# Blackboard Site

Course Number and Name
Semester and Year – [http://my.ltu.edu](http://my.ltu.edu) and select CRN 1137

## Instructor

Matthew Bohde, AIA  
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Office hours by appointment

## Schedule

Optional on-ground orientation: Date and Time TBA  
On-line modules and exam period (College of Architecture schedule):  
August 29-December 22, 2007  
See [http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp](http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp) for LTU academic calendar information.

## Level / Hours / Prerequisite

Master of Architecture Degree / 3 semester credit hours  
Admission / prerequisite requirements

## Required Text

(See Blackboard for additional resources)  
The Architects Handbook of Architectural Practice Student/13th Edition  
Available for online purchase through LTU Bookstore at:  

## Addenda

LTU Online student resources [http://www.ltu.edu/ltuonline/currentonline.asp](http://www.ltu.edu/ltuonline/currentonline.asp)  
Course-specific information is provided in the “Course Information” area

## Technical Support

Technical support for using Blackboard is provided by the LTU Help Desk,  
248-204-2330 or vitrc@ltu.edu
Educational Goals

An overview of the basic elements of professional practice: Topics include history of the profession, training and licensure, clients, the economy, professional services, legal considerations, the architect in society, the construction industry, codes and governmental regulation, design and contract document organization, and an introduction to firm organization. Laws governing the requirements for professional licensing as a practicing architect in the State of Michigan, and the NCARB Intern Development Program (IDP) will be reviewed. Students will be required to prepare participate in discussions on selected topics introduced by the instructor.

A brief video overview of this course is available at http://www.ltuonline/nnnnn

Objectives

Course objective: to give students a fundamental understanding of these elements as a foundation on which to build after graduation through experience and continuing education. Students will be tested on lecture content, course reading material, topical articles and/or discussions of topical interest.

Prerequisite Skills

Graduate status

Instructional Methods and Course Organization

A variety of instructional methodologies are used in this course. List the specific methods used in your course, which may include but are not limited to:

Blackboard learning environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated Powerpoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages, telephone conference calls, and IM conversations.

Required readings – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

Assignments – An assignment will be made requiring the use of AIA document B141. An assignment requiring the creation of an index for a project manual for a hypothetical project will also be assigned.

Class Policies and Expectations

I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:

Each student has a LTU e-mail account. If you wish to use a different e-mail address for this course, please change your e-mail address in Blackboard under “Student Tools” and send an e-mail to mccord@ltu.edu so I can store your address in my e-mail directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. If business travel will take you away from regular participation, please clear these dates with me in advance.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge of business and IT.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office-compatible software. If you need to submit an assignment via e-mail, contact the instructor in advance. Late work will be reduced in value.
Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus and on the LTU Online web site. Be prepared to log into Blackboard at least once each day. Please focus your on-line correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you. At the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor: I will be available to you via e-mail and phone, and will promptly reply to your messages. I will be available to you for face-to-face appointments as requested. I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me. I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates. I will return all assignments to you promptly, and will include individualized comments and suggestions with each assignment. I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance. I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.

If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.
**Course Schedule**

This fully online course begins with a one-week online course orientation period to familiarize yourself with the online learning environment and to meet online or via phone with your instructor. Each week starts on a Monday and ends on a Sunday.

