

COURSE TITLE BLACKBOARD SITE	Architecture 5913, Professional Practice 1, CRN 3789 Spring 2011 – http://my.ltu.edu
INSTRUCTOR	Matthew J. Bohde, AIA Principal, Matthew J. Bohde, Architect mbohde@ltu.edu bohde@att.net 248-514-4946 Office hours by appointment
SCHEDULE	January 10 through May 7, 2011 See 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 Graduate status
REQUIRED TEXT (See Blackboard for additional resources)	The Architecture Student's Handbook of Professional Practice 14 th Edition John Wiley and Sons ISBN 978-0-470-08869-2 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
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

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. See Schedule file included with syllabus.

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.

Item	Points
Assignments	20
Midterm Exam	25
Final Exam	25
Quizzes and 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 “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, 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 participate in discussions on selected topics introduced by the instructor.

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.

Course Schedule

Module	Date From	To	Topic	Reading Assignments
0	Jan 10	Jan 16	Introduction, Course Syllabus, Class Outline, Policy, Grading	Text: <u>The Architecture Student's Handbook of Professional Practice Fourteenth Edition</u>
1	Jan 17	Jan 20	Preparation and Regulation	Pg 44-50 IDP Guidelines Occupational Code
2	Jan 24	Jan 30	Architecture as a Profession	Pg 2-29 NCARB Rules of Conduct Mandatory Continuing Education Overview

3	Jan 31	Feb 6	Clients	Pg 133-145 Bestpractice-Thinking like a Client, Client Expectations and Communication, Client-Centeredness
4	Feb 7	Feb 13	Leadership and Communication	Pg 51-73 The Art of Listening
5	Feb 14	Feb 20	Legal Considerations	Pg 30-43
6	Feb 21	Feb 27	The Economy	http://usinfo.state.gov/products/pubs/oecon/
7	Feb 28	Mar 6	Mid-term Exam	
SEMESTER BREAK	Mar 7	13		
8	Mar 14	Mar 20	Professional Services and Project Approach	Pg 240-302,330-340
9	Mar 21	Mar 27	Owner Architect Agreement	Pg 576-621, AIA document B101
10	Mar 28	Apr 3	Design Parameters	Pg 533-573
11	Apr 4	Apr 10	Project Delivery & Contract documents	Pg 371-422, Const Document Delivery Designing The Way We Work
12	Apr 11	Apr 17	Construction Costs	Pg 341-370 Total Cost Management Uniformat II
13	Apr 18	Apr 24	Construction Related Services	Pg 422-451
14	Apr 25	May 1	Introduction to Firms	Pg 76-87 AIA Best Practice: Starting a Firm Small Design-Oriented firms
15	May 2	May 8	Final Exam	

Professional Practice I Learning Objectives

I. Preparation and Regulation

- A. Understand the educational requirement for becoming a licensed architect*
- B. Understand the Intern Development Program and the administration by the National Council of Registration Boards (NCARB)*
- C. Understanding of State of Michigan licensing requirements and the role of NCARB in the intern experience and documentation*
- D. Learn the recommended rules of professional conduct required by law*
- E. Understand how the practice of architecture is regulated by governmental and professional institutions*

II. Architecture as a Profession

- A. Be able to define characteristics of a profession*
- B. Develop an appreciation of ethical behavior*
- C. Learn the effect of antitrust laws on AIA code of ethics*
- D. Be able to distinguish characteristics of different practice settings*
- E. Develop an appreciation of community/public service and learn potential opportunities*

III. Clients

- A. Learn the responsibilities and viewpoints of clients*
- B. Learn how to think like a client*
- C. Understand how clients select architects*
- D. Learn how clients perceive value*
- E. Learn the importance of service to clients*
- F. Learn how to evaluate clients*
- G. Learn the three client/firm types*

IV. Leadership and Communication

- A. Learn different leadership concepts*
- B. Understand how different types of communication are used*
- C. Learn the different goals of communication*
- D. Understand the importance of effective listening*
- E. Learn how verbal, non-verbal and written communication are used effectively*

