

LEED Lab at UCLA 2020-21 | Contract Course Instructions

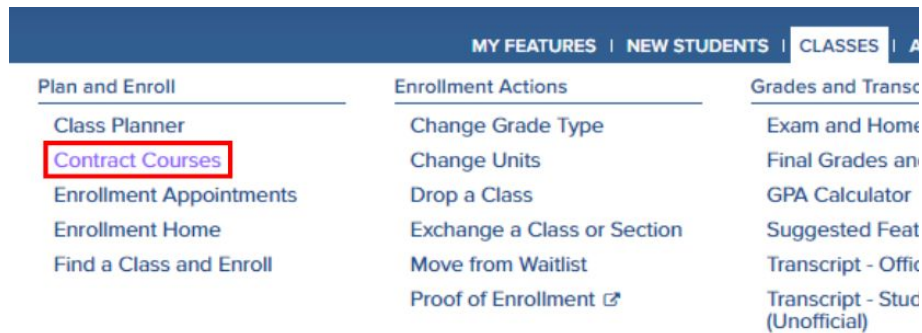
General [information](#) on UCLA contract courses.

Completed contract should be submitted by **Friday of 2nd week of Fall 2020**. Please confirm this with your department as there may be some exceptions.

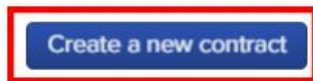
This application is expected to be simple and take less than 15 minutes.

Steps:

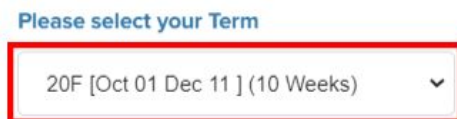
- Sign-in to your [MyUCLA](#) account.
- Go to the “Classes” tab. Click “Contract Courses.”



- Click “Create a new contract.” Select this option again on the next page.



- Select term: “20F [Oct 01 Dec 11](10 Weeks)”



- Select course: “Directed Research - 199” (the last option). Click “Next.”



intensive work on student's original research project or paper

- You may “Print Instructions.” Click “Next.”



- Select subject area: “ARCHITECTURE AND URBAN DESIGN” (This is because the LEED Lab instructor, Todd Lynch, is affiliated with this department. You do not need to be an AUD major.) Click “Next.”

Please select your subject area

For course 199, when selecting subject area, select the department with which the 199 instructor is affiliated.

- Disregard the below course description. (LEED Lab is not limited to juniors/seniors). Click “Next.”

Directed Research - 199

Fall 2020

IMPORTANT: Please read the course description below and be sure you have met all requisite requirements before continuing.

Course Number: ARCHITECTURE AND URBAN DESIGN 199

199 - Tutorial, to be arranged. Limited to juniors/seniors. Supervised individual research or investigation under guidance of faculty mentor. Culminating paper or project required. May be repeated for credit. Individual contract required. P/NP or letter grading.

- In the Search Faculty Name, type “Lynch, Todd.” Select the first result. Click “Next.”

Directed Research - 199

Fall 2020

Type your faculty mentor's last name into the box provided below and click "search." If you're unsure of the spelling, just type a few letters of the name and click "search."

Search Faculty Name (required)

Faculty Mentors	
Faculty Name	Home Department
Lynch, Todd Michael	ARCHITECTURE & URBAN DESIGN DEPARTMENT
Lynch, Todd Michael	ARCHITECTURE & URBAN DESIGN DEPARTMENT

This search returns the first 100 matches. If you cannot locate your faculty mentor's name using this search tool, contact your faculty mentor's department for instructions.

- Select preferred grade type. Select units: “2.0.” Click “Next.”

Directed Research - 199 Fall 2020

ARCHITECTURE AND URBAN DESIGN 199

Mentor Details:

Name: Lynch,Todd Michael	Address: 365 Portola Plaza, Architecture & Urban Planning
Email: tlynch@capnet.ucla.edu	Phone: 310/825-8313

Please select your grade type

Letter Grade

Please select total number of units

2.0

- Respond to the two questions with the following:
 - Q1: “In LEED Lab, students will work together to facilitate the LEED for Existing Buildings: Operations & Maintenance (LEED EB: O&M) process to pursue certification of a UCLA campus building. The various LEED credit categories will be assessed and documented.”
 - Q2: “In Fall 2020, evidence will include a Feasibility Report and PowerPoint presentation to building stakeholders. In Winter 2021, evidence will include documentation of audits and associated credits. In Spring 2021, evidence will include reviewed comment responses and a public announcement.”
 - Click “Next” twice.

Directed Research - 199 Fall 2020

ARCHITECTURE AND URBAN DESIGN 199

Faculty Mentor: Lynch,Todd Michael	Grading Option: LG
Units: 2.0	

Please provide a short description of the research project you will be working on with faculty supervision. Include a brief description of how you will proceed both in the research phase and in your approach to the final project.

300 characters left

Please indicate the tangible evidence you will provide as proof of the work completed. Evidence of work may be in the form of a culminating paper or project.

300 characters left

- Check the boxes that you meet. If you do not meet all requirements, select “I do not meet...” and fill in a brief response. Click “Continue.”

ARCHITECTURE AND URBAN DESIGN 199

Faculty Mentor: Lynch, Todd Michael Grading Option: LG

Units: 2.0

Below is a list of terms or requirements for this contract. You must indicate that you have read and understood these conditions by selecting the box next to each term. Once you've completed this step, you will be asked to indicate whether you are eligible to enroll in this course or whether you need to request an exception to those requirements.

A student who has an outstanding Incomplete in an Upper-Division Tutorial (195-199) may not enroll in another Upper-Division Tutorial until the grade of Incomplete has been removed.

In order to enroll in an Upper-Division Tutorial (195-199), a student must have one of the following:

- junior standing and at least a 3.0 GPA in his/her major field
- senior standing
- graduate standing

The total number of units allowed for a letter grade in Upper-Division Tutorials (195-199) is 32.

Credit for Upper-Division Tutorials in a single term is limited to a maximum of 8 units.

Individual faculty mentors may sponsor a maximum of seven (7) students enrolled in an Upper-Division Tutorial in any one term.

Tangible evidence of the work accomplished for an Upper-Division Tutorial must be submitted to the supervising faculty member and the department offering the course before a grade will be assigned.

I meet all the eligibility requirements for this contract.

I do not meet all the eligibility requirements for this contract and am requesting an exception.

If you are ready to proceed, click "continue" to save your contract information. **WARNING:** Once you click "continue," you will not be able to make any further changes to this contract. If you are not sure whether you should proceed, use the "<< back" link to return to the previous sections and make the appropriate changes.

This concludes the steps to enroll in LEED Lab! We are excited to have you join this Fall 2020.