

| | |
|---|--|
| COURSE TITLE BLACKBOARD SITE | Professional Practice, Architecture 5913 Fall 2012 – http://my.ltu.edu and select CRN 1735 |
| INSTRUCTOR | Matthew J. Bohde, AIA Project Manager, Giffels/IBI Group mbohde@ltu.edu , bohde@att.net 248-514-4946 Office hours by appointment |
| SCHEDULE | August 29 – December 21, 2012 Refer to http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for the last date to withdraw and other important registration related information. |
| LEVEL/HOURS PREREQUISITE | Graduate Program / 3 credit hours Admission / prerequisite undergrad degree |
| REQUIRED TEXT (See Blackboard for additional resources) | <ol style="list-style-type: none"> 1. "The Architecture Student's Handbook of Professional Practice", Fourteenth Edition The American Institute of Architects. Publisher - John Wiley & Sons, Inc., ISBN 978-0-470-08869-2 2. "Ethics and the Practice of Architecture", Wasserman, Sullivan, Palermo Publisher - John Wiley & Sons, Inc., ISBN 0-471-29822-0 <p>Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489</p> |
| ADDITIONAL RESOURCES | LTU Online student resources: http://www.ltu.edu/ltuonline/ |
| TECHNICAL SUPPORT | Technical support for using Blackboard is provided by the Helpdesk, 248.204.2330 or helpdesk@ltu.edu . Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne . |

COURSE SCHEDULE FOR TRADITIONAL SEMESTER COURSES

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

| Dates | Modules | Topics / Readings | Assignments Due |
|--------------------------------|--|---|--|
| Pre-semester Aug 29 – Sep 2 | <u>Module 0</u> Introduction | Overview of textbooks Online Learning and Course Orientation | Review syllabus Submit Bio and participate in Discussion Board |
| Week of Sep 3 – Sep 9 | <u>Module 1</u> The Profession of Architecture | AIA Text Chapter 1 – pp. 2-29 | Bb Discussion Board |
| Week of Sep 10 – Sep 16 | <u>Module 2</u> Ethics and Leadership | AIA Text CH. 3 – pp. 51-74 Ethics Text pp. 120-126, 159-177 | Bb Discussion Board |
| Week of Sep 17 – Sep 23 | <u>Module 3</u> Legal Considerations | AIA Text CH. 2 – pp. 30-43 Ethics Text pp. 10-30 | Bb Discussion Board |
| Week of Sep 24 – Sep 30 | <u>Module 4</u> Licensing and Regulation | AIA Text CH. 2.2 – pp. 44-50 AIA Text CH. 10 – pp. 533-573 Ethics Text pp. 159-183 Posted PDF Readings | Bb Discussion Board |
| Week of Oct 1 – Oct 7 | <u>Module 5</u> Owner/Architect Agreements | AIA Text CH. 11 pp.576-621 Ethics Text pp.127-158 Posted PDF Readings | Bb Discussion Board Assignment #1 Due |
| Week of Oct 8 – Oct 14 | <u>Module 6</u> Managing Project Cost | AIA Text CH. 7 pp. 341-370 AIA Text CH. 9.4 pp.495-509 Posted PDF Readings | Bb Discussion Board |
| Week of Oct 15 – Oct 21 | <u>Module 7</u> Firm Financial Management | AIA Text CH. 5 pp.145-174 Posted PDF Readings | Bb Discussion Board |
| Week of Oct 22 – Oct 28 | <u>Module 8</u> MIDTERM EXAM | No Readings | Mid-Semester Review Midterm Exam |
| Week of Oct 29 – Nov 4 | <u>Module 9</u> Project Management | AIA Text Chapter Text CH. 9.1, 9.2, 9.3, 9.5, 9.6 | Bb Discussion Board Assignment #2 Due |
| Week of Nov 5 – Nov 11 | <u>Module 10</u> Delivery and Deliverables | AIA Text Chapter 8.1-8.3, pp. 371-421 | Bb Discussion Board |
| Week of Nov 12 – Nov 18 | <u>Module 11</u> Construction Services | AIA Text Chapter 8.4, 8.5, pp. 422-451 | Bb Discussion Board |

| Dates | Modules | Topics / Readings | Assignments Due |
|-------------------------|--|--|---|
| Week of Nov 19 – Nov 25 | <u>Module 12</u> Marketing Design Services | AIA Text CH. 4.5, pp.121-132 Thanksgiving Week | Bb Discussion Board |
| Week of Nov 26 – Dec 2 | <u>Module 13</u> Architect Selection | AIA Text CH. 4.6, pp. 133-144 | Bb Discussion Board Assignment #3 Due |
| Week of Dec 3 – Dec 9 | <u>Module 14</u> Firm Identity | AIA Text CH.4.1, 4.3 Posted PDF Readings | Bb Discussion Board |
| Week of Dec 10 – Dec 16 | <u>Module 15</u> Developing a Practice | AIA Text Chapter 4.2 | Bb Discussion Board |
| Week of Dec 17 – Dec 21 | FINAL EXAM | No Readings | Semester Review Final Exam |

STUDENT EVALUATION

The course has 3 assignments totaling 20 points. Letter grades are awarded based on the total number of points achieved. Points are deducted for late assignments.

