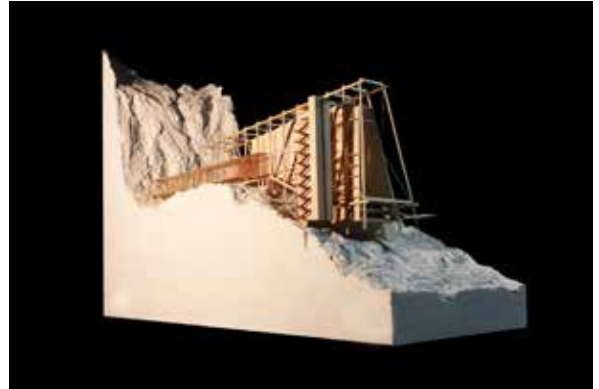# Project X: Documentation
Record, Edit + Archive

Arch 4101 - Fall 2019

Robinson Tower - KPF

METHOD

All work is to be scanned / photographed / output and submitted to the course website (www.sodium-design.com) as a PDF and with a maximum file size of 10 Mb

DUE DATE(S)

All work shall be submitted to the course website no more than two days after the due date of the project. For example, if a project is due for studio on Wednesday the final documentation will be due on Friday prior to 2:00 PM. Any work submitted after, or attempted to be submitted, after this time period will not be accepted as outlined by the syllabus.

FILE NAMING

Individual submissions are to be named as follows:
LastName.Project#-Phase.Description.pdf

for example: *Ault.Project1-Process.FloorPlan1.pdf*

Group Submissions are to be named as follows:
LastName1.LastName2.Project#-Phase.Description.pdf

for example: *Ault.Kanable-Final.FloorPlan1.pdf*

GRADING CRITERIA

Grades will be evaluated for comprehensiveness and quality of documentation - i.e. color correction, orientation / alignment, spot removal, quality of photography etc. It is intended that should these images need to be utilized by me or the SoA for future publication or accreditation that no additional work is necessary in order to do so. High quality documentation benefits both the school and you in future pursuits.