Department of Landscape Architecture

# Master of Landscape Architecture

## Program Handbook

MLA Students Abby Shaw (MLA 2026) and Marius Igitangaza Ngabo (MLA 2025)

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# About This Handbook

This handbook is designed for graduate students in the Department of Landscape Architecture. Compiled by the Graduate Program Committee, it offers guidelines and essential information about the Program, Department, College, and University. Its purpose is to serve as a comprehensive resource to answer questions that may arise during your studies. We encourage you to read it thoroughly and reach out with any questions you might have.

The handbook is primarily available in digital form to minimize paper use. It is an evolving document, and we welcome suggestions from students, faculty, and administrators for improvements or corrections. Please note that this handbook does not replace or override other campus resources. The Department is not responsible for any changes in policies, dates, or other information that may occur after this version's publication. We will make every effort to inform users of significant updates. If you encounter any errors or omissions, the Department will strive to provide corrections and necessary information.

### Notes

The Ball State University Graduate School website provides extensive information that can address many of your questions about graduate studies at BSU. It includes some of the same details found in our MLA handbook, along with additional policies, procedures, and helpful information relevant to MLA graduate students.

Additionally, the opening sections of the current BSU Graduate Catalog offer important information, rules, and procedures regarding graduate studies at BSU.

# Key Program Contacts



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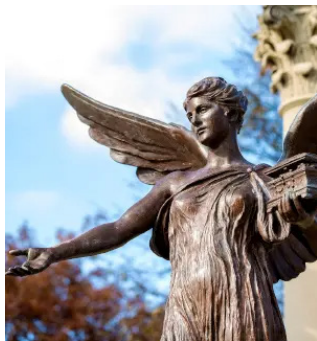


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# Welcome Note from the Graduate Program Director

Now is an excellent time to pursue a graduate degree in Landscape Architecture. As the world faces significant environmental, social, and public health challenges, Landscape Architects are stepping up as stewards, designers, and problem-solvers across both natural and built environments. Our nationally recognized Master of Landscape Architecture (MLA) program is designed to prepare professionals with the knowledge, skills, and awareness needed to address these challenges effectively and make meaningful impact.

This welcome note is addressed to you because you share a commitment to a land ethic—a dedication to environmental stewardship through responsible planning and resource management. This commitment is supported by critical thinking, creativity, effective communication, problem-solving, technical skills, and emotional intelligence (seeing issues from many perspectives and synthesizing information into a broad vision). Our MLA program will help you transform these interests into strengths that will lead to rewarding and influential careers.

Established in 1976, Ball State University's MLA program is the only professionally accredited program in Indiana. It is part of the Department of Landscape Architecture within the R. Wayne Estopinal College of Architecture and Planning, which also offers graduate programs in Architecture, Historic Preservation, Interior Design, Urban Design, and Urban and Regional Planning. Located in the rural Midwest, our program is within a short drive of major urban centers like Indianapolis, Chicago, Cincinnati, Columbus, Detroit, Louisville, and St. Louis, providing rich opportunities for study and enrichment. Our outstanding teaching, learning, and maker facilities are supported by a college known for its prestige and university backing. Our faculty are accessible, experienced, traveled, and passionate, with diverse professional and academic backgrounds.

Our MLA program is a national leader in design education, renowned for its strengths in sustainable design, urban design, landscape planning, technology, and interdisciplinary studies. The curriculum centers around the design studio, a lab / creative / office-like environment, where students engage in project exploration, discovery, and application. The studio is enriched by courses in

history, theory, graphic communication, science, engineering, research, elective courses, and field study. Our students are among the brightest on campus and come from broad and diverse backgrounds, including natural resources, fine arts, biology, history, advertising, law, and many others, and graduate with an accredited degree that qualifies them for licensure as landscape architects.

We are excited about your interest in our MLA program and are committed to ensuring you have a productive and enjoyable graduate experience. This handbook will help you understand our program, how we operate, and how to navigate life at BSU. Please reach out with any questions. We look forward to getting to know you!
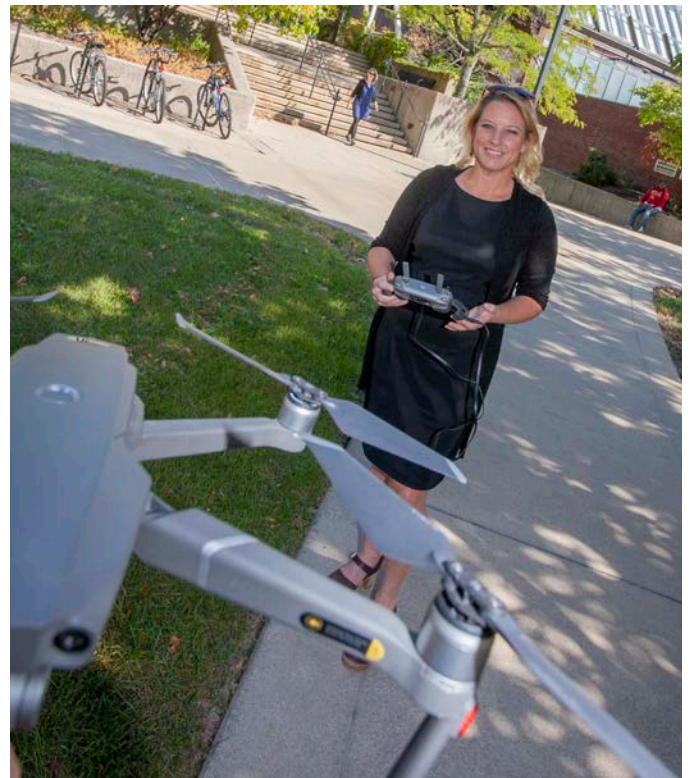


Natalie Yates
Associate Professor
MLA Graduate Program Director

# The Landscape Architecture Department at BSU

Landscape architecture is an expanding profession that is rich in scope, and engaged in shaping the future of our world. Practice involves creating, conserving, and reclaiming the landscape in contexts that range from urban to wilderness. The work of landscape architects addresses varied settings, and includes an increasingly broad range of project types: public places and communities, educational and office campuses, active recreational parks and quiet places of contemplation, transit corridors and greenways, wetlands restoration and regional conservation planning, among others. Landscape architects integrate solutions to complex problems through designs that are artful, functional, and sustainable.

Successful landscape architecture choreographs relationships between the natural and built environments. We often work alongside those in related professions (biologists, foresters, horticultural specialists, ecological scientists, civil engineers, soil experts, architects, and planners) to create places that address current environmental and social concerns. As environmental quality becomes a global priority there is increased public expectation of better places to live, work and play. The economic and social benefits of effective landscape design are well documented and create added value.

The MLA program is open to any qualified student holding a baccalaureate degree. Ball State University's programs in landscape architecture are fully accredited by the national Landscape Architecture Accreditation Board (LAAB).

## History of the Department

In response to the initiative of the college's first dean, and with the support of the university administrators, a new program in landscape architecture was announced in 1967. By June 1968 a chair was appointed, and during the first year a recruitment program was initiated and a curriculum was developed. By September of 1969 two students were enrolled in the five-year Bachelor of Landscape Architecture Program. In 1975-76 the BLA program was awarded departmental status, and the Graduate Program in Landscape Architecture (MLA) was initiated and the first professional MLA

degree program was initially accredited by the LAAB in 1986.

From a single student enrolled in the program in 1976, the MLA program grew to an annual enrollment of approximately 25-30 students. Since the last accreditation, this has dropped to an average of 10–15 students. As of May 2023, the enrollment was at 13. The drop in the number of students reflects national trends, though we have seen an increase in the past few years (in both applicant numbers and enrolled). Our target enrollment for the first professional degree is 30 students.

The graduate program's primary focus is on the three-year program leading to the LAAB accredited first professional MLA degree. Another program, lasting two and one-half years, for students from allied design-based degrees, also leads to a first professional degree. A 12-month program is also available as a post-professional degree for students with accredited undergraduate degrees in landscape architecture.

The Department of Landscape Architecture has BLA and MLA programs and also oversees the delivery of the Master of Urban Design (MUD) post-professional degree program, located in Indianapolis, Indiana.

## MLA Program Mission

The Department of Landscape Architecture provides a context to empower leadership in sustainable design and advance knowledge that improves community well-being by:

- Increasing awareness through immersive and experiential learning, centered on people and place, and study abroad.

- Engaging design innovation through studio education, technology use, and multidisciplinary experiences.

- Providing instruction in communication and implementation strategies, including digital media and traditional craft.

- Training leaders focused on good citizenship, community, and sustainable design.

# About the Programs

## Goals of the MLA Graduate Program

Ball State University has been offering graduate education in Landscape Architecture since 1976, providing students with outstanding opportunities for advanced study in the field. Over time, the graduate program in Landscape Architecture at Ball State has evolved to include three distinct programs of study, supported by both the Department of Landscape Architecture and the College of Architecture and Planning. The Department is dedicated to achieving the goals of these programs, which include:

• post-graduate education in Landscape Architecture (first and second professional degree programs);

• study experiences in special focus areas where the Department and College have proven excellence;

• interdisciplinary learning opportunities among the departments and colleges within the university;

• continuing education opportunities for alumni and other design professionals in the state; and

• advanced training in the area of digital technology

## Accreditation and Licensure

At Ball State University, we offer two nationally accredited graduate 'first professional degree programs' in landscape architecture (Track 1 and Track 2). An accredited professional degree in landscape architecture is required of individuals seeking a professional license and the title "Landscape Architect."

### What Is an Accredited Degree?

Our two graduate professional degree tracks (Track 1 and Track 2) are reviewed every six years and affirmed as maintaining the scholarly rigor and technical depth necessary for the profession. The Landscape Architectural Accrediting Board (LAAB) approves the review and grants accredited status to these first professional degree tracks.

The LAAB accreditation standards require that the MLA curriculum provide traditional skills used by registered/licensed Landscape Architects, including site analysis and design processes, drawing and graphic communication, history and theory, construction and site engineering, and planting design. Additionally, LAAB requires MLA students to develop within their advanced work a special scholarly area of inquiry as exhibited by required and elective courses and a capstone Thesis or Creative project. This ensures the profession and perspective students that the programs are teaching current practice and scholarship, and what is necessary to protect the health, safety and welfare of people and the environment.

These accredited degree programs are the first requirements in the process of becoming a licensed professional.

Students receiving a second professional degree in landscape architecture at Ball State (Track 3) qualify to sit for professional exams based on their first professional degree. The Track 3 program is a research/advanced design program.

### What does a license require?

To be licensed in the state of Indiana (and most other states), three things are needed:

• First, an accredited degree is required to sit for the landscape architecture licensing exams administered by the Council of Landscape Architect Registration Board (CLARB).

• Second, most states (including Indiana) require that you have completed three (3) years as a full-time employee, working under and directly supervised by a licensed Landscape Architect.

• Third, at-least three (3) professional references verifying your professional experience.

### Do I need a license?

Enrollment in our professional MLA degree program does not require students to pursue licensure after graduation.

## Rigor of an Accredited program

It is helpful for students to appreciate the rigor and extensive course work required to fulfill degree requirements and expectations. These are not only responding to our own BSU Department of Landscape Architecture high standards, but also responding to our external accrediting body standards.

Because of this distinction, our 'first professional' MLA degree programs are extremely extensive. This curriculum, over the 3-year MLA degree process, is composed of carefully matched groupings of courses semester-by-semester in order that students experience an efficient and optimum learning sequence of skills, knowledge, and research capabilities – building towards a full professional practice competency.

Appreciating that the graduate-level professional learning outcomes offered and supported by our MLA program and faculty are optimized for candidates, we would recommend:

1.  Being a full-time student from the first semester onward.

2.  Being a resident of Muncie/Ball State University during the entire six-semester coursework/degree process.

3.  Participating in all field trips and field study opportunities provided.

4.  Attending on-campus special learning events – including our college's Guest Lecture Series, as well as many other enrichment programs and presentations across the entire campus.