<table>
<thead>
<tr>
<th>Week/Module</th>
<th>Date</th>
<th>Topic</th>
<th>Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of</td>
<td>Aug 29 –</td>
<td>Introduction, Course Syllabus,</td>
<td>Textbook: Architect’s Handbook of Professional Practice 13th Student</td>
</tr>
<tr>
<td>0</td>
<td>Sept 2</td>
<td>Class Outline, Policy, Grading</td>
<td>Edition</td>
</tr>
<tr>
<td>1</td>
<td>Sept 3 –</td>
<td>Overview and Preparation</td>
<td>Pg xix-xxxix IDP Presentation and AIA IDP update</td>
</tr>
<tr>
<td>2</td>
<td>Sept 10 –</td>
<td>Overview and Preparation cont’d.</td>
<td>Mandatory Continuing Education Overview</td>
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<tr>
<td>3</td>
<td>Sept 16</td>
<td>Occupational Code</td>
<td></td>
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<tr>
<td>4</td>
<td>Sept 17 –</td>
<td>Clients</td>
<td>Pg 3-29 Best practice-Thinking like a Client</td>
</tr>
<tr>
<td>6</td>
<td>Sept 23</td>
<td>Clients cont’d.</td>
<td>Client Expectations and Communication, Client-Centeredness, The Art</td>
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<tr>
<td>5</td>
<td>Sept 24 –</td>
<td>Legal Considerations</td>
<td>Pg 361-371 Copyright Article</td>
</tr>
<tr>
<td>6</td>
<td>Oct 7</td>
<td>The Economy</td>
<td><a href="http://usinfo.state.gov/products/pubs/oecon/">http://usinfo.state.gov/products/pubs/oecon/</a></td>
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<tr>
<td>7</td>
<td>Oct 30</td>
<td>Professional Services</td>
<td>Pg 397-429</td>
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<tr>
<td>8</td>
<td>Oct 1 –</td>
<td>Mid-term Exam</td>
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<tr>
<td>9</td>
<td>Oct 2 –</td>
<td>Owner Architect Agreement</td>
<td>AIA document B141</td>
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<tr>
<td>10</td>
<td>Nov 4</td>
<td>Design Parameters</td>
<td>Pg 372-393</td>
</tr>
<tr>
<td>11</td>
<td>Nov 11</td>
<td>Design &amp; Contract documents</td>
<td>Pg 431-455 Const Document Delivery Designing The Way we Work</td>
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<td>Nov 18</td>
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DRAFT August 24, 2007 3:23 PM DRAFT
Week/ Module | Date           | Topic                        | Theory                                  |
-------------|----------------|------------------------------|-----------------------------------------|
12           | Nov 19 – 25    | Construction Costs          | Pg 344-359                              |
             |                |                              | Total Cost Management                    |
             |                |                              | Uniformat II                            |
13           | Nov 26 – Dec 2 | Construction Related Services | Pg 456-482                             |
14           | Dec 3 – Dec 9  | Introduction to Firms        | Pg 33-51                                |
15           | Dec 10 – Dec 16| Introduction to Firms        | AIA Best Practice: Starting a Firm       |
             |                |                              | Small Design-Oriented firms              |
16           | Dec 17 – Dec 22| Final Exam due               |                                        |

**Student Evaluation**

The course has five components totaling 100 points (left column). Letter grades are awarded based on the total number of points achieved (right column). Points are deducted for late assignments.

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>20</td>
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<tr>
<td>Midterm Exam</td>
<td>25</td>
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<tr>
<td>Final Exam</td>
<td>25</td>
</tr>
<tr>
<td>Quizzes and Online Participation</td>
<td>30</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Points</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>96 and above</td>
<td>A</td>
</tr>
<tr>
<td>90 – 95</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
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<tr>
<td>83 – 86</td>
<td>B</td>
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<tr>
<td>80 – 82</td>
<td>B-</td>
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<tr>
<td>77 – 79</td>
<td>C+</td>
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<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>61 – 70</td>
<td>D (n/a graduate level)</td>
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<tr>
<td>60 and below</td>
<td>F</td>
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*Note: Grades lower than “B” fall below the LTU graduate standard*
Practical Guidelines for Class Load Expectations

A three-credit graduate course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

A 14-week semester (the Summer “E” semester is compressed into 11 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.

You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.