EXAMPLES:

| Assignments and Exams | Points |
|-------------------------|------------|
| Assignment #1 | 5 |
| Assignment #2 | 5 |
| Assignment #3 | 10 |
| Midterm Exam | 25 |
| Final Exam | 25 |
| DB Online Participation | 30 |
| Total Points | 100 |

| Class Points | Letter Grade |
|--------------|--------------------|
| 96 and above | A |
| 90 – 95 | A- |
| 87 – 89 | B+ |
| 83 – 86 | B |
| 80 – 82 | B- |
| 77 – 79 | C+ |
| 73 – 76 | C |
| 70 – 72 | C- |
| 61 – 70 | D (Undergrad Only) |
| 60 and below | E |

Note: Grades lower than a "B" fall below the LTU graduate standard

EDUCATIONAL GOALS

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

STUDENT LEARNING OBJECTIVES / OUTCOMES

The course objective is 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

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

Blackboard Learning Environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, videos, narrated PowerPoint mini-lectures, written lecture notes, 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.

Self-Assessments – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.

Required Reading – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online. The AIA text includes a CD inside the back cover. Note that there are two textbooks.

Assignments – #1: Agreements
#2: Fees
#3: Ethics

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 email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me to store your email address in my directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

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

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software. If you need to submit an assignment via email, contact the instructor in advance.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums, so that your colleagues may learn from you.

At midterm and 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 strongly encourage your participation 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 should special circumstances arise that require my assistance, please contact me so that we may discuss and resolve the matter.

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

A three-credit 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 semester is compressed into 10 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;
 - 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 may be used to guide you in planning your weekly course work to remain on schedule:

| Online Learning Schedule | | | | | | |
|--|------|--|-----|-----|-----|-----|
| MON | TUES | WED | THU | FRI | SAT | SUN |
| Read Textbook Chapter | | | | | | |
| | | Take Online Chapter Quiz | | | | |
| | | Participate in Weekly Blackboard Discussions | | | | |
| Individual and Group Project Work - Coordinate With Colleagues | | | | | | |
| Instructor Communication - As Needed | | | | | | |

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” or “SafeAssign” function. A place will be designated. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Assignment 1 (5 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Friday Midnight of Module 5 Week.

Subject: Use the AIA Document B101 - 2007 Agreement Between Owner and Architect to answer the following questions:

1. Questions TBD

Requirements:

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

Assignment 2 (5 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Friday Midnight of Module 9 Week.

Subject: Dollars & Sense – Determining A Fee

Contents: From the lectures and readings, discuss and explain the chronological steps that should be taken and information that should be developed and evaluated, to assess the viability, determine a fee and complete a proposal for a new project.

Assignment 3 (10 Points)

Subject: Ethics

Due Date: Friday Midnight of Module 13 Week.

Sustainable design is rapidly becoming a force shaping the built environment. While some sustainable requirements have already been incorporated into building codes and local ordinances, sustainable design is still largely voluntary. Design professionals have become leaders and advocates in creating sustainable environments. The AIA Code of Ethics now includes Ethical Standards that concern the environment and sustainability (see AIA.org for the entire Code of Ethics). They are:

Cannon 1, E.S. 1.3 Natural and Cultural Heritage:

Members should respect and help conserve their natural and cultural heritage while striving to improve the environment and the quality of life within it.

Cannon 6, E.S. 6.1 Sustainable Design:

In performing design work, Members should be environmentally responsible and advocate sustainable building and site design.

Cannon 6, E.S. 6.2 Sustainable Development:

In performing professional services, Members should advocate the design, construction, and operation of sustainable buildings and communities.

Cannon 6, E.S. 6.3 Sustainable Practices:

Members should use sustainable practices within their firms and professional organizations, and they should encourage their clients to do the same.

At the same time, architects have an ethical responsibility and contractual duties to serve their clients wishes. The Code of Ethics also says:

Cannon 3: Obligations to the Client

Members should serve their clients competently and in a professional manner, and should exercise unprejudiced and unbiased judgment when performing all professional services.

Our ethical dilemma as architects is that some clients may not want sustainable design and may not accept any construction, maintenance or operational premiums to incorporate sustainable components into their project.

Requirements:

Your assignment is to write a 1 full to 2 full page single-spaced paper:

- Answer the questions: Is sustainable design an ethical imperative? Why or why not? If so, to what level or extent?
- Explain how you would advocate and encourage your client to include sustainable elements into their project.
- Use our ethics text to develop and support your argument, including any and all of the four principal ethical theories, plus the four other views on ethics.

Grading Rubric (10 points):

- How effective are your arguments?

- How does the text help support your opinion? Do you understand the underlying ethical reasoning?
- Have you observed the length requirements (both min 1 page SS to max 2 page SS)?
- Submit on time. Late papers will be penalized.

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 actively participating in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students.

You should complete reading and listening to narrated PowerPoint lectures for the modules listed in the schedule by Wednesday/Thursday of the scheduled week. Participation in the discussion board should begin no later than the following Friday PM. I expect at least one original post by each student and at least two thoughtful responses to others. **Your original post and at least one reply post must be posted before Sunday, A maximum of one reply may be posted on Sunday (before 6:00PM).** Posts in addition to the minimum are encouraged and have no date requirements. You will be graded down if you do not follow these instructions. If I pose a question to you directly, I will expect a direct response. I will endeavor to provide a response to each student's original post.

Each post should be a "quality" post, meaning on subject and longer than a sentence or two.

SYLLABUS ADDENDA

Please see the LTU Online "Current Students" web site <http://www.ltu.edu/ltuonline/> for comprehensive information about Lawrence Tech's academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included in these 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 SafeAssign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the [eHelp web site](#) regarding the use of the SafeAssign product.

Undergraduates: Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes; and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list. More information is available at <http://www.ltu.edu/leadership>.