5.  Immersing yourself into the broad array of scholarly and popular literature related to landscape architecture and our allied design and planning professions.

# Graduate Program Committee

The Graduate Program Committee (GPC) of the Department of Landscape Architecture was established to review, assess, advise and oversee the areas of: goals and objectives of the program; graduate program curriculum; and admissions of new graduate students. The GPC operates as an advisory group to the full faculty, as well as graduate program advice and support to the Graduate Program Director(s) and the Department Chairperson.

The Graduate Program committee is composed of a minimum of three full time Department of Landscape Architecture faculty members (who have BSU Graduate Faculty status), in addition to the Graduate Program Director(s), the department chair (as an ex-officio non-voting member - observing and advising the committee), and two student representatives from the second and third year of the MLA program. The Graduate Program Director or another faculty committee member may be elected to serve as committee chair. The committee meets on a regular basis throughout the academic year. Meeting agendas are established by the committee chair, in counsel with the Graduate Program Director, the Department Chairperson, and committee members. Additional agenda items may be requested by the graduate student body through their MLA/GPC student representatives.

In meetings where the GPC reviews prospective students' files for admissions considerations and determinations, student representatives must be excused because of privacy considerations and issues related to this process.



Barefoot Path Collage, Sharzad Bazyari (MLA 2025)

# Our Landscape Architecture Graduate Degrees

The MLA curriculum at Ball State University is divided into three programs of study summarized below:

## MLA Track 1

56 hours of graduate and 22 hours of undergraduate coursework

Candidates holding a baccalaureate degree that is not a professional degree in landscape architecture or related environmental design and planning discipline are placed in Track 1. This three-year program meets accrediting standards for the first professional degree in Landscape Architecture. Foundation courses at the undergraduate level are required, except where previous equivalent course work is documented and approved by the Department. Carefully selected elective courses (9 cr. hrs. minimum) are intended to develop an area of focus, ultimately demonstrated in background research for and outcomes of the final Comprehensive Project. This degree is LAAB accredited. This link provides more information on MLA Track 1.

## MLA Track 2

46 hours of graduate and 19 hours of undergraduate coursework

Candidates holding professional degrees in related environmental design and planning disciplines with portfolios evidencing strong design skills (e.g. architecture, interior design, urban and regional planning, etc.) are generally placed in Track 2. This 2½-year program meets accrediting standards for the first professional degree in landscape architecture. Foundation courses at the undergraduate level are required for candidates in this program, except where previous equivalent course work is documented and approved by the Department. Carefully selected elective courses (6 cr. hrs. minimum) are intended to develop as area of focus, ultimately demonstrated in background research for and outcomes of the final Comprehensive Project. This degree is LAAB accredited. This link provides more information on MLA Track 2.

## MLA Track 3

30 hours of graduate coursework

Track 3 is for candidates holding a BLA degree from a Landscape Architecture Accreditation Board (LAAB) accredited program. This one-year program is a non-accredited second professional degree in landscape architecture. Carefully selected groups of elective courses (18 cr. hrs. minimum) are intended to develop as area of expertise, ultimately demonstrated in background research for and outcomes of the final Thesis/ Creative Project. This link provides more information on MLA Track 3.

Note: Students are allowed to count up to 9 graduate credit hours (grades B and higher) earned at other accredited regional institutions. This applies to Tracks 1, 2, and 3.



2025 MLA Year End Showcase

## MUD [Master of Urban Design]

### 32 hours of graduate credit

Additionally, the Landscape Architecture Department offers a Master of Urban Design program which requires separate application.

The Master of Urban Design (MUD) is a STEM-designated, one-year, post-professional degree, designed in the theory and practice of public-focused interdisciplinary design for cities, towns, neighborhoods, and places. The MUD degree is ideal for working professionals and recent graduates who want to expand their skills, continue their education and add a distinctive practice area to their portfolio. All classes are typically held on a schedule that allows candidates to maintain a part-time work schedule if desired.

## Dual Degree Options

A student may pursue two master's degrees concurrently such that credits are shared between them.  Some potentially desirable dual degree options include:

- MLA + Master of Urban Design (MUD)
- MLA + Master of Urban and Regional Planning (MURP)
- MLA + Master of Architecture (MArch)
- MLA + Master of Interior Design (MA, MS)
- MLA + Master of Arts in Environmental Geoscience
- MLA + Master of Science in Geology and Natural Resources
- MLA + Master of Science in Historic Preservation (MSHP)
- MLA + Master of Business Administration (MBA)

Specific courses and the time required to earn a dual degree will vary.  Students should contact the MLA Program Director to express their interest and ultimately work with other program directors to develop a plan catered uniquely to them based on their backgrounds.

The general requirements for the second master's degree are outlined below.  Please refer to the Graduate Catalog Dual Masters Degrees for more details.

1.  A minimum of 30 graduate credits;

2.  A major in a different field of study;

3.  Submission of a thesis, research paper, or creative project or completion of the appropriate research methodology course(s), depending on specific degree requirements; and

4.  The meeting of other master's degree requirements as specified.

# Admission Into Our Programs

## Important Dates and Deadlines

The Slate On-line Application Portal Opens Tuesday after Labor Day (September) for the next academic year.

Priority Application Deadline for Graduate Assistantship Consideration
• February 15

Deadline for Applications for Fall Entry (Tracks 1/3)
• June 15 International
• Mid August Domestic

Deadline for Spring Entry (Track 2 Only)
• November 15 International
• Mid December Domestic

Additional information on application deadlines and requirements is available through the Graduate Admissions Website.

## Admission Requirements

• 3.0 GPA for domestic students (2.5-2.9 may be considered with probationary status)

• 2.75 GPA (minimum) for international applicants

• Official Transcripts

• Transcript Evaluations of highest degree earned (international applicants only, must be WES, ECE, or other NACES-approved)

• English Proficiency Test (international applicants only)

• Letter of Intent (should include an expression of your interest in pursuing an MLA at Ball State University, description of what sets you apart, and your potential for success)

• Portfolio (design / creative works and/or writing that help to demonstrate your abilities and potential - see more under "Portfolio")

• Letters of Recommendation not required

• GRE not required

## Application Process

The Graduate School requires a minimum 2.75 GPA from an undergraduate degree-granting university. The Department requires a minimum 3.0 GPA for regular admission; students who have below a 3.0 GPA may be admitted with probationary status. Once the minimum GPA has been met, the Department-required materials (listed below) will be assessed by the Departmental Graduate Program Committee to determine which applicants are most suitable for admission to the MLA program.

Ball State University (BSU) uses Slate, a one-stop online portal where students apply to both the Graduate School and the Department at the same time. Slate manages the entire admissions process, including emailing important information and reminders to students throughout that process.

The MLA application process is generally outlined below. For more details and specific requirements, please contact the MLA Program Director (MLA@bsu.edu) or visit the Graduate Admissions MLA Application Requirements webpage.

1. Visit the MLA Program Apply Now website to create and authenticate an account using a personal email address and a passphrase.

2. Submit application fee payment. Upon receipt, applicant receives their BSU credentials. (Note: Application fee can be waived by attending a virtual MLA Information Session - see our MLA webpage for dates and registration.)

3. Submit/upload materials required by the Graduate School.

    a. Official transcripts.
    b. Credential evaluation (NACES-approved, WES/ECE) – international applicants only.
    c. English proficiency test results (TOEFL/IELTS/Pearson PTE) – international applicants only.

4. Submit/upload materials required by the LA Department.

    a. Letter of Intent (expression of your interest in pursuing the MLA at BSU, what sets you apart, and your potential for success)
    b. Resume or CV.
    c. Portfolio (creative/artistic/design works

and/or writing samples such as reports, articles, etc.).

5.  The Graduate School will email periodic reminders and other notifications to applicants regarding any missing materials or related concerns.

## Admission Decision Process

The admission decision process is managed through the Slate platform, as described above.  Below is a general summary of the admission decision process:

• Once the Graduate School has received the materials they require, and confirms that they meet the minimum qualifications, they will notify the Department that the application is available for review.

• Once the Department has received all required materials, the Department Graduate Program Committee will review applications and make admission decisions.

• An admission decision letter will be emailed by both the Dean of the Graduate School and the Departmental Chair.

• Once admitted, the applicant will confirm their intent to enroll. This step concludes the admission process.

• The Department and/or MLA Program Director will maintain communication with each applicant before and after the admission decision.



## Financial Aid

### Graduate Assistantships

The Department of Landscape Architecture extends offers for graduate assistantships to select qualified students on an annual basis. These positions are highly competitive, and offers are extended only after acceptance into the MLA program.

Please see the Graduate Assistantships Section of this handbook for additional information regarding Department GA positions.

### Graduate Assistantships Outside of Department

Although uncommon, a student may seek a GA position outside of the Department. Open positions and their application requirements can be found through the Career Center Graduate Assistantship webpage.

No student is allowed to hold more than one full-time GA position or two half-time GA positions during a given academic year.

Learn more about BSU Graduate Assistantship benefits, eligibility, and guidelines through the Graduate School Graduate Assistant website.

### CAP Scholarships

The College of Architecture and Planning often has some modest one-time scholarship funds available to the Department of Landscape Architecture to be awarded at its discretion. To get more information about the availability of this scholarship please contact the MLA Program Director.

### On-Campus Housing Scholarship

The Graduate School often has a limited quantity of one-time $500 Housing Scholarships for those who choose to live in BSU's Scheidler Apartments.

### Other Sources of Financial Aid

The Financial Aid and Scholarships Office offers information on other possible sources of financial aid. It should be noted of that most of these are relevant to domestic undergraduate education. The office does maintain a website of Additional Scholarship Opportunities and Free Scholarship Searches which may be helpful to identify external opportunities.

**Sponge Park Palette Narrative:** Plants selected needed to tolerate drought and flood conditions. Additionally, seasonal interest, variety of scales, forms, color, and texture were emphasized.

