



ARC 5922 - Professional Practice 2 (Online) – CRN 3506 – Spring 2010

COURSE TITLE BLACKBOARD SITE	ARC5922 Professional Practice 2 Spring 2009 – http://my.ltu.edu and select CRN 3506
INSTRUCTOR	Matthew J. Bohde, AIA mbohde@ltu.edu , bohde@att.net Phone: 248-514-4946 Telephone Hours: Monday – Saturday 9:00am – 5:00pm Office hours by appointment
SCHEDULE	January 11 th thru May 9 th 16 weekly modules plus 1 break week See http://www.ltu.edu/registrar_office/calendar_final_exam.index.asp for LTU academic calendar information.
LEVEL / HOURS PREREQUISITE	Graduate Level, 2 credit hours/Professional Practice 1
REQUIRED TEXT (See Blackboard for additional resources)	The American Institute of Architects, "The Architecture Student's Handbook of Professional Practice", Fourteenth Edition John Wiley & Sons, Inc., Publisher ISBN 978-0-470-08869-2 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDENDA	LTU Online student resources 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 vitr@ltu.edu

Educational Goals

Building on and complementing the principles covered in Professional Practice 1, this course concentrates on the development and understanding of firm wide practice knowledge and skills. General principles covered in Professional Practice 2 will address applications within the context of the architectural business entity. Topics include firm types and structure, ethics, strategic planning, marketing and public relations, human resource management and leadership, contract form and negotiation, and risk management.

Objectives

The student should be able to understand the basics of architectural practice and how the art and science of architecture operates within the structure of the profession and business of architecture

Prerequisite Skills

ARC5913 Professional Practice 1, Minimum Grade of C-

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.

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

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

Publisher Web Site – <http://www.wiley.com>

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 me 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 or personal issues 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.

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 middle and end of the course, you will be invited to participate in University evaluations 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 try to 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 post announcements and/or send out a weekly e-mail updates to all class members to guide upcoming work and remind you of assignment due dates. Meeting due dates is the student's responsibility.

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. Each week starts on a Monday and ends on a Sunday.

Dates	Modules	Topic / Lecture / Reading	Assignments Due
Week of Jan 11 – Jan 17	Module 0	Course Orientation	Introductions Online Discussion Forum
Week of Jan 18 – 24	Module 1	Firm Identity PowerPoint Lecture Text Chapter 4.3	Bb Forum
Week of Jan 25 – Feb 31	Module 2	Ethics & Leadership PowerPoint Lecture / Video Text Chapter 1.2	Bb Forums
Week of Feb 1 – Feb 7	Module 3	Marketing 1 – Strategies PowerPoint Lecture Text Chapter 4.5	Bb Forums Ethics Assignment #1 Due
Week of Feb 8 – Feb 14	Module 4	Marketing 2 – How Clients Select PowerPoint Lecture Text Chapter 4.6	Bb Forums
Week of Feb 15 – Feb 21	Module 5	Human Resources/Insurance/Benefits PowerPoint Lecture Text Chapter 5.5	Bb Forums
Week of Feb 22 – Mar 28	Module 6	AIA Guest PowerPoint by AIA Associates Text Chapter 1.4 & Appendix B	Bb Forum
Week of Mar 1 – Mar 7	Module 7	Midterm Exam	Exam
Week of Mar 8 – Mar 14	SEMESTER BREAK	NONE	NONE
Week of Mar 15 – Mar 21	Module 8	Compensation PowerPoint Lecture 4 Readings in Module 11 Theory Folder	Bb Forum
Week of Mar 22 – Mar 28	Module 9	Project Management PowerPoint Lecture Text Chapters 9.1, 9.2	Bb Forum
Week of Mar 29 – Apr 4	Module 10	Delivery Methods PowerPoint / Video Text Chapters 8.1, 8.2	Bb Forum
Week of Apr 5 – Apr 11	Module 11	Financial Management Video Text Chapters 5.1, 5.2, 5.3	Bb Forum Dollars & Sense Assignment #2 Due
Week of Apr 12 – Apr 18	Module 12	Legal Structures & Start-up PowerPoint Lecture Text Chapters 4.1, 4.2	Bb Forum /
Week of Apr 19- Apr 25	Module 13	Risk Management Video Text Chapter 5.4	Bb Forums Final Course Evaluation Due
Week of Apr 26 – May 2	Module 14	Contracts & Agreements PowerPoint Lecture Text Chapters 12.1, 12.2	Bb Forum
Week of May 3 – May 9	Module 15	Final Exam	Exam

Student Evaluation

The course has five assignments 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.

