will be warned in writing to correct the matter. Failure to attend class and return the attendance rate to a minimum of 75%, within two weeks will be grounds for dismissal.

**Make-up work** may be required for any absence or a course grade under 70%. Make-up work must be arranged by the student with the individual instructor or the school director.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded.

## **WITHDRAWAL**

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 75% in two weeks.

## **STUDENT CONDUCT POLICY**

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.
3. Insubordination and/or intolerable conduct.
4. Willful abuse of school equipment or property.
5. Excessive absenteeism.
6. Failure to make payments on dates due.

## **GRIEVANCE PROCEDURE**

This school is dedicated to fair dealing and professional conduct. Should any student have a grievance, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the school director who will work to resolve the matter. That school director will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the school's grievance log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The school director will notify the student of the decision reached in writing within 10 business days.

## **ADMINISTRATIVE POLICIES**

### **CATALOG**

Information about Los Angeles Institute of Architecture and Design is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. The Los Angeles Institute of Architecture and Design reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to



the catalog, and with all school policies. By enrolling in Los Angeles Institute of Architecture and Design, the Student agrees to abide by the terms stated in the catalog and all school policies.

## **STUDENT RECORDS/RIGHT OF PRIVACY**

The federal right of privacy act enables all students to review their academic records, including grades, attendance, and advising reports. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

## **RECORD MAINTENANCE**

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

## **SEXUAL HARASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides written notice of cancellation.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. See refund policy below.

### **REFUND POLICY**

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution, in writing, of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

If the student withdraws from the program after the cancelation period and before completing more than 60% of the scheduled hours, the student will receive a pro rata refund. The refund amount will equal to the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

## TUITION AND FEES

All tuition and fees are payable prior to the commencement of classes unless other arrangements are made. For students who may require assistance with paying for the course, agency assistance or tuition loans from private companies may be available to those who qualify. You are responsible for tuition and fees. The school does not participate in federal or state financial aid programs.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Tuition schedule shown below indicates tuition for each course.

LAIAD programs require supplies that are not provided by LAIAD nor included in tuition. A list of supplies is provided on the first day of class.

	Course	Hours	Tuition	Payment due
COM.1	Sketchup 3D and Color	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
DES.1	Order and Form	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
COM.2	Portfolio Prep - Adobe Suite	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
DES.2	Generating Form Language	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
COM.3	Rhino 3D Software 1	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
DES.3	Architectural Form Language	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
COM.4	Rhino 3D Software 2	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
DES.4	Architectural Design	32 Hours	\$995	Payable one week before classes begin. See Enrollment Agreement for Dates
COM.5	Portfolio Compilation	32 Hours	\$995	Payable one week before classes begin.

				See Enrollment Agreement for Dates
<b>COM.6</b>	<b>Portfolio Development</b>	32 Hours	<b>\$995</b>	Payable one week before classes begin. See Enrollment Agreement for Dates

## FINANCIAL AID

LAIAD does not provide financial aid.

## TRANSCRIPT

Unofficial LAIAD transcripts will be provided to the student, free of charge, one per semester. Official transcripts must be requested through LAIAD's online request and verification form and must be mailed directly by LAIAD. Official transcript fee is \$25 per mailing address. Two copies will be included with each mailing, unless requested otherwise. Transcripts are typically sent 4-5 days after receipt of payment. No transcripts will be issued until all tuition and other fees due the institution are paid current.

## FACULTY

### **William Taylor, FAIA**

Founding Director / Design Faculty

William Taylor, FAIA has more than 30 years of experience in architecture and architectural education. William is also a founding principal of TFO Architecture, a design practice involved with a variety of local, regional, and international projects. Prior to founding LAIAD in 2001, Mr. Taylor has been a design professor at Harvard University and the University of Houston, and a Design Professor and First year Coordinator at Cal Poly Pomona.

Mr. Taylor holds a Master of Architecture degree from Cranbrook Academy of Art and his Bachelor of Architecture from Virginia Polytechnic Institute.

Mr. Taylor has published a catalog of his work entitled Instrumental Associations and has been featured in this country and abroad in magazines such as L'Arca, Arkkitehti, and A+U. He has exhibited his work internationally, including the Venice Biennale, the Milan Triennale, the Pompidou Center and the Museum of Finnish Architecture, where he is part of the permanent collection.

Mr. Taylor, FAIA, was recently elevated to the AIA College of Fellows on the basis of his work in education and his awards include a recent AIA Educator of the Year award, an AIA/LA Honor Award, a Fulbright - Hays Fellowship, and a Virginia Museum of Art Fellowship.

### **Carl Smith, AIA**

Co-Director / Design Faculty

Carl Smith, AIA has taught architecture and design for over 15 years at various educational levels ranging from first to fifth year at Cal Poly Pomona and LAIAD. He has been a visiting critic at many institutions including SciARC, Woodbury, Otis, USC and Cal State Long Beach.

Mr. Smith received his bachelor's degree in Architecture from Cal Poly Pomona in 1997. He was a founding member of Telemachus Studio in 1995, which was an off-campus design collective and

studio that focused on the exploration of the threshold between the digital and analog design methodologies.

Mr. Smith is a licensed architect and licensed contractor. He currently heads an architectural design practice, Telemachus Studio, and design, fabrication, and construction company, Telemachus Fabrication. Telemachus Studio is an award winning architecture firm with numerous on-going and built projects throughout the Los Angeles area.

### **Alan Guillen**

Communications / Design Faculty

Alan Guillen earned his Bachelor of Architecture from The Southern California Institute of Architecture (SCIArc) in 2008. Alan is currently an Assistant Designer on various restaurant and hospitality projects for Spacecraft Design Group, a Hollywood based design and construction firm. At the Los Angeles Institute of Architecture and Design, Mr. Smith has instructed courses on various computer applications as they relate to design, practice, and Focusing on implementation of the architectural language through those various mediums.

### **Jacob Zindroski**

Communications / Design Faculty

Jacob Zindroski received a Master of Science in integrative technologies and architectural design research from the University of Stuttgart and a Bachelor of Architecture from Southern California Institute of Architecture (SCIarc). He is an experienced professional with an emphasis in additive research with a demonstrated history in robotics, 3D printing, 3D modeling, and design engineering. At LAIAD, Jacob teaches 3D modeling and computational methods as they relate to design.