bald cypress

Virginia wild rye

sweet buckeye

Atlantic red cedar

indiangrass

swamp white oak

tussock sedge

serviceberry

Atlantic white cedar

switchgrass

butterflyweed

Allegheny monkeyflower

flowering dogwood

lady fern

meadow rue

wild stonecrop

marsh blazing star

sweetbay magnolia

maidenhair fern

white snakeroot

swamp/marsh milkweed

pickerelweed

black gum

spotted Joe-Pye weed

panicled aster

buttonbush

SCREENING AND SUPPORTING UNDERSTORY PLANTINGS

BIOSWALE PLANTINGS - FLOOD TOLERANT SPECIES

NEIGHBORHOOD ENTRANCE TREES ALONG WALNUT STREET EDGE
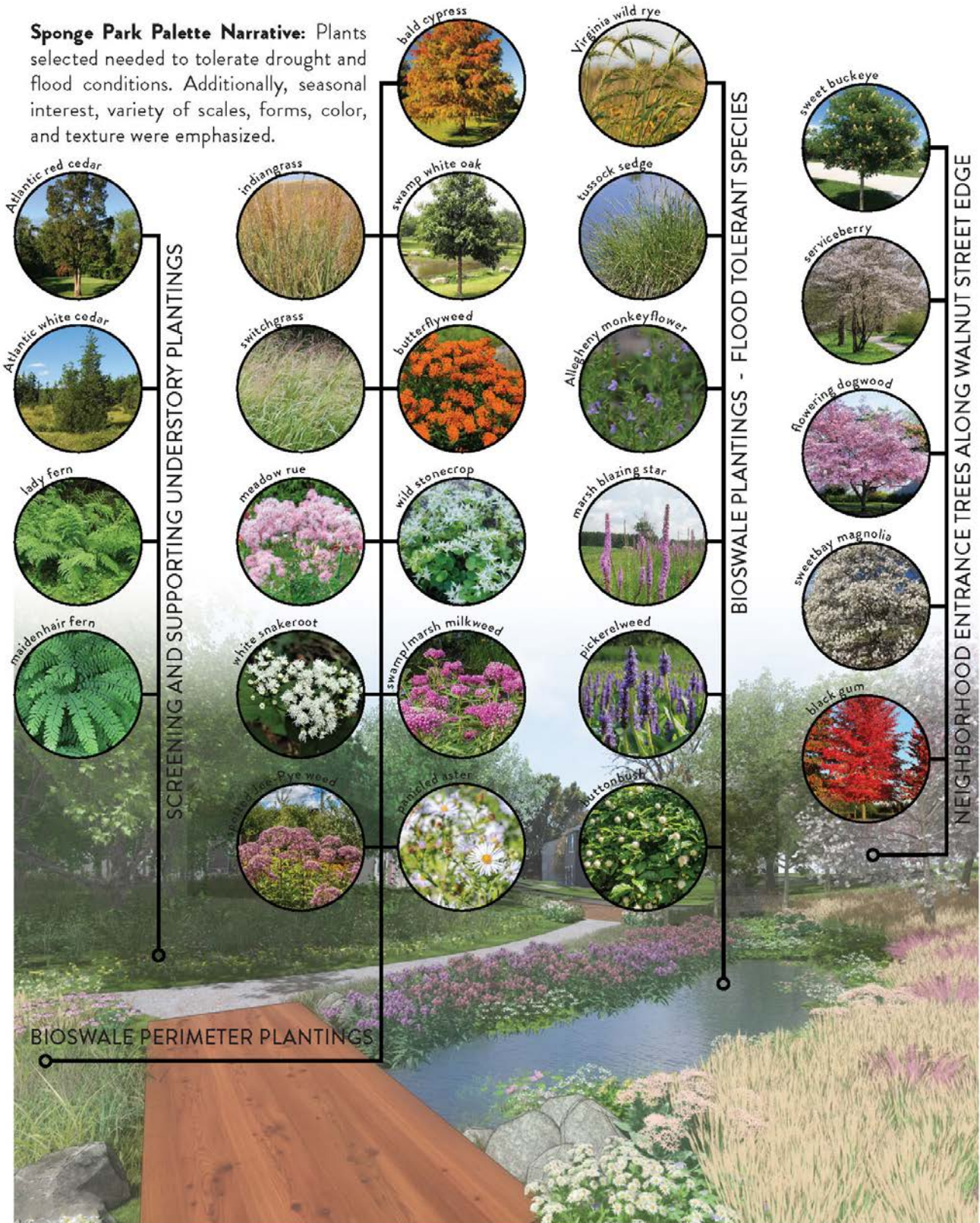
BIOSWALE PERIMETER PLANTINGS

FIGURE 74: Georgetown North Sponge park at bio-swale trail crossing.

Sponge Park Plant Palette, Andy Nettter (MLA 2025)

# Degree Requirements

Applicants must meet the admission requirements of both the Graduate School and the Department of Landscape Architecture.

## MLA Track 1

56 graduate credits, 22 undergraduate credits

The following is the required program of study for candidates not holding professional degrees in landscape architecture or related environmental design and planning areas. Foundation courses at the undergraduate level are required for all candidates in this program except where prior equal course work is documented. This degree program is known as a first professional degree program in landscape architecture. See typical curriculum sheet in Appendix or via this link.

### Studios

- LA 601 Principles of Landscape Architectural Design
- LA 602 Side Design
- LA 603 Community and Urban Space Design
- LA 604 Landscape Architecture Planning & Design
- LA 605 Comprehensive Landscape Planning & Design
- LA 606 Creative Project Studio

### Supporting Courses

- LA 573 Environmental Systems and Structures
- LA 622 Landscape Architectural History
- LA 645 Planting Design
- LA 650 Landscape Architecture Methods
- LA 651 Research Methods in Landscape Architecture
- LA 652 Creative Project Design Seminar
- LA 653 Readings in Landscape Architecture
- LA 661 Design Communications
- LA 668/669 Landscape Architecture Internship
- Electives - 9 credits

### Foundation Undergraduate Courses

- LA 211 Landscape Architectural Engineering 1
- LA 280 Computer Applications
- LA 312 Landscape Architectural Engineering 2
- LA 313 Landscape Architectural Engineering 3
- LA 341 Plants 1
- LA 460 Professional Practice

## MLA Track 2

46 graduate credits, 19 undergraduate credits

The following is the required program of study for candidates holding professional degrees in related environmental design and planning areas (i.e., architecture, interior design, urban and regional planning, etc.). Foundation courses at the undergraduate level are required for all candidates in this program except where prior equal course work is documented. This degree program is known as a first professional degree program in landscape architecture. See typical curriculum sheet in Appendix or via this link.

### Studios

- LA 602 Side Design
- LA 603 Community and Urban Space Design
- LA 604 Landscape Architecture Planning & Design
- LA 605 Comprehensive Landscape Planning & Design
- LA 606 Creative Project Studio

### Supporting Courses

- LA 573 Environmental Systems and Structures
- LA 622 Landscape Architectural History
- LA 645 Planting Design
- LA 650 Landscape Architecture Methods
- LA 651 Research Methods in Landscape Architecture
- LA 652 Creative Project Design Seminar
- LA 653 Readings in Landscape Architecture
- LA 668/669 Landscape Architecture Internship
- Electives - 6 credits

### Foundation Undergraduate Courses

- LA 211 Landscape Architectural Engineering 1
- LA 312 Landscape Architectural Engineering 2
- LA 313 Landscape Architectural Engineering 3
- LA 341 Plants 1
- LA 460 Professional Practice

## MLA Track 3

30 graduate credits

The following is the required program of study for candidates already holding the first professional degree in landscape architecture. This degree program is known as an advanced degree in landscape architecture. See typical curriculum sheet in Appendix or via this link.

### Courses

• THES 698 Thesis 1 to 6 credits

OR

• CRPR 698 Creative Project 3 to 6 credits


• LA 651 Research Methods in Landscape Architecture
• LA 653 Readings in Landscape Architecture
• LA Electives 6-12 credits
• General Electives 6-12 credits

## Certificate Program Options

Graduate certificates supplement your graduate education in a specific, focused area of study outside of - or related to - your degree program. Below is a listing of those typically taken by MLA students. Please see the Graduate School complete listing for additional offerings and specifics for each certificate program.

• Emerging Media Design and Development
• Geographic Information Science
• Historic Preservation
• Social and Environmental Justice
• Sustainability

2025 MLA Creative Project Final Boards

# Guidelines for Satisfactory Progress

## Requirements & Rationale

Master of Landscape Architecture candidates in the first professional degree Track 1 program are required to complete 56 graduate-level credits and 22 undergraduate foundation credits except where prior equal course work is documented and approved by the graduate program director.

Master of Landscape Architecture candidates in the first professional degree Track 2 program are required to complete 46 graduate-level credits and 19 undergraduate foundation credits except where prior equal course work is documented and approved by the graduate program director.

Master of Landscape Architecture candidates in the advanced degree Track 3 program are required to complete 30 graduate-level credits.

All graduate-level course grades are used in computing the student's cumulative GPA. An overall scholastic ratio of 3.0 GPA (B average) must be attained before admission to candidacy and the final awarding of the master's degree.

A graduate student may not repeat more than one time a course for which a grade has been given unless the course is offered for variable credit. The repetition of a course does not remove the previous grades from the student's official academic record. The last grade in a course will be used in computing the scholastic ratio (GPA). The credits will count only once toward meeting minimum credit requirements for graduation.

No course with a grade below 2.0 (C- or lower) may be counted toward any degree program.

If a student earns below a C- in any required undergraduate foundation course, the student must retake that course.

After the first D+ or below in any course, the student must contact their academic advisor immediately following the receipt of final grades from the university. The academic advisor will work with the student to create a plan for moving toward successful completion of the curriculum. If a student receives a second D+ or below for the same course, this will initiate a departmental process that will determine whether the student is retained or dismissed from the program.

## Program Milestones

Students in all tracks of the Master of Landscape Architecture Program must prepare and submit a research study report or proposal in preparation for their Creative Project or Thesis in LA 651 Research Methods in Landscape Architecture. This typically takes place the spring semester prior to the final year (spring semester for Track 3).

Students in Tracks 1 and 2 programs develop this research proposal in LA 652 Creative Project Seminar. This typically takes place in the fall semester of the final year.

Students in all Tracks must submit for review and approval an individual Creative Project or Thesis in either LA 606 Creative Project Studio or CRPR 698 Creative Project or THES 698 Thesis during their final semester(s). Guidelines for Creative Project Report Requirements can be found in the Appendix.



2025 MLA Year End Showcase

# Graduate Assistantships

A graduate assistantship (GA) is a wonderful opportunity for students to be paid while gaining meaningful job-related experience in support of the teaching, research, and/or service initiatives of the Department or a faculty member.

We know graduate work is a significant commitment of resources. The Department of Landscape Architecture offers one-year Graduate Assistantships that may be renewable depending upon performance evaluation and availability. Graduate Assistantships are not guaranteed beyond the initial contract time period.

The Department adheres to the "Guidelines and Information for Ball State University Graduate Assistants" stipulated by the Ball State University Graduate School to which all Graduate Assistants must review, agree to, and follow before students begin their assistantship. These Guidelines can be found on the Graduate School website.

## Application Process

There is no separate application process for Departmental Graduate Assistantships. Applicants to the MLA program may indicate interest in a position through their application to the program and also within their statement of interest. Returning students may indicate their interest by contacting the graduate program director.

GA positions are generally awarded on a yearly basis to select, highly qualified students. Preference goes to returning students and to newly-admitted students who applied by the February 15 priority deadline.

These positions are competitive and contingent upon financial resources afforded to the college. Therefore positions are not guaranteed to any MLA student in a given academic year. Final GA award recipients are determined by the Department Chair and Graduate Program Director. They are typically awarded to new students at the time of admission (after the priority deadline) and returning students prior to the start of the fall semester, and they are effective for the academic year (fall and spring semesters).

## Academic Eligibility

The academic standard required for a graduate assistantship is a cumulative GPA of 3.0 or higher. A first-term student must meet the minimum admissions requirements as outlined in the Graduate Catalog in order to be eligible for an assistantship during their first semester. Students who receive earned admission are not eligible for a graduate assistantship while they remain on earned admission. See the Graduate School Guidelines for additional information on academic eligibility.

## Evaluation and Performance Eligibility

Opportunities provided Graduate Assistants (GAs) through graduate assistantships are critical to the growth, development, and education of graduate students. These experiences help prepare students for the workforce and to develop skills that will be vital to their success after graduation. Therefore, the evaluation process represents professional development as a continuous progression of planning, communication, evaluation, and feedback between the student and supervisor. The evaluation process affords regular occasions to review the responsibilities assigned to the GA, determine how well the student is meeting expectations, and provide mentorship for professional growth.

The Graduate Program Director oversees the evaluation process. All GAs will be evaluated each semester on academic performance and successful execution of GA responsibilities. (See Appendix for example of GA Evaluation Form.) The Graduate Program Director will alert the Department Chair when the result is an unsuccessful evaluation.

The GA faculty supervisor is responsible for evaluating the GA on responsibilities and for informing the GA of any change in responsibilities for the following term. The GA will be provided the opportunity to review the evaluation and write a response if desired.

GAs hold a wide range of responsibilities based on individual assignments. The Supervisor will evaluate the GA on how effectively the GA executes their major responsibilities, as well as competencies in work-related skills such as delivering results in a timely manner, problem solving, collaboration, communication, and integrity. The standard required is at minimum a satisfactory overall rating on

assistantship responsibilities.

In order to be renewed in a graduate assistantship, a student must meet or exceed the academic standard and must successfully complete their assigned responsibilities. Should either of these areas fall short of expectations, the student will receive an unsatisfactory evaluation.