Assignments	Points	Class Points	Letter Grade
Assignments #1 & #2 @ 10 each	20	96 and above	A
Midterm Exam	26	90 – 95	A-
Final Exam	26	87 – 89	B+
Online Participation = 14 @ 2 each (Forums 1 through 14)	28	83 – 86	B
Total Points	100	80 – 82	B-
		77 – 79	C+
		73 – 76	C
		70 – 72	C-
		61 – 70	D
		60 and below	E

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.

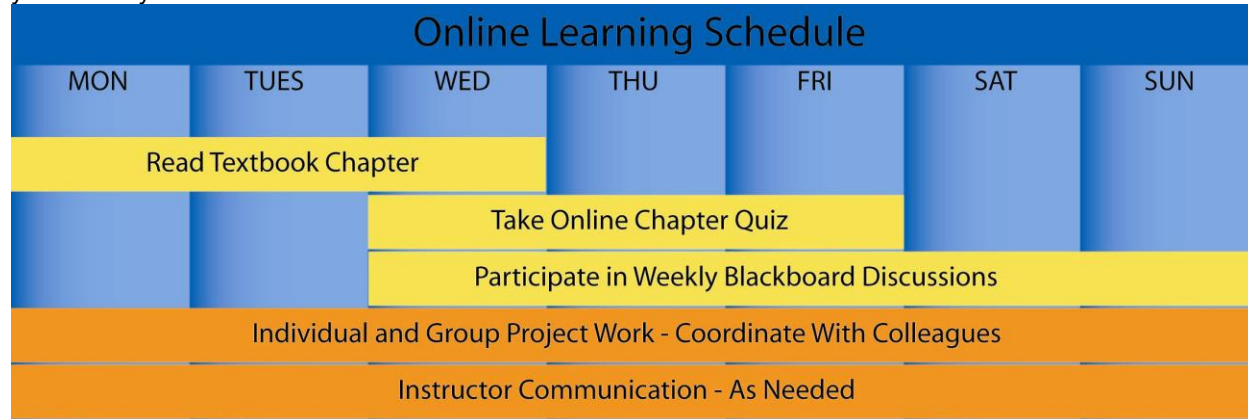
You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:

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:



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.

Assignment #1 (10 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Friday Midnight of Module 3 Week.

Subject: Ethics

Contents:

- What is ethics?
- Is it important and why?
- Recount an ethical dilemma, either personal or historical.
 - Discuss what options for action were available and considered.
 - Discuss which action was chosen and whether you believe it was the right one.
- Discuss what ethical dilemmas you have seen, or believe you might see, in the practice of Architecture.

Assessment: Grading will be based on understanding of the subject, content and meeting the requirements above for length and subject matter coverage.

Value: 10 Points maximum

Assignment #2 (10 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Friday Midnight of Module 11 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, to determine a fee and to complete a proposal for a new project.

Online Participation (28 points)

Each student is expected to actively participate in online activities. **Class participation is evaluated to a maximum of 28 points** based on viewing lectures, reading the required readings and actively participating in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students. Please view Module “0”. As a minimum, you must submit one original post responding to the Professor’s topic and two posts responding to each other (unless instructed otherwise). Posts should be QUALITY responses – on topic and one or two paragraphs in length. Participation should occur over several days and not be limited to Sunday only.

Syllabus Addenda

If required, Syllabus addenda will be announced in Blackboard announcement area and simultaneously e-mailed to students.

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.