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.”

- 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
ARCHITECTURE AND URBAN DESIGN

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. PINP or letter grading.

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

Search Faculty Name (required)
Lynch, Todd

Faculty Mentors

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Home Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynch, Todd Michael</td>
<td>ARCHITECTURE &amp; URBAN DESIGN DEPARTMENT</td>
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<td>ARCHITECTURE &amp; URBAN DESIGN DEPARTMENT</td>
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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.”

● 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.
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.”

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