## Inadequate Performance

GAs are evaluated on seven areas related to GA responsibilities. If a Supervisor's evaluation of any area results in a "neutral," "disagree," or a "strongly disagree" response, the Supervisor must clearly delineate the areas of concern, define behaviors necessary for a satisfactory evaluation, and work with the GA to develop a plan for remediation if appropriate. Whether earned in consecutive semesters or not, a second unsatisfactory evaluation may result in dismissal from the assistantship.

## Expectations

GA positions are typically offered as either full-time or half-time assignments. The full-time GA position requires 20-hour/week work commitment under the supervision/guidance of a faculty member and typically comes with a 100% tuition waiver (fees not

included) and a ±$9,500/year stipend. The half-time GA position requires a 10-hour/week work commitment and typically comes with a 50% tuition waiver (fees not included) and a ±$4,750/year stipend.

A full GA position is typically only offered to the most highly qualified applicants and is rarely awarded. There are a few reasons for this: (1) The Department believes in putting students in the best position for success. It is often very difficult for students to balance the curriculum demands alongside 20-hour/week GA responsibilities. (2) The limited financial resources available to the Department make it nearly impossible to award a full-time GA to every student. (3) The Department is committed to awarding every student a GA position each year whenever possible, and that would likely never happen with limited available full-time GA positions.

# College and Departmental Resources

## Faculty and Staff Listing

The Department of Landscape Architecture currently has fourteen full-time Graduate Faculty members. In addition to their teaching appointments, graduate faculty members are actively pursuing a diverse range of research, scholarly and creative endeavors, and professional practice interests. Visit our Faculty website for an introduction to their respective areas of interest and focus.

## Design Resources and Labs

The college offers students access to a diverse range of equipment and resources through several Design Resources and Labs. These facilities provide valuable opportunities for collaboration and allow students to tackle real-world design and planning challenges as part of their educational journey.

The Digital Fabrication Lab, or "Fab Lab" as we call it, contains equipment for designing and making 1:1 prototypes of building and furniture components, as well as smaller-scale models.

The Woodshop and Industrial Cutting Machines Shop provide students with the equipment they need for working with wood, metal, plastics, and other materials. A technician assists students in model building and creative projects for hands-on courses in the R. Wayne Estopinal College of Architecture and Planning (CAP).

The Simulation Lab is available to classes with exceptional project-based needs. It has been used to create thermal, solar, environmental, acoustic, or structural simulations for recognized projects.

The Design Resource Center (aka CRC) is furnished with a suite of large format printers and scanners, facilitating document preparation for student projects and presentations. This facility is well-equipped with a range of supplies and tools tailored to the specific needs of CAP design projects.

The Institute for Digital Intermedia Arts (IDIA Lab) at Ball State University explores the intersection between the arts, sciences, humanities with technology. Scholarly, creative and pedagogical projects investigate virtual reality, human computer interface (HCI), augmented reality, mobile apps, visualization and 3D simulation. IDIA Lab studios were initially incubated through the Eli Lilly Endowment's Digital Media Initiative as part of two generous grants to the University. IDIA Lab's research facilities include five distinct labs – IDIA Lab, CAVE Lab, Dome Lab, HCI Lab, and Sim Lab – all working in concert with the recently formed Digital Scholarship Lab (DSL). The labs' faculty, staff and students develop projects in partnership with a cohort of international clients in this innovative initiative that investigates the forefront of emergent design and learning.





## Design Resource Center (DRC)

The Design Resource Center (aka DRC or formerly CRC) is a service available to students, faculty, and members of our community. They provide large-format and laser printing as well as a variety of supplies and materials for purchase.

Five large-format printers, also called plotters, are loaded with paper for the following formats:

- 36-inch (bond/vellum/photo satin)
- 42-inch (glossy/ photo satin)
- 60-inch (glossy/photo satin)

Color laser printers are available for smaller projects. They accept credit cards only, no cash.  If you have questions, email our Design Resources Manager or call 765.285.8180.

## CAP Library

The MLA program is served by two major libraries: the Architecture Library and the Alexander M. Bracken Library. The primary clientele of the Architecture Library are the students, faculty, and staff of the College of Architecture and Planning. This Library is conveniently located on the main floor of the Architecture Building. Bracken Library also contains the GIS Research and Map Collection, Archives and Special Collections, the Educational Resources Collection, and Interlibrary Loan Services, and is located a short walking distance from CAP.

The Architecture Librarian, Library Coordinator, and a group of well-trained student assistants offer the usual reference service, group and individual instruction, and other assistance with the use of our collections and services. Circulation services include course reserves, in print and electronic formats. Facilities include space and furnishings for quiet individual study and small lounge areas as well as group study tables and collaborative space. The Architecture Library also contains numerous PC workstations running design and graphics software in addition to word processing applications; 11" x 17" flatbed scanners and black and white and color printers; and more. It is in many ways the hub for research, basic digital design & production, and small-format printing in CAP.

The collection of the Architecture Library is within the subject scope of the three disciplines/departments of the College, namely, architecture (including historic preservation), landscape architecture, and urban and regional planning, and this interdisciplinary nature of the collection is one of its strengths. The Architecture Library's Visual Resources

Collection (VRC) offers an online image collection of more than 68,000 landscape architecture, architecture, and urban planning images through the University Libraries' Digital Media Repository. A rapid image downloader is available for quickly and easily inserting groups of images into PowerPoint presentations. The VRC also maintains a growing collection of innovative or sustainable building material samples that now numbers more than 440 items. Among the samples are many items related to parks, playgrounds, green roofs, and other landscape architecture building types. The VRC organizes and sponsors "Materials Talks at Lunch," where the CAP community is invited to a lunchtime session with different product vendors to learn more about insulation, green roofs, lighting, pavers, playground structures, and numerous other materials and/or furnishings.

## Andrew Seager Archives of the Built Environment

The Andrew Seager Archives of the Built Environment, a Division of University Libraries, located in the Estopinal College of Architecture and Planning, is a unique resource dedicated to preserving the history of Indiana's built environment. Our collections contain over 130,000 original architectural drawings, landscape plans, blueprints, photographs, models, and building remnants that tell the stories of Indiana's buildings, sites, and structures.

The mission of the R. Wayne Estopinal College of Architecture and Planning Archive is to collect and preserve records of historic sites and structures in Indiana and the work of Indiana environmental design practitioners. The goal, in cooperation with other repositories, is Indiana's built environment. The Archive is maintained to support research and structure/site documentation. Our collections are open for research to Ball State University students, faculty, staff, and the general public .A staff of graduate assistants is available to assist in accessing archival materials. Prints of reproducible drawings are available at cost.

## CAP Exhibitions

CAP offers an interdisciplinary exhibition series to meet two primary goals: 1) to provide opportunities for students to view documentation of the work of design and planning professionals, or professional exhibitions of work in related fields; and 2) to exhibit the work of students and faculty of the College.

The CAP Exhibit Gallery, located on the first floor of the Architecture Building, is free and open to the public from 9 am to 4pm Monday through Friday.





## CAP Guest Lectures

The CAP Guest Lecture Series (GLS) invites educators and practitioners in related disciplines to give lectures on cutting-edge interdisciplinary topics. A nationally-advertised schedule of lectures is offered in both fall and spring semesters. The GLS offers wonderful enrichment opportunities for students where they can develop their professional network, learn what's happening in diverse professional practice settings, and broaden their perspectives on planning and design, the environment, places,



JOE WAHLER
ASLA, Principal at STIMSON
Landscape Architect
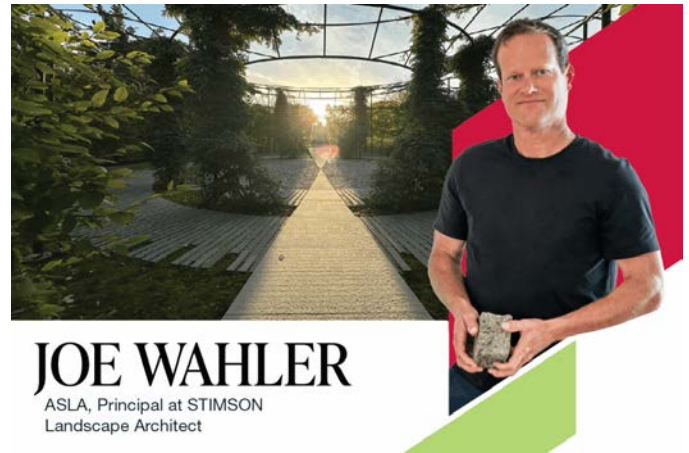


### 'Seeing and Drawing' lecture by landscape architect Shannon Nichol

**February 25, 2025** by CAP

**WEDNESDAY | MAR 19 | 4PM | AB 100**

Award-winning landscape architect Shannon Nichol will speak at 4 p.m. Wednesday, March 19, in AB 100 as part of the Estopinal College of Architecture and Planning's guest lecture series.

Ms. Nichol, FASLA, PLA, LEED AP, is a co-founder of GGN and stewards GGN's distinct approach to design and collaboration, bringing curiosity, humility, humor, and deep creativity to the firm's projects.

Her designs – including San Francisco's India Basin Waterfront Parks, the Lurie Garden in Chicago, and the Gates Foundation Campus – are widely recognized as distinct landforms and welcoming places embedded in local history, culture, and native ecologies.

Recent guest lecturers in landscape architecture
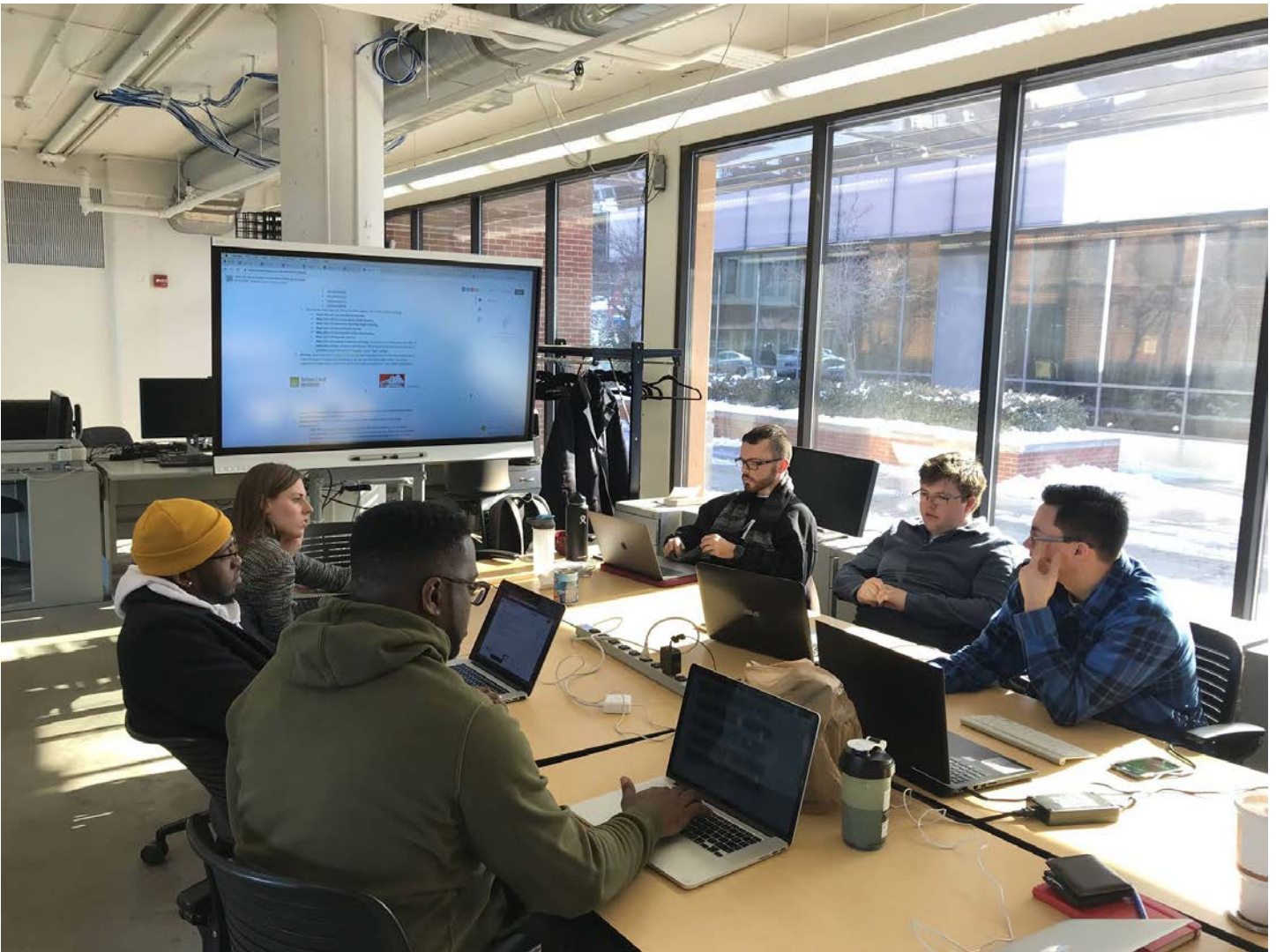
## CAP Indianapolis Center

Located in the Elevator Hill neighborhood at 25 N. Pine Street, in the heart of the City Center, the CAP Indy Center has been created to provide the College with a visible location from which to provide Educational Programs, Community Service, and Design and Planning Advocacy.