V. Legal Considerations

- A. Understand how licensing is administered by the states*
- B. Learn the four items needed to prove negligence*
- C. Understand the implications of professional liability and the standard of reasonable care*
- D. Understand the concept of the statute of limitations as it applies to professional negligence*
- E. Learn the required elements of a contract*
- F. Learn the items protected by copyright*
- G. Learn the requirements for maintaining copyright protection*
- H. Understand how copyrights may be transferred*

VI. The Economy

- A. Learn the difference between monetary and fiscal policy*
- B. Learn the difference between inflation and deflation*
- C. Understand the different characteristics of stocks and bonds*
- D. Understand the affect of the national/global economy on the construction industry*
- E. Learn the basics of retirement planning and value of time in investing*
- F. Learn the effect of risk on potential investment returns*
- G. Learn the characteristics of real estate investment*
- H. Learn the sequential relationship of building types*
- I. Learn how government spending effects the economy and the construction industry*

VII. Professional Services and Project Approach

- A. Learn the difference between basic and additional services in a traditional contract.*
- B. Identify Pre-Design Services*
- C. Identify Contingent Services*
- D. Identify Additional Service*
- E. Learn the five basic phases of a project and their relative fee value*
- F. Learn the three basic project delivery types*
- G. Distinguish between bidding documents and contract documents*
- H. Learn the importance of post-occupancy services*

VIII. Owner Architect Agreement

- A. Understand the basic organization and general content of B101 Owner / Architect Agreement*
- B. Understand the architect's responsibility for construction cost under B101*
- C. Understand the relationship between the owner, architect and contractor for the three major construction delivery types*

IX. Design Parameters

- A. Understand community planning and environmental controls and how they relate to units of government.*
- B. Learn the process of site plan review, zoning appeals and rezoning in Michigan*
- C. Identify the different government bodies and their responsibilities*
- D. Understand the dynamics of public meetings and the participants*
- E. Understand how building codes and regulations are administered*
- F. Identify the jurisdiction responsibility for different types of codes and regulation*

X. Project Delivery & Contract Documents

- A. Learn the organization and content of contract documents*
- B. Understand the subtle difference between bidding and construction documents.*
- C. Understand the difference between qualitative and quantitative information*
- D. Understand the difference between specifications and the project manual*
- E. Learn the basic three part specification format*
- F. Identify the basics of production management*

XI. Construction Costs

- A. Understand the architect's responsibilities for construction costs*
- B. Learn the difference between project and construction budgets*
- C. Identify different contingencies*
- D. Learn the value of cost models*
- E. Learn the different methods of cost estimating including the Unifomat system*
- F. Identify the difference between cost cutting and value engineering*

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 Reading – Textbook chapters should be read according to the schedule provided. Related topics will be covered in PP narratives and will be discussed online.

Assignments – Assignments for this course are described later in this document.

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 “Blackboard Tools”, then “Personal Information”** and send an e-mail to [me](#) at _____ 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 architectural practice including participation in the IDP program.
- All assignments must be submitted on schedule, via Blackboard, using PDF format. If you need to submit an assignment via e-mail, contact me 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 fellow students 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.

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) *Module 4*

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 101 Assignment (5 Points) *Module 9*

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

1. Who owns the copyrights for the drawings and specifications?
2. How many consecutive days must the owner suspend the Project before the architect can make a claim for expenses incurred by the interruption?
3. If a project is bid or negotiated and it exceeds the owner's original budget, what is the architect's responsibility?
4. Whose responsibility is it to provide a program for the project?
5. 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) *Module 11*

Subject: Project Manual Table of Contents

1. Prepare a project manual table of contents for the project described below. Provide a specification section listing for all anticipated materials.
3. Include required front end documents (Division 0)
4. 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.

Online Participation (30 points)

Each student is expected to actively participate in online activities. Class participation is evaluated to a maximum of 30 points with the following understood:

You should complete reading and listening to narrated Powerpoint lectures for the modules listed in the schedule by Wednesday of the scheduled week. Participation in the discussion board should begin no later than the following Friday PM. I will endeavor to provide feedback to each student post. I expect at least one original post by each student and at least two thoughtful response to another's post. If I pose a question to you directly, I will expect a direct response.

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 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 SafeAssign 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 SafeAssign product.