You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:

- 8-9 hours preparing your case study review;
- 24-40 hours working with your group on the three parts of your semester-long project; and
- 8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic can be used to guide you in planning your weekly course work to remain on schedule:

![Online Learning Schedule](image-url)
Assignment Details

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should not submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Client Representative Assignment (5 Points)

Subject: The following is a hypothetical situation that I would like you to consider and respond to with a written plan of action:

You have been selected to replace the design lead on a very large and important project for your firm. The project is for an R&D (research and development) department of a large US corporation. Your client is the facilities group of this corporation who is representing the interests of the R&D department. The facilities group views the R&D department as their client and is very concerned how their performance is evaluated within the corporation. The corporation has a long history and is presently enjoying some success in the marketplace for its products, yet is very careful on how it allocates capital. The corporate board has set the budget for the project. While not extravagant, the budget is appropriate for a first class facility. The VP in charge of R&D has set fairly high expectations for the final result, but has delegated day-to-day decisions to the representatives discussed below.

The main client representative (Jim) from facilities has been very difficult to deal with. Jim has had members of the design team removed from the project and is presently very critical of the lead designer (Tom) whom you are replacing. In meetings with representatives of the R&D, Jim is very critical of what is being presented and often puts Tom on the defensive. As difficult as Jim can be, he is experienced, has a great deal of technological knowledge, and is respected by the R&D department for his expertise. The project representatives for R&D include a well-educated department director with a European background (Phillip) and a more facility oriented staff member (Hank) who has been with the R&D department his entire career. Your firm’s project manager (Jack) is very aware of the problem and is asking for your help in moving the project forward through the design phase.

Points to be addressed:
How would you learn more about the client representatives?
How would you handle future design presentations?
How would you develop your relationship with the client representatives?
How would you handle the previous design lead from your firm who will continue to be involved in the project along with several junior members of your firm?

Requirements:
Written plan of a minimum 200-300 words
Be prepared to discuss and defend your plan.

B 141 Assignment (5 Points)

Subject: Use the AIA Document B141 - 1997 Agreement Between Owner and Architect to answer the following questions:
Who owns the copyrights for the drawings and specifications?
How many consecutive days must the owner suspend the Project before the architect can make a claim for expenses incurred by the interruption?
If a project is bid or negotiated and it exceeds the owner's original budget, what is the architect's responsibility?
Whose responsibility is it to provide a program for the project?
When does the architect's responsibility to provide Contract Administration Services end?

Requirements:
Note article number(s) and sub-number(s) where the answer was found.
Answers should be expressed in complete sentences.

Project Manual Index (10 Points)

Subject: Project Manual Table of Contents

Prepare a project manual table of contents for the project described below. Provide a specification section listing for all anticipated materials.
Include required front end documents (Division 0)
List Mechanical and Electrical sections for general, plumbing fixtures, ductwork and lighting.
Requirements:
Contents should follow CSI format.
Contents should be typed in same format it would appear in a project manual.
Project is a small branch bank with concrete foundations, concrete slab, steel or wood structure, brick veneer exterior, concrete block, wood or metal stud exterior wall back-up, aluminum and insulated glass windows, metal stud and drywall interior partitions, wood doors, acoustical ceiling tile, vinyl and ceramic tile and carpeting. Roof can be membrane, shingles or metal. Bank equipment and vault is included in general contract work. Site work includes general excavation, concrete curbs and walks, asphalt paving, and minimal landscaping. No site utility specifications or conveying systems are required. Contractor is to provide construction trailer.
Project is to be awarded based on a competitive bid for a single general construction contract. Include listing of required bidding documents.
Extra credit will be given for additional effort beyond meeting minimum requirements.

Quizzes and Online Participation (30 points)

Each student is expected to actively participate in online activities. Class participation is evaluated to a maximum of 30 points based on:
Up to 10 points – Reading the required text chapters and working through the online practice quizzes according to the class schedule; and
Up to 20 points – Actively participating in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students.

Syllabus Addenda

Please see the LTU Online “Current Students” web site http://www.ltu.edu/ltuonline/currentonline.asp for comprehensive information about Lawrence Tech’s academic services, library services, student services, and academic integrity standards. The contents of this web site is explicitly included as syllabus requirements.

The LTU Online “Current Students” web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the SafeAssignment anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the LTU Online web site regarding the use of the SafeAssignment product.