# Annual Field Study Week

Every fall semester, the College of Architecture & Planning incorporates a field studies week into the semester timeline where all students within the college are encouraged to travel and expand their knowledge through real-world experiences with design projects.

The field studies week typically falls at the end of September / beginning of October, the week before or the week after Fall Break.

The field studies week cost for travel is in addition to tuition and fees, however these group trips provide extremely economical ways to enhance the design education through travel, project site visits, and firm visits.

The Department of Landscape Architecture typically offers 3 to 4 trips that range in cost and destination, and are available to all landscape architecture and urban design students.

## Field Study Week Cost Estimates

Tiers
• Tier 1 $900 - $1200
• Tier 2 $600 - $800
• Tier 3 $300 - $600
• Tier 4 Local below $300

## Previous Destinations

In the past, our field study travels have taken our students to: Washington DC, Chicago, St. Louis, Louisville, Cincinnatti, South Carolina, The Grand Allegheney Passage, Denver, Michigan, New Orleans, The Grand Canyon, Seattle... and more to come.

# Preparing to Enter the Program

You are beginning a remarkable journey that will undoubtedly expand your knowledge, challenge your perspectives, and prepare you for a successful career in landscape architecture.

Before orientation, we encourage you to start sketching, read as much as you can about landscape architecture and landscape architecture projects, and get excited about the new adventures that await you!

## Getting Student Identification Card (ID)

The Registrar's Office is located on the basement level of Lucina Hall (LU B43), which is where you receive your student identification card. If you lose your card there is a $10 replacement charge. If you change names there is no charge for a new card as long as you turn in your old card.

More information related to your student ID card can be accessed here.

## Registration

The registration process happens entirely online through my.bsu.edu. The university will email students a time ticket identifying a specific date and time they can begin registering, along with brief instructions. In general, students with a more advanced standing and more credits are allowed to register earlier. More course registration details are available online at Scheduling & Registation website.

Students' required MLA courses are identified in the Track 1/2/3 curriculum map provided in this handbook and online on the MLA website. Only on rare occasions (e.g., a popular elective course reaches capacity, or a course prerequisite is missing) would a student be denied entry into any course. Students are strongly encouraged to meet with the MLA Graduate Program Director/Advisor to discuss their interests, needs, concerns, and/or questions prior to registration (and at any time). The Departmental Administrative Coordinator can also help with any of your registration questions or concerns.

## On-Campus Transportation

During Fall and Spring semesters, the university operates a shuttle bus service for the campus community. Our shuttles provide free service every five to 10 minutes Monday through Friday, as well as limited service on Sundays for students, faculty, staff, and visitors. More information about local transportation options can be found on the Transportation Services website.

You can see all the bus routes on the BSU Map website and mobile app. Also, when using their BSU ID, students get free rides with MITS bus system throughout the city of Muncie.

You also have the option to buy on-campus parking permit. Here is the link Office of Parking Services.

## Moving to Muncie

### Housing information

This link provides you with information on on-campus and off-campus options for housing and finding a place in Muncie, IN. Cardinal Media Housing Guide is also a reliable method of learning about local housing in Muncie. This link shows many, but not all the housing options here around Ball State.

### On-Campus Housing Options

Most residence halls are available to graduate students. Many are organized by LLCs (Living Learning Communities) where students within same or similar majors can learn and collaborate. All residence halls provide computer labs, lounge space, and laundry facilities. Several provide fitness rooms, music practice rooms, and studio spaces. It is possible to live both with and without a roommate in dorms.

On-Campus Apartments include Anthony Apartments and Scheidler Apartments, which allow for coed housing and for families to live together if desired. These apartments are a little farther away than residence halls, but students in these apartments have access to the campus shuttle buses. Here is the link where you can find on-campus housing options.

For more information, please contact:

Office of Housing and Residence Life

North Dining Hall
Ball State University Muncie, IN 47306
765-285-8000

**Off-Campus Housing Options**

The Campus Edge
https://www.thecampusedge.com/
117 E. Charles, Suite 201
Muncie, IN 47304
(765) 286-2806

MiddleTown Rental Properties
http://middletown.rentals/
1701 W. University Ave.
Muncie, Indiana 47304
(765) 289-7618

BSU Rentals
http://bsurentals.com/
1701 W. University Ave
Muncie, IN 47304
(765) 289-7617

Cedars Apartments
http://www.cedarsatbsu.com/
1010 W. Bethel Avenue
Muncie, IN 47303-3435
(765) 286-2806

Cardinal Pointe Apartments
https://www.cardinalpointe-apts.com/
808 W. Riverside Ave., Office
Muncie, IN 47303
(765) 286-0692

The Haven
https://www.havenapts.com/
3701 N. Marleon Dr
Muncie, IN 47304
(765) 273-4473

Creekside Apartments
https://www.mycreeksideapts.com/
2901 N. Elgin St
Muncie, IN 47303
(833) 211-4497

Silvertree Communities
https://silvertreecommunities.com/
2720 N. Silvertree Ln
Muncie, IN 47304
(765) 508-8739

Mark BSU Properties
http://markbsuproperties.com/
2600 W. Riggin Rd
Muncie, IN 47304
(765) 716-8447

University Village
https://www.uvmuncie.com/
4500 W. Bethel Ave
Muncie, IN 47304
(765) 876-3203
Benny's BSU Rentals
https://www.bennysbsurentals.com/
2015 W. Main St.
Muncie, IN
(317) 379-3570

Village Promenade
https://www.villagepromenade.com/village-
promenade-muncie-in
1623 W. University Ave
Muncie, IN 47303
(765) 287-1000

TJ Lennon Properties
https://bsuoffcampus.com/
505 N. Parkwood Dr
Muncie, IN 47304
(765) 744-0185

17 Hundred Apartments
http://17hundred.net/
1700 N. Rosewood
Muncie, IN 47304
(317) 281-2918

**Area Information**

This link provides you with possibilities of the extra-curricular activities available in Muncie, IN.

## Required Technology, Tools and Supplies

### Personal Computer

If you have your own computer/laptop, a PC with Windows is recommended (see Recommended Computer Specifications in the Appendix or at this link: computer spec sheet).

While both Mac and PCs can run many of the essential design programs (AutoCAD, Adobe Creative Cloud, etc.), there are still a few essentials that only run on Windows (ArcGIS, 3ds Max, for example). If you have a Mac, it is highly recommended that you create a Bootcamp partition with Windows and enough space to install programs. Other recommendations are to equip with as much RAM and the best graphics card you can afford.

### Computer Software and Apps

Below is the list of required and recommended software and applications you will need as an MLA student:

- Microsoft Office [see Software for Students, BSU Technology Store for instructions and links]
- Adobe Creative Suite [see Software for Students, BSU Technology Store for instructions and links]
- Autodesk [AutoCAD, Civil 3D, Revit, 3ds Max, etc.]
- Lumion
- Rhinoceros
- SketchUp
- ArcGIS

### Computer Labs

The Landscape Architecture Computer Lab (located 2nd floor CAP, AB 218) has computers equipped with the above programs. There are other computer labs across campus that also may have access (check with the labs for exact list of programs) – the Architecture Library and Map Library in Bracken are 2 commonly used labs.

This high-end simulation computer lab is available to classes with exceptional project-based needs. It has been used to create thermal, solar, environmental, acoustic, or structural simulations for recognized projects.

## Recommended List of Supplies

Below are supplies you are likely to need as an MLA student. We encourage you to bring any of the items you may already have before moving to campus and buy any additional supplies per instructor request.

Field Tools
- Sketchbook
- Gluestick
- Digital Camera
- Container for travel/field supplies
- Tape Measure – 100'
- Umbrella

Drawing Tools
- Portable Drawing Surface
- Lead holder(s)
- Assortment of Leads [6H, 4H, 2H, H, B, 2B, 3B, 4B, 6B]
- Lead pointer
- White and pink pearl erasers
- Set of drafting / drawing pencils

Ink
- Fineliner Pen
- Technical Pens
- Black india ink
- Brushes

Watercolor
- Small tube of Payne's Grey
- Brush(es)
- Portable water container

Markers
- Drawing markers (12- or 24-ct set of color, multiple black Sharpies)

Papers
- Tracing paper AKA trash paper, rolls of 24" and 18", preferably white
- Vellum [11x17 pad & larger sheets TBD]
- Bristol board [9x12 pad & larger sheets TBD]
- Watercolor papers

Drafting equipment
- Drafting surface
- Parallel drafting bar (Mayline) or Tsquare
- 30/60 and 45 degree triangles (8" or 10")
- Engineer Scale
- Architect Scale
- 12" straight edge with inch markings
- 36" corkback ruler
- Pounce pad
- Protractor

• Bow compass set
• Drafting tape
• Clear tape / magic tape
• Set of templates

Modeling Equipment
• Large self-healing cutting mat
• Xacto knives (#11, and #1 or #2 blades) and replacement blades
• Mat knife w/ break-off replacement blades
• Basswood cutter(s)
• Small miter set for basswood cutting
• White glue – Aleene's Tacky Glue, Elmer's
• Needle nose pliers
• Wire cutters
• Sand paper (fine grain)

Modeling Materials
• Basswood
• Plexiglass
• Bristol board
• White foamcore
• Piano (or Music) Wire, straight
• Roma Plastilina modeling clay (green-gray or white)
• String – variety
• Wire

Lighting
• Drafting lamp, preferably one that is adjustable

**Where to Buy Art Supplies and Model Materials**

Here is a list of places where you can buy art and model making supplies and materials:

CAP Communications Resource Center (CRC)
Ground level CAP – limited supply of items

Art Mart https://www.artmartmuncie.net/
409 N. Martin St #2, Muncie
765.284.2919

Hobby Lobby https://www.hobbylobby.com/
1801 W. McGalliard Rd, Muncie
765.288.8121

United Art & Education https://www.unitednow.com/
5671 E. 86th Street, Indianapolis
317.849.2725

Dick Blick [online] https://www.dickblick.com/
Utrecht [online] https://www.utrechtart.com/
MisterArt! [online] https://www.misterart.com/

Where to Buy Tools / Lumber
For larger items, you may visit:

Lowe's
4401 W. Clara Ln, Muncie
765.287.1606

Menards
3401 N. Nebo Rd, Muncie
765.287.9130

Harbor Freight Tools
1413 W. McGalliard Rd #4, Muncie
765.282.5446
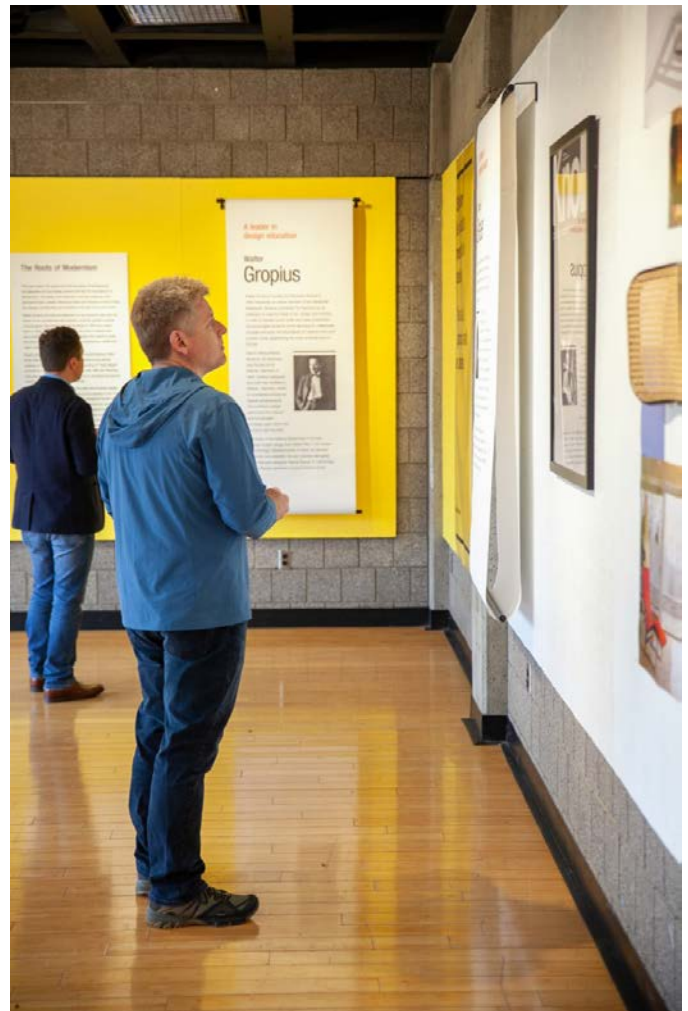
# Appendices



Pogue's Run Collage, Sarah Gordon (MLA 2025)

# Master of Landscape Architecture

**BALL STATE**
UNIVERSITY
R. Wayne Estopinal College
of Architecture and Planning

# TRACK 1

For qualified applicants with Bachelor's degrees in non-design related fields and from non-accredited Landscape Architectural programs. Minimum requirement—75 credits

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Students holding a baccalaureate degree that is not a professional degree in landscape architecture or a related environmental design and planning discipline follow Track 1, which includes 56 graduate credit hours and 19 undergraduate credit hours. This three-year program meets accrediting standards for **the first professional degree** in Landscape Architecture. This degree fulfills the education requirements for eventual licensure as a Landscape Architect.

Students in this program must complete foundation courses at the undergraduate level except where previous equivalent course work is documented and approved by Ball State University.

Applicants to the Master of Landscape Architecture (MLA) program must meet the admission requirements of both the Graduate School and the Department of Landscape Architecture. International students must also meet the requirements of the Rinker Center for International Programs. For international students where English is a second language, RCIP may require English language coursework prior to beginning MLA degree coursework.

Consult the Ball State University Graduate Catalog for course descriptions and complete information on programs requirements at bsu.smartcatalogiq.com.

Our master's degree program is fully accredited by the Landscape Architectural Accreditation Board (LAAB) of the American Society of Landscape Architects, the national professional association for landscape architects.

**ASLA**

## How to Apply

Apply for admission into the Graduate School using the Graduate School Application Process. International students should follow the International Admissions Process. Check the website for deadlines for priority consideration of financial assistance. Visit bsu.edu/gradschool.

## For Questions

**Contact Natalie Yates,** Graduate Program Director and Asst. Professor of Landscape Architecture, mla@bsu.edu.

Estopinal College of Architecture and Planning, Department of Landscape Architecture
765-285-1971 | bsu.edu/landscape/mla

## Directory

**Graduate School**
866-285-GRAD (toll-free)
gradschool@bsu.edu
bsu.edu/gradschool

**Dates and Deadlines**
Find important dates and deadlines for Graduate School

**Graduate Catalog**
bsu.smartcatalogiq.com
or
MLA catalog

**Rinker Center for International Programs**
866-285-4723 (toll-free)
intadmit@bsu.edu
bsu.edu/admissions/international

**Office of Financial Aid and Scholarships**
800-227-4017 (toll-free)
finaid@bsu.edu | bsu.edu/finaid

## A. MLA Track 1 Curriculum Sheet

### FIRST YEAR

#### FALL SEMESTER

**LA 573** ... Environmental Systems ....................................... 3
**LA 601** ....Principles of Landscape Architectural Design ......4
**LA 661** ... Design Communications (LA 661) ..................... 3

**Total credits 10**

#### SPRING SEMESTER

**LA 211** ... Landscape Architectural Engineering 1*............ 4
**LA 602** ... Site Design ...................................................... 4
**LA 622** ... Landscape Architectural History ...................... 3
**LA 653** ... Readings in Landscape Architecture ................ 3

**Total credits 14**

*Undergraduate foundation course*

### SECOND YEAR

#### FALL SEMESTER

**LA 312** ... Landscape Architectural Engineering 2* ............ 4
**LA 341** ... Plants 1* ......................................................... 4
**LA 603** ... Community and Urban Space Design .............. 4
**LA 650** ... Landscape Architecture Methods ...................... 3

**Total credits 15**

#### SPRING SEMESTER

**LA 313** ... Landscape Architectural Engineering 3*............ 4
**LA 604** ... Landscape Architecture Planning & Design ....... 4
**LA 645** ... Planting Designs .............................................. 3
**LA 651** ... Research Methods in Landscape Architecture ... 3

**Total credits 14**

### SUMMER SEMESTER

Internship (LA 669) .......................................................................... **Total Credits 0**

### THIRD YEAR

#### FALL SEMESTER

**LA 605** ... Comprehensive Landscape Planning ................ 4
**LA 652** ... Creative Project Design Seminar ...................... 2
Elective ........................................................................ 3
Elective ........................................................................ 3
Internship Documentation....................................................... 0

**Total credits 12**

#### SPRING SEMESTER

**LA 460** ... Professional Practice* ....................................... 3
**LA 606** ... Creative Project Studio...................................... 4
Elective ........................................................................ 3

*Undergraduate foundation course*

**Total credits 10**

**BALL STATE**
UNIVERSITY

R. Wayne Estopinal College
of Architecture and Planning

# TRACK 2

For qualified applicants with a professional degree in a related environmental design and/or planning discipline. Minimum requirement—65 credits

Students holding a professional degree in a related environmental design and planning discipline (e.g., architecture, interior design, urban and regional planning, etc.) follow Track 2, which includes 46 graduate credit hours and 19 undergraduate credit hours. This two-and-a-half-year program meets accrediting standards for the **first professional degree** in Landscape Architecture.

This program is language intensive and English proficiency is required. Students in this program must complete foundation courses at the undergraduate level except where previous equivalent course work is documented and approved by Ball State University.

Applicants to the master of landscape architecture (MLA) program must meet the admission requirements of both the Graduate School and the Department of Landscape Architecture. International students must also meet the requirements of the Rinker Center for International Programs.

Consult the Ball State University Graduate Catalog for course descriptions and complete information on program requirements at catalog.bsu.edu.

ASLA

Our master's degree program is fully accredited by the Landscape Architectural Accreditation Board (LAAB) of the American Society of Landscape Architects, the national professional association for landscape architects.

## How to Apply

Apply for admission into the Graduate School using the Graduate School Application Process. International students should follow the International Admissions Process. Check the website for deadlines for priority consideration of financial assistance. Visit bsu.edu/gradschool.

## For Questions

**Contact Natalie Yates,** Graduate Program Director and Asst. Professor of Landscape Architecture, mla@bsu.edu.

Estopinal College of Architecture and Planning, Department of Landscape Architecture 765-285-1971  |  bsu.edu/landscape/mla

## Directory

**Graduate School**
866-285-GRAD (toll-free)
gradschool@bsu.edu
bsu.edu/gradschool

**Dates and Deadlines**
Find important dates and deadlines for Graduate School

**Graduate Catalog**
bsu.smartcatalogiq.com
or
MLA catalog

**Rinker Center for International Programs**
866-285-4723 (toll-free)
intadmit@bsu.edu
bsu.edu/admissions/international

**Office of Financial Aid and Scholarships**
800-227-4017 (toll-free)
finaid@bsu.edu  |  bsu.edu/finaid

## B. MLA Track 2 Curriculum Sheet

# FIRST YEAR

### FALL SEMESTER

— No Fall Semester Courses —

### SPRING SEMESTER

**LA 211** ....Landscape Architectural Engineering 1* ............ 4
**LA 602** ....Site Design .......................................................... 4
**LA 622** ....Landscape Architectural History ....................... 3
**LA 653** ....Readings in Landscape Architecture ............... 3

**Total credits 14**

# SECOND YEAR

### FALL SEMESTER

**LA 312** ....Landscape Architectural Engineering 2* ............ 4
**LA 573** ....Environmental Systems ..................................... 3
**LA 603** ....Community and Urban Space Design .............. 4
**LA 650** ....Landscape Architecture Methods ..................... 3

**Total credits 14**

### SPRING SEMESTER

**LA 313** ....Landscape Architectural Engineering 3* ............ 4
**LA 604** ....Landscape Architecture Planning & Design ....... 4
**LA 651** ....Research Methods in Landscape Architecture .. 3

**Total credits 11**

# SUMMER SEMESTER

**LA 669** ...Internship .................................................................. **Total Credits 0**

# THIRD YEAR

### FALL SEMESTER

**LA 341** ....Plants 1* ............................................................. 4
**LA 605** ....Comprehensive Landscape Planning ............... 4
**LA 652** ....Creative Project Design Seminar ..................... 2
Elective ......................................................................... 3
Internship Documentation ............................................. 0

**Total credits 13**

### SPRING SEMESTER

**LA 460** ....Professional Practice* ........................................ 3
**LA 606** ....Creative Project Studio ..................................... 4
**LA 645** ....Planting Designs ................................................ 3
Elective ......................................................................... 3

**Total credits 13**
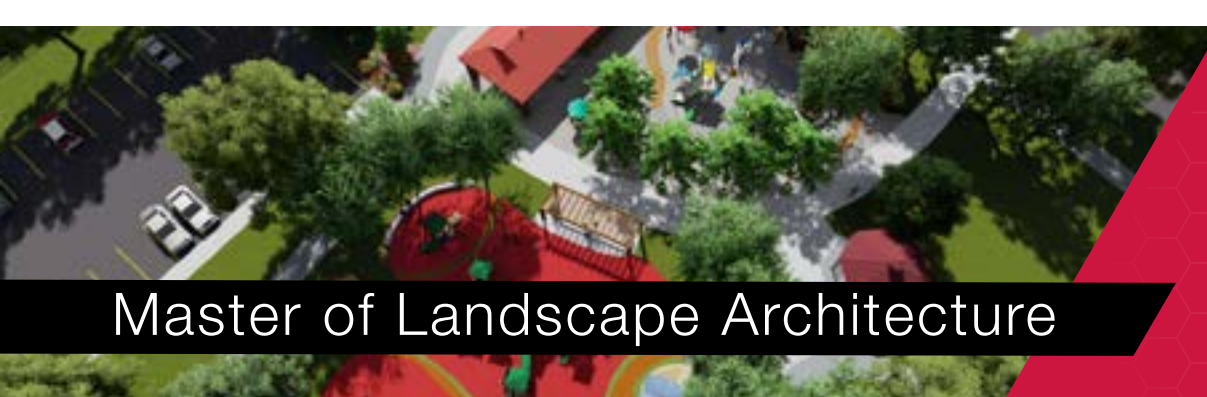
*Undergraduate foundation course

**C. MLA Track 3 Curriculum Sheet**

# TRACK 3
## For Graduates of LAAB Accredited Landscape Architecture Programs—30 graduate-level credits

Track 3 is open to applicants who hold a bachelor's degree in landscape architecture from a Landscape Architecture Accreditation Board (LAAB) accredited program. This one year, 30-credit hour program is a post professional degree in Landscape Architecture intended to provide opportunity for advanced specialization.

In this program, a thesis or creative project developing a Landscape Architecture specialization is required. Candidates begin this program with a focus that aligns with faculty profiles or designated certificate programs. English language and graphic/digital communication competencies are the responsibility of the student. If competencies in these areas are not demonstrated upon admission to the MLA Program Track 3, additional coursework will be required.

Applicants to the master of landscape architecture (MLA) program must meet the admission requirements of both the Graduate School and the Department of Landscape Architecture. International students must also meet the requirements of the Rinker Center for International Programs. Consult the Ball State University Graduate Catalog for course descriptions and complete information on program requirements at catalog.bsu.edu.

## How to Apply
Apply for admission into the Graduate School using the Graduate School Application Process. International students should follow the International Admissions Process. Consult the Ball State University Graduate Catalog complete course descriptions and programs requirements. Visit bsu.edu/gradschool.

## Ranked 24th
Ranked 24th in the nation by *Design Intelligence*, our interdisciplinary, hands-on master's program in landscape architecture will prepare you for careers on planning and designing outdoor spaces and landscapes. Our master's degree program is fully accredited by the Landscape Architectural Accreditation Board (LAAB) of the American Society of Landscape Architects, the national professional association for landscape architects.

## For Questions
**Contact Natalie Yates,** Graduate Program Director and Professor of Landscape Architecture, mla@bsu.edu.

Estopinal College of Architecture and Planning
Department of Landscape Architecture
765-285-1971 | bsu.edu/landscape/mla

**BALL STATE**
UNIVERSITY

R. Wayne Estopinal
College of Architecture
and Planning

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### DEGREE REQUIREMENTS
| | |
|---|---|
| **LA 651** ..Research Methods in Landscape Architecture | .........3 |
| **LA 653** ..Readings in Landscape Architecture | ......................3 |
| Landscape Architecture Elective(s) | ..................................6–12 |
| Elective *(outside LA area of concentration)* | ......................6–12 |

### SUMMER SEMESTER
| | |
|---|---|
| **THES 698**....Thesis | .........................................................1 to 6 |
| —OR— | |
| **CRPR 698**...Creative Project | .........................................3 or 6 |

**Total graduate-level credits 30**

LA electives/electives include all landscape architecture courses offered at the graduate level and may include independent study courses, and any other electives approved by the program director.

Candidates will complete a minimum of 30 credits of graduate work.

## Directory
**Graduate School** | 866-285-GRAD (toll-free)
gradschool@bsu.edu | bsu.edu/gradschool | catalog.bsu.edu

**Rinker Center for International Programs**
866-285-4723 (toll-free)
intadmit@bsu.edu | bsu.edu/admissions/international

**Office of Financial Aid and Scholarships**
800-227-4017 (toll-free) | finaid@bsu.edu | bsu.edu/finaid

## D. Creative Project Final Booklet Guidelines

**LA 606 CP Overview**

The final LA 606 CP booklet should evidence fulfillment of the LA 606 course outcomes.

**LA 606 Course Learning Outcomes**

Upon completion of this course, the student will be able to:

- Execute a self-generated comprehensive project (CP) from conceptual design through design details, that evidences graduate-level inquiry and rigor (carried forward from developmental CP outcomes achieved in LA 651 and LA 652).
- Complete a written comprehensive project report describing the comprehensive project including: problem statement, background, research, precedent study, project goals and objectives, methodology/methods, inventory and analysis, and a design proposal (including conceptual, schematic, and design-development phases) - highlighting unique graduate-level inquiry and problem-solving aspects engaged in the CP process.
- Apply professional communication skills (written, graphic, and verbal) in the fulfillment of a graduate-level comprehensive project, also achieving professional–level results required for entry-level landscape architectural practice.
- Effectively utilize and apply time management skills in completing a comprehensive project.

## General Booklet Guidelines

**Writing Style / Format**

Your final Creative/Comprehensive Project (CP) document should be written primarily in an academic research report format. There are, of course, opportunities to include some narrative sections that are written in more "expressive" styles, especially when describing experiential qualities and unique design features in the final design. However, in general, the majority of the narrative (text) should be written in past tense. By the time you submit your final booklet, the work you are describing and illustrating in the document has already happened – so design decisions are described in past tense.

No First Person: When discussing something "you" executed, performed, thought about, or considered while working on your project, substitute first person for second person – such as: "the author determined the design objectives would be best achieved by…."

Exceptions to First Person: Acknowledgements (thank you section) may be written in first person.

**Quality of English Language Writing**

All aspects of your CP and LA 606 staged assignments include written components (professionally written narrative texts, as well as graphic elements that require helpful and understandable captions, descriptions, etc.). All LA 606 students (especially for those whose first language is not English) should utilize departmental, college and/or university writing services/consultants to ensure all aspects of their written assignments have been proofread and editorially corrected before submitting the assignment.  Low quality, non-proofed written work will not be accepted – it must be corrected using available writing improvement resources.

## Booklet Format

11 X 17 horizontal (landscape-oriented)
Unless an alternative is approved, the booklet will be formatted as an 11"X17" horizontal (landscape) report.

## Booklet Content

Table of Contents

Acknowledgement page (optional)

**1. Abstract** (3-5 paragraphs, one-page)

**2. Problem Statement** - address specific 'problems' and 'opportunities' the project has endeavored to address

**3. Research Question(s)** - provide for the reader an understanding of your unique 'research-oriented' perspectives and special areas of interest that guided the project selection and the project design phases

**4. Literature Review, Background Research, and Precedent/Case Studies** - concise summary of primary *literature referenced, background research, and *precedents/case studie;s articulate clearly how research and precedents/case studies provided valuable direction for the project and site design decisions. Remember to cite sources of all photos, images, and text/quotations used in your report that did not originate from you.

**5. Methods** - describe unique methods used to set up the project [e.g. questionnaire, interviews, etc.], as well as any unique design methods/methodologies employed during the design phases of the project

**6. Project Overview** (with assumptions and delimitations) - concise; describe selected project; how it helped to explore/ address research question(s) and special topic interests

**7. Site Inventory & Analysis Conclusions** - emphasize key conclusions [the "so what" findings] from your site inventory and analyses that directed your design process and design results that follow

**8. Design Goals and Objectives** - list and consider adding illustrative sketches and/or images that support

**9. Site Programming**

**10. Vision and Alternative Concepts**

**11. Conceptual Design Studies** - present and describe conceptual design studies; briefly evaluate each for strengths, weaknesses, and areas for improvement; and describe preferred aspects of the conceptual design studies and how they were used informed the schematic design studies [more detailed design] that follow

**12. Master Plan & Schematic Design Studies** - present and describe a final/refined version of your full-project master plan; choose appropriate scale and rendering methods to communicate the plan, and reinforce important aspects of the masterplan with illustrative elevations, sections and perspective drawings at schematic level of detail

**13. Design Development and Construction Document Samples** - present and describe the selected portion(s) of the site designed in greater detail, this section should include carefully measured design drawings (plans, sections, elevations and perspectives that are drawn accurately and represent proper scales of spaces, structures, and user components; demonstrate your understanding of construction technologies by including drawings that address site drainage, contours and contour manipulation, nformation and images concerning key material selections, and samples of construction detailing to demonstrate knowledge

**14. Overall Conclusions** - Include Suggestions/Needs for Future Research and Future Design Studies Related to this Topic

Appendices (as needed)

## E. Graduate Assistant Performance Evaluation

### Department of Landscape Architecture
### Graduate Assistant Performance Evaluation

This form is intended to evaluate the performance of graduate assistants to
- facilitate communication between graduate assistants and their
- directing faculty, to enable the growth of graduate assistants, and to
- assist in departmental decision-making with regard to graduate assistants.

The criteria apply to all graduate assistants. Evaluate each criterion with regard to the graduate assistant's responsibilities as practicable. Use the comments section for each criterion to provide feedback about strengths, areas for improvement, and/or growth. Respondents are strongly encouraged to provide feedback for each criterion. If "**Neutral**," "**Disagree,**" or "**Strongly disagree**" is assigned, **explanation is required**.

Departments are not required to use this form, but the process used must comport with that specified in the Graduate Assistant Handbook. This form or alternative documentation must be kept on file in the department office.

Graduate Assistant's Name:
Faculty Mentor / Supervisor Name:

## Assistantship Role and Responsibilities
Specify the type of assistantship (example: General, Teaching, Research)
Please list GA's primary responsibilities. Examples might include project research, writing, grading undergraduate course work, developing workshops, updating teaching materials, developing teaching materials, etc.

## Reliability and Attendance
Completes assigned tasks reliably, is punctual, timely in responses, and meets attendance expectations. If "Neutral," "Disagree," or "Strongly disagree" is assigned, please include explanation in Supportive Details or Comments below.

Strongly Agree | Agree| Neutral | Strongly Disagree | Not Applicable

Supportive Details or Comments:

## Interpersonal Skills
Works well with supervising faculty and others and is receptive to others' ideas; handles difficult situations with diplomacy and tact; gives, receives, and acts upon constructive feedback. If "Neutral," "Disagree," or "Strongly disagree" is assigned, please include explanation in Supportive Details or Comments below.

Strongly Agree | Agree| Neutral | Strongly Disagree | Not Applicable

Supportive Details or Comments:

## Communication Skills

Communicates effectively and in a timely manner with regard to requests and in interaction with faculty, students, and others. If "Neutral," "Disagree," or "Strongly disagree" is assigned, please include explanation in Supportive Details or Comments below.

Strongly Agree | Agree| Neutral | Strongly Disagree | Not Applicable

Supportive Details or Comments:

## Initiative

Takes initiative in seeking out and completing tasks, and in problem solving. If "Neutral," "Disagree," or "Strongly disagree" is assigned, please include explanation in Supportive Details or Comments below.

Strongly Agree | Agree| Neutral | Strongly Disagree | Not Applicable

Supportive Details or Comments:

## Ethical Behavior and Professionalism

Exhibits ethical behavior, adhering to accepted standards of professional behavior and appropriate codes of conduct. If "Neutral," "Disagree," or "Strongly disagree" is assigned, please include explanation in Supportive Details or Comments below.

Strongly Agree | Agree| Neutral | Strongly Disagree | Not Applicable

Supportive Details or Comments:

## Areas of Strength and/or Growth

Please include any outstanding and/or notable strengths within GA commitment. If "Neutral," "Disagree," or "Strongly disagree" was assigned in any previous response, please include possible actions to amend here.

Strongly Agree | Agree| Neutral | Strongly Disagree | Not Applicable

Supportive Details or Comments:

## Additional Comments

## F. Resources for Learning About Landscape Architecture

### Organizations

American Society of Landscape Architects https://www.asla.org/

International Federation of Landscape Architects https://www.iflaworld.com/

The Council of Educators in Landscape Architecture https://thecela.org/

Land8: Landscape Architects Network https://land8.com/


### Books (a few)

Amoroso, Nadia. Representing Landscapes: a Visual Collection of Landscape Architectural Drawings. Abingdon, Oxon / New York; Routledge, 2012.

Dee, Catherine. Form and Fabric in Landscape Architecture: A Visual Introduction. London: Spon, 2001

Dee, Catherine. To Design Landscape: Art, Nature, and Utility. London: Routledge, 2012

Deming, M. Elen and Simon Swaffield. Landscape Architecture Research: Inquiry, Strategy, Design. Hoboken, NJ: Wiley, 2011

Hutchison, Edward. Drawing for Landscape Architecture: Sketch to Screen to Site. New York: Thames & Hudson, Inc., 2011.

Lynch, Kevin. The Image of the City. Cambridge, MA:  MIT Press, 1985

Stilgoe, John. Outside Lies Magic: Regaining History and Awareness in Everyday Places. New York: Walker and Co., 1998

Sullivan, Chip. Drawing the Landscape. New York:  Van Nostrand Reinhold, 1997

Treib, Marc. Modern Landscape Architecture:  A Critical Review. Cambridge, MA: MIT Press, 1993


### Journals / Periodicals

Landscape Architecture Magazine. Washington, DC:  American Society of Landscape Architects

Landscape Research Record. Raleigh, NC: The Council of Educators in Landscape Architecture.

Landscape Journal. Madison, WI: University of Wisconsin Press

Journal of Landscape Architecture. Wageningen, Netherlands: European Council of Landscape Architecture Schools

Landscape Research. Wimbledon, London: The Landscape Research Group

LA+ Interdisciplinary Journal of Landscape Architecture. Philadelphia, PA: University of Pennsylvania

Kerb Journal of Landscape Architecture. Melbourne, Australia: RMIT University School of Architecture and Design

Scenario Journal. Philadelphia, PA: University of Pennsylvania

Topos: European Landscape Magazine. München, Germany: Callwey

# G. Recommended Computer Specifications

**Department of Landscape Architecture**                                       **AY2025-2026**
AB 226, R. WAYNE ESTOPINAL COLLEGE OF ARCHITECTURE AND PLANNING
BALL STATE UNIVERSITY
765-285-1971

### *Minimum Performance-Based Specification for Student Computer Purchases*

**\* First Year CAP students are *not* required to purchase a computer**

| Laptop Recommendations  -  PC / Windows | |
|---|---|
| | |
| Screen | 16" Full HD+ |
| CPU (processor) | Intel or AMD w/ CPUMark of 2,600 or higher |
| Memory (RAM) | 32GB or more |
| Graphics Card (GPU) | Dedicated GPU scoring G3DMark of 14,000 or higher |
| Graphics Memory | 10GB or more |
| Hard Drive | 1TB Solid State Hard Drive (SATA3 or NVME m.2) or more |
| Operating System | Windows 11 Pro (or most current), 64-bit |
| Ethernet | 10/100/1000 Ethernet (optional, if applicable/available) |
| Wireless | Wi-Fi 6E (802.11ax), Bluetooth 5.3 |

| Laptop Recommendations  -  Apple / macOS | |
|---|---|
| | |
| Screen | MacBook Pro 16", M4 Pro |
| Processor | 14-core CPU or better |
| Memory (RAM) | 48GB or better |
| System Graphics | 20-core GPU or better |
| Hard Drive | 1TB Solid State Hard Drive (SSD) or more |
| Operating System | Most Current |
| Ethernet | 10/100/1000 Ethernet (optional, if applicable/available) |
| Wireless | Wi-Fi 6E (802.11ax), Bluetooth 5.3 |

| Hardware and Software Recommendations\* |
|---|
| Microsoft Office (Word, Excel, PowerPoint, etc.) |
| ESRI ArcGIS Pro (most current version/update)\*\*\* |
| Adobe Creative Cloud (InDesign, Photoshop, Illustrator, AcrobatPro, etc.), latest versions |
| CAD software: \*\*Autodesk AutoCAD, latest version |
| 3D Modeling (Autodesk Revit, Civil 3D; SketchUp; Rhino; 3ds Max, etc.), latest versions\*\* |
| Internet Search Engines:  Google Chrome, Bing, Mozilla Firefox, Microsoft Edge, etc. |
| Virus Protection: (consult Tech Center for advice) |
| 20' CAT6 RJ45 or better Ethernet/network cable (for faster wired internet connections) |
| Cable lock (Targus Defcon or similar; to secure your hardware when stationary) |

**Notes:**

*Suggested upgrades and other considerations:*
• Highly recommended: Pen-enabled tablet (e.g., Apple iPad, Microsoft Surface, or similar); a high-end 2-in-1 convertible touchscreen laptop could be a good all-in-one alternative to a regular PC laptop

• GPUs recommended: NVIDIA GeForce RTX 3060, NVIDIA Quadro RTX 2000 ADA, AMD Radeon RX 6700 XT or better

• CPU (processor) recommended: AMD Ryzen 5 3600, Intel Core i5-8600 or better

• 17" screen for improved visibility & multi-tasking

• USB 3.0 flash drive (256GB or larger)

• External hard drive (1TB+ SSD, USB pocket size)

• Webcam (integrated or external)

• External monitor to maximize productivity (24"+)

• External DVD writer (CDs/DVDs less common now)

• Extra laptop battery

• Integrated mobile broadband (AT&T, Verizon, etc.)

• Extended (3-4 years) warranty/service/support + accidental damage protection for your hardware.

• Mac users should consider purchasing Parallels Desktop (or similar) to run PC-only applications.

• Printer (a convenience, not a necessity)

• Extra power cord/adapter (for home and school)

<u>Software available at the BSU Technology Store:</u>

Windows OS and Microsoft Office

Adobe Creative Cloud

Parallels Desktop for Mac

Security/Antivirus software

*Call or visit them online for titles and current pricing.*

<u>CAD and GIS options:</u>

\*\*Autodesk AutoCAD, Revit, Civil 3D, and 3ds Max are available free to students @ https://www.autodesk.com/education/edu-software/

\*\*A variety of CAD options are available, each with differing 2D & 3D characteristics.  AutoCAD, Revit, Rhino, and SketchUp are taught in our curriculum. Students are welcome to explore and apply additional CAD, representation, and modeling tools which might best support their own design methods/interests.

\*\*\*ESRI ArcGIS software available free through Bracken Library (GIS Research and Map Collection, 765-285-1097)

Note: PC hardware specifications noted above align with Lumion Pro visualization software recommended requirements.

\*Software applications are basic to the LA program, much like traditional course textbooks. Computers and software are available through the BSU Technology Store at significant discounts to students; please contact them for more information (Tech Center BL 103, https://www.bsu.edu/about/administrativeoffices/technology-store, techstore@bsu.edu, 765-285-4104).  You may also contact BSU Unified Technology Support Tech Center (765-285-8324) for other technology-related inquiries.  Computer manufacturers may offer good deals to students (e.g., discounts, financing, lease options).  The following PC brands are and have been relatively common among our students and faculty: Dell, HP, Asus, Lenovo, Acer, MSi, Alienware.  Please note that the Apple Macbook Pro will generally run most software emphasized in our program but some applications (e.g., ESRI ArcGIS, Autodesk Revit) only run on the Windows OS; this requires the installation & use of Bootcamp, Parallels Desktop, etc. to run those applications on the Mac OS.

# H. Additional Resources

## Academic Support

### The Learning Center

The Learning Center offers free tutoring for many courses. They also provide writing and study skills tutoring. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit my.bsu.edu and click on "Navigate" in the Additional Tools section, or just go directly to https://bsu.navigate.eab.com. You can also download the Navigate Student app. For more information about all of their programming, visit this link or call 765-285-1006. Email them at learncenter@bsu.edu. Follow them on Instagram and Twitter: @BallStateLC.

### The Writing Center

The Writing Center is a community of trained Ball State students and faculty who value all types of writing.  If a student needs help with writing, she/he should seriously consider making an appointment to meet one-to-one with one of their enthusiastic and supportive staff.  It is located in RB 291, 285-8387. To make an appointment go to https://prodapps.bsu.edu/WCOnline.

### Disability Services

Ball State's Office of Disability Services coordinates services for students with disabilities. If you need course adaptations or accommodations because of a disability, please contact their office as soon as possible at 765-285-5293 or dsd@bsu.edu.

Students who need accommodations in class, as provided for by the American Disabilities Act, should arrange a confidential meeting with the instructor(s) during office hours the first week of classes – or as soon as possible if accommodations are needed immediately. You must bring a copy of your accommodation documentation to the meeting.

### ASPiRE Internal Grants

Ball State University's Aspire Internal Grant Program provides funding to faculty, professional staff, and students to support projects in the areas of research, scholarly studies, and creative endeavors.

## Professional Development

### GOLD Program

The Graduate Opportunities and Leadership Development [GOLD] program is a professional development program through the Graduate School to support students' skills in career success, communication, inclusive excellence, research, teaching, and wellness. The program offers workshops, mentoring, and social events.

### Career Center

The Career Center is a hub for student employment, programs and services. They also maintain a list of currently available Graduate Assistantships.

## Networking, Mentoring and Social Support

### Pathways Project

The Pathways Project is a Graduate School initiative for inclusive excellence for students, faculty, and staff designed to foster equity and mentoring in graduate education at Ball State University. The Pathways Project features three distinct programs, which center and support students from marginalized backgrounds (e.g., domestic Students of Color, LGBTQIA2S+ students, students with disabilities, low-income students, student veterans, students with dependents, etc.).

For questions about Pathways or the Pathways Mentoring program, contact program coordinator Dr. Scarlett Hester, scarlett.hester@bsu.edu.

### Cardinals Connect

Cardinals Connect is essentially a Ball State-only LinkedIn, but with a more focused approach to mentoring. This can be an excellent resource in your career development, and it only takes a few minutes to sign up!

### Multicultural Center

The Multicultural Center works to create an environment of inclusive excellence here at Ball State. They offer several programs, services, and resources to all of our students.

### ASLA

The American Society of Landscape Architects [ASLA] is the professional organization for landscape architects in the United States.

### SCASLA

Student Chapter of the American Society of Landscape Architects at Ball State University. Follow them on Instagram: @scaslabsu.

## Wellness Support

### BSU Counseling Center

The BSU Counseling Center offers support for students' mental health and success in a variety of ways including counseling, self-help resources, and relaxation spaces.

### Graduate Student Wellness Initiative

In partnership with the Ball State Graduate School, the Graduate Student Wellness Initiative (GSWI) seeks to create a culture of health and wellness for all Ball State graduate students, both online and on-campus. The GSWI offers a series of events, workshops, and online programming for you while pursuing an advanced degree.

### Open Door Health Services

Open Door Health Services is a local, low-cost health services provider for individuals living in and close to Muncie, Indiana. Services include medical, dental, behavioral health, family planning, and WIC. They also have insurance navigators to assist patients accessing the Health Insurance Marketplace.

### Basic Needs Hub

The Basic Needs Hub is a virtual center for resources available to students experiencing basic needs insecurity. Through their website, you can find assistance with food, housing support, financial resources, wellness resources, and other basic needs support.

# Additional Contact Information

For more information, visit our website:

University Web Pages
[Ball State University Master of Landscape Architecture](#)
[Ball State University Master of Urban Design](#)

Email
[mla@bsu.edu](mailto:mla@bsu.edu)

[Ball State University - College of Architecture and Planning](#)

[ballstate_landscape](#)

[Ball State University Department of Landscape Architecture](#)

[BallStateCAP](#)

This program handbook highlights the graduate program policies and procedures for students in the Master of Landscape Architecture within the Department of Landscape Architecture at Ball State University. These guidelines exist in addition to the policies outlined in Ball State's Graduate Catalog. In all cases where there is a discrepancy between the Graduate Catalog and this Handbook, policies and degree requirements stated in the Graduate Catalog supersede any information found in this Handbook.

This Handboook has been compiled by the Graduate Program Committee of the Department of Landscape Architecture to present guidelines and information about the Programs, Department, College, and University.

If you do not fully understand something, contact the MLA Program Director at [mla@bsu.edu](mailto:mla@bsu.edu) for clarification or more information.